

Eye Town Council - Sub Committee Meeting Record

Name of Subcommittee:	Finance and Governance
Date and Time of Meeting:	July 6, 2016 - 8:00pm
Councillors Present:	Cllrs. A. Evitt, P. Gould, M. Ford, N. Ford
Members of Public Present: (continue overleaf if necessary)	
Purpose of Meeting:	

Discussion and Summary of agreed actions:

1. **Apologies:** Cllr. C. Ribchester
2. **Minutes of Previous Meeting:** Had been circulated. Approved by P. Gould, seconded by M. Ford.
3. **Chairs Actions:** N. Ford reported that the recruitment process was now completed and there had been two successful appointments from a large field. Since completion there has been a request for feedback from a couple of the unsuccessful candidates. As part of the interview process, it was noted that the clerk's office need some refurbishment and that there was another office which might be more suitable, if available. The Chair had spoken to the clerk and asked her to make some preliminary inquiries as to availability of the alternative office as well as to see whether some minimal redecoration and the addition of a letter box would be allowed.
4. **Staffing:**
 - **Equipment:** Discussion took place around the possibility that some additional equipment might be needed for the project co-ordinator role and that there would be some refurbishment costs necessary to make the office more attractive and fit for purpose (ie. sharing/hot desking). Agreed to put forward a motion to council for £1000 maximum for these purposes.
 - **Induction/transition:** It was agreed that it would be beneficial for both candidates, though especially the new clerk, to spend as much time as possible with the existing clerk in order to ensure a smooth transition. N. Ford had already spoken to the clerk about this. Preliminary steps have already been taken and a plan put into place. The new clerk is available and it was agreed to have her commence next week so that there would be one week of overlap and sufficient time to prepare for the July council meeting. N. Ford had queried potential courses with the clerk however there no minute taking course is available until February. Agreed to speak to Sarah Foote to see whether she could assist in this regard. Cilca training is available in July/August and October/November but it was agreed that it would be beneficial for the new clerk to become more familiar with the role before commencing her training. N. Ford and M. Ford are meeting with the new clerk on Friday and will discuss other issues such as time sheets, holidays, training and an induction program (which will involve meetings with various councillors). M. Ford and N. Ford will also set up a schedule of regular meetings.

Discussion and Summary of agreed actions:

- It was agreed that the project co-ordinator would start in September however, he is available on the morning of the 13th. of July to meet with the clerk. This would allow him to become more familiar with the Town and current projects. P. Gould will collate a project summary in advance of his start date and will liaise to discuss the summary, equipment needs and an induction process.
 - It was agreed that given the new employees and the potential for new co-opted councillors that it would be beneficial to hold an evening meet and greet session in the autumn which could include some discussion around prior setting.
 - It was agreed that payment should be offered to both new employees for time spent on training/induction prior to their agreed start dates. N. Ford to send an email advising of this fact and asking them to submit an invoice.
 - It was agreed that a standardised time sheet/reporting system would be beneficial. N. Ford to speak to H. Molesworth to see if this could be done electronically.
 - Both the new clerk and project co-ordinator would have a probation period. This would be 6 months with a formal review after that time. An informal review would take place after 3 months.
 - **Pensions:** M. Ford has been following up and taking action to ensure that we are in a position to have everything in place prior to the Council's November 1st. staging date. Letters will be sent to eligible employees advising them of their options. Discussion took place around management of the pension and it was agreed to ask the clerk to speak to our current payroll administrators to see whether they would be willing to assume this role.
5. **Finance:** A review took place regarding the financial implications of the new roles. Agreed that now that salary levels have been established, we will need to assess against the current budget line and make any adjustments necessary. N. Ford to ask clerk to compare salary figures against budget line.
6. **Governance:**
- **Committee Membership:** It was agreed that while discussion usually took place around committee membership in June that, given the possibility of two new councillors being co-opted at the next meeting, that it would be more useful to do this process in the autumn. This could also be looked at during the planned meet and greet session.
 - **Foundation Award:** The clerk has advised that all of the necessary steps are nearly completed for the Quality Council Award and that she could progress the majority of these steps, should the council wish her to do so, next week. Agreed to ask the clerk to take this forward and to leave a clear record of any remaining steps should there be any after next week.
7. **Documents:** The committee reviewed the employment contract and offer letter for the previous clerk and agreed to some changes to improve clarity and to reflect the new working conditions. M. Ford has agreed to amend the contracts to reflect discussions and N. Ford will amend the offer letter which hopefully can then be provided to the new clerk this Friday.
8. **Tendering:** Discussion took place around the tendering process and how we can ensure best value. It was agreed that tenders should go out to the largest possible pool of potential applicants. It was also agreed that any accepted tenders should be followed up by a contract which outlined the accepted conditions and allowed for a break clause should conditions and provision not be satisfactory.

Discussion and Summary of agreed actions:

9. Monitoring:

- **Grass cutting:** The clerk had expressed a concern around the fact that there was not a clear link between invoicing and payment and an assessment of satisfactory completion of the required work. N. Ford agreed to speak to C. Byles to see what could be done in this regard.
- **Holidays:** It was agreed that it would be beneficial going forward to have a clear holiday schedule for all employees so that holiday cover could be arranged well in advance and to ensure minimal overlap. This would also help to ensure that the Mayor and Finance and Governance subcommittee were aware of upcoming holidays and could plan accordingly.

10. **Reports and Updates:** P. Gould provided an update on the work being done by Giles Percy. This work has been complicated by the fact that a number of key people at Suffolk County Council have recently been made redundant. P. Gould is meeting with Mr. Percy next week and should have more information after that meeting. P. Gould also advised that the devolution agenda seems to be faltering in the wake of the referendum result.

11. **Date of next meeting:** It was agreed to hold the next meeting on the 14th. of September.

Summary of Recommendations agreed to take to full Council:

- To approve a maximum of £1000 for equipment and supplies for the new posts and refurbishment of the Town office.
- To approve salary level payments to the two new employees during the transition phase and prior to them commencing official employment.
- To approve the NEST pension scheme as the adopted scheme for Council employees.

Meeting Closed: 10:40

Signed: *N. Ford*

Return this form to the Town Clerk within one week of meeting date.