

Meeting (No) **POLICY COMMITTEE (4)**
 Time & Date **6pm 18 December 2018**
 Place **Town Hall**
 Document **Minutes**

Present: Cllrs Roberts (Chair), Carter, Kynaston, Lloyd (following item 54) and Pilley.

In attendance: Cllr Barker, A Kunaj (Council Manager) and T Godfrey (Finance Manager / RFO)


PART 1: Items considered in the presence of the press and public	
50	Questions and comments from residents: None.
51	Apologies for absence Resolved to accept apologies from Cllr Warner (business)
52	Declarations of Interest: None.
53	Minutes of the last meeting Resolved: To approve minutes of the meeting held on 13.11.18 as a true and correct record. The Chair signed the minutes.
54	Council Manager's report was received and considered.
Cllr Lloyd arrived Items 64 and 66.3 were brought forward by common consent – see below The committee confirmed that they were happy for Cllr Barker to remain for the confidential items discussed at the meeting as he had stated that as a councillor he had a need to know.	
64	Exclusion of the Press and Public Resolved: To exclude members of public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.
66	Review Task & Finish Group report and recommendations Item 66.3 was brought forward by common consent (see below)
3	Members consider proposal for a temporary staff contract amendment to 31.03.19, pending a wider review. Following discussion this item was time deferred (see below)
	Resolved: to resume the meeting to include members of the press and public
55	Committee budgets, Precept and Strategic Objectives
a	The committee budget requests for 2019/20 and overall financial position 2018/19 was considered. The committee agreed that no further action be taken. Concerns were raised for grant & donations budget 4360, with the projected figure assessed before decisions had been taken and the outcomes known for grant funding applications in February 2019.
b	Strategic Objectives To note that the overall strategic objective report would be made available to the Policy committee, following the Resources committee meeting in January. <i>This item was not discussed.</i>
Chairman's initial and date DR 5-Feb 19	

c	<i>RBS - 2018/19 Year End:</i> Resolved: To approve year end completion by RBS at a cost of £540, plus travel.
56	Precept Task & Finish Group
	<i>Recommendation:</i> That Council request to CWaC for a 4.9% increase to the previous year's precept as recommended by the Precept Task & Finish Group. This will be a precept request of £238,124.
Mr Godfrey (RFO) left the meeting	
57	Website Notice and Policy
	Resolved: To approve and adopt for the website; a. The draft Website Privacy Notice b. The draft Cookie Policy
58	Modern Slavery – Transparency Statement
	<i>Recommendation:</i> That Council adopt the draft transparency statement.
59	Update of Staff contracts - <i>Items 59a&b were deferred to the next Policy committee meeting. Members wished to see all staff contracts at the next meeting.</i>
	a. To approve for an update of all staff contracts b. To provide delegated authority to the Council Manager in liaison with the Chair of Policy (HR) committee to update staff contracts for implementation
60	GDPR Training for Website Volunteers
	Resolved: That GDPR training for our website volunteers would be made available at a cost of £25 each, this provision would come from Website budget 4306.
61	Review Task & Finish Group
	a. <i>Annual Leave (harmonisation):</i> Resolved: To approve draft policy for implementation wef 01.04.19. b. <i>Standing Orders and Schemes of Delegation:</i> Agreed for the Group to consult with officers and councillors to review the Council's standing orders and make recommendation to Council via Policy committee. c. <i>Authorisation of Task & Finish Group:</i> Resolved: To authorise the Review Task & Finish Group to consult with NTC HR consultant regarding staff roles and responsibilities, structure and policies.
62	Other items: None.
63	Next scheduled meeting: Noted as 5 th February 2019 at 6pm.
64	Exclusion of the Press and Public
	Resolved: To exclude members of public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.
PART 2: Items considered in the absence of the press and public	
65	Update of Staff contracts <i>This item was deferred to the next Policy committee meeting.</i>
	To approve draft Council Manager contract
66	Review Task & Finish Group report and recommendations
Chairman's initial and date DR 5 Feb 19	

	<ol style="list-style-type: none"> 1. Members received and noted the initial findings of the Review Task & Finish Group as outlined in the report P04/66 and considered the recommendations. The Council Manager was requested to circulate the report to all council members. 2. Annual leave draft policy (see 61a) 3. Resolved To agree the RFO's contract to be amended with immediate effect to 21 hours per week until 31st March 2019, pending a wider review. 4. Standing orders and schemes of delegation (see above 61b) 5. To authorise the Group to make recommendation to Council of their findings for staff roles and responsibilities, staff structure and policies. <i>This item was deferred.</i>
67	Recommendation from Councillors
	Resolved not to award a one-off pay reward for a member of staff.
68	Asset Management Agreement
	The signed Agreement has been sent to CWaC. A meeting to discuss future plans has been requested.

Meeting closed at 7.45pm

Signed



Dated

5 FEB 19