

**MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE**  
**held at Blaby Civic Centre, 22-24 Leicester Road, Blaby**  
**at 7.00pm on Tuesday, 7<sup>th</sup> November 2017**

**PRESENT:** Mr G Willcox (Chairman),  
 Mrs M Broomhead, Mr M Harbot, Mr G Harding, Mr P Muton, Mr D Statham, Mr P Servadei  
 & Mrs V Jepson (Manager).

**S/P.146 1. APOLOGIES FOR ABSENCE**

Apologies for absence are received from Mrs Skeemer & Mr Sheikh the reasons for which are approved.

**S/P.147 2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT – None.**

**S/P.148 3. TO CONSIDER BLABY CIVIC CENTRE SECURITY BARRIER QUOTATIONS**

Members considered the quotations received for the supply and installation of a security barrier for the front Civic Centre car park.

<b><u>Quotation 1</u></b>	<b><u>Quotation 2</u></b>	<b><u>Quotation 3</u></b>	<b><u>Quotation 4</u></b>
Supply and install an automatic barrier with access control equipment.  <b><u>Total Costs (All excluding VAT)</u></b> The cost for the equipment as detailed: <b><u>£3,890.00 + VAT</u></b>  The cost of the proximity access cards will be: <b><u>£3.90 each +VAT</u></b>  <b><u>Optional Cost Excluding VAT</u></b> Combined digital keypad = £250.00 +VAT	All costs quoted include supply, install and commissioning.  <b><u>Total Cost To Supply &amp; Install – £5,091.80 + VAT</u></b>  <b><u>Optional Costs</u></b> Stand alone proximity fob system = £295.00 Ex VAT  Proximity fobs = £3.95 each Ex VAT  2 Button Radio remote control fobs to work existing gate also = £25.00 each Ex VAT	Supply and install one automatic traffic barrier.  <b><u>Costs:</u></b> Barrier Installation Cost – £3,469.00 NET 240v Mains and Cat5 Cabling - £398.00 NET Paxton Net2 Entry Touch Kit - £2,560.00 NET Annual Maintenance - £149.00 NAT PA  <b><u>Total Cost = £6,576.00 NET</u></b>	Supply and install one automatic traffic barrier.  <b><u>Costs:</u></b> Barrier Installation Cost - £3,849.00 NET 240v Mains and Cat5 Cabling - £398.00 NET Annual Maintenance - £149.00 NAT PA  <b><u>Total Cost = £4,396.00 NET</u></b>

Members feel the preferred option for the car park barrier is an automatic in system and a key pad/fob system for exiting.

**AGREED:** In principle accept quotation number 4 but request a further quotation to incorporate the above requirements.

**AGREED:** Add this item to the November full council agenda for further consideration once the revised quotation has been received.

**S/P.149 4. TO CONSIDER PAXTON DOOR SYSTEM ANNUAL SERVICE QUOTATIONS.**

All members have been issued with quotations for the annual service of our Paxton Door System.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
<b><u>Annual Service Agreement = £129.00 NET per annum</u></b>	<b><u>Annual Service Agreement = £110.00 + VAT per annum</u></b>	<b><u>Annual Service Agreement = £125.00 NET</u></b>
Subsequent Charges:-  Call Out Charges - Standard Working Hours – Monday – Friday 8am – 5pm = £79.00 NET  Out of Working Hours – 5pm – 6am / Weekends & Bank Holidays = £99.00 NET  Additional Hours on site Labour = £55.00 NET	Subsequent Charges:-  Working Hours - Monday - Friday (8:30am - 5pm) £60.00 + VAT (£40.00 + VAT per additional hour)  Out of Hours £110.00 + VAT (£60.00 + VAT per additional hour)  Bank Holidays £170.00 + VAT (100.00 + VAT per additional hour)  Paxton's only Gold accredited company in Leicestershire.	Our Service call charges are £35.00 net per hour.  Pricing for a Service Contract to include parts and labour is estimated at around £650.00 - £1,250.00 net per year. Dependent on the serviceable life expectancy of the system.  To carry out periodic maintenance to Paxton access control system.

**RESOLVED:** Accept quotation number 2 for the annual service agreement of the Paxton door control system priced at £110.00 + VAT per annum.

**S/P.150 5. TO CONSIDER COUNCILLOR EMAIL ADDRESSES**

Members considered the costs to implement individual councillor email addresses.

A lengthy conversation was held and members felt any official email correspondence should be sent directly through the Parish Council office staff and not by individual councillors.

**DECLINE:** Individual councillor email addresses are not to be produced.

Members discussed their current contact details which are advertised on the parish council's website where it shows their personal details as follows:-

- Name
- Address
- Telephone number
- Email address

**AGREED:** Any councillor who wishes for any of their personal contact details to be removed from the parish council website it to let the manager know.

**S/P.151 6. TO CONSIDER LOFT LADDER & BOARDING QUOTATIONS**

All members have been issued with quotations to supply and install loft ladders and boarding at the Civic Centre.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
Speciation telescopic ladder £195.00 Additional flooring and boarding for 80sqft £175.00 New PVC hatch on both sides £145.00 each	Aluminum Youngman/Titan Loft Ladder  Timber folding loft ladder  UPVC hatch  1 x Loft flooring/boarding (raised to strengthen existing loft joists) Insulation  Loft waste to be cleared by the Council.  Insulation relayed by installers.  Quote includes plasterboard and skim of old holes, to be painted by Council.	Aluminum Youngman/Titan Loft Ladder 2 x Timber folding loft ladder  UPVC hatch  2 x Loft flooring/boarding (raised to strengthen existing loft joists) Insulation  Loft waste to be cleared by the Council.  Insulation relayed by installers.  Quote includes plasterboard and skim of old holes, to be painted by Council.
<b><u>Total – £660.00 + VAT</u></b>	<b><u>Total - £1,066.66 + VAT</u></b>	<b><u>Total - £1,958.33 + VAT</u></b>

**AGREED:** Enquire if the loft hatches are fire rated, if not request a further quotation which includes fire rated hatches.

**AGREED:** Members prefer quotation number 3 for the supply and install of 2 timber folding loft ladders, loft hatches and loft boarding currently priced at £1,958.33 + VAT but would like to consider a revised quotation which includes the fire rated hatches.

**AGREED:** Add this item to the November full council agenda for final approval.

**S/P.152 7. TO CONSIDER DIRECTORY BOARD QUOTATION**

An additional directory board is required to be purchased to enable advertising for new businesses leasing out meeting rooms at the Civic Centre.

Members have been issued with a proposed drawing of the new board along with a quotation for consideration.

- Directory board - 1m x 800mm
- 2mm ally tray powder coated in BPC green and gold colour with fixings
- Flat vinyl's on top so each time names can be changed easily

Supply = £238.22 + VAT

Fitting = £60.00 + VAT

**Total Cost = £298.22 + VAT**

**RESOLVED:** Accept the quotation to supply an additional directory board to be situated on the front railings of the Civic Centre priced at £238.22 + VAT with the ground staff fitting the board.

**S/P.153 8. TO REPORT UPDATE ON STAFF TRAINING & MEETINGS:-**

**a) Introduction to Funding Training**

Our Events / Funding Clerk attended an Introduction to Funding training course on the 21<sup>st</sup> September.

The course was very worthwhile attending as the basic layout of all applications is similar, and some important key words and the things to mention were taught.

**b) Richard – First Aid**

The senior ground man attended his First Aid and AED Annual Refresher (QAR) training on the 29<sup>th</sup> September 2017. His certificate is valid of 1 year.

**S/P.154 9. TO CONSIDER LITTER PICKER VACANCY**

At the last Estates & Community committee meeting members were concerned about the amount of litter around Blaby and proposed a part time litter picker could be considered to be employed by the Parish Council.

Members felt Blaby District Council is responsible for clearing litter around Blaby and feel they have a statutory responsibility to litter pick the whole of Blaby not just the village centre.

Members would like to know what standards of cleaning the District Council is working to on their cleaning programme.

Meetings have been held in the past with Blaby District Councils Group Manager with discussions about a litter picking campaign being set up, but as yet no further correspondence has been received.

Cllr Mrs Broomhead is due to attend a Community Working Party meeting at the District Council and will add this item to their agenda along with reporting they are not doing the job to the standards they should be done to.

**AGREED:** Cllr Mrs Broomhead is to report back to members of the Estates & Community committee at their December meeting.

**AGREED:** Cllr Mrs Broomhead is to request a copy of the District Councils cleaning standards policy for Blaby.

**S/P.155      10. TO CONSIDER CHRISTMAS WORKING HOURS**

The office & ground staff will be on annual leave from Friday, 22nd December 2017 until Tuesday, 2nd January 2018.

**AGREED:** The parks will be litter picked and toilets opened and closed on Northfield park on the following days during the festive period:-

- Saturday, 30th December 2017
- Sunday, 31st December 2017

**AGREED:** The Council's toilets and parks will be un-worked on the following dates during the festive period:-

- Saturday, 23rd December 2017
- Sunday, 24th December 2017
- Monday, 25th December 2017
- Tuesday, 26th December 2017
- Wednesday, 27th December 2017
- Thursday, 28th December 2017
- Friday, 29th December 2017
- Monday, 1st January 2018

**AGREED:** The Oakfield Park car park barrier will be left open during the festive period.

**S/P.156      11.      THE 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 £270,000.00.

The figure is based upon the following calculation: -

Half the total Precept 2016/17	£130,432 (£260,863)
Council Reserves	<u>£133,671</u> (End March 2016).
	<b>£264,103</b>

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

**S/P.157 12. TO CONSIDER RISK MANAGEMENT**

Members considered the 2017 risk management document.

**Oakfield Park**

**AGREED:** Once The Oaks Community Rooms are complete fire extinguishers are required to be installed.

**AGREED:** Electrical installation at The Oaks Community Rooms is to be considered in 2018.

**Staffing Matters**

**AGREED:** Add Equipment Safety Checklist to this section.

**AGREED:** The Manager and Cllr. Mr Statham are to revise the current Equipment Safety Checklist document.

**S/P.158 13. TO REVIEW 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.

The Council's Financial Regulations were reviewed on the 19<sup>th</sup> September 2017, minute ref: S/P.143f).

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 2017/18 Financial Year was made at the 13<sup>th</sup> June 2017 Full Council meeting.

**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 13<sup>th</sup> June 2017, Min. 870.

The following reviews have been conducted during 2016/17.

**Meeting the Standards – Part 1**

- |    |                              |                                   |
|----|------------------------------|-----------------------------------|
| 1. | Scope of Internal Audit      | Yes (13 <sup>th</sup> June 2017)  |
| 2. | Independence                 | Yes                               |
| 3. | Competence                   | Yes                               |
| 4. | Relationships                | Yes                               |
| 5. | Audit Planning and Reporting | Yes (13 <sup>th</sup> June 2017). |

**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.159 14. TO CONSIDER COUNCIL POLICIES**

All members have been issued with copies of the following policies for their annual review:-

**a) General Policies**

<b><u>POLICY DESCRIPTION</u></b>
<p><u>General Policy 1 – Health &amp; Safety: Risk Assessment/Management</u></p> <p>2. Sites of Responsibility – Oakfield Park – <b>AGREED:</b> Remove Kabin</p> <p>3.1 – Blaby Civic Centre:- Emergency Lights:  <b>AGREED:</b> Change to monthly not daily.  <b>AGREED:</b> Change Admin Clerk to Receptionist</p> <p>Fire Detection – <b>AGREED:</b> Add or Receptionist                      First Aid Kit – <b>AGREED:</b> Change Admin Clerk to Receptionist</p> <p>3.2.1 – Cemeteries:-                      Headstones/Memorials – <b>AGREED:</b> Add or Receptionist</p> <p>3.2.2 – Parks:-                      Play &amp; Gym Equipment &amp; Safer Surfacing – <b>AGREED:</b> Remove – 3-monthly inspections are carried out, being more detailed than the weekly inspections.                      Public Toilets – <b>AGREED:</b> Remove ‘s’                      Dog Faeces – <b>AGREED:</b> Remove ‘has a poop scoop policy which’                      Changing Rooms, Showers &amp; Kabin – <b>AGREED:</b> Remove ‘showers &amp; kabin’</p>

<p><u>4. Section Two: Health &amp; Safety General</u> Council Events – <b>AGREED:</b> Add – Events Co-ordinator.</p>
<p><u>General Policy 2 - Email &amp; Internet</u> <b>AGREED:</b> No amendments required.</p>
<p><u>General Policy 3 - Data Protection Act 1998</u> <b>AGREED:</b> Consider this item at a future agenda as Data Protection is currently being revised.</p>
<p><u>General Policy 4 - Equal Opportunities</u> <b>AGREED:</b> No amendments required.</p>
<p><u>General Policy 5 - Freedom of Information</u> <b>AGREED:</b> No amendments required.</p>
<p><u>General Policy 6 - Information available under the Model Publication Scheme</u> <b>AGREED:</b> No amendments required.</p>
<p><u>General Policy 7 - Complaints Handling</u> <b>AGREED:</b> No amendments required.</p>
<p><u>General Policy 8 - Health &amp; Safety</u> 2.0 – Organisation 2.1 – <b>AGREED:</b> Change Administration Clerk to Receptionist 2.3 – <b>AGREED:</b> Change Administration Clerk to Receptionist  3.0 – Implementation of Safety Policy 3.3a) – <b>AGREED:</b> Change Administration Clerk to Receptionist 3.3b) – <b>AGREED:</b> Change Administration Clerk to Receptionist 3.5 - First Aid Boxes – <b>AGREED:</b> Change ‘Kabin (Oakfield Park) to ‘The Oaks Community Rooms (Oakfield Park)</p>
<p><u>General Policy 9 - Traveller Incursions</u> <b>AGREED:</b> No amendments required.</p>
<p><u>General Policy 10 - Cemetery – Safe Working Practice</u> <b>AGREED:</b> No amendments required.</p>
<p><u>General Policy 11 - Roles &amp; Responsibilities</u> <b>AGREED:</b> No amendments required.</p>
<p><u>General Policy 12 - Children’s Playgrounds: Safety &amp; Management</u>  9 – Dogs b – <b>AGREED:</b> Add Oakfield Park – Dogs are prohibited from the Children’s Fenced Play Area.</p>



<u>General Policy 13 - Child Protection &amp; Vulnerable Adults</u> <b>AGREED:</b> No amendments required.
<u>General Policy 14 - Monumental Safety</u> <b>AGREED:</b> No amendments required.
<u>General Policy 15 - Procedure for Recording of Meetings</u> <b>AGREED:</b> No amendments required.
<u>General Policy 16 - Standard Costume Hire Terms &amp; Conditions</u> <b>AGREED:</b> No amendments required.
<u>General Policy 17 – Media</u> <b>AGREED:</b> No amendments required.
<u>General Policy 18 - Closed Circuit Television (CCTV) Management and Operation</u> <b>AGREED:</b> No amendments required.
<u>General Policy 19 - Dignity at Work Policy</u> <b>AGREED:</b> No amendments required.
<u>General Policy 20 - Volunteers</u> <b>AGREED:</b> This policy requires further consideration as matters regarding council events need to be included. <b>AGREED:</b> Add this item to the next Staff, Policy & Finance committee agenda.

**a) Cemetery Working Party – Risk Assessment**

Members have been issued with a proposed new policy ‘Cemetery Working Party Risk Assessment’ policy for consideration.

**AGREED:** Adopt General Policy 21 – Cemetery Party Risk Assessment.

**b) Employment Policy 1 – Emails**

Employment Policy 1 – Emails, 4.2 – Personal Use.

**AGREED:** Remove section 4.2 completely as council email addresses are not for personal use.

**S/P.160 15. TO CONSIDER 2018/19 BUDGETARY REQUIREMENTS & POSSIBLE NEW PROJECTS**

Additional work is required to be completed on the 2018/19 budgetary requirements.

**AGREED:** The manager is to complete the necessary work required and then email all Staff, Policy & Finance committee members the document for their consideration.

**S/P.161 16. TO CONSIDER GRANT APPLICATION:-**

**a) Citizens Advice Leicestershire**

Members have been issued with correspondence received from Citizens Advice Leicestershire requesting funding towards their organisation.

**RESOLVED:** Members proposed the same offer as previously, instead of offering a grant fund we are to offer the Citizens Advice Leicestershire the use of a meeting room once a week, free of charge to assist Blaby residents.

**S/P.162 17. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY**

**a) Blaby Civic Centre Noise Levels**

A tenant has commented about the recent noise level at the Civic Centre whilst outside organisations are holding meetings.

**AGREED:** Due to the layout of the building there is little that can be done about the noise levels during outside organisations meetings and their lunch breaks.

**S/P.163 18. CHAIRMAN'S TIME**

Thank you all for attending.

**MEETING CLOSED: 8.40PM**