

MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
held in the Oakfield Room, Blaby Civic Centre, 22-24 Leicester Road, Blaby
at 7pm on Tuesday, 16th November 2021

PRESENT: Miss M Small (Chairman),
Ms B Arya, Mr P Akroyd, Mrs M Broomhead, Mr G Harding, Mrs S Skeemer,
Mr M Wareham, Mrs S McFadden, Mrs S Clifton (Admin Assistant) & Mrs V Jepson
(Manager).

S/P.385 1. APOLOGIES FOR ABSENCE

No apologies received.

**S/P.386 2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS
FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT –**

None.

S/P.387 3. STAFFING MATTERS

a) Senior Groundsman

We are pleased to confirm that Mr Scriven, Senior Groundsman completed his probationary period on the 31st October 2021, and has now been permanently appointed as Senior Groundsman to Blaby Parish Council.

b) Full Time Groundsman

Mr Hetherington was appointed as full-time groundsman for Blaby Parish Council on Monday, 11th October 2021.

Members feel the Council has a very good team of staff again and they are proud of how smart the ground staff look in their uniform.

S/P.388 4. TO CONSIDER PAY & CONDITION OF EMPLOYMENT

LRALC – 2021 -22 Pay Award and Pay Scales Delayed (15th October 2021)

The 2021-22 pay scales for employees unfortunately cannot be issued until the national pay award has been agreed.

The three unions rejected the pay offer of 1.75% from the 1st April 2021, this will delay the pay offer for this year, and it may be 2022 before the pay award for 2021 is agreed.

RESOLVED: Members are to be mindful of this matter when they are considering the 2022/23 budget.

S/P.389 5. TO REPORT UPDATE ON THE COUNCIL'S WEBSITE

The Council's new website has now been developed, once the Christmas Light Switch on event is out of the way the office staff will begin working on it and instructions will be issued to all Councillors regarding gaining access to it.

S/P.390 6. TO REPORT UPDATE ON BLABY CIVIC CENTRE TENANTS

Snowy Room

Rockstar Marketing have renewed their tenancy agreement for 3 years from the 1st February 2021 – 31st January 2024.

Tawny Room

Reflections Therapy have renewed their tenancy agreement for 3 years from the 1st October 2021 – 30th September 2024.

Hawk Room

Connelly Property Services have renewed their tenancy agreement for 1 year from the 1st November 2021 – 31st October 2022.

Grey Room

Mid-Point Security is a new organisation who joined the Civic Centre on the 1st September 2021 and took out a 3-year tenancy agreement taking them up to the 31st August 2024.

Acorn Room

Fairford Accountants Limited as another new organisation who joined the Civic Centre on the 1st October 2021 and took out a 3-year agreement taking them up to the 30th September 2024.

Northfield Room – Hot Desk

This office has been rented out on a couple of occasions, a banner has been erected on the front railings of the Civic Centre and pictures of the room are advertised on the Council's website and Facebook page.

S/P.391 7. TO RECEIVE & CONSIDER HEALTH & SAFETY SITE VISIT REPORT – 5TH OCTOBER 2021

All members have been issued with a copy of the Council's Health & Safety provider's Assessment / Inspection – Year 4 visit report.

The following 5 items are raised: -

Description	Rating	Action Required	Action
ELECTRICAL SAFETY – PORTABLE APPLIANCES – Action: RCD protection not provided	M	It is recommended that a Residual Current Device (RCD) in the form of a plug attachment or integrated into an extension lead is used with the 240v Jet washer at the cemetery to reduce the risk of an electrical hazard.	RESOLVED: Purchase a Residual Current Device extension lead.

<p>ELECTRICAL SAFETY – OTHER – Electrical Safety – Additional observation 1</p>	<p>M</p>	<p>It is recommended that new tenants are required to have any portable electrical equipment inspected and tested.</p>	<p>AGREED: Write to all tenants and request their electrical equipment has a valid portable appliance test certificate (PAT).</p> <p>RESOLVED: Offer the services of our Senior Grounds man at a discounted rate to other providers.</p>
<p>FIRE SAFETY OVERVIEW – FIRE SAFETY – OTHER – Fire Safety – Additional observation 1</p>	<p>M</p>	<p>It is recommended that an additional emergency light is provided within the understairs cupboard as this contains the lift machinery.</p>	<p>RESOLVED: Cllr Mr Wareham will install an emergency light in the cupboard under the stairs.</p>
<p>FIRE SAFETY OVERVIEW – FIRE SAFETY – OTHER – Fire Safety – Additional observation 2</p>	<p>M</p>	<p>Provide a metal locker marked with a Highly Flammable Liquid sign in the Cemetery Maintenance Building for the storage of petrol containers.</p>	<p>RESOLVED: Purchase a metal locker to store the plastic petrol containers in the Cemetery workshop.</p>
<p>LONE WORK – OTHER – Lone Work – Additional observation 1</p>	<p>M</p>	<p>Ensure that Grounds Maintenance Staff do not use Chainsaws when working alone.</p>	<p>AGREED: All ground staff have been informed they must not work alone whilst using a chainsaw.</p>

S/P.392 8. TO REPORT UPDATE ON THE DISCLOSURE AND BARRING SERVICE APPLICATIONS

All staff and Councillor’s apart from 1 member have completed their enhanced DBS form, these are currently being checked by Blaby District Council.

The fee for these checks are: -

Staff = 6 x £50.00

Volunteers = 9 x £10.00

RESOLVED: Pay Blaby District Council £390.00 for the checking of the staff and councillor’s Disclosure and Barring Service documents.

S/P.393 9. TO REVIEW & CONSIDER COUNCIL POLICIES

All members considered the following council policies: -

- All General Policies
- All Employment Polices
- Standing Orders
- Financial Regulations
- Terms of Reference
- Code of Conduct

AGREED: The Level of the Council's Fidelity Guarantee is to be considered under agenda item number 12, if any changes are to be made, they are to be included in the financial regulations.

AGREED: Add into the Employment Policy Number 12 – Lone Working that no members of the public are to be allowed into the building if staff members are working alone, appointments need to be arranged at a convenient time when at least two members of staff are in the building.

AGREED: Apart from the above amendments no further changes are required to any of the Councils policies.

S/P.394 10. TO CONSIDER THE COUNCILS ASSET REGISTER

All members have been issued with a copy of the Staff, Policy & Finance committee asset 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.395 11. TO RECEIVE THE COUNCILS ACCOUNTS AT THE 31ST OCTOBER 21

RESOLVED: All members have been issued with a copy of the Councils accounts as of the 31st October 2021.

S/P.396 12. TO REVIEW THE COUNCILS LEVEL OF INSURANCE – FIDELITY GUARANTEE

Members considered the Councils fidelity guarantee.

On the Council's current insurance policy, the Council's Fidelity Guarantee is set at £600,000.00 which covers all members and employees against Fraud and Dishonesty.

The figure is based upon the following calculation: -

Half the total Precept 2021/22	£168,172 (£336,344)
Council Reserves	<u>£117,466</u> (End March 2021).
	£285,638

RESOLVED: The Fidelity Guarantee Limit is to be set at £600,000.00.

AGREED: Update the Councils Financial Regulations with the increased figure for the Fidelity Guarantee from £500,000.00 to £600,000.00.

S/P.397 13. TO CONSIDER RISK MANAGEMENT

All members have been issued with a copy of the 2021 risk management report.

AGREED: Members approved the contents of the risk management register document, where no amendments are required to be made.

S/P.398 14. TO REVIEW THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

All members have been issued with a copy of the Internal Audit Review Checklist – Part 1 – Meeting Standards & Part 2 – Characteristics of Effectiveness.

The Staff, Policy & Finance Committee is to carry out an Annual Review of the Effectiveness of the System of Internal Audit.

The Council's Financial Regulations were reviewed on the 15th December 2020, minute ref: S/P.328 and deferred and approved at the 12th January 2021 Council meeting, minute ref: 1321h and again on the 16th November 2021, minute ref: S/P.394.

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 2022/23 Financial Year was made at the 8th June 2021 Council meeting, minute ref: 1376d).

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

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

The following reviews have been conducted during 2021/22.

Meeting the Standards – Part 1

- | | | |
|----|------------------------------|-------------------------------------|
| 1. | Scope of Internal Audit | Yes (8 th June 2021) |
| 2. | Independence | Yes |
| 3. | Competence | Yes |
| 4. | Relationships | Yes |
| 5. | Audit Planning and Reporting | Yes
(8 th June 2021). |

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.399 15. TO CONSIDER 2022/23 BUDGETARY REQUIREMENTS & POSSIBLE NEW PROJECTS

All members have been issued with a copy of the Staff, Policy & Finance committee budget document for members consideration.

<u>BLABY PARISH COUNCIL</u>	
Description	Recommended Budget 2022/23
Total Salaries	0.00
Mobile Phone Top-up	200.00
Postage	500.00
Stationery	500.00
Annual Photocopier Rent & Running Costs	2,000.00
Staff Training & Conference Fee's	1,000.00
Uniform	750.00
Total Staff	£4,950.00

<u>BLABY PARISH COUNCIL</u>	
Description	Recommended Budget 2022/23
<u>POLICY, RESOURCE & FINANCE</u>	
Sundries & Room Hire	1,000.00
Catering	200.00
Subscriptions & Audit Fee	2,500.00
Council - Insurance	9,500.00
Website Provider	1,500.00
Grants to Other Bodies (Sect. 137)	1,000.00
RBS Computer Support (Accounts, Cemetery, Year End), ERUD (IT Support) & H & S	5,500.00
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 (ELAS)	5,000.00
Chairman's Allowance	100.00
Councillor Training	500.00
Local Council Award Scheme	200.00
Emergency Lights - Oakfield Park	150.00
Contingency	0.00
Blaby Civic Centre - Cleaning Materials	500.00
Rates - Blaby Civic Centre	9,000.00
Rates - Cemetery	3,000.00
Rates - Oakfield Park	1,200.00
Telephone & Internet - Blaby Civic Centre	1,000.00
Gas - Blaby Civic Centre	2,500.00
Electric - Blaby Civic Centre	3,500.00
Electric - Cemetery	1,500.00
Electricity - Northfield Park	500.00
Electricity - Oakfield Park	500.00
Water - Blaby Civic Centre	1,500.00
Water - Allotment	1,000.00
Water - Cemetery	250.00
Water - Northfield Park	500.00
Water - Oakfield Park	500.00
Maintenance - Blaby Civic Centre	5,000.00
Burglar Alarm, Fire Alarm & Emergency Lighting Maintenance - Oakfield Park	100.00
Burglar Alarm, Fire Alarm & Emergency Lighting Maintenance - Northfield Park	100.00
Burglar Alarm, Fire Alarm & Emergency Lighting Maintenance - Cemetery	100.00

Burglar Alarm, Fire Alarm & Emergency Lighting Maintenance - BCC	500.00
Cemetery - Servicing of the Toilet (2018/19)	0.00
Vehicle - Insurance	2,000.00
Vehicle - Running Costs - Fuel + Equipment Fuel	2,000.00
Vehicle - Road Tax	500.00
Vehicle - Maintenance	1,000.00
Loan Repayment - Western Drive (473428 - 18.08.2018)	0.00
Loan Repayment - Blaby Civic Centre (498869 - 10.08.2051)	22,746.00
Loan Repayment - Blaby Civic Centre (Phase Two) (503040 - 30.05.2024)	8,694.00
Total Policy, Resource & Finance	£98,040.00

RESOLVED: The staff budget is to be completed by the manager and will be considered by members at the precept meeting due to be held in January 2022.

RESOLVED: The Staff, Policy & Finance Committee budgetary requirements are agreed for 2022/23.

S/P.400 16. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY – None.

S/P.401 17. CHAIRMAN'S TIME
Thank you all for attending.

MEETING CLOSED: 7.45PM