

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
8th June 2020 at 7.00pm.

Present:	Councillors:	D Abbott S Goodchild M Kennedy S Thorne K Wattingham	Substitute
	Officers:	Debbie Marsh Louise Senior	Corporate Services Manager Head of Democratic Services
	Public:	0	
Apologies:	Councillor:	D Jones	
Absent:	Councillor:	C Copleston	

11220 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Jones (Cllr Goodchild substituted)

11221 QUESTIONS FROM THE PUBLIC

None.

11222 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11223 COMMITTEE ARRANGEMENTS

Members were advised that in accordance with Minute 11207 taken at Town Council on 18th March the following committee arrangements remained in place:

Chair and Vice Chair of Corporate Services Committee

The Chair and Vice Chair of Corporate Services Committee would remain as follows:

Chair – Cllr Jones

Vice Chair – Cllr Kennedy

Committee Functions & Terms of Reference

These remain as most recently approved.

Resolved: To note the report.

11224 MINUTES

To approve the Minutes of the meeting held on 2nd March 2020.

Resolved: To approve the Minutes of the meeting held on 2nd March and for these to be signed by the Chairman.

11225 CORPORATE SERVICES COMMITTEE 2020/21 BUDGET REVIEW

Members received a report on the Corporate Services Committees budget for 2020/21 supported by the relevant extract from the approved budget for 2020/21.

Resolved: To note the report.

11226 INCOME AND EXPENDITURE REPORT

Members were advised that the Income and Expenditure report was unavailable as the closure of the financial year 2019/20 had been extended due to the outbreak of Covid 19.

Members agreed for this item to be deferred to the next meeting of Corporate Services.

Resolved: To note the report

11227 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for March 2020.

Resolved:

- 1. To approve the monthly Bank and Cash Reconciliation statements for March 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.**

11228 LIST OF CHEQUE PAYMENTS

Members received a list of cheque payments for the period February 2020 to April 2020.

Resolved: To note the information.

11229 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.

Members requested an update on the Clerks attendance at the Town and Parish Council Investment Update, a virtual CCLA Seminar. Members were advised that the seminar had been attended by both the Clerk and the Corporate Services Manager.

Resolved: To note the information.

11230 PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT

In accordance with the Committee Functions & Terms of Reference and Financial Regulations, Members were presented with an annual report which provided detail on the council's loans including current value, repayments and early settlement options as they stand at 1st April 2020.

Resolved: To note the information.

11231 RENEWAL OF BACS PAYMENTS

Members were advised that the approval of the use of Direct Debit, Standing Order or BACS would be renewed by resolution every year.

Members were asked to consider and endorse the list of Direct Debits and Standing Orders.

Resolved:

- 1) To approve the use of BACS method of payment.**
- 2) To approve the use of Direct Debit and Standing Order method of payment.**

11232 VISION UPDATE

Members were reminded that the council worked hard during 2019/20 to develop its corporate plan for 2020/24 to shape the work of the council over this time period. The final stage in the plan was the formal agreement by Council. Due to Covid-19 this stage did not happen. However, as the plan was prepared for formal adoption, it was being presented to each committee for initial consideration and next steps.

Members of this committee were requested to view the specific Aspirations and Objectives against the Corporate Services Committee. Members were invited to put forward any specific thoughts and ideas. Staff had given consideration to the Aspirations and Objectives had been endeavouring to incorporate them into ongoing work where possible.

Resolved: To note the report.

11233 SICKNESS POLICY

Members of this Committee were requested to consider the Sickness Policy and make a recommendation to Town Council for its approval.

This policy was considered by the Corporate Services committee members at its meeting held on the 2nd March 2020.

At the meeting, Members were informed that there was no longer a legal right to be accompanied at any of the sickness absence meetings. The only time an employee would be permitted to be accompanied (in this context) was where the outcome could lead to a potential medical capability dismissal.

Whilst members acknowledged this change, they felt that an employee, should they so wish, could have the right to be accompanied at a sickness absence meeting.

Members resolved to defer this item so that clarity could be sought from the Town Councils Human Resources consultant. The response from the HR consultant was that an employee can request to be accompanied by a companion to a sickness absence meeting however, this companion could only be limited to a work colleague. The policy had been updated to show this at section 15.3.

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

Members were reminded that discussed at the last meeting was a change of wording to 4.3 to read ‘may be required’, rather than ‘is required’. Members were advised that the policy did not reflect this change, however this would be rectified.

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

11234 HEALTH AND SAFETY AT WORK POLICY

Town Council was required to undertake a review of its Health and Safety at Work policy.

Members of this Committee were asked to consider the attached Health and Safety Policy and make a recommendation to Town Council for its approval.

Members requested that when fire drills were scheduled, consideration be given to holding a drill when councillors and members of the public are present.

Resolved: To recommend to Town Council that the Health and Safety Policy be approved

**The Chairman declared the meeting closed at 7.35pm
Dated this 14th day of September 2020**

Chairman