

ANDOVER TOWN COUNCIL



Minutes of Policy & Resources Committee

Time and date

6.30pm, Tuesday, 14 June 2022

Place

The Lights, Andover

Details of Attendance:

Members of the Committee:

Cllr R Hughes (Chairman) (P)

Cllr S Waue (Vice Chairman) (P)

Cllr D Coole (P) Cllr L Gregori (P) Cllr N Long (P) Cllr R Meyer (P) Cllr M Mumford (P)

Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Clerk)

Members of the Public: 0

Members of the Press: Unknown

PR 061/06/22 ELECTION OF CHAIRMAN OF COMMITTEE

It was proposed by Councillor N Long and seconded by Councillor M Mumford that Councillor R Hughes be elected to position of Chairman for the Municipal Year 2022/2023.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that Councillor S Waue be elected to position of Chairman for the Municipal Year 2022/2023. There were no further nominations.

A vote was taken to elect the new Chairman for the ensuing Municipal Year 2022/2023. The result was:

Councillor R Hughes by majority vote.

RESOLVED: That Councillor R Hughes be elected as Chairman of the Policy and Resources Committee for the Municipal Year 2022/2023.

PR 062/06/22

ELECTION OF VICE CHAIRMAN OF COMMITTEE

It was proposed by Councillor D Coole and seconded by Councillor R Hughes that Councillor S Waue be elected to position of Vice Chairman for the Municipal Year 2022/2023.

It was proposed by Councillor N Long and seconded by Councillor M Mumford that Councillor L Gregori be elected to position of Vice Chairman for the Municipal Year 2022/2023.

Councillor L Gregori thanked Councillors N Long and M Mumford but respectfully declined the nomination.

There were no further nominations.

RESOLVED: That Councillor S Waue be elected as Vice Chairman of the Policy and Resources Committee for the Municipal Year 2022/2023.

PR 063/06/22

APOLOGIES FOR ABSENCE

There were no apologies received at the meeting.

(Councillor N Long left the meeting at 6.35pm)

PR 064/06/22

DECLARATIONS OF INTEREST

There were no Declarations of Interest in relation to any items on the agenda.

PR 065/06/22

MINUTES

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Minutes of the Policy and Resources Committee meeting held on 26 April 2022 be signed by the Chairman as a correct record.

A vote was taken which was unanimous.

RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 26 April 2022 be signed by the Chairman as a correct record.

PR 066/06/22

PUBLIC PARTICIPATION

There were no Members of the Public present at the meeting.

PR 067/06/22

ACCOUNTS YEAR END 31 MARCH 2022

Members received the Accounts for the Year Ended 31 March 2022 and noted the covering report.

There was a discussion regarding a review of the Earmarked Reserves and it was agreed that they would require some reallocation.

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that the Year End Accounts with explanation of Virements of Budget be recommended to Full Council for approval. That the net balance for the Council Budget, Year End 2022 of £79,084.80 be transferred to Operational Reserves.

A vote was taken which was unanimous.

RESOLVED: That the Year End Accounts with explanation of Virements of Budget be recommended to Full Council for approval. That the net balance for the Council Budget, Year End 2022 of £79,084.80 be transferred to Operational Reserves.

PR 068/06/22

INTERNAL AUDITORS REPORT FOR YEAR END 31 MARCH 2022

Members received the Internal Auditors Report for the Year Ended 31 March 2022 and subsequent Action Plan.

The Town Clerk talked the Members through the report.

A suggestion was made with the 'on-going' parts of the auditor's report, had a completion date allocated to them. The Town Clerk was requested to produce a report on how these parts would be completed with dates and bring it to the next Policy and Resources Committee meeting.

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Internal Auditor's Report for the Year Ended 31 March 2022, subsequent action plan with completion dates be recommended to Full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That the Internal Auditor's Report for the Year Ended 31 March 2022, subsequent action plan with completion dates be recommended to Full Council for approval.

PR 069/06/22 ANNUAL INTERNAL AUDIT REPORT 2021/2022

Members received the Annual Internal Annual Internal Audit Report.

It was proposed by Councillor D Coole and seconded by Councillor R Hughes that the Annual Internal Audit Report be recommended to Full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That the Annual Internal Audit Report be recommended to Full Council for approval.

PR 070/06/22 ANNUAL GOVERNANCE STATEMENT 2021/2022

Members received the Annual Governance Statement 2021/2022.

The Town Clerk reiterated that the Annual Governance Statement was about ensuring the Town Council has completed its processes correctly in accordance with the Financial Regulations.

Members reviewed and discussed each section of the AGAR separately.

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Annual Governance Statement 2021/2022 be recommended to Full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That the Annual Governance Statement 2021/2022 be recommended to Full Council for approval.

PR 071/06/22 ACCOUNTING STATEMENT 2021/2022

Members received the Accounting Statement 2021/2022

It was proposed by Councillor L Gregori and seconded by Councillor M Mumford that the Accounting Statement 2021/2022 be recommended to Full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That the Accounting Statement 2021/2022 be recommended to Full Council for approval.

PR 072/06/22 TERMS OF REFERENCE FOR POLICY AND RESOURCES COMMITTEE AND HR PANEL

Members received the revised Terms of Reference for the Policy and Resources Committee and the HR Panel. Consideration was given as to whether the revised Terms of reference met the requirements of the Committee and Panel, complied with the Town Council Policy and were in line with the Town Council's Standing Orders.

Policy and Resources Terms of Reference.

The following amendments were suggested:

The 3rd line to read: 'The Committee shall appoint a Member as its Chairman.'

The 4th line to read: 'The Committee shall appoint a Member as its Vice Chairman.'

Add an additional line to read; Its Officer will be the Town Clerk as the Responsible Finance Officer.

Under the title 'Terms of Reference', after the word address, amend the comma to the word 'and'.

Paragraph 4: amend to read 'Responsible Finance Officer and 'Committees' Finances.'

Paragraph 7: remove 'accordingly' and add 'in accordance with Financial Regulations.'

Paragraph 8: amend to read 'To review the Council's 3-year Financial Forecast and strategy.'

Paragraph 11: add 'Section 106 and Community Infrastructure Levy funds.'

Paragraph 18: amend 'Local Authority' to read 'Local Council.'

Paragraph 19: Remove 'in Andover.'

Paragraph 20: amend to read 'To organise, create and oversee the Council's Business Plan process throughout the year.'

Paragraph 21: amend to read 'To encourage the citizens of Andover to play a major role in the shaping of the Council's Business Plan.'

Paragraph 22: amend to read: 'To review progress of current elements of the Council's Business Plan and make recommendations to Full Council.'

Paragraph 23: amend to read: 'To review and ensure the Town Clerk maintains Staffing Levels at appropriate levels to manage the Council's assets, services and responsibilities and make recommendations to Full Council.'

Add an additional paragraph 24 to read: 'To appoint a Human Resources Sub-Committee from Members of the Town Council and approve its Terms of Reference.'

Old paragraph 24 – change to 25.

Old paragraph 25 – change to 26.

Old paragraph 26 – change to 27.

Old Paragraph 27 – change to 28.

Paragraph 28: remove the word 'Panel' and after sub-Committee add in 'are to manage.'

Old paragraph 28 – change to 29.

Paragraph 29: amend to read 'To approve and monitor a programme for Members Training.'

Old paragraph 29 – change to 30.

Councillor Mumford gave thanks to Councillor D Coole for his time in producing the amendments.

Human Resources Sub-Committee.

The following amendments were suggested:

Remove '(Recommended New Sub-Committee)' from the title.

The 1st line: change 'This committee' to read 'This Sub-Committee.'

The 2nd line: amend to read 'The quorum of the Sub-committee will be 3 Members.'

4th line: amend to read 'The Sub-committee shall appoint its Chairman.'

5th line: amend to read 'The Sub-committee shall appoint its Vice Chairman.'

Paragraph 1: remove 'To ensure.'

Paragraph 2: remove 'To ensure.'

Paragraph 3: amend to read 'To review all Human Resources and Employment Law Policies and make recommendations to the Policy and Resources Committee and Full Council.'

Add an additional paragraph 4: 'To ensure all Officers' job descriptions are reviewed as required by the Town Clerk and that the pay scales are assessed and evaluated by an external Human Resources Consultant and make recommendations to Policy and Resources Committee and Full Council.'

Paragraph 5 (nee 4): 'To monitor and consider complaints about unequal pay on an annual basis, based on statistical information produced by the Town Clerk and to make recommendations to the Policy and Resources Committee.'

Paragraph 6 (nee 5): 'To consider Officers staffing levels as identified by the Town Clerk as necessary, to manage the Town Council's assets, services and responsibilities and make recommendations to Policy and Resources Committee.'

Paragraph 7 (nee 6): 'To ensure the Town Clerk forms a recruitment and selection panel for all vacant Officer posts.'

Paragraph 8 (nee 7): 'To appoint 1 Council Member to sit on a recruitment and selection panel with the Town Clerk.'

(Deputy Clerk left the meeting at 8.04pm)

Paragraph 9 (nee 8): 'To consider Officer training and development needs as identified by the Town Clerk. If there are insufficient funds in the budget to deliver them, to make recommendations to the Policy and Resources Committee.'

Paragraph 10 (nee 9) and 14 (nee 13): 'To appoint an appraisal panel which would then carry out a 6- and 12-month staff appraisal review of the Town Clerk in accordance with the Appraisal Policy.'

Paragraph 12 (nee 11): add onto the end of the sentence, 'and make recommendations to Policy and Resources Committee as necessary.'

Paragraph 13 (nee 12): 'To appoint a panel of 3 Council Members to consider any Officer disciplinary and/or grievance matters in accordance with the Council's Human Resources Policy.'

Paragraph 14 (nee 13): To appoint a panel of 3 Council Members, who have not been materially involved in either the disciplinary and/or grievance procedure, to hear appeals on personnel issues.'

Paragraph 15 (nee 14): 'The Chairman of the Human Resources Sub-committee and the Chairman of the Policy and Resources Committee are to manage any additional hours and payment of additional hours to the Town Clerk and are to manage Time Off In Lieu of the Town Clerk.'

It was proposed by Councillor R Meyer and seconded by Councillor M Mumford that the Policy and Resources Committee Terms of Reference and Human Resources Terms of Reference with the amendments are recommended to Full Council for approval.

A vote was taken which was unanimous.

RESOLVED: That the Policy and Resources Committee Terms of Reference and Human Resources Terms of Reference with the amendments are recommended to Full Council for approval.

PR 073/06/22

STANDING ORDERS – HANDLING STAFF MATTERS

Members considered the wording for the "Handling Staff Matters" section of the Standing Orders, to ensure it complied with Council Policy and the Terms of Reference for the Policy and Resources Committee and Human Resources Panel.

The following amendments were suggested for version 3:

Paragraph A: Staffing levels to manage the Council's assets and responsibilities and the day-to-day staff matters are the responsibilities of the Town Clerk, guided by procedures contained within the Council's Human Resources Policies. The Town Clerk will inform the Human Resources Sub-committee or the Policy and Resources Committee if issues arise requiring their oversight or approval and Full Council where appropriate.

Paragraph B: Change 'A' to 'Any.'

Paragraph C: amend to read 'A Panel of 3 Members from the Human Resources Sub-Committee shall conduct staffing appraisal reviews in accordance with the Appraisal Policy and to negotiate with the Town Clerk, the new performance management targets set for the coming year, that will be recorded in writing.'

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the meeting be extended beyond the 2-hour point by thirty minutes.

A vote was taken which was unanimous.

RESOLVED: That that the meeting be extended beyond the 2-hour point by thirty minutes.

Paragraph D: 'Any Officer disciplinary and/or grievance matter shall be dealt with in accordance with the Town Council's Disciplinary and/or Grievance Policy and Procedures.'

Paragraph E: Change the word 'staff' to 'Officers.' Change the wording 'grievance and disciplinary' to 'disciplinary and/or grievance.'

The majority of the Members suggested that the Town Clerk refer this item to the Union for clarity on the compliance of these amendments with the Employment Law.

It was proposed by Councillor D Coole and seconded by Councillor M Mumford that the version 3 wording, with the amendments and subject to the Union's confirmation of compliance with the Employment Law, be recommended to Full Council for approval.

A vote was taken:

FOR – 5, AGAINST – 0, ABSTENTION – 1

RESOLVED: That the version 3 wording, with the amendments and subject to the Union's confirmation of compliance with the Employment Law, be recommended to Full Council for approval.

PR 074/06/22 FINANCE - PAYMENTS

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that the List of Payments up to 7 June 2022 be approved.

A vote was taken which was unanimous.

RESOLVED: That the List of Payments up to 7 June 2022 be approved.

PR 078/06/22 COMMITTEE WORK PROGRAMME

Members noted the Committee Work Programme.

The following items were requested to be added:

- Financial Regulations
- Investments Strategy
- Review of the Business Plan
- Appraisal Policy
- Virements
- Earmarked Reserves

PR 079/06/22 DATE OF THE NEXT MEETING

Members noted that the date of the next meeting would be **Tuesday 2 August 2022, at The Lights (meeting venue subject to change) at 6.30pm.**

The Chairman closed the meeting at 8.45pm.

Chairman

Date