

Meeting (No) **POLICY COMMITTEE (6)**
 Time & Date **6pm 9th April 2019**
 Place **Town Hall**
 Document **Minutes**

Present: Councillors Kynaston (as acting Chair), Carter, Pilley and Warner

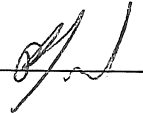
In attendance: Cllrs Griffiths and Bennoch Mrs Kunaj (Council Manager)

PART 1: Items considered in the presence of the press and public

88	Questions and comments from residents
89	Apologies for absence Resolved: To approve apologies from Cllr Roberts (business)
90	Declarations of Interest: None.
91	Minutes of the last meeting Resolved: To approve minutes of the meeting held on 05.02.19 as a true and correct record, this was subject to deletion of the words 'by the' on the last line of page one. Cllr Kynaston signed the minutes.
92	Council Manager's report: The Council Manager's report was received, no questions were asked.
93	Committee budgets and Strategic Objectives
a	The committee considered the whole council budget at current position for end of year, and noted and that year-end adjustments had not been made. It was noted that the annual insurance premium was paid in January, a spread payment adjustment to cover the appropriate months will be made for end of year. IT/Computer maintenance also appeared to exceed agreed budget and projected year end figure.
b	Strategic Objectives: The committee noted the report and ratings and agreed that this was a fair rating and met with their expectations. The committee agreed that; <ul style="list-style-type: none"> • for 2019/20 SO 1 'Management Agreement' would be amended to amber until the formal agreement was received and signed; • for 2018/19 SO 5 'Young People' this would be amended to amber; • the final summary be amended to reflect to the 2018/19 adjustment, and • along with the report, a recommendation be made to Council to agree that the strategic objectives as tabled are appropriate, and that they be accepted for 2019/20.
94	Insurance and assets
1	The Council's current approved assets list was noted. The RFO recommendations were considered. Resolved: To; <ol style="list-style-type: none"> add a new Community Asset with a value of £5,000 of insurance cover to the Council in the event of total all Office loss. increase of insurance value to match current cost indication £14,277 and for disposal of tablet & accessories, following and subject to enquiries with the local Cyber Centre

Chairman's initial and date

[Signature] 21/4/19

2.	<p>The committee noted that following approval of a-c above, the additional cost for the cover is approx. £15 per year inclusive of IPT.</p> <p>Resolved: That the sums insured and the agreed level of cover as identified in the report PO6/94 to include the £5,000 community assets cover, met with Council's insurance requirements for 2019/20.</p>
95	Standing Orders
a.	Members agreed the recommendation from Review Group for the new standing orders to include "Councillors must not request of staff that they undertake large pieces of work without consulting in the first instance, with the Council Manager and for any duration of 3 hours or above without the appropriate committee approval".
b.	<p>Recommend to council adoption of the NALC Model Standing Orders as amended.</p> <p>Members requested that;</p> <ul style="list-style-type: none"> the election of the Policy committee chair be added to the Annual Meeting of the Council meeting agenda shortly after the elections of the Council Chair and Deputy Chairs; 'the elected Chair of the Policy committee cannot be a chair of any other committee' be added to the Policy committee terms of reference, and A request be made to those standing for election to the Council, to attend at the April Full Council meeting.
96	Staff Training
	<p>1. The committee considered the staff training report PO6/96.</p> <p>Resolved: That the Chair of the Council and the Chair of committee that deals with staff matters, may authorise Council Manager training.</p> <p>2. Resolved: To provide delegated authority to the Council Manager to authorise staff training events and time set aside for training, for up to £200 per staff member without seeking committee authority.</p>
97	Guest Wi Fi
a	The committee received report POL6/97 for use of Wi Fi in the town hall
b	Resolved: To approve installation of commercial grade equipment and filter at a maximum cost £275, to come from budget 4055 IT / Computer maintenance to formalise the Council's guest Wi Fi facility
c	Resolved: To approve the Council's Wi Fi Policy, with the addition of 'gambling' to the forbidden site to be visited.
98	Office Emails to Cloud
	<p>The committee following consideration of report P06/98</p> <p>Resolved: To authorise the transfer of the office emails to Microsoft 365 and associated costs and on costs.</p>
99	Annual Report - media
	<p>The committee following consideration of report PO6/99</p> <p>Resolved: That an edited version of the Annual report be provided to feature in AMA at a cost of £45.</p>
100	<p>Other items the Chairman determines are urgent for discussion, or noting for the next agenda.</p> <ul style="list-style-type: none"> Approval of staff contracts Grant application for NTC notice boards. <p>Chairman's initial and date  2/7/19</p>

101	Next scheduled meeting: It was noted that this will be agreed at the Annual Meeting of the Council.
102	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	
Cllrs Griffiths and Bennoch left the meeting	
103	Staff Appraisals & Training needs
	An oral report on staff appraisal, annual increment and identified training and hours for approval was received. Resolved: To approve increments as per document 19.04.09 PO6/103-5
104	Annual Leave
	Resolved: To approve annual leave as per document 19.04.09 PO6/103-5
105	Staff Welfare
	a. An oral and written report and recommendations were considered. Resolved: To approve dispensation and remuneration as per document 19.04.09 PO6/103-5
	b. An oral report was received. Resolved: To approve actions as outlined in document 19.04.09 PO6/103-5
	Standing Orders were suspended to conclude the remaining business of the meeting.
The Council Manager left the meeting. Cllrs Griffiths and Bennoch returned to the meeting	
106	Review Task & Finish Group
1	The Review Task and Finish Group report was considered.
a.	The Committee recommend to Council: <ul style="list-style-type: none"> 1. Acceptance of minor revisions to 4 staff job descriptions 2. Acceptance of a new job description created by merging the main aspects of 2 previous roles.
b	Approval for a new part time position of junior Support Officer Resolved: To approve commensurate pay scales for the jobs referred to in items 2 & b above.

Signed



Dated

27/11/19