



# BODMIN TOWN COUNCIL

The Council Offices  
Shire Hall  
Mount Folly Square  
BODMIN  
PL31 2DQ

Our Ref: SF/BB/AG-FS&PM 02/20

14 February 2020

Dear Councillor,

**A MEETING OF THE FINANCE, STAFFING & PERFORMANCE MANAGEMENT COMMITTEE – THURSDAY 20 FEBRUARY 2020 AT 6.00 P.M. – COURT 2, SHIRE HALL, BODMIN**

I hereby give you notice of a Meeting of the Finance, Staffing & Performance Management Committee to be held on Thursday 20 February 2020 at 6.00 p.m. in the Court 2, Shire Hall, Bodmin.

Yours faithfully,

P Martin  
**DEPUTY CHIEF EXECUTIVE**

## COMMITTEE MEMBERS

Councillors  
E M Ahearn  
J A Bassett  
P T Cooper – Chairman  
J P Cooper – *Ex Officio*  
D A Henderson  
K J Phillips  
L L Frost  
A M Kerridge  
S H Kinsman

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***This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.***

***Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, the Council cannot guarantee this, especially if you are speaking or taking an active role.***

***Person(s) wishing to record the Meeting are required to abide by the Council's Guidelines for recording, filming, broadcasting or using social media at Council meetings. These guidelines are available from the Council Offices and on the Council's website [www.bodmin.gov.uk](http://www.bodmin.gov.uk)***

# A G E N D A

Please note that this Committee must have a quorum of five people

1. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES**
2. Presentation by Mr M Townsend on behalf of HSBC regarding an update on investments;
3. **PUBLIC REPRESENTATION SESSION – An opportunity for local residents to make representations or ask questions relating to items on this agenda.** (Note: a maximum of 15 minutes will be allocated for this session and there will be a time constraint of 5 minutes per speaker);
4. Declarations of Interest – Members to declare interests in respect of any item on the agenda;
5. To consider and, if approved, adopt the Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 19 December 2019 (copy enclosed);
6. To consider and, if approved, adopt the Minutes of the Finance, Staffing and Performance Management Committee Meeting (Budgets) held on 2 January 2020 (copy enclosed);
7. Key Objectives update – DCE to report;
8. To consider a Health and Safety report regarding the Parks Department Building and Compound and agree proposals to implement recommendations received from Health and Safety Associates – DCE to update (copy report to follow);
9. To receive an update on progress regarding Councillors laptops and agree time frames for issue of the equipment – DCE to report;
10. To receive an update and agree to recommend approval of associated costs for VE75 and Tour of Britain events – Executive Assistant to report;
11. To consider and agree to recommend the production of a business plan to meet new aims and objectives, to be aligned with the proposed staffing review and the business continuity plan – DCE to report;
12. To receive an update on the skate park – POSM to report;
13. To consider the draft Treasury Management Strategy and Annual Investment Strategy (copy to follow);
14. HSBC Premier Discretionary Management Service Portfolio Statement 1 October to 31 December 2019 (copy statement enclosed);
15. Year to date budget 31 January 2020 (copies to follow);
16. Risk Management update – DCE to report;

17. To consider and, if appropriate, pass for payment the Schedule of Accounts for February 2020 (copy to follow);
18. **ITEMS CONTAINING EXEMPT INFORMATION** To consider passing the following Resolution in respect of the items listed below: 'That the press and public be excluded from the Meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, for the following items of business on the grounds that they involve the likely disclosure of confidential and exempt information.'
19. To consider and, if approved, adopt the Confidential Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 19 December 2019 (copy enclosed);
20. To consider a list of risks associated with policy and financial arrangements – DCE to update;
21. To agree to instruct an additional internal Audit for February / March 2020 – DCE to present at the meeting;
22. IT matters, to include:
  - a) To agree to recommend that an IT audit is arranged and implemented;
  - b) To consider and agree a review of IT management arrangements;
23. To consider risk management matters in relation to employment contracts, staffing handbook and asset matters – DCE to present at the meeting;
24. Staffing, to include:
  - a) To consider staffing matters and operational risk impact;
  - b) To consider the impact, if any, of the agreed 2020-21 budgets on the Staffing and Organisational Review recommendations – DCE to present at meeting;
  - c) To consider and agree time frames for progressing and implementing the Staffing and Organisational Review recommendations;
  - d) To receive update on collective agreement – DCE to present at the meeting;
  - e) To consider and agree reductions of any risks associated with the impact of staffing matters leading up to the Staffing and Organisational Review recommendations due to be implemented in April / May 2020 – DCE and POSM to present at the meeting;
  - f) To agree to instruct the issue of the Staffing and Organisational Review report to all BTC staff and redactions for this purpose that satisfy GDPR requirements.
  - g) Year to Date Staffing Budget (copy to follow);
25. To consider and agree changes to Financial Regulations and Standing Orders in order to meet the requirements of the proposed Staffing and Organisational Review recommendations;
26. Aged debtors (copy to follow);
27. Insurance matters (if any);
28. Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.