

Minutes of the Finance and Human Resources committee 10.11.16

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD IN BANSONS ON THURSDAY 10 NOVEMBER 2016 AT 7.30 pm

Present: C. Feetham (chair) J. Bicknell J. Devonald
B. Freeman J. Reynolds (arrived at 7.50 pm)

*Non committee members

Officers: J. Farr (Deputy Clerk)

Public: One member of the public

75/16 Apologies for absence

Apologies were received from Cllrs Browning and Birch

Action

76/16 Declarations of personal and or prejudicial interest

There were no declarations of interest.

77/16 Public participation session with respect to items on the agenda

No members of the public wished to address the committee.

78/16 Clerk's Report

Ellis Whittam health and safety visit

It was reported that the next scheduled visit had been booked for Monday 30th January 2017. The representative would inspect all aspects and procedures associated with Council work as well as buildings. There would also be a review of the action points from previous visits.

79/16 Standing Orders

To review Item 9 "Motions for a meeting that require written notice to be given to the Proper Officer", consider any amendments necessary and make a recommendation to Full Council

The Standing Orders adopted on 29 September 2016 state in Item 9 "Motions for a meeting that require written notice to be given to the Proper Officer"

It was reported that as agendas were distributed 5 clear days before the meeting the Clerk recommended that any written motions were received at least 5 working days before the agenda was published.

Cllr Devonald proposed that the committee recommended the amended Standing Orders to Full Council. This was seconded by Cllr Bicknell and unanimously agreed.

80/16 Committee Business Plan

To review the committee business plan, make any changes necessary and make a recommendation to Full Council

A draft business plan for Finance and Human Resources committee was provided for Councillors consideration. The committee was asked to review the document, make any changes necessary and make a recommendation to Full Council.

Minutes of the Finance and Human Resources committee 10.11.16

Cllr Bicknell proposed that the committee recommended to Full Council to adopt the draft committee business plan. This was seconded by Cllr Devonald and unanimously agreed.

81/16 Emergency Planning

i) To receive the notes on the Emergency Planning seminar attended by the Deputy Clerk and agree any actions necessary

The Deputy Clerk attended an Emergency Planning Seminar on 7 October 2016 held at North Weald Airfield. Notes of the meeting were provided for Councillors information.

It was agreed that –

- the suggested “action point cards” be provided to Councillors and staff
- the committee should consider plans for arrangements for a death in the Royal family at the next meeting

ii) To receive a recommendation on the draft Business Continuity Plan from the working group, consider any action necessary and make a recommendation to Full Council
The working group met on 28 October and considered the draft document.

Cllr Devonald proposed that the committee recommended to Full Council to adopt the draft Business Continuity Plan provided that the outstanding details were finalised. This was seconded by Cllr Freeman and unanimously agreed.

iii) To consider setting a budget to deal with emergencies or recovery and make a recommendation to Full Council

Cllr Devonald proposed that the committee recommended to Full Council to set aside a budget of £100 to deal with emergencies. This was seconded by Cllr Freeman and unanimously agreed.

Cllr Reynolds arrived at 7.50 pm

82/16 Training

To note the cemetery training undertaken by the Deputy Clerk and Assistant to the Clerk
Cllr Bicknell proposed that the Cemetery Rules and Regulations be amended as per the suggestions and referred to Open Spaces committee for consideration. This was seconded by Cllr Devonald.

Vote –

For – 4

Cllr Reynolds abstained

83/16 Recording of meetings by members of the public

To review the policy, make any changes necessary and make a recommendation to Full Council

The policy had been considered by Finance and Human Resources committee and recommended to Full Council. At the Full Council meeting on 29 September 2016 Cllr Reynolds proposed that the adopted policy be reconsidered by the committee.

Cllr Reynolds proposed that the statement regarding recording of meetings currently included on the agenda be removed and only published on the Council website and that a copy of the adopted policy be provided for members of the public at each meeting.

This was seconded by Cllr Freeman and unanimously agreed.

Minutes of the Finance and Human Resources committee 10.11.16

84/16 Recommendations from Open Spaces committee

i) To adopt the Open Spaces committee business plan and make a recommendation to Full Council

At the Open Spaces committee meeting on 15 September 2016 the committee agreed to recommend the draft plan.

Cllr Devonald proposed that the committee recommended to Full Council to adopt the draft Open Spaces committee business plan. This was seconded by Cllr Reynolds and unanimously agreed.

ii) To adopt the draft Shallow graves policy and make a recommendation to Full Council
At the Open Spaces committee meeting on 15 September 2016 the committee agreed to recommend the draft policy.

Cllr Bicknell proposed that the committee recommended to Full Council to adopt the draft Shallow Graves policy. This was seconded by Cllr Devonald and unanimously agreed.

iii) To adopt the amended Cemetery policy and make a recommendation to Full Council
At the Open Spaces committee meeting on 15 September 2016 the committee agreed to recommend the draft policy.

Cllr Reynolds proposed that the committee recommended to Full Council to adopt the amended Cemetery policy. This was seconded by Cllr Bicknell and unanimously agreed.

iv) To adopt the amended Cemetery Rules and Regulations and make a recommendation to Full Council

At the Open Spaces committee meeting on 15 September 2016 the committee agreed to recommend the draft document.

Cllr Devonald proposed that the committee recommended to Full Council to adopt the amended Cemetery Rules and Regulations. This was seconded by Cllr Bicknell and unanimously agreed.

v) To adopt the Play Policy and make a recommendation to Full Council

At the Open Spaces committee meeting on 15 September 2016 the committee agreed to recommend the draft policy.

Cllr Devonald proposed that the committee recommended to Full Council to adopt the Play Policy. This was seconded by Cllr Reynolds and unanimously agreed.

vi) To adopt the draft St Martin's church yard policy and make a recommendation to Full Council

At the Open Spaces committee meeting on 15 September 2016 the committee agreed to recommend the draft policy to Full Council.

Cllr Reynolds proposed that the committee recommended to Full Council to adopt the draft policy. This was seconded by Cllr Devonald and unanimously agreed.

85/16 Old council office, Love Lane

i) To consider any cleaning and redecoration required before letting the building

It was recommended by the letting agent to thoroughly clean and redecorate the building before letting to a new tenant.

At the Full Council meeting on 29 September 2016 it was agreed that the building would remain within the Town Council's portfolio. It was agreed that no further surveys on the building would be required but officers were instructed to carry out a Fire Risk Assessment.

Minutes of the Finance and Human Resources committee 10.11.16

It was reported that one quote had been obtained for internal redecoration.

Cllr Freeman proposed that this item be deferred until quotes for redecoration of the exterior of the building could also be provided to the committee. This was seconded by Cllr Bicknell and unanimously agreed.

ii) To consider replacing the water heater

It was recommended that the old water heater be replaced and one quote was provided at the meeting.

Cllr Bicknell proposed that the water heater be replaced. This was seconded by Cllr Reynolds and unanimously agreed.

86/16 Risk assessments

i) To receive advice from the Council's internal auditor that all Risk Assessments must be approved by the Council.

The Council's internal auditor had recommended that all risk assessments were approved by the Council.

Councillors noted this information.

ii) To consider a method of reviewing the risk assessments

The committee was asked to consider a method for reviewing the risk assessments.

It was reported that there were 57 risk assessments which should be update at least annually. There were usually 6 committee meetings per year so the committee would have to consider at least 9 risk assessments per meeting.

Cllr Reynolds proposed that all risk assessments be delegated to officers and not presented to the Council with the exception of the Finance Risk Assessment. This was seconded by Cllr Freeman and unanimously agreed.

iii) To note the current arrangements for adhering to the risk assessment inspections

Councillors were reminded that the risk assessments recommend that inspections were carried out on a regular basis and written records kept. It was reported that with the current staffing levels it was not possible to carry out the inspections as required.

Councillors noted this information.

87/16 Fire Risk Assessments

i) To review the draft Fire risk assessment for Basons, make any changes necessary and make a recommendation to Full Council.

Cllr Freeman proposed that the committee recommended to Full Council to adopt the draft fire risk assessment for Basons. This was seconded by Cllr Reynolds and unanimously agreed.

ii) To review the draft Fire risk assessment for Love Lane building, make any changes necessary and make a recommendation to Full Council.

Cllr Freeman proposed that the committee recommended to Full Council to adopt the draft fire risk assessment for the Love Lane building. This was seconded by Cllr Devonald and unanimously agreed.

Minutes of the Finance and Human Resources committee 10.11.16

iii) To review the draft Fire risk assessment for the Chapel, make any changes necessary and make a recommendation to Full Council.

Cllr Bicknell proposed that the committee recommended to Full Council to adopt the draft fire risk assessment for the Chapel. This was seconded by Cllr Reynolds and unanimously agreed.

88/16 Policies

i) To receive an update on all Council policies

A list of all Council 68 policies was provided for Councillors detailing the current status of each policy.

It was recommended that all policies should be reviewed at least annually or as necessary.

Councillors noted this information.

ii) To consider a method of reviewing all policies

The committee was asked to consider a method for reviewing the Council's policies. It was reported that there were 68 policies, 22 which were provided by Ellis Whittam and 46 which were for the Council to review and update, at least annually. There were usually 6 committee meetings per year so the committee would have to consider at least 7 policies per meeting.

Cllr Reynolds proposed that all policies were reviewed by the committee. This was seconded by Cllr Bicknell and unanimously agreed.

iii) To receive the recommendation from the Human Resources subcommittee to review the timescales specified in the adopted Grievance Policy

When the Human Resources subcommittee met to consider staff grievances it became clear that the timescales listed in the adopted policy were unrealistic.

An amended draft policy was provided for Councillors consideration.

Cllr Reynolds reminded the committee that the policy was based on the ACAS model and that the Council has shortened the timescale when the policy was adopted on 7 July 2016.

Cllr Devonald proposed that the timescales be lengthened. There was no seconder.

Cllr Freeman proposed that this item be deferred to allow Councillors additional time to consider the implications and this was seconded by Cllr Reynolds.

Vote –

For – 3

Abstain – Cllrs Feetham and Reynolds

iv) To review the following policies, make any changes necessary and make a recommendation to Full Council –

- Safeguarding Procedures

Cllr Devonald proposed that the committee recommended to Full Council to adopt the Safeguarding policy. This was seconded by Cllr Bicknell and unanimously agreed.

- Records Storage and Security Policy

Cllr Freeman proposed that the committee recommended to Full Council to adopt the Records Storage and Security policy. This was seconded by Cllr Devonald and unanimously agreed.

Minutes of the Finance and Human Resources committee 10.11.16

- Environmental Statement

Cllr Freeman proposed that the committee recommended to Full Council to adopt the environmental Statement. This was seconded by Cllr Devonald and unanimously agreed.

- Health, Safety and Welfare Policy

Cllr Devonald proposed that the committee recommended to Full Council to adopt the Health, Safety and Welfare policy. This was seconded by Cllr Freeman and unanimously agreed.

- Display Screen Equipment Policy

Cllr Freeman proposed that the committee recommended to Full Council to adopt the Display Screen Equipment Policy. This was seconded by Cllr Bicknell and unanimously agreed.

- Lone Working risk assessment and policy

Cllr Freeman proposed that the committee recommended to Full Council to adopt the lone working risk assessment and policy. This was seconded by Cllr Reynolds and unanimously agreed.

The meeting closed at 8.55 pm.

Date

Signed

Chairman