

MINUTES of the **Finance, Staffing and Performance Management Committee** Meeting held on Thursday 15 August 2019 at 6.30 p.m. in the Shire House Suite, Shire House, Bodmin

PRESENT: Councillor P T Cooper presiding, together with Councillors E M Ahearn, J P Cooper, L L Frost and S H Kinsman.

Councillors P Brown was in attendance but did not vote, not being a member of this committee.

IN ATTENDANCE: Mrs A Banks (Responsible Finance Officer (RFO)), Mr P Martin (Executive Support Officer (ESO)) and Mrs B Briggs (Senior Admin Assistant (SAA)).

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

Apologies had been received from Councillors J A Bassett, D A Henderson, A M Kerridge, K J Phillips.

		Action	Date
FSPM/2019/066	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>		
FSPM/2019/067	<p>Public Representation Session</p> <p>There were no members of the public present.</p>		
FSPM/2019/068	<p>To consider and, if approved, adopt the Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 20 June 2019</p> <p>A copy of the minutes was circulated with the agenda.</p> <p>Actions and items of expenditure within these minutes were approved at the Full Council meeting held on 18 July 2019.</p> <p>It was confirmed that the only outstanding action was FSPM/2019/059, relating to the circulation of information regarding the number of views the schedule of accounts were receiving on the website. The SAA confirmed that she would circulate this information to Members prior to the next FSPM Committee meeting.</p> <p>The Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 20 June 2019 were approved and passed for signing.</p>	SAA	17.10.19
FSPM/2019/069	<p>Update on BTC Key Objectives, to include:</p> <p>➤ To undertake a staffing review to ensure sufficient capacity and capability to deliver agreed objectives</p> <p>A report was circulated with the agenda.</p> <p>The RFO confirmed that the letter of engagement was to be signed and sent out the following day.</p>		

	<p>The Chairman confirmed that the response deadline was 9.00 a.m. on 6 September, allowing time to review responses prior to the next FSPM Committee meeting.</p>		
FSPM/2019 /070	<p>Provision of IT equipment for staff and members</p> <p>The RFO reported that the requirements of the ESO had been considered and it had been concluded that the most effective option was to provide the ESO with a laptop with a docking station to replace his hard drive, in order to provide seamless syncing. This machine had been ordered and is being installed on 22 August 2019.</p> <p>The RFO also noted that the Council replaces all IT equipment on a rolling basis and will consider laptops and docking stations as an alternative when these items are being replaced depending on the individual's needs.</p> <p>The RFO then reported that it had been brought to her attention that Members were experiencing issues with their tablets no longer holding charge and it was noted that these tablets were now a few years old and were reaching the end of their useful life and were due for replacement.</p> <p>There was consensus among Members that Notebooks might be a more suitable replacement due to their ease of use, and that it might be appropriate to source a package to replace all Member tablets with Notebooks for the 2020/21 budget year.</p> <p>It was AGREED to RECOMMEND that the RFO would contact all Members to seek feedback on requirements and preferences.</p> <p>It was further AGREED to RECOMMEND that the RFO consider the feedback and seek costs to replace Member tablets and report costs back to the next FSPM Committee meeting for consideration in advance of the 2020/21 budget setting process.</p>	RFO RFO	
FSPM/2019 /071	<p>To consider potential amendments and recommendations to the Policy Committee regarding Bodmin Town Council's Annual Leave and Absence Policy</p> <p>The Chairman reported that he had wanted to raise this issue due to the recent scenario, albeit under exceptional circumstances, whereby three senior members had been out of the office at same time. He felt that, from a business continuity perspective, it was important to address the situation and revise the Annual Leave and Absence Policy to prevent the situation from occurring in future.</p> <p>The Chairman's suggestion was to make a recommendation to the Policy Committee to review policy, in particular paragraph 3.3. His recommendation was to add the stipulation that only two Senior Officers be granted leave at the same time, except in exceptional circumstances. Any request for leave from a third Senior Officer would be required to go to the FSPM Committee for consideration.</p>		

	<p>Senior Officers were defined as the Town Clerk, the Responsible Finance Officer (RFO), the Executive Support Officer (ESO) and the Parks and Open Spaces Manager (POSM).</p> <p>The RFO commented that this recent situation was due to the fact the POSM had been required to push back his holiday from the previous week due to the additional workload created in dealing with the unauthorised encampment on BTC property.</p> <p>Some Members felt that the approval of leave should remain the Town Clerk's responsibility. Others felt that it would be pertinent to have a procedure in place to consider such exceptional circumstances whereby a third Officer required time off.</p> <p>Members then considered the concern around exceptional circumstances not fitting with the FSPM Committee/Full Council meeting cycle, for example if two Officers were already on leave and a third Officer required leave at short notice. It was considered that, in such cases, the request should be referred to the Mayor/Deputy Mayor for consideration.</p> <p>Following discussion, it was AGREED to RECOMMEND taking the following recommendations, for amendments to the Annual Leave and Absence Policy, to the Policy Committee:</p> <ul style="list-style-type: none"> - Amend the wording under point 3.3 to read '<i>operational demand</i>' rather than '<i>operational requirements</i>' - Include a paragraph under point 3.3. to outline the requirement for no more than two Senior Officers to take leave at the same time, other than in exceptional circumstances. Such exceptional circumstances should be referred to the FSPM Committee or Full Council for consideration where possible/appropriate, or if a request did not fit with the meeting cycle, should be referred to the Mayor, or in the Mayor's absence the Deputy Mayor or Chair of FSPM Committee for consideration. <p>It was noted that, if a third Senior Officer was unable to attend work at short notice, for example due to sickness, that Officer should report their absence to the Mayor.</p>	SAA	30.08.19
FSPM/2019 /072	<p>Correspondence, to include:</p> <p>a) Email from National Autistic Association Cornwall Branch – request to hire the Shire House Suite on Saturday 28 September</p> <p>A copy of the email was circulated with the agenda.</p> <p>The RFO noted that this request was now for all day hire, rather than afternoon hire as outlined in the email.</p> <p>The RFO noted that the standard rate of hire was £300.00 plus VAT and the reduced rate was £161.00 plus VAT and that, with this event being on a Saturday, the caretaker would be unable to facilitate this entire booking and there would therefore be an additional charge for</p>		

	<p>Kestrel Guards to provide security for approximately five hours at a cost of £11.00 per hour.</p> <p>The current policy regarding the reduced rate was queried, with the RFO clarifying that this rate was for Bodmin based organisations and charities.</p> <p>Following discussion, it was AGREED that this organisation be offered the standard rate but that BTC would cover the cost of the Kestrel Guards security provision.</p> <p>b) Any other important item of correspondence which the Chairman considers appropriate</p> <p>There were no further items of correspondence to consider.</p>	RFO / FA	
FSPM/2019 /073	<p>Sport England Community Asset Fund Lottery Award – skate park, parkour, multi-use games area, seating and improved access – to consider, and if appropriate, agree to accept the grant award offer and conditions</p> <p>The RFO was pleased to report that the Projects Assistant had successfully applied for a lottery grant to the value of £40,000 to enhance and build on the Councils commitment to the Skatepark.</p> <p>Specifically, in relation to the connected spaces in the following phases:</p> <ol style="list-style-type: none"> 1. Skatepark Design and build, lighting and access roads and paths 2. Multi-use games area incorporating an urban garden 3. Seating and a youth shelter <p>She reported that she was seeking Committee approval to accept, sign and return the offer acceptance letter within the 30-day acceptance period.</p> <p>The RFO reported that she was currently awaiting confirmation from Sports England as to whether a Member or Officer is able to sign off the valuation/completion statement, or whether an independent Contract Administrator is required in this regard. She noted that Newquay Town Council did not employ an independent Contract Administrator to sign off their project when working with Maverick Skateparks.</p> <p>It was noted that BTC had the benefit of a highly experienced builder in Councillor P Brown, who confirmed he would be willing to sign off on the project and advised Members as to the ways in which this would be done by examining delivery notes and samples as well as the finished project.</p> <p>It was AGREED to RECOMMEND that the Mayor sign the acceptance letter for the £40,000 Sports England Lottery Award.</p> <p>It was further AGREED to RECOMMEND that BTC enlist the voluntary services of Councillor P Brown to sign off on the Skatepark,</p>	<p>Cllr J Cooper</p> <p>RFO / Cllr P Brown</p>	<p>15.08.19</p> <p>As required</p>

	<p>with the proviso of the Sport England Lottery Award sum of £40,000 being ringfenced.</p> <p>It was further AGREED to RECOMMEND that the RFO proceed with gathering costs for the engagement of a qualified Contract Administrator if Sports England specify this as a requirement.</p> <p>The Chairman extended Members' thanks to the Projects Assistant for her hard work on the successful application.</p>	RFO	None agreed
FSPM/2019/074	<p>Risk management update</p> <p>The Chairman commented that he felt Members needed to address the high-risk scores associated with the workload and capacity of staff. He noted that this would be discussed further under item 14 on the agenda (minute ref FSPM/2019/078(a) refers).</p> <p>The RFO reported that, at the recent Risk Management Working Party meeting it was suggested that it might be possible for her to work some additional hours to help support completion of some of the higher risk projects on the risk register, such as the implementation of a Risk Management Software Package. She confirmed that there was allowance in the budget for this, having been included as part of the 2019/20 budget setting process.</p> <p>It was AGREED to RECOMMEND that the Mayor and Deputy Mayor be granted delegated authority to agree to the RFO working extra hours when necessary and appropriate.</p> <p>Members wished to note their thanks to the RFO.</p> <p>Members felt that the distance learning courses offered by Cornwall Council were recognised and cost effective could potentially be offered to staff as an opportunity to develop.</p> <p>It was AGREED to RECOMMEND that Councillor J P Cooper would provide the RFO with the contact details of the officer he had spoken with at Cornwall Council and that the RFO would investigate possibilities.</p>	<p>Cllr J Cooper / Cllr P Cooper</p> <p>Cllr J Cooper / RFO</p>	<p>As necessary</p> <p>None agreed</p>
FSPM/2019/075	<p>To consider and, if appropriate, pass for payment the Schedule of Accounts for August 2019</p> <p>Payment ref 4300001621 – The Mayor commented that, despite the expense of carrying out this eviction of an unauthorised encampment on BTC property, he felt that the company were very professional and that the volume of staff on site that day was entirely necessary and this expenditure was entirely justifiable given the difficult circumstances.</p> <p>Payment ref 4300001649 – The Expenditure on new Park Team equipment was queried, with the RFO confirming that the POSM has delegated authority to spend money allocated within the machinery budget on replacement equipment without seeking authorisation from Committee/Council each time.</p>		

