

## **HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE**

Meeting of the **Finance Risk & Change Governance Committee**  
held on **Tuesday 19<sup>th</sup> January 2021** at **7:00 pm** via Zoom Conferencing.

**Present:** Cllrs E Goodyear (Chairman), M Eastwood, G Perry, J Jones, N Stevens and A Donoghue.

**In attendance:** Mr K Wright (Clerk) and Mrs R Grantham (Operations Manager - OP).

### **MINUTES**

#### **1. DECLARATION OF MEMBERS' INTERESTS**

None.

#### **2. APOLOGIES**

None.

#### **3. APPROVAL OF MINUTES OF MEETING HELD ON 15<sup>th</sup> DECEMBER 2020**

Approved, to be signed by the Chairman in the Parish Office at a later date.

#### **4. MATTERS ARISING**

##### **a) Agree Draft of Recruitment & Selection Policy**

This was circulated to the Committee prior to the meeting, drawn up by Cllr Jones with input from Cllrs Shaw and Donoghue. The suggested amendments from the previous meeting have now been included and **it was agreed** to now send this version to the HR consultancy for checking.

**Action Point: The Clerk to send the Recruitment and Selection Policy to the HR Consultant.**

*The Chairman adjourned the meeting.*

### **OPEN FORUM**

None.

*The Chairman reconvened the meeting.*

#### **5. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reported that she has discussed the Biodiversity Working Group with Cllr Perry and they will now draw up Terms of Reference to bring back to this committee next month. She intends that the group starts small scale and to then invite more non-Councill members.

**Action Point: The Chairman to draw up Terms of Reference for the Biodiversity Working Group.**

#### **6. ANNUAL PARISH MEETING**

The Chairman explained that she met with the Clerk and OP to discuss the Annual Parish meeting, as it is likely that face-to-face meetings will not be able to go ahead in March due to continued Covid restrictions. The suggestion is to hold a series of shorter 30 minute online meetings during the week 1-5 March 2021 covering topics of interest to the Parish and to include the normal Annual Parish Meeting formalities. There will then be a live stream of the normal Full Council Meeting on the Tuesday 2/3/21.

It is anticipated that these could take the form of a 15-20 minute presentation using, for example, Powerpoint and pictures, followed by a 10 minute question and answer session. All of these would be streamed live on Facebook so could also be viewed at a later date. A short Parish Survey and a separate survey for young people will also be launched and promoted.

The Annual Parish Report will be published as usual and this will be included on the website, with a synopsis printed in BN5 magazine. Printed copies of this and of the survey can also be made available. Cllr Donoghue suggested trying to include residents of care homes. Cllr Eastwood stated that it would also be worth promoting to the smaller neighbouring parishes of Woodmancote and Shermanbury.

The Chairman asked all committee members to forward any other ideas and suggestions to the OP.

## 7. **APPROVAL OF COUNCIL PERSONNEL DOCUMENTS**

It was agreed to accept the policy wording changes recommended by the HR consultant and to keep the processes straightforward.

With regards to Equality and Diversity, **it was agreed** to accept the wording changes and to request quotations for the two suggested additional policies

**Action Point: The Clerk to request a quotation from the HR Services Partnership Ltd for the two additional policies that they recommended.**

With regards to training, **it was agreed** to contribute to the cost of non essential staff training at the Parish Council discretion, up to a maximum of 50%, with the contribution to be refunded if the employee leaves within two years.

With regards to Absence from Work, **it was agreed** to insert the word 'Compassionate' in addition to Emergency leave in the heading; the wording sufficiently describes this. Cllr Eastwood queried why the holiday entitlement was expressed as 5.6 weeks. The Clerk confirmed it states 28 days in the contract so **it was agreed** to alter this to reflect the contract. It was also noted that for those with variable hours such as litter wardens, holiday pay would be based on an average of the previous 52 weeks pay.

**Action Point: The Clerk to check these holiday pay entitlements in the contracts.**

With regards to Performance Management, the Chairman commented and **it was agreed** that monthly one-to-ones were not necessary and that the review document suggested this was more detailed than required. **It was also agreed** to change the title to 'Performance Review' rather than Performance Management, as capability and poor performance is covered in an alternative policy.

The Clerk confirmed that this committee can approve these policies and once complete they can be circulated to the rest of the Council. Cllr Donoghue suggested waiting until all of the policies are ready, so this will be actioned once the Recruitment and Selection Policy has been approved.

It was **PROPOSED** by Cllr Jones, **SECONDED** by Cllr Perry and **VOTED ALL IN FAVOUR** to approve the personnel documents subject to the amendments stated above.

**Action Point; The Clerk to request that the HR Consultant keeps the Parish Council up to date with any changes to relevant legislation.**

## 8. **COUNCIL COMMITTEES – KEY ISSUES**

Cllr Perry reported from ROS that the Tree Warden is acquiring trees from the Woodland Trust and that she is looking into wild flower seeds. The Sandpit area is becoming more of a concern now, due to motorbikes having been reported using the area. She anticipates that funding may be required to assist with diverting use of this area.

Cllr Donoghue confirmed there is nothing to report from the Museum.

Cllr Jones reported that the VA committee is going ahead with new shutters for the bus shelter and the CCTV project is progressing. Trees are due to be planted in the cemetery extension later in the month.

Cllr Stevens reported that he expects to receive news on the HDC Local Plan in the next month, but that delays have occurred.

Cllr Eastwood reported that he has drafted guidance and an application form for the clubs and societies on the Infrastructure Delivery Plan and these will be circulated shortly. He has contacted the Scouts regarding their current position on the building project and the OP has requested more information from the Bowls Club. He then confirmed that the school, medical centre and library will not be included in this as they are funded directly via WSCC.

9. **HEALTH AND SAFETY AND BUSINESS CONTINUITY RISK REGISTERS – REVIEW OF ANY CURRENT ISSUES**

The Chairman confirmed that the formal review will be carried out in February and that there are no current issues. She also confirmed that with regards to severe weather, the Works Officers are all still available in emergencies.

The Chairman also confirmed that the Compliance Audit will also be carried out and that the website accessibility check has already been instructed.

10. **FINANCE**

a) **Confirmation of Reconciliation of Bank Accounts (December)**

The Clerk confirmed that this is complete and is ready for signing in the Parish Office.

b) **Internal Controls (To Include Audit Check of Expenditure) – H R Services Partnership Ltd (£693.60)**

The Clerk confirmed that this will shortly be complete and will then be ready for signing in the Parish Office.

c) **Progress Report 2020/21**

The Clerk confirmed that the Council currently looks likely to be slight below budget on expenditure at the end of the financial year and on target for income. He invited any questions on the Budget report.

11. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

None.

12. **DATE OF NEXT MEETING**

Tuesday 16<sup>th</sup> February 2021 at 7:00pm.

**Meeting Closed 8.01pm**