



Minutes of Crediton Town Council's Administration & Personnel Committee Meeting, held on Tuesday, 29th September 2015, at 6.00 pm, at the Council Chamber, Market Street, Crediton

Present: Cllrs Miss J Harris, Mr A Wyer, Mr B Dixon and Mrs L Brookes-Hocking

In Attendance: Miss E Lucas, Assistant to the Town Clerk & Mayor

1. **To elect the Committee Chairman for 2015-2016**
It was **resolved** for Cllr Harris to be Committee Chairman for 2015-2016. (Proposed by Cllr Dixon)
2. **To elect the Committee Deputy Chairman for 2015-2016**
It was **resolved** for Cllr Wyer to be Committee Deputy Chairman for 2015-2016. (Proposed by Cllr Brookes-Hocking)
3. **To receive and accept apologies**
It was **resolved** to receive and accept apologies from Cllr Letch and Cllr Hughes. (Proposed by Cllr Dixon)
4. **Declarations of Interest**
None declared.
5. **Administration & Personnel Committee Minutes – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 6th May 2015, as a correct record.** Copies had been circulated with the agenda. It was **resolved** to approve, and sign, the minutes of the Administration & Personnel Committee Meeting, held on 6th May 2015, as a correct record. (Proposed by Cllr Brookes-Hocking)
6. **Matters Arising**
There were no matters arising.
7. **To consider and amend/agree a Community Engagement Strategy for recommendation to full Council.** A copy of the policy prepared by the Clerk had been issued with the agenda.

Cllr Dixon requested further information regarding how the Council currently connects with the community. Members of the committee provided examples including the Council website, the Council newsletter, the Mayor's Surgery and social media.

Cllr Brookes-Hocking emphasized that this policy is aspirational and members agreed that the Council needs to continue to improve and take the necessary actions to ensure the aims of the policy could be achieved.

It was **resolved** for *head teachers* to be added to the list on Page 3, titled "Whom we will consult". (Proposed by Cllr Dixon). It was further **resolved** to recommend the amended Community Engagement Strategy to full Council for approval. (Proposed by Cllr Brookes-Hocking)

8. **To consider and amend/agree a revised Communications & Media Policy for recommendation to full Council.** A copy of the policy prepared by the Clerk had been issued with the agenda. Members discussed the policy in depth.

It was resolved for the following amendment to be made:

- to correct the spelling of *Councillors* on page 2, within the second paragraph under the heading "Publicity in Election Periods"
- to amend the sentence 'In the period between the notice of an election and the election itself all proactive publicity about candidates or other politicians is halted' on page 2, in order that it reads 'In the period between the notice of an election and the election itself all proactive publicity *from the Council* about candidates or other politicians is halted.'

(Proposed by Cllr Brookes-Hocking)

It was further resolved to recommend the amended Communications & Media Policy to full Council for approval. (Proposed by Cllr Brookes-Hocking)

9. To discuss the Local Council Award Scheme, agree the level of award the Council wishes to achieve and the actions needing to be taken. Members discussed the table devised by the Clerk, which is attached as Appendix One, and the Assistant advised members of the Clerk's recommendations. Cllr Dixon requested further clarification regarding the benefits of the Local Council Award Scheme and this was provided by Cllr Brookes-Hocking.

It was resolved for the Council to work towards achieving the Quality Award. (Proposed by Cllr Brookes-Hocking). It was further resolved for the Council to start working on the necessary objectives outlined in the table devised by the Clerk, with any draft documents being brought to the next Administration & Personnel Committee meeting for consideration. (Proposed by Cllr Harris)

The Assistant advised members that this is a Councillor led scheme and any suggestions are welcome. With regard to the training policy required, Cllr Brookes-Hocking suggested holding a Council training session once a year.

The Assistant also explained that the Clerk would start to devise the framework for the action plan, however members need to start thinking about what they want included in the action plan. Members agreed it would be beneficial for the Policy & Forward Planning Committee to discuss the action plan at its next meeting.

10. To review the office workload including the Clerk's 'To Do' list and current projects. The office workload and project list was discussed. No issues were raised by Councillors. The Assistant confirmed that whilst the office remains very busy, both are in control and feel happy with the workload.

Members discussed scheduling the next Administration & Personnel Committee meeting, agreeing that the Committee need to aim to meet at least quarterly. Members agreed to hold the next meeting in January, with the date being confirmed nearer the time.

11. Close
The meeting closed at 6.53 pm

Signed..........Date: 26-1-16.....
(Chairman)

Foundation Award	
What we already have	What we need
<ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Code of Conduct • Councillors register of Interests • Publication Scheme (FOI) • Annual Return • Calendar of Meetings including the annual meeting of electors • Minutes for at least one full year of full council meetings and all committee and sub-committee meetings • Current agendas • Council contact details and councillor information in line with the transparency code • Evidence of consulting the community • Publicity advertising council activities • Evidence of participating in town and country planning • A risk management scheme • Register of assets • Contracts for all members of staff • A Clerk who has achieved 12 Continuing Professional Development points in the last year 	<ul style="list-style-type: none"> • Transparent Information about Council payments (financial info needs to be loaded up to the website, Emma is working on this) • The budget and precept information for the current or next financial year (there are strict guidelines on info required, so this can be incorporated in 2016-2017 budget setting, which starts next month.) • Complaints Procedure (needs updating) • Action plan for the current year (Council needs to agree on) • Disciplinary and grievance procedures (needs updating) • Policy for training new staff and councillors (Clare working on it.) • A record of all training undertaken by staff and councillors in the last year (Clare needs to devise)

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- Blue type face – Council confirms by resolution at a full council meeting – documents may be requested by the accreditation panel
- Red type face – Clare's updates/notes

SAI

Quality Award

The Council confirms by resolution at a full Council meeting that it meets all requirements for the Foundation Award plus the following

What we already have	What we need
<ul style="list-style-type: none"> • Draft minutes of all council and committee meetings within four weeks of the last meeting • A Health & Safety Policy (review date required) • Its policy on Equality • A community engagement policy involving two-way communication between council and community • Councillor profiles • A grant awarding policy • Evidence showing how electors contribute to the Annual Parish or Town Meeting • Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins • Evidence of helping the community plan for its future • A scheme of delegation (where relevant) • Up to date insurance policies that mitigate risks to public money • Addressed complaints received in the last year • At least two thirds of its Councillors who stood for election • A printed annual report that is distributed at locations across the community • A qualified clerk • A clerk (and deputy) employed according to nationally or locally agreed terms and conditions 	<ul style="list-style-type: none"> • An action plan and related budget responding to community engagement and setting out a timetable for action and review (Clare needs to devise) • A formal appraisal process for all staff (we use MDDC appraisal system, however we have never formally adopted this as the CTC appraisal system, we need to do this) • A training policy and records for all staff and councillors (as above.)

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Gold Award

The Council confirms by resolution at a full Council meeting that it meets all requirements for the Foundation and Quality Awards plus the following

What we already have	What we need
<ul style="list-style-type: none"> • An annual report, online material and at least four news bulletins a year with evidence of: <ul style="list-style-type: none"> ➤ Engaging with diverse groups in the community using a variety of methods ➤ Community engagement leading to positive outcomes for the community ➤ A broad range of council activities, including innovative projects ➤ Co-operating constructively with other organisations • Provides leadership in planning for the future of the community (Neighbourhood Plan) 	<ul style="list-style-type: none"> • A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community. • Ensures that the council delivers value for money • Delivers best practice in meeting its duties in relation to bio-diversity and crime & disorder • Manages the performance of the council as a corporate body • Manages the performance of each individual staff member to achieve its business plan.

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