



Members requested that additional information of the items to be approved be included in the minutes of the meeting.

Members were advised that this particular item was discussed in private session, thus some information was restricted by confidentiality.

A recorded vote was requested to approve the recommendations:

Members for: Councillors: D Jones, M Kennedy, K Wattingham and S Thorne

Members against: Councillor: Abbott

Abstentions: 0

**Resolved:**

- 1. To receive the Minutes of the Personnel Sub-Committee meetings of 14<sup>th</sup> October 2019**
- 2. To approve the recommendations contained therein as follows; PE120 Capacity Review (job description evaluation)**

## **11178 INCOME AND EXPENDITURE REPORT**

Members were advised of a formatting error in regard to the recommendation detailed on the report.

Members received the income and expenditure report, highlighting significant variances, for the Corporate Services Committee to date.

Members queried the overtime overspend and whether this was due to the need of a larger fund to have been allocated at the budget setting process.

Members raised concerns that Councillor training had not yet been provided on data protection, as identified by the External Auditor (minute number 11069) in the Annual Return 2018/19

Members acknowledged that the predicted £7,000 costs for the upcoming by-election would fall within the current financial year.

Members noted that the Town Clerks 6 monthly appraisal had not taken place, as previously agreed.

Members raised several points which were clarified for members to note.

**Resolved: To note the report.**

## **11179 CORPORATE SERVICES BUDGET FOR 2020/21**

Members received the approved budget for 2020/21 for the Corporate Services Committee supported by the budget explanation. The following points were of note:

102-4131 Election Costs, agreed budget £5,000

Member decision during the budget setting process to increase this budget to cover any by-election costs, any remaining funds at year end would transfer into an Ear Marked Reserve (EMR) for future elections.

102-4991 Transfer to EMR

This budget was suggested to enable the council to build up a fund for the next main election. It was a member decision during budget setting to remove this provision.

190-4025 Insurance, agreed budget £14,000

Member decision during the budget setting process to reduce this budget by £2000 as the budget of £14,000 was felt to be closer to the requirements of the council.

190-4031 Advertising, agreed budget £1400

Member decision during the budget setting process to slightly reduce this budget by £100.

190-4059, Professional Fees, agreed budget £14000

Member decision during the budget setting process to reduce this budget by £5,000. This reduces the council's ability to fund from a budget the eviction of unauthorised encampments. Members highlighted the budget reduction reasoning for professional fees (190-4059).

Members requested that it be clarified that the intention was not to reduce the ability to evict unauthorised encampments, but to reduce the professional fees element, by £5,000, for replacement offices.

191-4001/2/3, Salaries, National Insurance, Superannuation

Member decision to provide funding for a part time office member of staff and not to provide funding for a grounds apprentice.

**Resolved: To note the report.**

## **11180 BANK AND CASH RECONCILIATION STATEMENTS**

Members were requested to receive the monthly bank and cash reconciliation statements from October 2019 to January 2020.

**Resolved:**

- 1. To approve the monthly Bank and Cash Reconciliation statements from October 2019 to January 2020;**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

## **11181 LIST OF CHEQUE PAYMENTS**

Members received a list of cheque payments for the period December 2019 to January 2020.

**Resolved: To note the information.**

#### **11182 INVESTMENT REPORT**

In accordance with Committee Functions, Financial Regulation 8 and Banking Arrangements, Investment Strategy & Investment Arrangements.

The Corporate Services Committee were to oversee and manage the financial obligations of the Council, including:

To receive quarterly reports on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount.

**Resolved: To note the information.**

#### **11183 REVIEW OF VISION – CORPORATE SERVICES COMMITTEE**

Members received an extract from the Houghton Regis: Our 2020 Vision as it related to this committee which updated Members on the status of the agreed Outcomes.

**Resolved: To note the report.**

#### **11184 INTERIM AUDIT REPORT**

An interim internal audit was received for consideration. Members were advised to note that there were no significant issues of concern regarding the internal audit review.

**Resolved: To note the report**

#### **11185 COUNCILLORS' ALLOWANCES**

Members considered whether a scheme of members allowances in accordance with the Local Government (Members Allowances) (England) Regulations 2003 was required.

The alternative would be to consider a HRTC policy to capture the payment of expenses.

After discussion, at the Town Council meeting held on the 9<sup>th</sup> December 2019, members agreed (Minute No:11096) the following recommendation.

To request that Corporate Services Committee consider and recommend to Town Council a Councillor's Expenses Policy covering travel and subsistence.

Members discussed possible alternative arrangements, including taxis and car hiring.

It was proposed that this policy be addressed in more detail and brought back to the Corporate Services Committee.

**Resolved: To defer the Town Councils Councillors' Allowances Policy**

**11186 LOCAL GOVT PENSION SCHEME: STATEMENT OF LOCAL DISCRETION**

Town Council was required to annually review the Local Government Pension Scheme:

Review of Statement of Local Discretions. Members received a copy of the approved document. There had been no amendments to the Regulations, therefore it was suggested that it remained suitable and fit for purpose.

Members considered the Local Government Pension Scheme: Review of Statement of Local Discretions and make a recommendation to Town Council for its approval.

It was suggested that the Town Council may wish to consider seeking an alternative pension scheme for new employees.

**Resolved: To recommend to Town Council that the Local Government Pension Scheme: Review of Statement of Local Discretions be approved.**

**11187 BAD DEBTS AND LATE PAYMENT POLICY**

Members were asked to consider the Late Payments and Bad Debts Policy and make a recommendation to Town Council for its approval.

Members agreed that this policy be reviewed biennially rather than annually.

**Resolved: To recommend to Town Council that the Late Payments and Bad Debts Policy be approved.**

**11188 SICKNESS POLICY**

Members were asked to consider the Sickness Policy and make a recommendation to Town Council for its approval.

Members were reminded that the document was still in draft form and that formatting would be undertaken once Members had considered its content.

Members raised concerns that employees no longer have the right to be accompanied to an attendance meeting. It was requested that the legalities of the removal of this from the policy be investigated and reported back to the next Corporate Services Committee.

In addition to this under section 4.3, the word "will" to be substituted to the word "may".

**Resolved: To defer approval of the Town Councils Sickness Policy**

**11189 DISCIPLINARY POLICY**

Members were advised that NALC issued updated advice (November 2019) in regard to Disciplinary Arrangements.

Members were asked to consider the amendments to the Disciplinary Policy and make a recommendation to Town Council for its approval.

Members suggested an amendment to the wording within the policy.  
Original wording:

*3b. The Investigator will be independent and may be a councillor.*

Amended wording:

*3b. The Investigator will be independent.*

Members voted on the amended wording:

Members for: 6    Members against: 0    Abstentions: 0

**Resolved: To recommend to Town Council that the Disciplinary Policy be approved subject to the agreed amendments.**

**11190 GRIEVANCE POLICY**

Members were advised that NALC issued updated advice (November 2019) in regard to Grievance Arrangements.

Members were asked to consider the amendments to the Grievance Policy and make a recommendation to Town Council for its approval.

**Resolved: To recommend to Town Council that the Grievance Policy be approved.**

**11191 COMPLAINT**

Members were informed that the Town Council received a complaint from a resident on the 20<sup>th</sup> January 2020. Contact was made with the complainant who has subsequently decided to not take the matter further.

**Resolved: To note the information**

**11192 EXCLUSION OF PRESS AND PUBLIC**

- **Youth Services 2020/2021**

**Resolved:** In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

### **11193 YOUTH SERVICES 2020/21**

The Community Services Committee had considered how to deliver the HRTC youth services in 2020/21. Options included continuing with outsourcing arrangement or changing to in-house delivery.

At the Community Services Committee meeting on 10<sup>th</sup> February it was agreed to:

Seek to deliver the Pop-up Cafes and resource the Youth Council on an in-house basis and to refer to Corporate Services Committee to establish a suitable staff resource.

Members received a report in accordance with Committee Functions & Terms of Reference of this committee.

**Resolved:** To approve the job descriptions and person specification for the following positions, subject to job evaluation:

- Lead Youth Worker
- Youth Worker

**The Chairman declared the meeting closed at 9.10pm**

**Dated this 8th day of June 2020.**

**Chairman**