Agenda No 3a

A meeting of the Resources Committee was held on Tuesday 15th October 2019 in the Council Chamber, Council Offices, North Street, Ilminster starting at 19:30hrs

Present
Chair: Cllr M James (Note: The committee Vice-Chairman presided at the meeting as the Chairman was not present)
Councillors: Cllr P Burton, Cllr M Gunn, Cllr V Keitch, Cllr S Shepherd and Cllr F White

In attendance
Officers: Mr A Barnett (Grounds Manager) Miss J Norris (Town Clerk)
Town Councillors: A Shearman
District Councillor B Hamilton
Ian Hansford Station Commander (Ilminster) Devon & Somerset Fire & Rescue Service

No members of the public were present at the meeting

Certificates of attendance for the recent recruitment training were presented.

R250 Apologies for absence
Apologies for absence were received from Councillor Dewick.

R251 Declarations of Interest
No Declarations of Interest were made in respect of any items on the agenda.

With the consent of the meeting Agenda No 6 Fire Service – Retained Firefighters was taken as the next agenda item

R252 Fire Service – Retained Firefighters
The Committee were given a presentation from the Ilminster Station Commander, Devon and Somerset Fire and Rescue Service regarding retained fire fighters and the impact and benefits for employers of allowing employees to also be retained firefighters.
Highlights of the presentation included:

- Promoting the safety of the town
- Employers leading by example
- Support from other local companies
- There is an impact on working times – on average call outs are 1 per 7 days; the average call out duration is 1 hour 10 minutes
- Training – the initial courses are intensive in first 3 months; there are also annual or biannual refreshers
- Ilminster are currently recruiting retained firefighters for day-time cover.

Issues raised or discussed regarding the presentation included:

- Will the current proposals for service-wide changes have an impact on Ilminster station? The Station Commander explained that the proposals for Martock and Chard may have a small impact and that the changes proposed for Taunton will also have an impact; It is anticipated the impact on Ilminster during the day will be minimal the bigger impact is likely to be on evenings and weekends
- Retained firefighters do need support from colleagues as the latter will sometimes have to provide cover in the workplace
- A retained firefighter's average hours are calculated on a quarterly basis; it is possible for a retained firefighter to "sign off" for part of a day

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- Duty cycle – depends on what day of the week and time.
- Contracts for retained firefighters are tailored, if possible, to fit their circumstances i.e. may be for weekends or evenings
- Retained firefighters are paid a retaining fee and an additional amount if they attend a call
- Training time - some employers pay for time off to do firefighting training and some don't
- The recruitment process can take several months as there are a number stages

RESOLVED to recommend to Council that the principal of Ilminster Town Council employees becoming retained firefighters is supported

R253 Minutes

The minutes of the Resources Committee held on 13 August 2019 were considered.

RESOLVED that the minutes of the Resources Committee held on 13 August 2019 be confirmed.

R254 Office Action Plan

The Office Action Plan relating to the Committee was considered.

RESOLVED to note the Office Action Plan

R255 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 nor were any items raised.

R256 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:

- VAT
- Market income
- Advertising Costs – the bulk of the expenditure has been for recruitment expenditure

RESOLVED to note the report

R257 Policy Review – Provision of Personal Protective Clothing (PPE) and Clothing Allowance

The policy for the Provision of Personal Protective Clothing (PPE) and Clothing Allowance was reviewed and consideration given as to whether any amendments were required.

Issues raised during discussion of this agenda item included:

- Tax allowances for uniform
- Laundry allowances for uniforms

RESOLVED to recommend to Council that the Provision of Personal Protective Clothing and Clothing Allowance as attached to these minutes as Appendix 1 is adopted

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R258 Policy Review – Employee Code of Conduct

The Employee Code of Conduct was reviewed and consideration given as to whether any amendments were required.

RESOLVED to recommend to Council that no changes are made to the existing Employee Code of Conduct (first adopted 04.12.12 & reviewed 11.10.16)

R259 Member / Officer Relations Protocol

The Member/ Officer Relations Protocol was reviewed and consideration given as to whether any amendments were required.

RESOLVED to recommend to Council that the Member / Officer Relations Protocol as attached to these minutes as Appendix 2 is adopted

R260 Staffing Update

The Town Clerk will report on general staffing matters.

- Recruitment training has been provided by South West Councils
- The Assistant Grounds Manager had started work and had already done tractor familiarisation training and play ground inspection training
- The Grounds Manager had achieved his weed spraying near water qualification
- Training planned for the grounds staff included: Smart 4 training – leadership and team working, graffiti removal, chain saw
- Both grounds staff will need to attend first aid courses
- Interviews for the Admin officer position are scheduled for 18 October; there had been a good response to the adverts in terms of quality and quantity
- Deputy Clerk position had been advertised but the shortlisting panel were disappointed with the applications received and no -one was invited for interview. The Town Clerk was asked to put an item regarding salaries on the next Town Council agenda as it was felt the salary of the post may need to be increased in order to attract a suitable calibre of candidates.

R261 Budget 2020/2021

Consideration was given to income and expenditure ideas in preparation for the budget workshop.

Suggested items were:

- Grant pot to be maintained

The meeting closed at 20:37hrs

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