



Meeting (No) **POLICY COMMITTEE (5)**
 Time & Date **6pm 5th February 2019**
 Place **Town Hall**
 Document **Minutes**

Present: Cllrs Roberts (Chair), Carter, Kynaston, Pilley and Warner.

In attendance: Cllr Wastell, A Kunaj (Council Manager)

PART 1: Items considered in the presence of the press and public	
69	Questions and comments from residents: None.
70	Apologies for absence: None.
71	Declarations of Interest: None.
72	Minutes of the last meeting
	The meeting held on 18.12.18 were approved as a true and correct record. The Chair signed the minutes.
73	Council Manager's report No questions were asked, the Clerk had nothing to report.
74	Review Task & Finish Group membership
a	Members agreed that three members be nominated to the Review Task & Finish Group. Cllr Carter was nominated as a member. Following receipt of the oral report in item 'b' see below, the committee asked that the Review T&FG prioritise their task in the following order; look at procedures, job descriptions and then identify the gaps in staff resources.
b	An oral report for the progress of the Group was received. Interviews with individual staff members had taken place. The Group have looked at the standing orders and identified that as they are mostly directed at members rather than staff, there would be no changes proposed that would have an impact on staff time. The group hope to formulate their recommendations by the end of February, with any propose adjustments for staffing in March. The report will be tabled at the April Policy meeting (09.04.19).
75	Committee budgets and Strategic Objectives
a	The committee budget was considered. No end of year movements were agreed. People committee are to look further at the Town Centre Christmas Lights.
b	<i>Strategic Objectives:</i> a. The individual committee objectives were noted. b. Members requested that indicative timescales be included for the objectives. Members made a request for the People committee to consider further and plan for the induction of a Junior Mayor.
76	Risk Assessment
	Resolved to approve the risk assessment for the Policy committee.
77	Internal Audit
	The interim internal audit report was received. The committee were advised that all expenditure has to be approved by council and by the initialled by the presiding chair.

78	Insurance
	Members noted that the Council's insurance has been renewed for 2019/20.
79	Data Protection and Document Retention Policy
	<p>1. Members agreed for addition to current Policy</p> <p>a..Retention period for councillor emails, two years</p> <p>b..Retention period for photographs, two years unless there is a legitimate business case to keep them.</p> <p>2. Agreed that automatic prompts to change computer passwords (as per audit report), would be every 6 months.</p>
80	Update of Staff contracts
	<p>a. Members noted that current and draft proposed contracts for each member of staff had been securely circulated to all members for their consideration. No concerns were raised. The proposed implementation of updated staff contracts had been read by members.</p> <p>Resolved: To provide delegated authority to the Council Manager to in liaison with the Policy Chairman to draft the staff contracts for resubmission and approval by Policy committee, which will be noted by Council.</p>
81	Staff Handbook
	<p>No progress on the staff handbook has been made by councillors. This is to be circulated to members for comment by 12.03.19.</p> <p>Resolved: To provide delegated authority to the Council Manager to approve the staff handbook and any amendments for distribution to staff members.</p>
82	Other items the Chairman determines are urgent for discussion, or noting for the next agenda: None.
83	Next scheduled meeting: Noted as 9 th April 2019 at 6pm.
84	Exclusion of the Press and Public
	Resolved to exclude members of the public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.
PART 2: Items considered in the absence of the press and public	
Cllr Wastell left the meeting	
85	Asset Management Agreement
	<p>Members received an oral report for meeting held 30th January 2019. Both parties are looking to have in place within the first six months of the agreement, a known position going forward.</p> <p>Recommend to Council that they approve for the Asset Management Agreement to be extended to 2019/20 using the same Heads of Terms, and with financial support from CWaC of £9, 000.</p>
86	Staff Annual Appraisals
	Staff annual appraisals are in progress.
87	Update of staff contracts
	The draft Council Manager's contract, previously securely circulated to all committee members is being progressed by the Policy Chair and Mayor for submission to the Policy committee.

Meeting closed at 7.20pm

Signed _____ Dated _____