

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 18<sup>th</sup> SEPTEMBER 2012**

**MEMBERSHIP & ATTENDANCE**

**Chairman:** \* Mrs L Sutherland

**Councillors:** \* T Edwards  
Mrs A Hayward  
\* Mrs M Jarrett  
\* R Khiroya  
\* Mrs V Lantree  
\* S Watkins  
Mrs J White  
\* Mrs J Worrall

\*Denotes members present

There were no members of the public present

**RECOMMENDATIONS**

**1. TERMS OF REFERENCE FOR THE HR PANEL**

It was noted that the set up and terms of reference of this panel would need to formally be decided as this would implicate the terms set out in the Councils Standing Orders. It was also agreed that the impact of this item may need to be added to the Four Year Vision.

Having discussed the different formats available Members

RESOLVED to Recommend

That group be called an HR Panel

That it should have a Lead and a Vice, for co-ordination purposes.

That the current people sit on the panel providing they were prepared to continue

That the Chairman and Vice Chairman of the Council be excluded from the Panel as they would deal with any appeals.

That the terms of reference be agreed as per the original report

That Standing Order 15 is therefore appropriately worded.

That a formal timetable is set up to review the items set out within the terms of reference

That these items be added to the Four Year Vision.

This was proposed by Cllr Mrs Worrall, seconded by Cllr Mrs Lantree and unanimously approved.

**MINUTES**

**12/24 APOLOGIES FOR ABSENCE**

Cllr Mrs Hayward and Cllr Mrs White were absent.

**12/25 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**12/26 APPROVAL OF MINUTES**

The Committee

RESOLVED

That the minutes of the meeting dated 17<sup>th</sup> July 2012 be approved as a true and correct record.

**12/27 MATTERS ARISING FROM THE MINUTES**

**12/19 Localisation of Council Tax Support** – The Clerk advised that many parish councils had lobbied parliament together with NALC and it appeared that it was likely that parish councils would be omitted from the scheme. Confirmation was awaited.

**12/22 Additional Hours and Overtime** – It was agreed that presentations from staff would be given to Councillors about the process involved and work procedures for tasks carried out.

**12/28 FINANCIAL COMPARISON STATEMENT 2012/13**

Village Day was discussed, the Clerk advised that a full report would be produced for the next meeting. Fees and charges of Village Halls were also discussed, the Clerk confirmed that the revised budgets would be discussed during the next round of meetings and this would include fees and charges. Members also discussed the Quiz Night and agreed that due to the current financial position regarding the War Memorial Hall, proceeds given to the local charities should be net of costs. Cllr Worrall wanted to know the details of the HR and H&S contract as she felt that the Council were spending a large sum of money for this service and she felt that this contract should be revisited.

The Committee

RESOLVED

That the report be noted

That going forward the Quiz Night charitable donations will be given from the profits of the evening.

This was proposed by Cllr Watkins, seconded by Cllr Edwards and unanimously approved.

**12/29 TERMS OF REFERENCE FOR THE HR PANEL** - See Recommendation 1

**12/30 FOUR YEAR VISION**

**Time Lines** - The Clerk confirmed that the time line had been set up for the Grazing Project and the Play area from May 2012.

**Training** - Members felt that training for both Councillors and Officers was important. They advised that they wished to look at the training needs at the next meeting; this training could include Officers holding training session for Councillors on different processes within their jobs.

**Property Register** - it was agreed that the details of the Council's properties would be produced for the next meeting. This would include properties owned and leased. It was noted that the property leases were on both the Four Year Vision of the Village Halls Trust and this Committee. The Clerk confirmed that

the properties owned were owned by the Council and therefore it would be the responsibility of the P&R Committee to renegotiate leases unless they resolved to delegate this authority to another committee.

It was suggested that a panel could be set up to look at this consisting of the Chairmen of the P&R, Planning and Village Halls Committee to look at the current situation and report back to this Committee.

The Chairman of the Village Halls Trust requested that next year half of the meetings could be set on their own, rather than before Planning, as there was going to be more to discuss and it was difficult to get through the business effectively where there were time constraints. The Clerk agreed that this could be carried out.

**Appraisals** – it was agreed that would be looked at in more detail once the Terms of Reference were agreed and the PR Panel set up. It was noted that the current Job descriptions were out of date and would need revising and that the Council had to agree formal targets before the appraisal process could start. It was also noted that the Clerk was responsible for the appraisal all the staff.

**Grant Funding** – The Chairman advised that a group of Councillors and a member of staff were to attend a meeting with the Funding Officer at TRDC on 28<sup>th</sup> September to look at effective ways of obtaining grant funding and ideas of where to look.

The Committee

RESOLVED

.To note the updates within the report.

#### **12/31 EXCLUSION OF PRESS AND PUBLIC**

The Committee

RESOLVED

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded for agenda item 9 and they are instructed to withdraw.

#### **12/32 ADDITIONAL HOURS AND OVERTIME**

The Chairman advised that there should be effective use of staff; she felt that the Clerk's time was not effectively used by the preparation of minutes for meetings. It was suggested that notes could be taken on a template directly onto a laptop during the meeting which in the long term would save time. The Clerk advised that she did not have secretarial skills, and was concerned that detail may be lost, however she was happy to give it a try on the understanding that members of the Council would need to be patient.

The Clerk also stated that all members of the admin team were fully occupied with routine work, therefore any new projects or tasks decided upon by the relevant Committee usually resulted in additional work. She had noted that reports written by officers at TRDC actually stated what the implications were likely to be within the report with specific heading covering staffing, legal and financial implications. She suggested that Members may like this information on the reports in future in order that they could make a more informed decision. This proposal was agreed.

The Clerk asked what the Committee actually wanted from Overtime Reports, as she was unsure of what the Committee wished to achieve, if she had more guidance she may be able to produce the information Members required.. Cllr Mrs Worrall felt that the information given was useful as it showed patterns of work. The Clerk advised that there was a difference between additional hours worked and scheduled overtime. She felt that the budgets would be more meaningful if the salaries budget had the overtime budget divided into additional hours which covered for absences, pressure of work etc and overtime which was for attendance at meetings, training courses etc. It was agreed that this should be set up when calculating the revised budget from 1<sup>st</sup> October 2012.

Members also asked if on the next report the overall entitlement to annual leave be added.

**12/23 CLOSURE**

The meeting having started at 8.05 pm, finished at 10.34 pm

These minutes have been checked by the Chairman.

Signature .....agreed via email ..... Date.....24<sup>th</sup> September 2012.....

These minutes were agreed as a true and correct record at the Policy & Resources meeting and signed by the Chairman.

Signature ..... Date .....

| Minute Number | Title            | Action  | Completion date |
|---------------|------------------|---|-----------------|
| 12/28         | Financial Report | Obtain list of fees from other halls in the parish and surrounding area   |                 |
| 12/28         | Financial Report | Bring the contract for Peninsular to the next meeting for consideration   |                 |
| 12/30         | Four Year Vision | Provide a list of training needs for Councillors and Officers for the next meeting.   |                 |
| 12/30         | Four Year Vision | Provide a property register for the next meeting  |                 |
| 12/30         | Four Year Vision | Find dates for three separate meetings for the Village Halls Trust in the next calendar of meetings                                     |                 |
| 12/32         | Overtime         | Add overall entitlement of annual leave and separate the figures into committees  |                 |
| 12/32         | Overtime         | When writing reports in the future advise members of the relevant information including staffing time, financial and legal implications |                 |