

**MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE**  
**held at Blaby Civic Centre, 22-24 Leicester Road, Blaby**  
**at 7.00pm on Tuesday, 15<sup>th</sup> December 2020**

**PRESENT:** Cllr J Bellm (Chairman),  
Mrs M Broomhead, Mr A Gullick, Mr G Harding, Mrs S Skeemer, Miss M Small,  
Mr M Wareham, Mr R Woolley, Miss L withers & Mrs V Jepson (Manager).

**S/P.320 1. ELECTION OF CHAIRMAN**

The following members were nominated as Chairman for the remaining part of 2020/21 Staff, Policy & Finance committee.

- Cllr Mr G Harding
- Cllr Ms J Bellm

**RESOLVED:** Cllr Ms J Bellm is elected Chairman of the Staff, Policy & Finance committee for 2020/21.

**S/P.321 2. APOLOGIES FOR ABSENCE**

None.

**S/P.322 3. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT**

None.

**S/P.323 4. TO REPORT UPDATE FROM THE LAST STAFF, POLICY & FINANCE COMMITTEE MEETING AGREED ACTIONS**

**15<sup>th</sup> September 2020 Committee Meeting**

**S/P.307 – TO CONSIDER THE COUNCIL’S STAFF HANDBOOK & COUNCIL POLICIES**

**AGREED:** This policy was considered and approved at the September 2020 committee meeting as the Disciplinary policy is included in the colleague’s staff handbook.

**S/P.324 5. STAFFING MATTERS**

**a) To Report Update on Staff Appraisals**

All employees have been issued with their signed appraisal documents and any objectives have been added to the Parish Council’s Annual Action Plan.

**b) Full Time Groundsman Probation**

Members considered the full-time groundsman probation review. The report has been noted.

**AGREED:** The Manager and Cllr Ms J Bellm will hold a welfare meeting with the groundsman.

**AGREED:** Further to the welfare meeting, the Manager will obtain medical records if required for further clarification.

**S/P.325 6. TO REPORT UPDATE ON STAFF TRAINING & DEVELOPMENT**

All planned staff training has been completed and first aid training will be arranged in the New Year.

**a) Manager**

The Manager completed the following training in 2020.

- Website Accessibility Compliance – Tuesday, 15<sup>th</sup> September 2020
- An Introduction to Employment Law for Parish Councils – Wednesday, 16<sup>th</sup> September 2020
- National Conference – Monday, 12<sup>th</sup> October – Friday, 16<sup>th</sup> October 2020
- Presenting and Handling Challenges in Meetings – Thursday, 19<sup>th</sup> November 2020

**SLCC Membership – Principal Level**

Members were asked to consider if the Manager should become a Principal Member with the SLCC. This will allow the Manager to develop her career, grow her professional development and gain recognition with the Professional Development Scheme.

**RESOLVED:** Members wish for the Manager to become a Principal Member of the SLCC at a cost of £55.00 + VAT per annum.

**b) Assistant Manager**

The Assistant Manager attended Fire Safety & Marshall Training in October 2020 and is due to start Introduction to Local Council Administration (ILCA) in January 2021.

**S/P.326 7. TO REPORT UPDATE ON BLABY CIVIC CENTRE TENANTS**

All members considered tenant's room lease fees. A lengthy discussion took place, and the report was noted.

**AGREED:** All tenants will resume to pay full rent as of 1<sup>st</sup> April 2021.

**S/P.327 8. TO CONSIDER QUOTATION FOR LIFT ISOLATION KEY**

All members were issued with the following quotation: -

<b>QUOTATION 1</b>
Supply & fit key isolation keyswitch c/w 2 keys to landing call plate (upper and lower landing) and wire into controller.  The method will allow us to isolate the lift from unauthorised persons until switched to the on position. The keyswitch can be fitted on either landing call plate or the lift controller if more convenient.
<b>£566.00 + VAT</b>

**RESOLVED:** Accept the quotation of £566.00 + VAT to have a lift isolation key fitted.

**AGREED:** A letter will be written to all tenants to let them know that the lift will be out of use, outside the Parish Council's working hours.

**S/P.328 9. TO REVIEW & CONSIDER COUNCIL POLICIES**

All members considered the following council policies: -

- Long Service Award
- All General Policies
- Standing Orders
- Financial Regs
- Terms of Reference
- Code of Conduct

**AGREED:** Members will read through all policies and email any amendments to the Assistant Manager for approval at the next Staff, Policy & Finance Committee meeting on Tuesday, 16<sup>th</sup> March 2021.

**S/P.329 10. TO RECEIVE BLABY CIVIC CENTRE VALUATION REPORT**

All members were issued with a copy of the Valuation for Insurance Reinstatement purpose of the Blaby Civic Centre, as per the internal auditor’s report.

The survey states, having entered all the appropriate detail, including age, condition, size, location, and other features the software recommends a minimum insurance valuation for reinstatement purposes if fairly represented by a sum of £875,000.

**RESOLVED:** Consider the additional insurance premium at Agenda Item No. 16.

**S/P.330 11. TO REPORT UPDATE ON THE LOCAL COUNCIL AWARD SCHEME APPLICATION**

Our Local Council Award, Foundation Level application was submitted on the 8<sup>th</sup> October 2020 and the results are due on Friday, 18<sup>th</sup> December 2020.

**AGREED:** All members will be emailed with the result once it has been received.

**S/P.331 12. TO RECEIVE QUOTATION FOR THE INTERCOM DOOR SYSTEM ANNUAL SERVICE**

All members were issued with the following quotations for the annual service of the intercom door system.

QUOTATION 1	QUOTATION 2
Annual Service Renewal for the Intercom System.	Net 2 system with 7 monitors.  Two software programmes, 1 = the Paxton Net2 software that deals with issuing with general door permissions and the other program is called Net2entry which manages the door entry side.  The software will need to be updated as a new release has recently been published.
<b>£110.00 + VAT plus any batteries which will need to be replaced, covering a one year period.</b>	<b>£90.00 + VAT to upgrade the software to the latest version.</b>

**RESOLVED:** Accept quotation number 2 for the annual service of the intercom door system priced at £90.00 + VAT.

**S/P.332 13. TO CONSIDER THE PURCHASE OF A REPLACEMENT COUNCIL VEHICLE**

The Council's Nissan Cabstar truck is in bad condition and needs replacing.

Quote 1	Quote 2	Quote 3
<p><u>Ford Transit – ‘One Stop’ Tipper</u></p> <ul style="list-style-type: none"> <li>• 17,720 miles</li> <li>• 2018 Reg</li> <li>• Tipper</li> <li>• 2.0L</li> <li>• Manual</li> <li>• Diesel</li> <li>• 3 Seats</li> <li>• 1 Previous Owner</li> </ul> <ul style="list-style-type: none"> <li>• Dual rear wheels</li> <li>• Under seat storage</li> <li>• Bluetooth</li> <li>• Electric Windows</li> <li>• Drop down sides</li> </ul>	<p><u>Fiat Ducato</u></p> <ul style="list-style-type: none"> <li>• 25,400 miles</li> <li>• 2015 Reg</li> <li>• Tipper</li> <li>• 2.3L</li> <li>• Manual</li> <li>• Diesel</li> <li>• 3 Seats</li> <li>• 1 Previous Owner</li> </ul> <ul style="list-style-type: none"> <li>• Medium wheelbase</li> <li>• Electric windows &amp; mirrors</li> <li>• CD Radio</li> <li>• Power steering</li> <li>• ABS</li> <li>• Central locking</li> <li>• Cambelt, MOT and serviced 3/11/2020</li> </ul>	<p><u>Peugeot Boxer</u></p> <ul style="list-style-type: none"> <li>• 66,133 miles</li> <li>• 2016 Reg</li> <li>• Tipper</li> <li>• 2.2L</li> <li>• Manual</li> <li>• Diesel</li> <li>• 3 Seats</li> <li>• 1 Previous Owner</li> </ul> <ul style="list-style-type: none"> <li>• No more info at present.</li> </ul>
<b>£21,995 + VAT</b>	<b>£12,995 + VAT</b>	<b>£12,995 + VAT</b>

**RESOLVED:** Accept quotation two at a cost of £12,995.00 + VAT.

**AGREED:** The Manager and a member of the groundstaff team will go and have a look at the van in quotation two and enquire about part exchanging the Cabstar.

**AGREED:** Should the van in quotation two be no good, members give the Manager authorisation to purchase a van at a similar price and spec.

**S/P.333 14. TO REPORT UPDATE ON THE COUNCIL'S BANK ACCOUNT**

At the Staff, Policy & Finance committee meeting held on the 17<sup>th</sup> March 2020 the following was reported and agreed:

**S/P.282 TO CONSIDER THE CLOSURE OF HSBC BANK**

**AGREED:** The manager is to apply for a HSBC Business Deposit Card.

The Manager has received the Business Deposit Card but was misinformed and should have ordered a Business Debit Card. The Business Deposit Card does not let the Manager withdraw petty cash, which is needed.

**AGREED:** Look at transferring to a new Business bank account in the New Year.

**S/P.334 15. TO CONSIDER THE COUNCILS ASSET REGISTER**

All members have been issued with a copy of the staff, policy & finance committee assets register.

**AGREED:** As this is a working document the manager has authority to make any amendments required during the year and submit it to the council's insurance company when necessary.

**S/P.335 16. TO REVIEW THE COUNCIL'S LEVEL OF INSURANCE – FIDELITY GUARANTEE**

Members considered the Councils fidelity guarantee.

The Council's Fidelity Guarantee covers all members and employees against fraud or error, and it is currently set at £250,000.00.

The figure is based upon half the total Precept 2020/21 budget and the Council's reserves.

To increase the Civic Centre insurance cover to £875,000 and to increase the Fidelity guarantee limit to the insurance companies next available amount of £500,000 will incur an additional premium of £187.68 including ipt.

**RESOLVED:** The Fidelity Guarantee Limit is to be set at £500,000.

**RESOLVED:** Pay the additional insurance fee of £187.68 to increase the Council's fidelity guarantee and Civic Centre valuation.

**S/P.336 17. TO CONSIDER RISK MANAGEMENT**

All members considered the 2020 risk management document.

**AGREED:** Members approved the risk management document; the Manager and Chairman signed and dated the document.

**S/P.337 18. TO REVIEW THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT**

The Staff, Policy & Finance Committee is to carry out an Annual Review of the Effectiveness of the System of Internal Audit. This review is the responsibility of the Council and may not be delegated to the Responsible Financial Officer.

Members are asked to bring their copies of the Council's Standing Orders and Financial Regulations to the meeting in order to assist the review. Should any Member require an additional copy of either the Council's Standing Orders or Financial Regulations, please let the manager know.

The Council's Financial Regulations were reviewed on the 15<sup>th</sup> December 2020, minute ref: S/P.328 and deferred to March 2021 for confirmation.

The Assets Register has been considered by each Committee during the fiscal year; the Policies are updated upon receipt of any new/replacement items.

The appointment of an Internal Auditor for the forthcoming 2020/21 Financial Year was made at the 7<sup>th</sup> July 2020.

The review must be balanced to the council's internal audit needs and usage. It should be designed to provide sufficient assurance for the council that standards are being met and that the work of internal audit is effective.

**An assessment of each of the following is to be made: -**

- The scope of internal audit
- Independence
- Competence
- Relationships
- Audit planning and reporting

**Evidence of Achievement**

- Internal audit work is planned
- Understanding the whole organisation its needs and objectives
- Be seen as a catalyst for change
- Add value and assist the organisation in achieving its objectives
- Be forward looking
- Be challenging
- Ensure the right resources are available

**Internal Audit Review Checklist**

Members are required to complete the Internal Audit Review Checklist Parts 1 & 2.

**Approve Internal Audit Review Part 1 Meeting Standards & Part 2 Characteristics of Effectiveness**

All Members have been issued with a copy of the Internal Audit Review (Parts 1 & 2).

Members completed the Internal Audit Review Checklist Part 1 – Meeting the Standards and Part 2 – Characteristics of Effectiveness: -

The Council appointed its Internal Auditor on the 7<sup>th</sup> July 2020, Min. 1262e).

The following reviews have been conducted during 2020/21.

**Meeting the Standards – Part 1**

- |    |                              |                                     |
|----|------------------------------|-------------------------------------|
| 1. | Scope of Internal Audit      | Yes (7 <sup>th</sup> July 2020)     |
| 2. | Independence                 | Yes                                 |
| 3. | Competence                   | Yes                                 |
| 4. | Relationships                | Yes                                 |
| 5. | Audit Planning and Reporting | Yes<br>(7 <sup>th</sup> July 2020). |

**Characteristics of Effectiveness – Part 2**

- Internal audit work is planned Yes
- Understanding the whole organisation its needs and objectives Yes
- Be seen as a catalyst for change Yes
- Add value and assist the organisation in achieving its objectives Yes
- Be forward looking Yes
- Be challenging Yes
- Ensure the right resources are available Yes

**AGREED:** That the Internal Audit Review Checklist Part 1 – Meeting the Standards and Part 2 – Characteristics of Effectiveness, as completed, is approved.

**AGREED:** The Review of the Effectiveness of Internal Audit is to be reviewed by the Staff, Policy & Finance Committee each November/December.

**S/P.338 19.TO CONSIDER 2021/22 BUEGETARY REQUIREMENTS & POSSIBLE NEW PROJECTS**

<b>STAFF, POLICY &amp; FINANCE</b>	
<b>Description</b>	<b>Recommended Budget 2021/22</b>
<b>PARISH EXPENDITURE</b>	
<b><u>STAFF</u></b>	
Office Staff Salaries	66,600.00
Expenses	175.00
Groundstaff Labour	66,300.00
Pension Scheme	39,000.00
Office Cleaner & Weekend Caretaker	2,400.00
<b>Total Salaries</b>	<b>174,475.00</b>
Mobile Phone Top-up	100.00
Postage	500.00
Stationery	600.00
Annual Photocopier Rent & Running Costs	2000.00
Staff Training & Conference Fee's	1000.00
Uniform	750.00
<b>Total Staff</b>	<b>5,000.00</b>

<b>STAFF, POLICY &amp; FINANCE</b>	
<b>Description</b>	<b>Recommended Budget 2021/22</b>
<b><u>POLICY, RESOURCE &amp; FINANCE</u></b>	
Sundries & Room Hire	1000.00
Catering	500.00
Subscriptions & Audit Fee	2500.00
Council - Insurance	9000.00
Website Provider	2500.00
Grants to Other Bodies (Sect. 137)	1000.00
Computer Support (Accounts, Cemetery, Year End & IT Support, Zoom)	5500.00
Elections	0.00
Inspection Fire Extinguishers - Cemetery	200.00
Inspection Fire Extinguishers - BCC	200.00
Inspection Fire Extinguishers - Oakfield Park	200.00
Inspection Fire Extinguishers – Northfield Park	300.00
Electrical Installation - Oakfield Park (Due 2022)	300.00
Electrical Installation - Blaby Civic Centre (Due 2023)	0.00
Electrical Installation - Northfield Park (Due 2023)	0.00
Electrical Installation - Chapel Workshop (Due 2023)	0.00
Legal Appeals, Advice & HR Consultant	2000.00
Chairman's Allowance	100.00
Councillor Training	560.00
Local Council Award Scheme	200.00
Emergency Lights - Oakfield Park	150.00
Contingency	0.00
Blaby Civic Centre - Cleaning Materials	600.00
Rates - Blaby Civic Centre	9000.00
Rates - Cemetery	2000.00
Rates - Oakfield Park	1000.00
Telephone & Internet - Blaby Civic Centre	1000.00
Gas - Blaby Civic Centre	1500.00
Electric - Blaby Civic Centre	3000.00
Electric - Cemetery	1200.00
Electricity - Northfield Park	500.00
Electricity - Oakfield Park	600.00
Water - Blaby Civic Centre	1500.00
Water - Allotment	1000.00
Water - Cemetery	250.00
Water - Northfield Park	500.00



Water - Oakfield Park	500.00
Maintenance - Blaby Civic Centre	5000.00
Burgular Alarm, Fire Alarm & Emergency Lighting Maintenance - Oakfield Park	100.00
Burgular Alarm, Fire Alarm & Emergency Lighting Maintenance - Northfield Park	100.00
Burgular Alarm, Fire Alarm & Emergency Lighting Maintenance - Cemetery	100.00
Burgular Alarm, Fire Alarm & Emergency Lighting Maintenance - BCC	100.00
Cemetery - Servicing of the Toilet (2018/19)	0.00
Vehicle - Insurance	1800.00
Vehicle - Running Costs - Fuel + Equipment Fuel	2000.00
Vehicle - Road Tax	500.00
Vehicle - Maintenance	2000.00
Loan Repayment - Blaby Civic Centre	22,745.00
Loan Repayment - Blaby Civic Centre (Phase Two)	8694.00
<b>Total Policy, Resource &amp; Finance</b>	<b>93,899.00</b>

**RESOLVED:** The office salary budget has been reduced by £15k, this figure is to be added to the Estates & Community Events budget changing the proposed precepted figure from £50k to £65k, this is because the events role is now to be outsourced rather than managed by an employed member of staff.

**RESOLVED:** The Staff, Policy & Finance Committee budgetary requirements are agreed for 2021/22.

**S/P.339 20. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY**

**a) Resilience Partnership - Ready for Winter Briefing**

Thank you for your ongoing support to local communities during this difficult time. We are writing to ask you to review your winter preparedness plans to take into account the additional challenges of the COVID-19 pandemic.

**AGREED:** Cllr Mr M Wareham will have a look at the existing plan prior to the next Full Council meeting.

**AGREED:** Add this item to the January 2021 full council agenda for a review of the policy.

**S/P.340 21. CHAIRMAN'S TIME**

Thank you all for attending, it's been a long meeting.

Wishing everybody a happy Christmas and New Year, stay safe.

**MEETING CLOSED: 8:55pm.**