

Agenda 3

A meeting of the Resources Committee was held on Tuesday 11th February 2020 in the Council Chamber, Council Offices, North Street, Ilminster starting at 19:30hrs

Present

Chair: Cllr P Burton (Note: The Mayor presided at the meeting as the Chairman and Vice Chairman were not present)

Councillors: Cllr J Dewick, Cllr M Gunn, Cllr V Keitch, and Cllr F White

In attendance

Officers: Mrs J Earp (Deputy Town Clerk) Mr S Fletcher (Admin Officer) Miss J Norris (Town Clerk) Miss V Woodgate (Admin Officer)

Town Councillors: A Shearman
District Councillor B Hamilton

No members of the public were present at the meeting

R262 Apologies for absence

Apologies for absence were received from Councillor James and Councillor Shepherd.

R263 Declarations of Interest

No Declarations of Interest were made in respect of any items on the agenda.

R264 Minutes

The minutes of the Resources Committee held on 15 October 2019 were considered.

RESOLVED that the minutes of the Resources Committee held on 15 October 2019 be confirmed.

The minutes of the Resources Committee held on 26 November 2019 were considered

RESOLVED that the minutes of the Resources Committee held on 26 November 2019 be confirmed

R265 Office Action Plan

The Office Action Plan relating to the Committee was considered.

RESOLVED to note the Office Action Plan

R266 Police Report

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster. There was no written police report

- Cllr Keitch is meeting with the Police and Crime Commissioner. If there are any matters of concern relating to policing then please raise them with her.
- A replacement PCSO is in hand.

- There have been concerns raised over people having to report crime online, especially if people do not have access to the internet. This will be raised at the PACT meeting.

R267 Financial Monitoring

Information about the Resources Committee income, expenditure and commitments compared with the 2019/20 budget was received. Issues raised during discussion of this agenda item included:

- Insurance costs. This figure should be redistributed across different budget headings at the beginning of the financial year.
- Telephone costs. This figure is to the end of December.
- Miscellaneous costs- There are costs against this code, but no budget. This figure needs to be broken down.

RESOLVED to note the report

R268 Staffing Update

The Town Clerk will report on general staffing matters.

- A new Deputy Town Clerk is now in post
- A conditional offer of employment has been made to the prospective new Town Clerk. One reference is still being waited for.
- A temporary groundworker is to be taken on a 6-month contract which commences 1st April. We are employing them directly and not through an agency. This will be the same worker as last year
- The Deputy Town Clerk will be undertaking the Introduction to Local Council Administration course
- The new Town Clerk will be registering for the same course once in post.

R269 Market-Feedback from meeting with Market Traders

To receive feedback from the meeting between the town council and the market traders.

- The meeting was very positive. It was felt a new flower and fruit and veg stall would be beneficial.
- Concern was raised regarding the empty former McColl's shop. This is felt to be an eyesore and adversely affects the market.
- It was asked if a leaflet advertising the market could be produced, perhaps by working in conjunction with the Chamber of Commerce.
- The idea of having one-off tables provided was also discussed. There are insurance issues with this.
- Kipper Week was also discussed-giving the Market Traders 1 free week in in January, February or March.

RESOLVED to accept Kipper Week and backdate to January

R270 Governance Document Review-Financial Regulations

The Financial Regulations document was reviewed and consideration given as to whether any amendments were required.

RESOLVED to recommend to Council that the Financial Regulations as attached to these minutes as Appendix 1 is adopted

R271 Policy Review-Recruitment Policy and Procedure

The Recruitment Policy and Procedure was reviewed and consideration given as to whether any amendments were required

RESOLVED to recommend to Council
(i) That the Recruitment Policy and Procedure as attached to these minutes as Appendix 2 is adopted
(ii) That the Recruitment Policy and Procedure is reviewed in 3 years unless legislation or best practise requires an earlier review

R272 Policy Review-Whistleblowing Policy and Procedure

The Recruitment Policy and Procedure was reviewed and consideration given as to whether any amendments were required

RESOLVED to recommend to Council
(i) That the Whistleblowing Policy and Procedure as attached to these minutes as Appendix 3 is the subject of consultation with all staff
(ii) That the consultation results are reported to Council with the Committees recommendation that the Whistleblowing Policy and Procedure is adopted
(iii) That the Whistleblowing Policy is reviewed in 3 years unless legislation or best practise requires an earlier review

R273 Policy Review-Sponsorship Policy and Procedure

The Sponsorship Policy and Procedure was reviewed and consideration given as to whether any amendments were required

Issues raised during discussion of this agenda item included:

- A request made to the Grounds Manager to take down any illegal signage on tennis court.

RESOLVED to recommend to Council
(i) That the Sponsorship Policy and Procedure as attached to these minutes as Appendix 4 is adopted
(ii) That the Sponsorship Policy is reviewed in 3 years unless legislation or best practise requires an earlier review.

R274

Policy Review-Equality and Diversity Policy

The Equality and Diversity Policy and Procedure was reviewed and consideration given as to whether any amendments were required

RESOLVED to recommend to Council

- (i) that the Equality and Diversity Policy and Procedure as attached to these minutes as Appendix 5 is adopted**
- (ii) that the Equality and Diversity Policy is reviewed in 3 years unless legislation or best practise requires an earlier review.**

R275

Policy Review-Absence Management and Capability Performance Policy and Procedures

The Absence Management and the Capability Performance Policy and Procedures were reviewed and consideration given as to whether any amendments were required

Issues raised during discussion of this agenda item included:

- That any health conditions that staff have are taken on a case by case basis

RESOLVED to recommend to Council

- (i) That the Absence Management Policy attached as Appendix 1 is adopted**
- (ii) That the Capability Procedure (Performance) attached as Appendix 2 is adopted**
- (iii) That the Absence Management Policy and the Capability Procedure (Performance) are reviewed in 3 years unless legislation or best practise requires an earlier review.**

R276

Policy Review-Disciplinary Policy and Procedure

The Disciplinary Policy and Procedure was reviewed and consideration given as to whether any amendments were required

Issues raised during discussion of this agenda item included:

- The use of an Investigating officer
- Independent Panels making final decisions
- Issues from past experiences have been incorporated

RESOLVED to recommend to Council

- (i) That the Disciplinary Policy and Procedure as attached to these minutes as Appendix 7 is the subject of consultation with all staff and that the consultation results are reported to council with the committee's recommendations**
- (ii) That the Discipline Policy and Procedure as attached as Appendix 7 is adopted**

(iii) That the Sponsorship Policy is reviewed in 3 years unless legislation or best practise requires an earlier review.

R277

Policy Review-Grievance Policy and Procedure

The Grievance Policy and Procedure was reviewed and consideration given as to whether any amendments were required

Issues raised during discussion of this agenda item included:

- Not many alterations from the existing policy
- If someone leaves employment their grievance also ends.

RESOLVED to recommend to Council

(i) That the Grievance Policy and Procedure as attached to these minutes as Appendix 8 is the subject of consultation with all staff and with the committee's recommendations

(ii) That the Grievance Policy and Procedure as attached as Appendix 8 is adopted

(iii) That the Grievance Policy and Procedure Policy is reviewed in 3 years unless legislation or best practise requires an earlier review.

The meeting closed at 20:39hrs

DRAFT