

**MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE**  
**held at Blaby Civic Centre, 22-24 Leicester Road, Blaby**  
**at 7.00pm on Tuesday, 1<sup>st</sup> November 2016**

**PRESENT:** Mr G Willcox (Chairman),  
Mrs M Broomhead, Mr B Fear, Mr G Harding, Mr M Sheikh, Mr D Statham & Mrs V Jepson  
(Manager).

**S/P.084**      **1. APOLOGIES FOR ABSENCE – None.**

**S/P.085**      **2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS  
FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT –  
None.**

**S/P.086**      **3. TO CONSIDER STAFFING MATTERS:-**

**RESOLVED:** Standing Order No.24 is to be invoked. That under Section 100a (4) and Sch.12A of the Local Government Act, 1972, the public be excluded from the meeting for the following items on the grounds that the items involve the likely disclosure of exempt or confidential information. (Confidential Report BPC44).

**a) Events / Admin Clerk**

The new events / admin clerk joined the Parish Council on Tuesday, 30<sup>th</sup> August 2016.

A review was carried out with Bev on Friday, 7<sup>th</sup> October 2016 with the manager and the Chairman of the Staff, Policy & Finance committee.

**AGREED:** The report is noted.

**RESOLVED:** All members of the office staff are to complete a defibrillator training course.

**S/P.087**      **4. TO RECEIVE & CONSIDER JOB EVALUATION REPORT**

It was agreed at the last committee meeting that the manager and receptionist were to have their jobs evaluated by Mr Atkinson, Chief Officer of Leicestershire & Rutland Association of Local Councils; this was completed on Friday, 7<sup>th</sup> October 2016.

All members have been issued with a copy of the report.

The chairman of the Staff, Policy & Finance committee & the Vice-Chairman of the Council gave their report from their meeting with Mr Atkinson, Leicestershire & Rutland Association of Local Councils Re: The manager and receptionists job evaluations.

**AGREED:** The report is noted.

**S/P.088**      **5. TO CONSIDER EMPLOYEES PAY AND CONDITION OF WORKING & SALARY  
BANDING SCALES.**

All members have been issued with a copy of the Blaby District Council & Society of Local Council Clerks salary scales.

**AGREED:** Members considered staff salaries and the report is noted.

**S/P.089 6. TO REPORT UPDATE ON CIVIC CENTRE IT**

Members have been issued with a report with regards to the progress of the council's new IT company who were appointed on Friday, 16<sup>th</sup> September 2016.

**Office Cabinet Replacement**

A replacement wall mounted cabinet to fit at the side of the filing cabinets in the Parish Council general office is required to be purchased:-

- 1 X Wall mounted 2U Cabinet:- £89.95 + VAT
- 1 X Patch Panel (This would tidy up all the cables):- £30.00 + VAT
- 16 X Patch cables:- £31.84

**RESOLVED:** Accept the above quotations for a wall mounted cabinet, patch panels and cables.

**Wireless Access Points**

- 1 X AP 910 – to allow the Paxton network cable to be connected and the switch to be removed - £139.00 + VAT
- 1 X AP 810 – for the Acorn room - £99.00 + VAT

**RESOLVED:** Accept the above quotations for 1 x AP 910 & 1 x AP 810 wireless access points plus.

**RESOLVED:** To install both the cabinet and the access points it is estimated to take 4 hours which would be billed at our contracted rate of £40.00 +VAT per hour.

Members considered the following quotations for items which have been suggested to be purchased:-

POE Netgear Switch

- 24 Port POE Netgear Switch: £412.65+VAT
- 1 Hour Labour for Installation (£40.00 + VAT)

Draytek shelf

- Draytek Shelf: £35+VAT\*\*

**AGREED:** Accept the above quotations once clarified by the IT company that these items are necessary for the safe and constant running of the council's computers.

**RESOLVED:** Standing Order No.24 is to be revoked.

**S/P.090 7. TO CONSIDER QUOTATIONS RECEIVED**

All members have been issued with the following quotations:-

**a) Emergency Light, Fire Alarm & Intruder Alarm - Annual Inspection**

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
<p>Quotation to inspect our Fire Alarm System, Intruder Alarm and Emergency lights in view of maintaining them to current standards.</p> <p>This includes 2 visits per year to inspect and test the emergency systems (Fire and lighting) these will be certificate where required to keep us up to date.</p> <p>Fire Alarm (Bi Wire System) main service = £ 125.00</p> <p>Interim service visit (6 months) = £85.00</p> <p>Emergency Lights tested and certified twice a year (£45.00) = £90.00</p> <p>Intruder Alarm with voice dialer.</p> <p>2 visits per year, cost per visit (£85.00) = £170.00</p> <p><i>Batteries if required for intruder or fire alarm = £25.00</i></p> <p><i>Replacement emergency lights if required LED = £65.00</i></p> <p><b>Total Price: £470.00 + VAT</b></p>	<p>Quote for 1 x annual check on the Fire alarm, intruder alarm &amp; Emergency lighting.</p> <p><b>Total Cost: £500.00 + VAT</b></p>	<p>Awaiting Quotation</p>

**RESOLVED:** Accept quotation number 1 for the annual inspection for the civic centre fire alarms, emergency lighting and intruder alarm priced at £470.00 + VAT.

**b) Plastering – Ladies Toilets**

Quotation 1	Quotation 2	Quotation 3
Remove any loose plaster and paint on window wall in ladies toilet which has been damaged over time by a leak in the roof.  Skim window wall in toilet to a smooth finish.  <b><u>Total £120.00</u></b>	Remove damage plaster in ladies toilet area, apply plaster board then skin.  All works include materials and labour.  <b><u>Total £360.00</u></b>	Awaiting Quotation

**RESOLVED:** Accept quotation number 1 for the plastering of the ladies toilets at the Civic Centre priced at £120.00.

**c) Lift – Annual Inspection**

The annual lift inspection was carried out on the 6<sup>th</sup> September and it was found to be in safe working order however with the following advisories:-

- The carriage visual display inoperative

It has been noted by the engineer that the carriage visual display is currently inoperative and requires a replacement to be fitted to return this unit to full service. The cost to supply and fit the necessary components would be £490.00 + VAT.

**DECLINE:** Decline the quotation for the carriage visual display to be carried out to the lift.

**d) Electrical Installation – Blaby Civic Centre**

It has now been confirmed we do not require this inspection to be carried out at the Civic Centre until July 2018.

**S/P.091 8. TO REPORT UPDATE ON CIVIC CENTRE MEETING ROOMS**

Hawk Room

As of 1<sup>st</sup> September 2016 Community Dental Services signed a new tenancy agreement for 2 years for the Hawk Room.

Grey Room

A new tenant is interested in leasing the Grey Room starting in the new year.

**RESOLVED:** A fee of £350.00 + VAT per calendar month is to be charged for the leasing of the Grey Room.

**RESOLVED:** Appoint the chartered surveyor to raise the tenancy agreement using the above details.

All other vacant meeting rooms are being advertised on 'Right Move'.

**S/P.092 9. TO CONSIDER RISK MANAGEMENT**

This item was covered in the 2<sup>nd</sup> August Staff, Policy & Finance committee meeting when Council policies were considered by members.

**S/P.093 10. 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 have been reviewed in August 2016.

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 2016/17 Financial Year was made at the 7<sup>th</sup> June 2016 Full Council meeting.

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> June 2016, Min. 750) d).

The following reviews have been conducted during 2015/16.

#### **Meeting the Standards – Part 1**

- |    |                              |                                     |
|----|------------------------------|-------------------------------------|
| 1. | Scope of Internal Audit      | Yes (7 <sup>th</sup> June 2016)     |
| 2. | Independence                 | Yes                                 |
| 3. | Competence                   | Yes                                 |
| 4. | Relationships                | Yes                                 |
| 5. | Audit Planning and Reporting | Yes<br>(7 <sup>th</sup> June 2016). |

#### **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.

**S/P.094 11. TO CONSIDER 2017/18 BUDGETARY REQUIREMENTS & POSSIBLE NEW PROJECTS**

**RESOLVED:** Members agreed for the manager to produce the budget figures for the Staff, Policy & Finance committee items and these will be confirmed by members at the precept meeting which is to be held in January 2017.

**S/P.095 12. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY**

**a) The Review the Council's Level of Insurance – Fidelity Guarantee**

Members considered the Council's fidelity guarantee.

The Council's Fidelity Guarantee covers all members and employees against fraud or error and it is currently set at £270,000.00.

The figure is based upon the following calculation: -

Half the total Precept 2015/16	£124,455 (£248,911)
Council Reserves	<u>£139,306</u> (End March 2015).
	<b>£263,761</b>

**RESOLVED.** The Fidelity Guarantee Limit is to remain at £270,000.

**b) Defibrillator for the Precinct**

Members have been issued with correspondence with regards to funding towards a defibrillator being installed in the precinct.

*"Dear Vicky,*

*Further to our conversation about raising funds to buy a defibrillator for the precinct. Waitrose have agreed to have one installed on the side wall. I would be grateful for any financial support you could provide to enable me to buy one.*

*Yours sincerely  
Mrs Fletcher"*

**RESOLVED:** Subject to Mrs Fletcher raising all the money required to purchase and fit a defibrillator on the wall of Waitrose, Blaby Parish Council are happy to contribute £200.00 towards this worthy cause. Funds are to be taken from the Grants to Other Bodes (S.137) account.

**c) Citizens Advice Leicestershire**

Members have been issued with correspondence received from Citizens Advice Leicestershire who is requested grant funding.

Citizens Advice Leicestershire provides free and independent advice services in the Leicestershire districts of Blaby, Oadby & Wigston, Melton, Harborough, Hinckley & Bosworth and North West Leicestershire.

**AGREED:** As no audited accounts have been received this item is to be added to a future Staff, Policy & Finance committee agenda for further consideration.

**d) To Consider Paternity Leave Entitlement**

Members considered paternity leave entitlement for employees.

Currently there is no time limit set in any of the councils policies other than the staff handbook which states:-

Time Off For Paternity Leave

*'If your partner is pregnant or you are both adopting a child, you may be entitled to take time away from work, which dependent upon your circumstances may command Statutory Paternity Pay. Please speak to your Manager who will explain in full your obligations and your rights'*

The Government Website states:-

When you take time off because your partner's having a baby you might be eligible for:-

- 1 or 2 weeks paid Paternity Leave
- Shared Parental Leave, if your child was due or placed for adoption on or after 5 April 2015

You may not get both leave and pay.

Members considered the length of paid paternity leave allowed to employees.

**RESOLVED:** Up to 10 paid days (2 weeks) are approved to be taken for paternity leave for employees.

**13. CHAIRMAN'S TIME**

**S/P.096** Thank you all very much for attending.

**MEETING CLOSED: 8.30PM**