

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Thursday 4th January 2018 at 14.00 in the Eckford Suite, Edinburgh House, New Street, Wem

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

Mrs P O'Hagan (Town Clerk).

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

Resolved:-to receive the following apology for absence

Cllr P Dee

- 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 10th October 2017.

Resolved:- that the minutes of a meeting of the Finance & Corporate Governance Committee held on 10th October 2017 be approved as a correct record and signed by the Chairman.

- 4 **Finance**

a) Budget Report to 20.12.17 – for consideration.

The Clerk presented the budget report and outlined estimated balances at the end of the financial year.

Resolved:- to note the report.

- 5 **Health and Safety**

a) Risk Assessment– for update. It was reported that Shropshire Council's Health and safety officer is still to complete the risk assessments for the large mower and flail arm however it was anticipated that these would be completed by the end of January. A discussion took place on the need to nominate a Councillor to be a contact for the Groundsman when a member of staff is not going to be in the office.

Resolved:- to nominate Cllr Granger and Cllr Dodd as additional contacts to receive the Groundsman's working location emails when the Clerk or Assistant Clerk are not in the office.

- 6 **Policy Review**

a) Staffing Handbook– to consider comments received from Shropshire Council HR. The comments submitted by Shropshire Council HR were considered and minor amendments were made to the handbook as per some of the recommendations.

Resolved:- to recommend that the Town Council adopt the staffing handbook and it be distributed to all employees.

b) Staffing Policies – to consider comments received from Shropshire Council HR.

The comments submitted by Shropshire Council HR were considered and minor amendments were made to the handbook as per some of the recommendations. It was also agreed to substitute the Council and Employee working protocol for the Office and Councillor Protocol document produced by SALC.

Resolved:- to recommend the following;

That the staffing policies be adopted with the exception Council and Employee working protocol.

Not to adopt an absence management policy as recommended by Shropshire Council due to the number of employees.

To defer a decision on whether to adopt a recruitment policy until the next meeting.

Cllr Murray left the meeting at 14.45

c) Officer and Councillor protocols – to consider adoption of.

The Clerk explained that SALC had put together a set of protocols it was recommending that Councils adopt.

Resolved:- to recommend the adoption of the protocols as part of the staffing policies.

7 Data Protection Changes – for update

The Clerk updated the committee on the briefing note released by NALC prior to Christmas which stated that they did not consider that a Clerk could also act as a council's Data Protection Officer due to a potential conflict of interest and that provision should be made in the 2018-19 budget to appoint a Data Protection Officer to fulfill this role.

The Clerk also reported that the council needed to carry out a data audit to see what data the Council held, what risks were involved with this data and how it was to be managed in the future.

Resolved:- to recommend that

Adequate provision is made in the 2018-19 budget to enable the Council to fulfill its requirements under the GDPR.

The data protection working party meet to help the Clerk undertake the data audit.

8 2018/19 Budget – In advance of the Town Council meeting on 16.1.17 to discuss 2018-19 budget.

The draft budget was reviewed and discussed with recommendations for expenditure considered prior to it being considered by full Council on 16.1.18.

Resolved:- that the Clerk would include the expenditure recommendations of the committee with the budget papers to be considered by full Council on 16.1.18.

9 Date and time of next meeting –

Resolved:- to note that the next meeting would be held on 10.4.18

10 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) To review staff salaries.

It was reported that national negotiations were underway for a 2% payrise for staff on national salary scales.

A discussion also took place on the need to increase provision for overtime for the Litterpicker and Groundsman to cover additional hours during annual leave and the grasscutting season.

Resolved:- to recommend that the staffing budget is approved.