



MINUTES OF MEETING OF THE FINANCE, PERSONNEL & OPERATIONS COMMITTEE [FP&Ops]

DATED 6th JUNE 2022

Present: Cllr Sharon Jagger – Chair
Cllr Arthur Roden - committee member
Mayor, Cllr Kathryn Downs - committee member

Invited: Cllr Laura Harrison – Chair of PGCC Committee

Clerk: Michelle Baker

Public Participation:

No members of the public present.

Apologies: received from Cllr Jones and Cllr Woodhead

NB: Cllr Harrison is in attendance by invitation, as Chair of PGCC Committee – the reason being that agenda items overlap both those committees.

NB: This item not on the agenda but brought to the meeting by SJ: **Re Zoom** - during the pandemic HTC published links to meetings via Zoom, this is no longer necessary. We can continue to live stream all meetings on our FB page. We **recommend to full council that we no longer advertise links to Zoom for our meetings and that the necessary amendments are made to our website.**
Resolved: All in favour.

Council finance update: MB confirmed GJ is absent from this meeting due to last minute unforeseen circumstances so unfortunately cannot deliver this update. MB has not been sent any papers from the RFO. This will need to be delivered directly to full Council. KD asked that we formally invite the locum RFO to join us for the next full council meeting in order to present the financial update to us.

Review PGCC income and expenditure as requested by the PGCC Committee: MB confirmed no papers have been made available to consider. **This item to go directly to the next full council meeting.**

Policy base of HTC: SJ stated as follows: *“There is a need for regular review and maintenance of our policy base. This is something which naturally falls within the job role of officers at every council. However, at present we do not have full admin capacity and it’s not appropriate to place the burden of this task onto the one admin officer which we currently have in post. Many people don’t actually realise just how much admin is generated. We have 10 individual councillors who at any one time may each be asking for admin assistance. However small it may seem to them, it builds up for the officer*

like logs in a log store and sooner or later it becomes an unmanageable workload. I feel that we must recognise this and strive to prevent it from happening.

Review of the Safeguarding Policy: SJ explained this is a task that was set by the PGCC Committee. A safeguarding policy exists – in two parts. 13 pages to one part and the other part is not a document but is just on the webpage. We thank Cllr Harrison for the suggestion of combining those two existing policies. A blanket review of HTC policy base is to be undertaken by officers going forward and any amends or redrafting will be brought to full council through the relevant committees. There are some outdated language issues in one of the policies. This definitely needs reviewing but that will be done by officers.

MB confirmed the “safeguarding adults at risk” policy on our website from 2018 seems to refer to adults using our premises; HTC seems to be saying that HTC is responsible for the safeguarding of adults – however in our PGCC hire agreement we are asking hirers to have their own safeguarding policies. This anomaly definitely needs review.

KD confirmed she had raised most of these policy issues, primarily from a PGCC operations perspective and agrees it’s a big job needing officer resource – but officer capacity is not likely to be available for at least 3 months, if not more. This suggests we therefore will be operating the community centre without policy, without guidance, without training for staff etc and leaves us open to a degree of risk as an organisation. Councillors are not experts in this field. HTC needs to plug this policy gap. It is not relevant to wait for officer capacity. The alternative is to outsource the task to an experienced policy writer.

It was agreed that this committee recommends to full council that the policy writing task specific for the community centre is outsourced to a professional policy writer.

LH confirmed she is ‘drowning’ under the weight of all these policies in respect of PGCC and in respect of the maintenance of PGCC and she confirms she does not have the necessary knowledge. She is not aware of what we legally need to put in place. She would be grateful for professional assistance. She agrees officer capacity is not available.

MB explained that her CILCA qualification concludes on 1st December – one of her modules is to review all council policies. Realistically that would take her about 2 months - NALC do have templates. However, KD explained that there were complexities around policy specific to the operation of PGCC, not simply a Council policy base. It will be a specialist policy base for the community centre.

KD proposed a motion be taken to full council for this task to be outsourced to a professional policy writer/facilities management company – specifically for community centre policies.

Review of Death of the Monarch policy: MB confirmed HTC has already purchased a book of condolence and other necessary items such as black armbands etc. This policy will be circulated to all Members by email and it will be **recommended to full council for approval at the next meeting.**

KD pointed out that an accompanying policy is needed in respect of the community centre - to notify/cancel hirers if relevant an agreed protocol will be needed. LH will attend to that.

Lone Working Policy: not up for review, but PGCC Committee would like it to be implemented. NB: SJ confirmed this is an operational matter so to avoid any GDPR mishaps we should debate this in private business. All agreed.

Vacancy for market assistant. This committee is asked to debate whether this ought to be a self-employed role or whether HTC should employ into this role. The requirement would be for one Saturday per month from 7 a.m. until 4pm. This committee is asked to make a recommendation to full council so that the vacancy can be advertised as soon as possible.

KD explained that while 'self-employed' option offers the council lots of benefits in terms of admin payroll etc., it really constrains the number of people that will apply for the role given that it's one day per month & very few hours, the amount of personal admin that somebody would face to do their tax etc - are we likely to find an applicant who is able to do all of that, and the burden of managing that etc? So just on the basis of finding someone at pace and opening it up to as broader range of people as possible it would be better if HTC employed this role and handled the admin burden around national insurance etc.

SJ agreed with this rationale – in the event that full council agrees will we at that point have a JD etc? MB confirmed we would. **KD proposed to take a recommendation to full council that HTC employs a market assistant – SJ seconded. All in favour.**

Closed to public for private business: Resolved that the public be excluded due to the confidential nature of the business to be discussed. Requested the live feed to be disconnected.

ENDS