

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 10<sup>th</sup> October 2017 at 14.00 in the Eckford Suite, Edinburgh House, New Street, Wem

Present: - Cllr R Dodd (Chairman), Cllrs P Dee, P Glover, C Granger, P Moyse, E Towers.

Mrs P O'Hagan (Town Clerk).

**1 Apologies** - to receive any apologies and reasons for absence.

**Resolved:- to accept the following apology for absence**

J Murray

**2 Disclosable Pecuniary Interests**

a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests - None declared.

b) To consider any applications for dispensation – None received.

**3 Committee Minutes** - to approve as a correct record the minutes of a meeting of the Finance & Corporate Governance Committee held on 11<sup>th</sup> July 2017.

**Resolved:- that the minutes of a meeting of the Finance & Corporate Governance Committee held on 11<sup>th</sup> July 2017 be approved as a correct record and signed by the Chairman.**

**4 Finance**

a) 2nd Quarter Budget Report – for consideration.

The Clerk presented the 2<sup>nd</sup> quarter budget report and answered questions on items raised by Councillors

**Resolved:- to note the report.**

**5 Health and Safety**

a) Risk Assessments and COSH Updates – for update on review.

The Clerk reported that a review of all the COSH risk assessments had been undertaken and the majority of the equipment risk assessments were now up to date with 2 still requiring a review which it was hoped would be completed by 31.10.17. In addition to this the general risk assessment document had been completed for 2017-18.

**Resolved:- to note the report.**

b) Solo Protect Lone Worker device – for discussion.

The Clerk reported that The Groundsman had not found the device suitable for his type of work as it was not robust enough and better suited for people working indoors. Shropshire Housing Group have agreed to cancel the Service Level Agreement for the supply of the device and it has been returned to them and the contract cancelled on 30.9.17.

Currently as a replacement lone worker procedure. The Groundsman has been instructed to contact the office either by phone or email by 9am each morning stating the

approximate location where he intends to be working and to do the same at lunch time. This would be trialled for the next 3 months to see whether the system was sufficient or whether a new type of procedure needs to be adopted.

**Resolved:- to recommend approval of the lone worker “call in” procedure for a trial period of 3 months.**

## **6 Policy Review**

a) Staffing Policy review – for update.

The Clerk circulated a draft staff handbook and staff policies that she had written for the committee to consider.

**Resolved:- that committee members would review the documentation and send comments for amendments, adjustments or additions to the Clerk prior to the next meeting of the committee where the documents will be considered for adoption.**

## **7 Staffing matters**

a) Home working – to review homeworking arrangements.

As per the terms of the Clerks appointment a review of the Clerks home working arrangements was undertaken.

**Resolved:- to recommend that the Clerk continues to be allowed to work from home up to 7 hours a week and that the condition that she is required to attend the office each day is removed.**

b) Jury Service – to approve.

It was reported that a member of staff had been selected for Jury Service and that the Council had to decide whether to pay the staff member as normal or to request that they claim a loss of earnings allowance from the court.

**Resolved:- to recommend that staff members called for Jury Service are paid as normal but that on any days during the Jury Service period they are not needed by the court they must attend work as normal.**

c) Staffing budget - for discussion.

The Clerk updated the committee on the staffing budget and reported that due to the weather conditions and additional workload brought about from the management of the floodlight replacement project the overtime payments for the Groundsman will be higher than usual.

A discussion took place on staffing levels at the Town Council and a suggestion was made that an additional staff member be employed to cover the work of Wem Sports and Social Association.

**Resolved:- to note the report.**

d) Employers Pension Meeting – to receive a report from meeting held 9.10.17.

The Clerk reported that she had attended the employers pension meeting and found the information provided to be useful.

**Resolved:- to note.**

e) Appraisals – to agree date.

It was agreed that the Clerk would liaise with Cllr Towers and Cllr Glover to set a date.

**8 Wem Swimming and Lifestyle Centre Extension Specification** – to review specification. Item withdrawn as the specification was not received in time for the meeting.

**9 Data Protection Changes** – to consider requirements for Town and Parish Councils. The Clerk reported that due to the changes in the Data Protection regulations there was a need for the Town Council to undertake a thorough review of all its policies and information held.

**Resolved:- to recommend that Cllr Dodd and Cllr Moyse are nominated to work with the Clerk to oversee this process and ensure the Town Council is prepared for the changes.**

**10 Training.**

a) Vision Session – to discuss programme.

The Clerk presented the draft programme.

**Resolved:- to approve.**

b) Council Training Plan – for consideration.

A discussion took place on the need to develop a more formal training plan for all Councillors and the importance of training for all Councillors not just new Councillors. The Clerk was also asked to amend the existing feedback form and request that all councillors fill in the form which will include a short report on the topics covered after attending a training course.

**Resolved:- to recommend that the following training subjects are mandatory for all new Councillors within their first year of election**

- **New Councillor Training**
- **Finance**
- **Planning**
- **Code of Conduct**

**Further Resolved:- that all Councillors must attend a course on each of the 4 subjects during the course of their electoral term.**

**11 Date and time of next meeting** – to note.

**Resolved:- to amend the date of the next meeting to Thursday 4<sup>th</sup> January 2018 2pm**

**12 Exclusion of Public and Press**

To resolve that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

**Resolved:- to exclude the press and public.**

a) Staffing matter.

**Resolved:- to approve.**

Meeting ended 15.30