

RAUNDS TOWN COUNCIL

POLICY & RESOURCES COMMITTEE

Minutes: 19 February 2015: Start Time 7pm.

PRESENT:

Cllr P Williams (Chair), Cllr N Harvey, Cllr P Ellis, Cllr L Thomas and Cllr P Wathen.

IN ATTENDANCE:

Mr J Derham Town Clerk (Minutes)
Miss J. Coduri, Assistant to the Clerk.

615.14 APOLOGIES FOR ABSENCE:

Members received apologies from Cllr A Boto and Cllr M Clements.

616.14 NOTIFICATION OF REQUESTS FROM MEMBERS OF THE PUBLIC TO ADDRESS THE MEETING IN COMPLIANCE WITH ADOPTED PROTOCOL.

None received.

617.14 NOTIFICATION OF MEMBERS QUESTIONS IN COMPLIANCE WITH THE COUNCIL'S STANDING ORDERS.

None received

618.14 DECLARATIONS OF INTEREST.

The following Members declared an interest.

Item No.	Councillor	Nature	Reason
621.14	Cllr P Ellis	Other	Member of Vision for Raunds Group

Key: DPI = Disclosable Pecuniary Interest

Other = Other interests

619.14 MINUTES.

Minutes of the Finance & General Purposes Committee meeting held 4 December 2014 were examined for accuracy.

RESOLVED that the Minutes of the Finance & General Purposes Committee meeting held 4 December 2014 be approved.

620.14 THE TRANSITION FROM FINANCE & GENERAL PURPOSES TO POLICY & RESOURCES

The Clerk presented a report (Appendix 1) on the transition from a Finance & General Purposes Committee to a Policy & Resources Committee.

RESOLVED that the report be approved

621.14 FORWARD WORK PLAN

Following the Council's adoption of the Community Plan the Committee began the process of considering how the various action plans contained within the plan might be taken forward and the timescales for each action.

Members wished to place confidence in the Vision for Raunds group and to enter into regular meetings with their various groups in order to discuss the best way to take the Community Plan's action plans forward.

RESOLVED that the Committee meet with the respective working parties of the Vision for Raunds group in order to discuss how the various action plans might be taken forward.

622.14 BUSINESS PLAN

The Committee considered a report from the Clerk (Appendix 2) on the merits of creating a Business Plan as an overarching document to the Council's strategic plans and projects.

RESOLVED that the Committee recommends to Council the development of a Business Plan.

623.14 BUDGET REVIEW 2014/15

Members were advised that since the income and expenditure report had been last updated, significant expenditure had taken place and the Clerk tabled an ancillary document to acquaint Members with the latest financial position on a number of expenditure heads.

Resolved the report be approved.

624.14 DOCUMENT RETENTION POLICY

The Committee considered adopting a Document Retention Policy (Appendix 3), Members agreed the deletion of two entries which were not required and....

RESOLVED that the policy (as amended) be recommended to Council.

625.14 AGED DEBTORS LIST

The Assistant Clerk provided a verbal report on the collection of a number of old debts previously reported. Debts totalling £2,904 had been collected to date. Good progress was being made in resolving the highest amount outstanding.

RESOLVED that the report be noted.

626.14 NAT WEST BANK ACCOUNT

Members considered a verbal report from the Assistant Clerk to close one of the Council's two Business Reserve Accounts and transfer the funds contained therein into the other account.

RESOLVED that one of the Business Reserve Accounts be closed and balance transferred into the other account.

627.14 STAFF TRAINING

The Committee was advised that five members of staff needed to either refresh their RPII training (for inspecting play equipment) and two needed to gain their certificates for the first time.

RESOLVED that the training be approved.

There being no further business the meeting concluded at 8.10pm

Approved: (Town Mayor)

Meeting date: 10 March 2015..... (Council)

Confirmed: (Chairman)

Meeting date: 23 April 2014..... (Committee)

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Appendix 1

RAUNDS TOWN COUNCIL

Report to: Policy & Resources Committee
19 February 2015

Transition from Finance & General Purposes to Policy & Resources

Summary: A report on the Committees transformation from a role of largely financial consideration towards one of strategic direction.	
Attachments: None	
1.0	Background
1.1	Prior to the Local Government Act 1972, most Councils in existence at the time had a Finance & General Purposes Committee (F&GP). Local Government reorganisation in 1974 heralded a major change for principal councils with a broader remit and (in most cases) a larger geographical area to administer. One of the logical changes to affect principal councils at that time was to rename their F&GP Committees Policy & Resources; to reflect their greater strategic role.
1.2	The advent of Localism through statutory enactment, brought with it new rights and powers for local communities. Neighbourhood planning offers local council's the opportunity to move beyond being a purely consulting body to one with more control over the destiny of its own environ.
1.3	At a local level, the adoption of a community plan, a medium term financial plan and moves to create a neighbourhood plan; show the Council is moving towards a more strategic approach in managing its affairs. Moreover, with a town due to substantially increase in size this will become essential.
1.4	To continue this process, the Council needed a key committee tasked with recommending to Council a strategic steer on its policy making and financial planning.
1.5	Within the process of adopting new Standing Orders at its January meeting, Council took the opportunity to remodel its existing F&GP Committee into a modern Policy & Resources Committee with additional responsibility for recommending strategy.

2.0	More than just a name change?
2.1	This new responsibility gives the previously named Finance & General Purposes Committee the opportunity to move beyond purely financial considerations towards embracing the wider context of creating strategic direction.
2.2	This remit will enable the Committee to recommend to Council an approach which balances strategic aspirations with what the Council can afford and has the resources to deliver.
2.3	In addition, 'resources' encompasses more than just finance; it includes land, buildings, personnel and all other property and assets.
2.4	The financial function will continue to include internal controls and financial oversight.
3.0	Terms of Reference
3.1	<p>The Committees terms of reference are now defined as:</p> <ul style="list-style-type: none"> • consider draft strategic documents for Council approval; • consider policies and procedures for Council approval; • consider projects, their associated costs and funding sources; • annually review financial regulations and recommend to Council any changes; • oversee internal audit, consider any weaknesses identified and recommend appropriate actions; • use its delegated authority to spend within the budget allocated to the committee subject to the overall budget adopted by the Council; • oversee the preparation of a medium term financial plan; • Prepare draft budgets for the following financial year and recommend to Council accordingly; • maintain oversight of the income and expenditure against the current financial year's budget. • approve applications for virement either from other committees or the Council's Responsible Financial Officer. • consider and recommend to Council applications for expenditure from other committees which are outside their current budgets. • To recommend to Members appropriate Councillor training. • ensure appropriate health and safety policies are in place to mitigate risk;
4.0	Key strategic documents
4.1	<p>The Council has now five key documents</p> <ul style="list-style-type: none"> • a Community Plan; • a Neighbourhood Plan, in the making; • the Medium Term financial plan; • the Reserves Policy with allocated resources; • the Equalities Statement.
4.2	In addition, the Council will need to consider how it delivers its existing services, any new or enhanced services, future improvements, savings or economies.
4.3	What it needs now is a document that overarches all of these documents and draws together in one place how all the strategies, policies and plans will be delivered; such a document is generally called a business plan. This will be considered elsewhere in this meeting.
5.0	Financial Implications
5.1	There are no financial implications in this change at this stage.

6.0	Risk Management	
6.1	By bringing together both its strategic and financial planning within one committee; the Council is better placed to assess the risks emanating from its chosen strategies and policies and be better placed to plan how any risks may be adequately mitigated.	
7.0	Recommendation	
7.1	That the report be noted and adopted.	
Implications:		
Council objectives:	Good Governance and sound financial management	X
Equalities & Human Rights	There are no equalities and human rights issues	X
Financial	There are no financial implications at this stage	
	There will be financial implications – para 5.0	X
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
Legal	Decisions may have potential for income generation	
	Power: Local Government Act 1972 Localism Act 2011	X
	Other considerations: None	
Risk Management	There are material risks which are shown at para 6.0	X
	- Inherent risk score: - Residual risk score:	
Person originating this report: Julian Derham, Clerk to the Council		
Date: 12 February 2015		

Appendix 2

RAUNDS TOWN COUNCIL
Report to: Policy & Resources Committee
19 February 2015

Business Plan

Summary: A report on how the Council might articulate its Vision for Raunds.	
Attachments: None	
1.0	Background
1.1	When the Council commenced its 'Vision for Raunds' project in 2011, it embarked on an undertaking to engage with the people of Raunds to identify how the town should develop in the future to meet the needs and aspirations of its community.
1.2	Over the last four years, information has been amassed, plans are in various stages of coming to completion and the public has developed an expectation to see actions develop from their engagement in the consultation process.
1.3	During this time the Council has either created itself or adopted a number of key strategic documents, these are: <ul style="list-style-type: none"> • a Community Plan; • a Neighbourhood Plan, in the making; • a Medium Term financial plan; • a Reserves Policy with allocated resources; • an Equalities Statement.

1.4	In addition, the Council will need to consider how it delivers its existing services, any new or enhanced services, future improvements, savings or economies.
1.5	What it needs now is a document that overarches all of these issues and draws together all the pieces of the jigsaw into one place and shows how all the strategies, policies and plans will be delivered; such a document is generally called a business plan.
2.0	What is a Business Plan?
2.1	A business plan can be used to articulate the plans and aspirations of an organisation, it can show: <ul style="list-style-type: none"> • how it has arrived at them; • how it will achieve them; • the powers under which it will do them; • the timescales involved; • the resources needed and where they will come from; • the risks involved etc.
2.2	A business plan has a recognised layout, it should contain: <ul style="list-style-type: none"> • Mission Statement (Purpose) • Situation analysis (SWOT <i>strengths, weaknesses, opportunities and threats</i>) • Objectives • Strategic review • Performance statement (associated costs of each project etc) • Budget (annual) – bring together the overall cost/impact and revenue source • Service development • Marketing (in this case public engagement) • Action Plan (how it will all be delivered) • Master budget (cash flow, taxpayer implications etc.) • Appendices
3.0	Financial Implications
3.1	The business plan must identify all the financial implications of the actions proposed, so the Council, its Members and (most important) the public knows what the cost entail.
4.0	Risk Management
4.1	A business plan will identify and set out the risks involved within the SWOT analysis.
5.0	Recommendation
5.1	That the Committee considers recommending to Council the development of a Business Plan.
Implications:	
Council objectives:	Good Governance X
Equalities & Human Rights	There are no equalities and human rights issues X
Financial	There are no financial implications at this stage
	There will be financial implications – para 3.0 X
	There is provision within the budget
	Decisions may give rise to additional expenditure
	Decisions may have potential for income generation
Legal	Power: Local Government Act 1972 Localism Act 2011 X
	Other considerations: None
Risk Management	There are material risks which are shown at para 4.0 X
	- Inherent risk score:

	- Residual risk score:	
Person originating this report: Julian Derham, Clerk to the Council		
Date: 12 February 2015		

Appendix 3

RECORDS MANAGEMENT POLICY Document retention

The Council will manage the retention and (where applicable) disposal of its documentation within the requirements outlined within this document.

Document (includes electronic copy)	Retention Period	Reason
Legal:		
Council Minutes (incl committees)	Indefinitely	Permanent record
Meeting notes & recordings (incl electronic)	Until minutes confirmed	Validation of record
Agendas	Indefinitely	Permanent record
Councillors' Declaration of Office	Indefinitely	Permanent record
Title Deeds / Leases	Indefinitely	Audit, Management
Maps, plans & surveys of property owned by Council	Indefinitely	Audit, Management
Financial:		
Annual Return	Indefinitely	Permanent record
Annual Budget	6 years	Audit
Annual Accounts	Indefinitely	Permanent record
Annual Precept	6 years	Audit
Bank Statements	6 years	Audit
Bank Paying-in Books	6 years	Audit
Cheque Stubs Paid	6 years	Audit
Petty cash vouchers	6 years	Audit
Postage books	6 years	Audit
Paid Invoices	6 years	Audit
Receipt books	6 years	Audit/VAT
Quotations & Tenders	12 years	Statute of limitations
Unsuccessful tenders	12 months	Legal challenge
VAT records	6 Years	Audit
Tax records	6 years	Audit
Timesheets	2 years	Audit
Expenses Book	6 years	Tax / VAT
Insurance Policies	6 years	Audit
Certificate of Employer's Liability	40 years	Legislative requirement
Payroll Records	12 Years	Limitation period
Investments	Indefinite	Audit, Management
Application to hire forms	6 years	VAT
Hirers Invoices	6 years	VAT
Administration:		
Documents of historic importance	Indefinitely	Public interest
Policies & procedures (incl. superseded)	Indefinitely	Permanent record
Letting Dairies	6 years	VAT
Scale of charges	6 years	VAT
Allotment Awaiting Register	Indefinite	Permanent record
Risk Assessments	6 years	Audit
General correspondence	6 years after closure of file	Audit, FOI

Document (includes electronic copy)	Retention Period	Reason
Emails – as electronic data	At end of useful life	Data protection
Emails – as part of a file	6 years	Audit
Cemetery records:		
Registers and Burial records	Indefinitely	Cemetery Orders & Regs.
Memorial applications	Indefinitely	Cemetery Orders & Regs.
Disposal certificates	Indefinitely	Cemetery Orders & Regs.
Grants of exclusive right of burial	Indefinitely	Cemetery Orders & Regs.
Health & Safety:		
Policy documents	Indefinitely	Management of future claims
Risk Assessments	6 years	Management of future claims
Personnel:		
Personnel files	1 year after leaving	Data protection
Job applications successful	Retain with personnel file	Data protection
Job applications - unsuccessful	6 months after interview procedures	Data protection
Planning:		
Local Plans	Indefinitely	
Plan apps – (paper) large developments	Until built	
Plan apps – (paper) other	After use	Available on line ENC
Plan apps – electronic copy	After use	Available on line ENC
Associated documents	2 years	Available on line ENC
Trees:		
Tree surveys	Indefinitely	
Associated documents	6 years	

Notes:

- 1) *The timescales shown in the above table run from the expiry of the financial year in which the document was created. Certain documents need to be kept indefinitely.*
- 2) *Disposal shall take place at the expiry of the period in order to satisfy the legislative requirements of the Data Protection Act and meet the needs of transparent governance and the Council's Publication Scheme under the Freedom of Information Act 2000.*
- 3) *Confidential data shall be destroyed by shredding or alternative suitable means, accompanied by a certificate of destruction.*