

MINUTES of the **Policy Committee** Meeting held on Thursday 19 June 2014 at 7.50 p.m. in the Shire House Suite, Shire House, Bodmin.

PRESENT: Chairman, Councillor J Gammon, presiding; together with Councillors, A J Coppin, M E Dominey, S H Kinsman, J M Lyne, S R Stephens and K W Stubbs. Councillors, J R Gibbs, S J Horne, P L G Skea and R Solomons were also in attendance but did not vote, not being Members of this Committee.

IN ATTENDANCE: Mr P O'Callaghan (Town Clerk), Mrs A Banks (Responsible Finance Officer) and Ms H Stevens (Committee Clerk)

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

Apologies had been received from Councillor J H Hartill.

POL/2014/13 **Election of Vice-Chairman for this meeting**

Councillor M E Dominey was elected as Vice-Chairman of this Committee.

POL/2014/14 **Public Representation Session**

There were no members of the public present.

POL/2014/15 **Declarations of Interest**

There were no declarations of interest made.

POL/2014/16 **Minutes of the Policy Committee Meeting held on Thursday 13 February 2014 - (copy enclosed)**

These Minutes had been before Council and were acknowledged as a true record.

Matters Arising:

Page 2 – Item P/2014/07- Safeguarding Policy – The Town Clerk reported that the Cornwall Council toolkit had now been made available and will form a useful addendum to the Council's policy. The toolkit would be circulated to all staff and Members.

POL/2014/17 **Gifts & Hospitality - Town Clerk to report on the Register of Gifts and Hospitality for Councillors and Staff**

There were no items to report.

POL/2014/18 **Procurement Policy – (copy draft revised policy and existing strategy enclosed)**

The Town Clerk advised that the previous policy had followed best practice at the time of adoption, however having been reviewed, it was considered no

longer fit for purpose.

The Town Clerk invited comments from Members in relation to the draft document.

Page 2 – Item 4.9 – Councillor M E Dominey recommended that a reference to the requirement for contractors to hold the appropriate Insurance be included.

Councillor L G J Kennedy considered that clarification was necessary to make clear which supplier would be chosen (local or foreign) if the purchase price of the goods under consideration was of equal amount. In raising this issue, Councillor L G J Kennedy referenced the following paragraphs:

Page 3 – Item 5.1 – Sustainability – 2nd paragraph - *‘The Council is committed to improving community well-being in both the local and regional economies by encouraging local purchasing of goods and services, where they offer best value, to create local employment and training opportunities’.*

Page 3 – Item 5.3 – Fair Trade and Fair Employment –

‘The Town Council is supportive of Fairtrade principles and will aim to choose Fairtrade products where possible and offering best value’.

Pages 3 - 4 – Item 7.1 & 7.2 – Councillor L G J Kennedy suggested that a reference to Officers having delegated responsibility should be incorporated into the document.

Following discussion it was **AGREED** to **RECOMMEND** that the revisions as detailed above be incorporated into the draft policy as tracked changes and brought back to next Policy Committee Meeting for consideration.

POL/2014/19

Grievance Procedure – amended policy - (copy enclosed)

The RFO advised that all HR policies were in the process of being reviewed to ensure they were in line with updated employment legislation. The RFO further advised that UNISON had advised that the draft policy was satisfactory.

Further to an enquiry from Councillor M E Dominey, it was confirmed that the guidance provided as part of the ACAS training had confirmed that the Appraisal system was to be considered separately from the Grievance policy.

Following discussion it was **AGREED** to **RECOMMEND** that the suggested amendments as raised in this meeting be incorporated into the draft document. Furthermore, that the draft policy will be circulated to Members for consideration of any further amendments, and referred for adoption at the Full Council Committee meeting scheduled for 17 July 2014.

POL/2014/20

Capability Procedure – amended policy - (copy enclosed)

The RFO advised that this policy had been returned with approval from the SW Regional Assembly and furthermore that Councillor J Gammon had made some additional recommendations for consideration.

Following discussion it was **AGREED** to **RECOMMEND** that the suggested amendments as raised in this meeting, be incorporated into the draft document. Furthermore, that the draft policy will be circulated to Members for any further amendments, and referred for adoption at the Full Council Committee meeting scheduled for 17 July 2014.

POL/2014/21

Electronic Devices Guidance – Update from Town Clerk

The Town Clerk advised that the previous draft agreement was based upon another town council and had not been well received by Members due in part to its somewhat draconian nature.

Upon further consideration, the Town Clerk made a recommendation to issue less formal guidance which would cover those Members using Council IT Equipment and Members own.

The Town Clerk recommended and sought Members views over items for inclusion which included: ensuring that sensitive / confidential data is not shared with unauthorised individuals; ensuring compliance with the Data Protection requirements; not accessing inappropriate websites, regular changing and secure usage of passwords; damage to Council's equipment.

The Town Clerk further advised that in relation to Freedom of Information, that best practice recommends that all Members are issued with Council e-mail addresses for the purposes of Council business.

The Town Clerk confirmed that DCLG will soon be introducing secondary legislation that will allow all councils to circulate agendas electronically where the recipient has given permission for this.

Following discussion it was **AGREED** to **RECOMMEND** that Officers would prepare the draft guidance incorporating the recommendations discussed and referenced above.

It was further **AGREED** to **RECOMMEND** that the Committee Clerk would e-mail out to all Members seeking confirmation of those Members who require a tablet to be purchased.

It was further **AGREED** to **RECOMMEND** that all Members would be issued with a Council e-mail address in line with recent best practice advice on Freedom of Information and Data Protection.

It was further **AGREED** to **RECOMMEND** that Members be issued with tablets and associated training where required on a phased and individual basis and aiming for complete transfer to electronic issuing of Committee

Meeting documentation by 31 March 2015.

POL/2014/22

Annual Report 2014 – Town Clerk to report on progress on the preparation of this year’s Annual Report to include (a) progress against targets for 2013/14; and (b) consideration of targets and key objectives for 2014/15 – Town Clerk to report

The Town Clerk reported the following progress in relation to the targets for 2013/14:

- The organisational restructuring has been completed with the revised staffing structure available on the Council’s website;
- The Town Council Reception and the Visitor Information Centre have been combined in the Shire Hall;
- The phasing out of the current in-house website and move to a new platform based website has yet to be completed;
- The target for exploring disposal options for the former public convenience buildings is progressing in phases;
- The Council is currently preparing a contract for consideration by the Bodmin Community Association in relation to the disposal of the Public Rooms;
- The target for working with the Police to scope a new Town Centre CCTV system for the town is yet to be completed;
- The Bodmin Flood Plan target has been completed with the launch of the Bodmin Community Flood Plan on 21 January 2014 and anyone interesting in helping as a community flood volunteer is asked to contact Carolyn May (Senior Projects Officer).

The Town Clerk proposed the following targets for the coming year for inclusion within the Annual Report.

- To complete the tasks outstanding from 2013/14;
- Complete the installation of the bus shelter in Dennison Road and complete the registration with the land registry;
- Complete the refurbishment of Shire House roof and the associated work to decorate the external woodwork and refurbish the rain water goods;
- Install new cycle racks on the Mount Folly;
- Install a rising bollard on the Mount Folly to prevent unauthorised parking in the pedestrianised area;
- Resurface bottom tier of the Priory Car Park on a phased delivery programme – phase 1 area by War Memorial and link road to Priory II Car Park; and
- Prepare a three year greenspaces management plan for the Council’s parks and open spaces.

Following discussion it was **AGREED** to **RECOMMEND** the inclusion of the progress against the targets for 2013/14 and the targets and key objectives for 2014/15 as detailed above within the Annual Report.

POL/2014/23

Any other urgent and relevant item, for information, that the Chairman considers appropriate – There being no other items for consideration the meeting closed at 8.45 p.m.