



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Tuesday 20th February 2018

To: All Members of the Finance & General Purposes Committee:
Councillors Marsh (Chair), Burke (Vice-Chair), Bartlett, Egan, Freedland,
Norman, Vacancy, R Pendleton, Preece, Rosser and Rumsey.
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Finance & General Purposes Committee** to be held on **Monday 26th February 2018** commencing at **19:00 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Paul Russell
TOWN CLERK

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

3. REQUESTS FOR DISPENSATIONS

To consider requests for dispensations (must be notified in writing).

4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

To receive questions and statements from members of the public as provided for in Standing Orders.

5. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 18th December 2017 (attached).



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

6. CLERK'S REPORT

To receive the Clerk's Report on matters outstanding that may not appear on the agenda.

7. 2017-18 WORK PROGRAMME

To receive an update on progress.

8. FINANCIAL AND COMMITTEE MATTERS

(a) **Financial Report** – To receive the Quarter Three financial report for 2017/18.

(b) **Outstanding Accounts for Payment** – A list of outstanding accounts for payment for February 2018 to date will be presented at the meeting.

(c) **Appointment of Personnel Sub-Committee** – Please see attached report.

(d) **TIC Signage** – To consider the signage proposals for new signage in the Tourist Information Centre. A copy of the quotation received is attached.

(e) **Committee Report** – Please see the attached Committee update report.

(f) **Policy Updates** – To consider updating and adopting a number of policies. Please see the attached report.

9. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and the Finance Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

(a) **Grants Report** – No grant requests have been received as no further funding is available.

(b) **Project Update Report** – Please see the attached update report.

10. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 30th April 2018 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 18th December 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Chair), Burke (Vice Chair), Bartlett, Egan, Norman, R Pendleton and Rosser.

ALSO PRESENT: Ward Councillor Stone.

OFFICER PRESENT: Town Clerk.

FG23/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Freedland (illness), Preece (illness) and Rumsey (illness).

FG24/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Norman (personal): Leominster Museum and Shop Mobility.

FG25/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

FG26/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG27/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 23rd October 2017 be agreed and signed as a correct record.

FG28/17 CLERK'S REPORT

The following Clerk's Report was noted:

- A letter of thanks had been received from the Weeping Window initiative for the £1,000 grant received from the Town Council;
- A letter of thanks had been received from the Herefordshire Wildlife Trust Wildplay project for the £1,000 grant received from the Town Council;
- It had been confirmed that the Town Council's external auditor for the next five financial years would be PKF Littlejohn LLP. The annual cost would be between £1,300 and £1,600. £1,600 had been included in the annual budget;
- It was agreed to query the 3.9% RPI inflationary increase for CCTV provision in Leominster. Inflation was currently 3.1%.

FG29/17 2017-18 WORK PROGRAMME

Committee considered the update report presented and **RESOLVED**:

- That the report and progress update be noted;
- To note that work would commence on the Medium Term Financial Plan following the adoption of the 2018/19 budget. It was hoped that this document would be completed by 31st March 2018;
- That the aims and objectives within the Corporate Strategy be reviewed and reduced to a more manageable level;
- That the booking forms for 11 Corn Square be finalised in January 2018 following legal advice requested being obtained regarding insurance cover requirements;
- That the revised Asset Register be completed by 31st March 2018.

FG30/17 FINANCIAL AND COMMITTEE MATTERS

(a) **Financial Report** – Committee considered the Quarter Three Financial Report up to 30th November 2017 and **RESOLVED**:

- That the report be noted;
- That the payments for October 2017 amounting to £49,954, exclusive of VAT and for November 2017 amounting to £30,198, exclusive of VAT, be ratified;
- That the income received and current balances up to 30th November 2017 amounting to £446,937 be noted;
- To note that the projected end of year balances were currently being estimated at £278,937.

(b) **Outstanding Accounts for Payment** – Committee noted the payments to date for December 2017 which amounted to £52,391.76, inclusive of VAT.

(c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED** that the report be noted.

FG31/17 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information and the Finance & General Purposes Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(a) **Grants Report** – Committee considered the Grant Report and **RESOLVED** to note the report.

Committee **RESOLVED** to award the following Grants:

- Three Choirs - £1,000 subject to the completion of the feedback form, that up to 6 complimentary tickets for each event be provided to the

Town Council for its volunteers and to raise money for the Mayoral charity and that tickets are sold through the Leominster Tourist Information Office;

- Leominster Museum - £500 subject to the completion of the feedback form;
- Leominster Shop Mobility - £1,000 subject to the completion of the feedback form.

Committee considered the Leominster Community Centre (LDCA) application for an annual grant of £10,000 and, following discussion, agreed to re-engage with the Centre regarding the development of a business plan. Cllrs Burke and R Pendleton were requested to act on behalf of Leominster Town Council.

Committee agreed that it would hold the £1,000 grant offer to the Royal Air Force Cadets (151 Leominster Squadron) until 31st March 2018. If the Cadets were unable to take up the grant by that date they would be encouraged to reapply. Any future application would be considered favourably by Committee.

Committee further agreed to ring fence up to £500 in grant funding for the Leominster Community Cadets which would be subject to a formal grant application.

Committee agreed to develop options with the community to help promote the Weeping Window project at Hereford Cathedral through shop window displays and other promotions.

(b) Draft Budget Report – Committee considered the Draft Budget Report and **RESOLVED:**

- That the report be noted;
- That the Councillor Briefing to be held on Monday 8th January 2018 would consider the final draft budget prior to formal consideration and adoption by Full Council at its meeting on 29th January 2018;
- That further briefing papers be sent to all Councillors providing additional background information related to the budget project development;
- That the Devolved Services Briefing Paper be noted;
- That the Southern Urban Extension report be noted;
- That the additional cost of any future devolved services would require some further consultation;
- That support to part fund a feasibility study in partnership with Herefordshire Council be expressed during the consideration of the 2018/19 budget and Earmarked Reserves allocations;
- That consideration be given to selling the Parliamentary Clock at auction, subject to consideration and agreement by Full Council.

FG32/17 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 26th February 2017 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 20:47.

CHAIR:

DATE:



Finance & General Purposes Committee

Date: 20th February 2018

Title: Work Programme Update Report

Purpose of the Report: To provide Members with an update on progress related to the adopted Committee Work Programme.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To consider and agree the actions recommended within the update table.

2. INTRODUCTION

- 2.1 This report outlines progress to date on the Work Programme, adopted by the Committee at its meeting held on 24th April 2017 and revised at the meeting held on 26th June, 23rd October 2017 and 18th December 2017.
- 2.2 The report includes recommended actions which need to be considered and agreed if appropriate.
- 2.3 Update reports will continue to be provided at each meeting.

3. WORK PROGRAMME UPDATE

3.1 Please see the following update below:

ACTION	PROCESS	UPDATE
Annual Work Plan Programme	<ul style="list-style-type: none"> • To review the draft annual work plan programme • To formally adopt the plan 	<ul style="list-style-type: none"> • Plan adopted at F&GP meeting in April 2017 • Action completed
Risk Register Action Plan	<ul style="list-style-type: none"> • To review the action plan agreed by Full Council at its meeting on 27/03/17 • To review levels of risk 	<ul style="list-style-type: none"> • Risk Register reviewed
Corporate Strategy	<ul style="list-style-type: none"> • To confirm Corporate objectives for 2017 	<ul style="list-style-type: none"> • Revised Corporate Strategy objectives

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	<ul style="list-style-type: none"> • To agree a timeline for development and delivery • To update the document as required 	with a reduced set of aspirations will be developed for 2018. A draft will be placed before the F&GP meeting in April 2018.
Medium Term Financial Plan	<ul style="list-style-type: none"> • To agree to develop this document • To agree a timeline for development, review and adoption 	<ul style="list-style-type: none"> • Initial draft to be presented to Committee in April 2018. • An additional member of the T&F Group is being requested to help the development of the MTFP.
Additional Corporate Performance Documents	<ul style="list-style-type: none"> • To agree the additional priority Corporate Performance documents to be reviewed/developed 	<ul style="list-style-type: none"> • No additional documents have been identified. • To keep under review. • Additional policies to be considered at February meeting.
Strategic Review 2016	<ul style="list-style-type: none"> • To complete the implementation of the targets set out in this document 	<ul style="list-style-type: none"> • Strategic Review has now been actioned and is in place.
General Reserves	<ul style="list-style-type: none"> • To increase general reserves of Council over the next three years 	<ul style="list-style-type: none"> • Q3 financial report to be considered at February meeting.
Civic Protocols	<ul style="list-style-type: none"> • To develop a Civic protocol handbook to help govern and plan all future civic events • Protocols to include the roles of all civic positions 	<ul style="list-style-type: none"> • Initial work has commenced to develop Civic protocols • Update to be presented in April 2018
Office and infrastructure projects	<ul style="list-style-type: none"> • To agree projects to be developed • To agree timescale for each project 	<ul style="list-style-type: none"> • Projects have now been considered and agreed in principle by Full Council. • Project implementation timetable has been developed and will be implemented subject to funding.
Risk Assessments	<ul style="list-style-type: none"> • To undertake new Risk Assessments for the TIC at Corn Square; 	<ul style="list-style-type: none"> • Risk assessments for TIC and 11 Corn Square completed

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	<ul style="list-style-type: none"> To undertake new Risk Assessments for the Town Council at Corn Square. 	<ul style="list-style-type: none"> Currently being reviewed internally and externally.
Booking Forms, Hire Agreement and Pricing Policy, 11 Corn Square	<ul style="list-style-type: none"> To develop these documents and policies for the new Council Offices 	<ul style="list-style-type: none"> Initial forms have been drafted Forms to be finalised by April 2018
Power of General Competence	<ul style="list-style-type: none"> To agree timescale for Clerk to undertake relevant training and complete relevant module 	<ul style="list-style-type: none"> Initial contact made with SLCC, training provider. Cost is £30 Due to capacity of Clerk this has not yet been undertaken The Clerk will aim to achieve this part of training by March 2018.
Internal Audit	<ul style="list-style-type: none"> To agree to undertake two internal audits per annum Interim audit in November 2017 Final audit in April or May 2018 	<ul style="list-style-type: none"> 2017/18 internal audits have been arranged. One will take place in November and the other at year end in either April or May 2018. Internal auditor appointed for 2018/19 financial year.
Staff Structure Review	<ul style="list-style-type: none"> Review existing structure Amend as required 	<ul style="list-style-type: none"> An initial review has been undertaken and accepted by Full Council as part of the 2018/19 budget. A Personnel Sub-Committee is proposed to manage future staffing reviews and consider personnel matters.
Asset Register	<ul style="list-style-type: none"> Review existing register Update existing register Review asset register on a regular basis 	<ul style="list-style-type: none"> The Task & Finish Group set up is currently reviewing the Asset Register; A revised Asset Register to be presented to Council in March 2018.
Credit card/website	<ul style="list-style-type: none"> Review existing provision 	<ul style="list-style-type: none"> No work undertaken

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payments	<ul style="list-style-type: none"> • Investigate sagepay option for website payments • Identify services eligible 	<p>to date</p> <ul style="list-style-type: none"> • 2018/19 target date.
Training Programme	<ul style="list-style-type: none"> • Develop a full training programme for Staff • Develop a full training programme for Members • Draw up internal training programme 	<ul style="list-style-type: none"> • Initial policy drafted by external consultant and adopted • Training programme continues to be developed (internal & external) • Councillor training is currently being developed and has been incorporated with staff training policy. On agenda for review.
Destination Leominster	<ul style="list-style-type: none"> • Develop future timetable of meetings • Update project file • Develop overall master plan 	<ul style="list-style-type: none"> • Meetings are now regularly called. • Most recent meeting took place on 31st January 2018.
Grant Programme	<ul style="list-style-type: none"> • New grant application forms and criteria have been developed • Schedule of meetings to consider grant applications developed • Monitor grant programme 	<ul style="list-style-type: none"> • 2017/18 funding now allocated.
Links with the Business Community	<ul style="list-style-type: none"> • Continue to develop links with the various business organisations within the town 	<ul style="list-style-type: none"> • Support has been provided for bunting, Small Business Saturday and Christmas lights. • Road closures for 2018 events currently being finalised.
Links with local voluntary organisations	<ul style="list-style-type: none"> • Continue to develop links with the various local/voluntary organisations within the town 	<ul style="list-style-type: none"> • Destination Leominster will oversee this. • Mapping Leominster's Youth project developing additional links.
Youth Project	<ul style="list-style-type: none"> • Continue to develop existing programme to deliver youth services • Identify and access grant 	<ul style="list-style-type: none"> • Grant funding received from HC • Discussions being undertaken with

	<p>funding to improve the programme</p> <ul style="list-style-type: none"> • Identify overall outcomes 	<p>Vennture</p> <ul style="list-style-type: none"> • Other providers also identified. • Mapping Leominster's Youth project currently being developed and will be completed by 31st March 2018.
Leominster News articles	<ul style="list-style-type: none"> • Continue to submit monthly articles to Leominster News 	<ul style="list-style-type: none"> • Currently being delivered
CCTV	<ul style="list-style-type: none"> • Continue to support provision of CCTV in the town • 3 year agreement entered into until 2019 	<ul style="list-style-type: none"> • Currently being delivered. • 2018/19 support agreed as part of budget.
Market Towns Forum	<ul style="list-style-type: none"> • Continue to support this forum • Develop additional links with the local neighbouring parishes 	<ul style="list-style-type: none"> • Currently being delivered. • Town Clerk to step down as Clerk to MTF in March 2018.
Annual Budgetary Process	<ul style="list-style-type: none"> • Continue to develop this process 	<ul style="list-style-type: none"> • The Task & Finish Group set up is developing 2018/19 budget. • 2018/19 budget adopted.
Participatory Budgeting	<ul style="list-style-type: none"> • Consider participatory budgeting in the future 	<ul style="list-style-type: none"> • As above

Bullet Point Update:

- Medium Term Financial Plan – Work has been delayed on this due to the various additional information, projects and initiatives currently being developed, both internally and externally. Now that the 2018/19 budget has been adopted the MTFP will be fully developed as outlined later in the agenda;
- Corn Square Hire Forms are currently being finalised alongside the charges. These will be in place by 1st April 2018;
- Power of General Competence – This will hopefully be completed by the end of April 2018.

**Finance & General Purposes Committee**

Date: 20th February 2018

Title: Quarter Three Financial Report

Purpose of the Report: To provide Members with the Quarter Three Financial Report.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To ratify the payments for October 2017 amounting to £49,954, exclusive of VAT, November 2017 amounting to £32,418, exclusive of VAT and December 2017 amounting to £36,690, exclusive of VAT;
- 1.3 To note income received and current balances for the 2017/18 financial year as outlined in the report.

2. INTRODUCTION

- 2.1 This Financial Report provides details of Leominster Town Council's financial activities for Quarter Two of the 2017/18 financial year.
- 2.2 The External Auditors, Grant Thornton, completed its external audit of the Town Council's accounts relating to the 2016/17 financial year and has certified the Annual Return. There will be a change of external auditor for the 2017/18 financial year.
- 2.3 An internal audit took place on 8th November 2017 but no actions were required. An end of year internal audit and financial healthcheck will be held prior to the closing down of the 2017/18 accounts and submission for external audit.
- 2.4 This report includes details of current balances held at the bank as at 31st December 2017 along with end of year income and expenditure projections.
- 2.5 All account transactions detailed in the report exclude VAT. VAT is claimed back every quarter by the Town Council. The Town Council is VAT registered.

3. PAYMENTS MADE

- 3.1 The table below outlines expenditure and income for Quarter Three 2017:

COST CENTRE	Oct	Nov	Dec	Q1	Q2	Total
Administration Expenditure	£2,715	£9,857	-£7,990	£15,072	£4,955	£24,609

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Corporate Management	£18,923	£3,451	£20,056	£34,147	£30,616	£107,193
Democratic Services	£423	£1,356	£309	£681	£634	£3,403
Grants	£75	-£6,198	£3,150	£18,006	£3,790	£18,823
West Street Expenditure	£0	-£107	£0	£718	£4,612	£5,223
Corn Square Expenditure	£630	£824	£3,140	£4,678	£15,979	£25,251
Tourist Information Centre	£7,572	£3,435	£6,878	£12,763	£13,881	£44,529
Open Spaces Expenditure	£8,314	£8,949	£9,386	£21,989	£23,016	£71,654
Allotments Expenditure	£354	£526	£225	£1,172	£1,065	£3,342
Markets/Events Expenditure	£0	£204	£2,294	£1,143	£821	£4,462
Central Toilets	£540	£389	£856	£1,579	£2,225	£5,589
Grange Toilets	£435	£50	£735	£1,820	£1,812	£4,852
Westbury Street Toilets	£0	£0	£0	£0	£0	£0
Toilet Investments	£0	£0	£0	£0	£0	£0
Economic Development	£3,242	£3,392	£5,370	£5,188	£10,868	£28,060
Capital Projects	£6,472	£6,195	-£7,799	£58,224	£25,374	£88,466
Transport Fund	£259	£95	£81	£409	£237	£1,081
TOTAL EXPENDITURE	£49,954	£32,418	£36,691	£177,589	£139,885	£436,537

COST CENTRE	Oct	Nov	Dec	Q1	Q2	Total
Administration Income	£500	£0	£0	£205,740	£211,074	£417,314
Corporate Management	£590	£0	£0	£0	£80	£670
West Street Income	£0	£0	£0	£0	£0	£0
Corn Square Income	£0	£0	£0	£0	£0	£0
Rent Office Income	£476	£476	£476	£3,528	£3,528	£8,484
TIC Income	£2,258	£1,845	£3,431	£5,133	£7,424	£20,091
Open Spaces Income	£0	£0	£0	£17,755	£0	£17,755
Allotments Income	£122	£10	£10	£4,305	£453	£4,900
Markets/Events Income	£1,315	£955	£2,317	£4,811	£3,740	£13,138
Economic Development	£0	£0	£0	£0	£580	£580
Capital Projects Income	£0	£0	£0	£0	£168,500	£168,500
TOTAL INCOME	£5,261	£3,286	£6,234	£241,272	£395,379	£651,432

3.2 Listed below are the balances at the bank as at 31st December 2017. Please note that at present the trial balance does not currently balance, but this is being addressed:

Bank Balances	
As at 31/12/2017	
Current Account	£404,422
Petty Cash	£84
TIC Petty Cash	£155
Cash/Credit Card Control	£434
Creditors	-£6,691
Events Control	-£1,533
Membership Control	-£75
TIC Stock	£11,350

Outstanding VAT Claim	£6,376
Total Balances	£414,522
Represented by:	
Current Year Fund	£46,407
General Reserves	£88,298
Earmarked Reserves	£110,575
Capital Receipts Reserve	£168,488
Total Balances	£413,768

3.3 Outlined below is the current and projected income for 2017/18:

Income	Actual to Date	Projected	Budget
Precept	£422,148	£442,148	£422,148
Interest	£0	£0	£200
Misc	-£4,834	-£4,835	£0
Corporate Income	£670	£670	£0
Corn Square	£0	£0	£2,000
Office rental	£8,484	£11,500	£20,100
TIC	£20,091	£23,000	£27,500
Open Spaces	£17,755	£17,755	£1,725
Allotments	£4,900	£4,900	£5,000
Markets	£13,138	£15,500	£23,000
Economic Income	£580	£580	£0
Capital Receipt	£168,500	£168,500	£0
PWLB	£0	£0	£0
TOTAL	£651,432	£679,718	£501,673

3.4 Outlined below is the current and projected expenditure for 2017/18. Please note that an internal journal entry related to the Lottery grant received for the play area needs to be made. The grant amounted to £9,447.85. This does not affect the Q3 bottom line figures:

Expenditure	Actual to Date	Projected	Budget
Administration	£24,609	£30,000	£26,500
Corporate Management	£107,193	£131,000	£114,100
Democratic	£3,403	£10,000	£10,300
Grants	£18,823	£36,000	£46,000
West Street	£5,223	£10,000	£0
Corn Square	£25,251	£52,000	£52,932
TIC	£44,529	£65,000	£70,600
Open Spaces	£71,654	£90,000	£110,128
Allotments	£3,342	£4,000	£4,500
Markets/Events	£4,462	£5,000	£4,400
Central Toilets	£5,589	£8,800	£8,800
Grange Toilets	£4,852	£8,600	£8,600

Westbury St Toilets	£0	£0	£11,950
Investment Toilets	£0	£500	£500
Economic Development	£28,060	£30,000	£28,648
Capital Projects Equipment	£6,614	£20,000	£20,000
Capital Projects CS	£81,852	£90,000	£0
Planning & Highways	£1,081	£3,000	£10,000
TOTAL	£436,537	£593,900	£527,958

3.5 The table below outlines the projected end of year balances as at 31st March 2018:

	31/12/2017	Income	Expenditure	Balance
General Reserve	£134,706	£28,000	£158,000	£4,706
Earmarked Reserve	£110,575	£0	£0	£110,575
Capital Receipt	£168,488	£0	£0	£168,488
Total	£413,769	£28,000	£158,000	£283,769

3.6 The General Reserve Account will need to be topped up at the year end from the earmarked reserves. A full report following the end of year healthcheck will be submitted to Committee for consideration.

3.7 Outlined below is the projected overspend during the 2017/18 financial year:

Budgeted Income	£87,810
Budgeted Precept	£422,148
Total Budgeted Income	£509,958
Actual Income (31/12/17)	£482,932
Projected Income	£511,218
Capital Receipt	£168,500
Total Income	£511,218
Capital Receipt	£168,500
Grand Total	£679,718
Budgeted Expenditure	£527,958
Actual Expenditure	£436,537
Projected Expenditure	£593,900
From Balances	£18,000
Total Expenditure	£593,900
Less Balance Contribution	£575,900
Projected Overspend	-£65,942

3.7 The 2017/18 budget and precept calculations are outlined below:

	2016/17	2017/18
Gross Precept Requirement	£422,056	£440,148
Council Tax Support Grant	£35,986	£0
Funding From Balances	£0	£18,000
Net Parish Precept	£386,070	£422,148
Tax Base	3,525.99	3,565.36
Band D Council Tax	£109.49	£118.40

3.8 The projected overspend is due to the final refurbishment of 11 Corn Square. There will be some insurance recovery from the damage to the front door and the rear gate, both of which have been damaged due to faults and weather. However, at this stage no recompense is being projected.



Finance Committee

Date: 20th February 2018

Title: Appointment of Personnel Sub-Committee Report

Purpose of the Report: To provide Members with relevant background information regarding the proposal to appoint a Personnel Sub-Committee.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 That a Personnel Sub-Committee, as outlined under Section 3, be appointed to oversee all Council staffing and employment related matters;
- 1.3 That the draft Terms of Reference be adopted subject to any amendments.

2. INTRODUCTION

- 2.1 It is proposed that a Personnel Sub-Committee be appointed by the Finance & General Purposes Committee to oversee all staffing and employment matters relating to Leominster Town Council.
- 2.2 The Town Council has increased its workforce over the last three years and in 2018/19 further staffing additions have been included in the budget.
- 2.3 It would be good practice to appoint the sub-committee, which would report directly to F&GP.
- 2.4 Due to the sensitive nature of the potential matters to be discussed the meetings will be held mainly under Confidential. Recommendations would be submitted to F&GP for consideration and resolution. F&GP has been provided with delegated authority to oversee staffing matters.
- 5.5 To enable maximum flexibility it is suggested that this Sub-Committee be empowered to meet during normal office hours.

3. DRAFT TERMS OF REFERENCE

- 3.1 The following draft Terms of Reference are put forward for consideration:

- 3.2 The Committee shall consist of SIX Councillors.
- 3.3 Members of the Committee will be made up from the following Councillors:
- Mayor of Leominster
 - Chair of the Finance & General Purposes Committee
 - Chair of the Environment & Services Committee
 - Chair of the Communications & Events Committee
 - Chair of the Planning & Highways Committee
 - Additional Member of the Finance & General Purposes Committee
- 3.4 It is suggested that the Deputy-Chair of the Finance & General Purposes Committee is not appointed onto the sub-committee in case a Disciplinary Panel is required at any stage in the future. This is to ensure that Council can adhere to its grievance procedures as outlined in the Staff Handbook.
- 3.5 The quorum of the Personnel Sub-Committee will be THREE Members.
- 3.6 The sub-committee will operate within Leominster Town Council's Standing Orders and Local Government Law.
- 3.7 At the first meeting of the Personnel Sub-Committee following the Annual Town Council Meeting of Leominster Town Council, the Sub-Committee will elect a chairman and vice chairman for this Sub-Committee for the forthcoming year from amongst its appointed membership. The Chair and Vice Chair may be re-elected.
- 3.8 The Sub-Committee will submit all its minutes of meetings for ratification to the next appropriate meeting of the Finance & General Purposes Committee.
- 3.9 The Town Clerk and/or the Office Manager and/or the Projects & Grants Officer will provide administrative support for the Committee.
- 3.10 The schedule of meetings shall be agreed by the Sub-Committee as required.
- 3.11 The Sub-Committee will meet a minimum of twice a year in the Council Chamber, Council Offices, 11 Corn Square, Leominster HR6 8YP. The date and time of the meeting will be agreed by the Sub-Committee and may take place during office hours.
- 3.12 The Sub-Committee shall:
- 3.12.1 Advise the Council on all human resources matters through the Finance & General Purposes Committee;
 - 3.12.2 Consider the annual pay awards for all staff employed by the Council and make appropriate recommendations to the Council through the Finance & General Purposes Committee;
 - 3.12.3 Consider all matters relating to the probationary periods of all new employees;

- 3.12.4 Carry out any initial personnel investigations and request relevant supporting documents and evidence when appropriate
- 3.12.5 Liaise with Council's Human Resources consultants, Ellis Whittam, where appropriate to obtain advice, guidance and information when required;
- 3.12.6 Appointment employees in accordance with agreed establishment excluding the appointment of the Clerk and the Responsible Finance Officer;
- 3.12.7 Consider and make recommendations to Council through the Finance & General Purposes Committee in respect of terms and conditions of employment, grading, salaries and allowances for employees of the Council;
- 3.12.8 Power to terminate the employment of employees of the Council on disciplinary grounds subject to the terms and conditions of service of the employee including the Code of Conduct and Disciplinary Rules and Procedure applicable;
- 3.12.9 Be given delegated authority to exercise on behalf of, in the name of, and without further reference to the parent committee all duties listed against 3.12.6, 3.12.7 & 3.12.8

4. DISCIPLINARY PROCEDURES

- 4.1 The disciplinary procedures of Leominster Town Council is contained in Sections 6.4 and 6.5 of the Staff Handbook as revised in 2016.



Finance Committee

Date: 20th February 2018

Title: Committee Report

Purpose of the Report: To provide Members with a full report relating to all current Committee matters.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 That an additional member be appointed to the Budget Task & Finish Group to assist in the development of the Medium Term Financial Plan and the revised Corporate Strategy;
- 1.3 That Committee considers the recommendation to organise a Councillor Training Session to be delivered by HALC at a cost of £200 or £300;
- 1.4 That a date be formally agreed to undertake the training session above.

2. INTRODUCTION

- 2.1 This report updates members on progress relating to Committee projects and outlines matters requiring a decision.
- 2.2 The responsibilities of the Finance & General Purposes Committee are contained within the Terms of Reference and Scheme of Delegation. These include monitoring the Council's finances, recommending budgets and overseeing project development.

3. COMMITTEE REPORT

Janice & Peter McCaull Trust

- 3.1 To note that the Trustees are currently working towards completing probate. A meeting took place on 10th January 2018 to agree the next steps and meet the outstanding costs incurred to date.
- 3.2 At the Full Council meeting held on 29th January 2018 it was agreed that the Town Council would act as banker for the Trust during the completion of probate.
- 3.3 Paperwork has now been submitted to the court and a positive outcome is awaited.

Key Performance Indicators

- 3.4 These are currently being collated, though some information is proving difficult to collate such as website visits. The annual KPI report will be considered in due course and will form part of the revised Corporate Strategy for 2018/19.

Risk Assessments

- 3.5 A meeting is currently being arranged to review and update of the Council's Risk Assessments with Ellis Whittam, Council's external advisor.
- 3.6 A five year agreement was agreed to be entered into with Ellis Whittam at the Full Council meeting held on 29th January 2018.

CCTV Update

- 3.7 To note that the initial increase of 3.9% was reduced to 1.9%.
- 3.8 An invitation has been extended to Council to visit the CCTV control room, based in Hereford to see first hand how it operates. The visit can be accommodated as a group or individually.

Medium Term Financial Plan and Revised Corporate Strategy

- 3.9 The Budget Task & Finish Group has now completed the first stage of its remit to develop a budget for the 2018/19 budget. It is now going to move on to the development of a Medium Term Financial Plan (MTFP) and the revision of the Corporate Strategy.
- 3.10 The first draft of the MTFP will be available at the next F&GP Committee meeting scheduled for 30th April 2018.
- 3.11 A revised version of the Corporate Objectives will also be presented at the April meeting.

Councillor Training

- 3.12 It has been suggested that a bespoke Councillor Training session be organised and provided by HALC. The cost of a 2 hour evening session complete with sets of handouts for each Councillor would be £200 plus mileage.
- 3.13 A Saturday session from 9:30 to 12:30 would be £300 plus mileage and would include a complete set of handouts for each Councillor.
- 3.14 If either of these options are agreed to then a date needs to be agreed to undertake the training.
- 3.15 A draft Councillor and Staff Training Policy has been developed and is included for consideration under agenda item 8(f).

CAB

- 3.16 Please see the attached update reports from Shropshire CAB covering September to December 2017. Due to the sensitivity of information contained within the report please treat the contents as confidential.

Mapping Leominster's Youth Project

- 3.17 A verbal update on the progress of this project and related initiatives will be provided by the Office Manager.

Leominster TIC Signage

- 3.18 Under Agenda item 8(d) a quotation has been received to provide final signage options for the TIC. A copy of the quotation is attached for information. Cost will be £865 for the production of the signage and £500 for design, amounting to £1,365. This sum has been included in the final projection figures for the 2017/18 year.



Finance Committee

Date: 20th February 2018

Title: Policy Update Report

Purpose of the Report: To provide Members with a copy of some additional draft policies that should be considered for adoption.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 That the policies outlined in Section 3 be reviewed, amended and submitted to Full Council for adoption at its meeting on 26th March 2018

2. INTRODUCTION

- 2.1 This report outlines a number of additional policies that Council need to consider formally adopting due to revised legislation, the adoption of the amended Herefordshire Code of Conduct and because Council does not have an appropriate policy in place.
- 2.2 The draft policies are all outlined under Section 3. Subject to consideration it is recommended that the policies be placed before Full Council for formal adoption.

3. THE POLICIES

- 3.1 Council requires a revised Data Protection policy so that it will be able to meet the new requirements of the General Data Protection Regulations which will come into force in May 2018. The draft policy is outlined below:

LEOMINSTER TOWN COUNCIL

DATA PROTECTION POLICY

1 INTRODUCTION

- 1.1 Leominster Town Council has a responsibility under the Data Protection Act 2018 to hold, obtain, record, use and store all personal data relating to an identifiable individual in a secure and confidential manner. This Policy is a statement of what the Town Council does to ensure its compliance with the Act.

- 1.2 The Data Protection Policy applies to all Town Council employees, councillors, volunteers, and contractors. The Policy provides a framework within which the Town Council will ensure compliance with the requirements of the Act and will underpin any operational procedures and activities connected with the implementation of the Act.

2 BACKGROUND

- 2.1 The Data Protection Act 2018 governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information. It provides a mechanism by which individuals about whom data is held (the “data subjects”) can have a certain amount of control over the way in which it is handled.

- 2.2 Some of the main features of the Act are:

- All data covered by the Act must be handled in accordance with the Six Data Protection Principles (see Appendix 1)
- The person about whom the information is held (the Data Subject) has various rights under the Act including the right to be informed about what personal data is being processed, the right to request access to that information, the right to request that inaccuracies or incomplete data are rectified, and the right to have personal data erased and to prevent or restrict processing in specific circumstances. Individuals also have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing (including profiling); and processing for the purposes of scientific/historical research and statistics. There are also rights concerning automated decision making (including profiling) and data portability.
- Processing of special categories of data must be done under a lawful basis. This data includes information about race, ethnic origin, political persuasion, religious belief, trade union membership, genetics, biometrics (where used for identification purposes), health, sex life and sexual orientation.
- The Data Protection Act deals with criminal offence data in a similar way to special category data, and sets out specific conditions providing lawful authority for processing it.
- There is a principle of accountability of data controllers to implement appropriate technical and organisational measures that include internal data protection policies and procedures, staff training and awareness of the requirements of the Act, internal audits of processing activities, maintaining relevant documentation on processing activities, appointing a data protection officer, and implementing measures that meet the principles of data protection by design and data protection by default, including data

minimisation, transparency, and creating and improving security features on an ongoing basis.

- Data protection impact assessments are carried out where appropriate as part of the design and planning of projects, systems and programmes.
- Data controllers must have written contracts in place with all data processors and ensure that processors are only appointed if they can provide 'sufficient guarantees' that the requirements of the Act will be met and the rights of data subjects protected.
- Data breaches that are likely to result in a risk to the rights and freedoms of individuals must be reported to the Information Commissioner's Office within 72 hours of the council becoming aware of the breach. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the council will notify those individuals concerned directly.
- The Information Commissioner is responsible for regulation and issue notices to organisations where they are not complying with the requirements of the Act. She also has the ability to prosecute those who commit offences under the Act and to issue fines.

3 POLICY STATEMENT

- 3.1 The Town Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under the Data Protection Act 2018 and professional guidelines. The Town Council will use all appropriate and necessary means at its disposal to comply with the Data Protection Act and associated guidance.

4 ROLES AND RESPONSIBILITIES

4.1 *Data Protection Officer*

- 4.1.1 The Data Protection Officer is xxx, and they are responsible for the following tasks;
- 4.1.2 informing and advising the Town Council, any processor engaged by the Town Council as data controller, and any employee of the Town Council who carries out processing of personal data, of that person's obligations under the legislation;
- 4.1.3 providing advice and monitoring for the carrying out of a data protection impact assessments;
- 4.1.4 co-operating with the Information Commissioner's Office, acting as the contact point for the Information Commissioner's Office monitoring compliance with policies of the Town Council in relation to the protection of personal data monitoring compliance by the Town Council with the legislation.

- 4.1.5 In relation to the policies mentioned above, the data protection officer's tasks include:-
- (a) assigning responsibilities under those policies,
 - (b) raising awareness of those policies,
 - (c) training staff involved in processing operations, and
 - (d) conducting audits required under those policies.
- 4.1.6 The Town Council must provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

4.2 Town Council

- 4.2.1 The Town Council will be responsible for ensuring that the organisation complies with its responsibilities under the Data Protection Act through monitoring of activities and incidents via reporting by the Data Protection Officer. The Town Council will also ensure that there are adequate resources to support the work outlined in this policy to ensure compliance with the Data Protection Act.

4.3 All Staff and Councillors

- 4.3.1 All staff and councillors will ensure that:-
- Personal information is treated in a confidential manner in accordance with this and any associated policies.
 - The rights of data subjects are respected at all times.
 - Privacy notices will be made available to inform individuals how their data is being processed.
 - Personal information is only used for the stated purpose, unless explicit consent has been given by the Data Subject to use their information for a different purpose.
 - Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.
 - Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
 - Personal information is recorded accurately and is kept up to date.
 - They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer.

- They raise actual or potential breaches of the Data Protection Act to the Data Protection Officer as soon as the breach is discovered.

4.3.2 It is the responsibility of all staff and councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

4.4 Contractors and Employment Agencies

4.4.1 Where contractors are used, the contracts between the Town Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as Town Council members of staff and councillors in relation to the Data Protection Act.

4.5 Volunteers

4.5.1 All volunteers are bound by the same code of behaviour as Town Council members of staff and councillors in relation to the Data Protection Act.

5 RECORDS MANAGEMENT

5.1 Good records management practice plays a pivotal role in ensuring that the Town Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meet the requirements of the Act. All records should be retained and disposed of in accordance with the Town Council retention schedule.

6 CONSENT

- 6.1 The Town Council will take all reasonable steps to ensure that service users, members of staff, volunteers, and contractors are informed of the reasons the Town Council requires information from them, how that information will be used and who it will be shared with. This will enable the data subject to give explicit informed consent to the Town Council handling their data where the legal basis for processing is consent.
- 6.2 Should the Town Council wish to use personal data for any purpose other than that specified when it was originally obtained, the data subject's explicit consent should be obtained prior to using the data in the new way unless exceptionally such use is in accordance with other provisions of the Act.
- 6.3 Should the Town Council wish to share personal data with anyone other than those recipients specified at the time the data was originally obtained, the data subject's explicit consent should be obtained prior to sharing that data, failure to do so could result in a breach of confidentiality.

7 ACCURACY AND DATA QUALITY

- 7.1 The Town Council will ensure that all reasonable steps are taken to confirm the validity of personal information directly with the data subject.
- 7.2 All members of staff and councillors must ensure that service user personal information is checked and kept accurate and up to date on a regular basis, for example, by checking it with the service user when they attend for appointments in order that the information held can be validated.
- 7.3 Where a member of the public exercises their right for their data to be erased, rectified, or restricted, or where a member of the public objects to the processing of their data, the Data Protection Officer must be notified and the appropriate procedures followed.

8 DATA PROTECTION IMPACT ASSESSMENTS

- 8.1 A data protection impact assessment is a process which helps to assess privacy risks to individuals in the collection, use and disclosure of information. They must be carried out at the early stages of projects and are embedded in to the Town Council's decision making process.

9 PROVIDERS

- 9.1 The Town Council must have written contracts in place with all suppliers who process personal data on behalf of the Town Council as "data processors". The Town Council will ensure that processors are only appointed if they can provide 'sufficient guarantees' through the procurement process that the requirements of the Act will be met and the rights of data subjects protected.

10 COMPLAINTS

- 10.1 Any expression of dissatisfaction from an applicant with reference to the Town Council's handling of personal information will be treated as a complaint, and handled under the Town Council's complaint's processes. The Data Protection Officer will be involved in responding to the complaint.
- 10.2 Should the complainant remain dissatisfied with the outcome of their complaint to the council, a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

11 SECURITY AND CONFIDENTIALITY

- 11.1 All staff and councillors must ensure that information relating to identifiable individuals is kept secure and confidential at all times. The Town Council will ensure that its holdings of personal data are properly secured from loss or corruption and that no unauthorised disclosures of personal data are made.
- 11.2 The Town Council will ensure that information is not transferred to countries outside the European Economic Area (EEA) unless that country has an

adequate level of protection for security and confidentiality of information which has been confirmed by the Information Commissioner.

12 RIGHTS OF DATA SUBJECTS

12.1 Individuals wishing to request their information as a subject access request should contact the Town Council, who will arrange for the information to be processed in accordance with the Data Protection Act. Further information on this is available in a separate document, *How to access your records*.

12.2 Individuals should also make requests in writing to the Town Council if they wish to exercise their other rights under the legislation.

APPENDIX 1 DATA PROTECTION PRINCIPLES

First Principle

Processed lawfully, fairly and in a transparent manner in relation to individuals;

Second Principle

Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

Third Principle

Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

Fourth Principle

Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

Fifth Principle

Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

Sixth Principle

Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

- 3.2 As part of the revised Code of Conduct Members have signed up to the Member-Officer Relations Protocol. This is identified under Accountability below:

D	<p>Accountability Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.</p>	<p>D.1 Be accountable to the public for their decisions and actions D.2 Co-operate fully with any scrutiny appropriate to their particular role or office D.3 Act in accordance with the member and officer relations code D.4 Act in accordance with the constitution procedural rules and codes D.5 Do not prevent another person from gaining access to information to which that person is entitled to by law</p>
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- 3.3 The protocol has been developed by Herefordshire Council and is attached for information.
- 3.4 A further Unreasonable Behaviour Policy has been developed by Herefordshire Council and is attached for information.
- 3.5 The Town Council has adopted a Safeguarding Statement. A Safeguarding Policy is currently being developed and a draft version will be available at the meeting.
- 3.6 Finally, a joint Councillor and staff training policy has been developed and required consideration and review. The Policy is outlined below:

LEOMINSTER TOWN COUNCIL

DRAFT TRAINING & DEVELOPMENT POLICY

1. INTRODUCTION

- 1.1 Leominster Town Council is committed to ensuring that all its Councillors and Staff are properly trained to enable the Council to deliver services that make Leominster a better place to live, work and visit. The Council recognises that by promoting best practice through means of training and development, Councillors and Staff will be better equipped to undertake their duties in order to deliver the objectives outlined within the Council’s Corporate Strategy.
- 1.2 As a Corporate Body with specific powers and duties under law it is essential that all Councillors and staff are provided with adequate and relevant training and kept up to date with all new legislation.

- 1.2 The Council values the time given by its Councillors to their community in their capacity as elected officials. This policy is aimed at maximising the rewards for that time, ensuring that its Councillors understand and enjoy the role they undertake and are properly equipped for it.

2. GENERAL AIMS AND OBJECTIVES

- 2.1 As part of this Training Policy Leominster Town Council will:

- Make all Councillors aware of their legal responsibilities and any declarations of interests, codes of conduct or Council policies that are relevant to their role;
- To provide job descriptions for specific roles within the Council including Mayor, Deputy Mayor and Chair of Committees;
- Provide contracts of employment and job descriptions to all its staff which will include the Council's commitment to training;
- Identify training needs for its staff by way of a staff appraisal once a year;
- Evaluate the effectiveness of the training by means of appraisals, one to one meetings, and formal and informal discussion;
- Maintain a training record of any training & development activity undertaken;
- Make its staff and councillors aware of any opportunities for continuous training and development;
- Encourage its staff and councillors to consider and identify their own development needs in light of any specified skills for their posts and through supervision and discussion;
- Have access to relevant learning materials and reference books at the parish council;
- Encourage its staff and councillors to take responsibility for maintaining and improving their knowledge and skills;
- Set aside a realistic budget for training of its staff and councillors to meet the Council's core objectives;
- Pay the annual subscription to the Herefordshire Association of Local Councils (HALC) or successor organisation to enable the council to take advantage of the resources available including their training courses and conferences;
- Pay the annual subscription to the Society of Local Council Clerks (SLCC) or successor organisation to enable its staff to take advantage of the resources available including their training courses and conferences;
- Ensure volunteer staff are provided with a volunteer agreement setting out what they can expect from their work with the Council and any expectations the Council may have of them;
- Ensure volunteer staff are given a risk assessment of the proposed tasks they are offering to undertake and asked to sign if they have been sufficiently trained or confirm that they are competent to carry out the work they are offering to undertake; these forms must be in writing and kept on record;

- 2.2 The table below outlines the type and areas of training and information to be made available to Councillors:

TRAINING NEEDS	FREQUENCY
<p>On induction, all Councillors will receive an information pack that contains the following information and documentation, intended to allow Councillors to undertake their duties upon election:</p> <ul style="list-style-type: none"> • The Good Councillors Guide (NALC) • Standing Orders • Financial Regulations • Code of Conduct • Declarations of Interest • Committee Terms of Reference • List of Powers and Duties (NALC) • Minutes of the latest Town Council meeting • Minutes of the latest Committee meetings • The training and development policy • Meeting timetable • Information on claiming expenses • Town Council policies pack 	<p>On joining the Town Council and every four years following election.</p>
<p>All new Councillors will be encouraged to attend local courses held by HALC that are aimed at new Councillors.</p>	<p>On joining the Town Council and when available.</p>
<p>All members of the Council will be provided with the opportunity to receive training on data protection, freedom of information, code of conduct, Health & Safety and other relevant subjects relating to the duties of elected Councillors.</p>	<p>As required</p>
<p>Training on new and relevant legislation or government guidelines will be offered.</p>	<p>As required</p>
<p>Members of the Planning & Highways Committee will be offered planning training from HALC, Herefordshire Council or an appropriate training provider.</p>	<p>As required</p>
<p>Members of the Finance & General Purposes Committee will be offered relevant finance related training and personnel training from HALC, Herefordshire Council or an appropriate training provider.</p>	<p>As required</p>
<p>Members of the Environment & Services Committee will be offered relevant training from HALC, Herefordshire Council or an appropriate training provider.</p>	<p>As required</p>
<p>Members of the Communications & Events Committee will be offered relevant communications, media and events development training from HALC, Herefordshire Council or an appropriate training provider.</p>	<p>As required</p>

- 2.3 In-house training sessions and briefings will be organised, as appropriate, to update Members on relevant subjects. This training may be provided by the Town Clerk, an Officer of the Council, HALC, Herefordshire Council or an appropriate training provider.
- 2.4 At the commencement of each new Council following the four yearly local elections, an induction training session will be provided to all elected and co-opted Councillors by the Town Clerk and Officers of the Council.

3. STAFF TRAINING POLICY

- 3.1 The Council's policy is to provide appropriate training and development opportunities for all our staff in order that they can perform their individual jobs effectively and efficiently and, in doing so, ensure that the Council achieves its corporate objectives.
- 3.2 This intention reflects the Council's belief that effective utilisation of people, and the maximisation of their skills and personal development, should be given priority, and allocated sufficient funding and resources.
- 3.3 The table below outlines the type and areas of training and information to be made available to Staff:

TRAINING NEEDS	FREQUENCY
All staff will receive a full induction programme on commencement of their role.	On joining the Town Council.
All new staff will be offered and encouraged to attend training events relevant to their roles, and to gain further understanding of the parish and town council sector.	As required.
All Council staff will be provided with the opportunity to receive training on data protection, freedom of information, code of conduct, Health & Safety and other relevant subjects relating to their duties.	As required
Training on new and relevant legislation or government guidelines will be offered.	As required
Staff will be offered relevant additional training to enable them to undertake their existing role, to meet health and safety requirements and to further ensure Continued Professional Development (CPD). Training may include: <ul style="list-style-type: none"> • Allotment management • Financial and audit management • Website management • Use of software packages 	As required

RESPONSIBILITIES

- 3.4 The Town Clerk is responsible to the Council for ensuring that training and development activity is directed towards achievement of the Council's

corporate objectives. Day to day management of all training and development activities is the responsibility of the appropriate Service Heads. Each Service Head has the lead responsibility for the development of his or her staff and for assessing their training and development needs. This involves:

- Coaching in immediate work processes and tasks;
- Inducting new staff into the Council, assisted by professional colleagues where necessary;
- Continuously monitoring the performance of staff and carrying out formal appraisals;
- Supporting personal development plans.

3.5 Training will be provided where necessary to support Service Heads in completing these tasks. External appropriate assistance will be provided where necessary for Service Heads to enable them to fulfil their employee development responsibilities.

3.6 The Council encourages individual employee ownership of career and personal development. The Council will play its part by providing support, guidance and facilities.

PLANS & PROGRAMMES

3.7 An annual training plan will be agreed ordinarily in October of each year. Responsibility for this rests with the Town Clerk in conjunction with Service Heads. The timetable will ensure that proper regard to training and development needs can be incorporated within the budget submission.

RESOURCES

3.8 Overall control of the Development and Training budget is the responsibility of the Town Clerk in his capacity as Responsible Finance Officer. The total cost of training and development will be contained within the relevant budget as agreed on an annual basis.

ACCESS TO TRAINING AND DEVELOPMENT OPPORTUNITIES

3.9 There are no exclusions to the types of training and development the Council is prepared to offer to assist in the achievement of corporate and operational plans.

3.10 No individual will be excluded from receiving training on the grounds of race, sex, and age or grade or any other criteria, which could be deemed as discriminatory or derisive.

3.11 Each member of staff has access to the Councils training provision by direct communication with their Service Head and through the formal training request system.

TRAINING AND DEVELOPMENT PRIORITIES

3.12 Effective Management is clearly vital for the continuing success of the Council and the Council prides itself on its reputation locally and within the profession. It is therefore a Council priority to provide every employee with the opportunity to develop his/her ability and potential.

- 3.13 The Council recognises the requirement to make continuous improvements in the way we work. This is a particular requirement of achieving Best Value. To this end, all members of staff must be enabled to maintain and develop the necessary expertise throughout their careers to successfully and effectively perform their duties. The Council recognises the importance of continuous professional development. Under this process the goal is to improve personal and organisational performance and to enhance career progression within the Council.
- 3.14 All training and development requests reflect needs and will be treated sympathetically. However resources are dependent on several factors, for example budgetary constraints and the training and development priorities necessary to fulfil the Councils objectives. Consequently there may be occasions when a training request may be postponed or refused due to other priorities. Decisions on this will be made by the appropriate Service Head but in the event of an appeal, the Town Clerk will be the final arbiter.

EVALUATION OF TRAINING & DEVELOPMENT

- 3.15 All training and development activities will be evaluated and amendments made on the basis of an evaluative return. Certain training undertaken by staff may then necessitate a revaluation of salary banding and/or hours.
- 3.16 Evaluation is the responsibility of the individual member of staff in conjunction with their Service Head and/or the Town Clerk.
- 3.17 The outcome of training and development will be evaluated at the following levels:
- Immediate reactions to the training provided will be recorded in the form of an evaluation questionnaire to be completed by the individual concerned.
 - the achievement of individual performance objectives is the responsibility of Service Heads, both to support members of staff implementing new learning acquired through training and to monitor the effect of the training on staff performance; and
 - Where appropriate, the achievement of team and organisational objectives will be measured by reference to indicators such as customer satisfaction targets, staff retention levels and the achievement of targets.

END OF YEAR REPORTING

- 3.18 The Town Clerk will prepare an annual end-of-year report at the close of each financial year, summarising training undertaken during the year, expenditure incurred, and an initial evaluation of likely future training needs.