



HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 26TH MARCH 2018 AT 6:15 PM.

PRESENT: Cllr D Evans (Chairman), Cllr D. Alexander, Cllr Mrs. L Evans, Cllr A Forbes.

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Office Manager (Minute Taker), Simon Ritson, Responsible Financial Officer.

PUBLIC ATTENDANCE: No members of the public were present.

F&GP 046/17/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr M Burridge.

F&GP 047/17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

F&GP 048/17/18 **PUBLIC SESSION**

No members of the public were present.

F&GP 049/17/18 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 29 JANUARY 2018**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 29 January 2018 duly signed as a true record of the meeting.

F&GP 050/17/18 **TO RECEIVE AND CONSIDER THE DRAFT ASSET REGISTER**

The draft Asset Register was circulated and a discussion took place.

It was **RESOLVED** that the Finance and General Purposes Committee recommend to Council that the Asset Register be adopted.

It was suggested that the following amendments be made in readiness for next year's register.

- The pages be numbered.
- Photos of new assets be taken and added to the register.

F&GP 051/17/18 **TO RECEIVE AND CONSIDER A REVISION TO THE FORMAT OF THE FINANCIAL RISK ASSESSMENT**

The Chairman reminded members of the recommendation from the Council meeting on Monday 12th March 2018, which was that 'the format of future Financial Risk Assessments be looked at by the Finance and General Purposes Committee'.

Two revised versions, 1 by Cllr Veitch and the other by Cllr Forbes were circulated and looked at by Committee Members, where a discussion took place.

It was **RESOLVED** that the following be recommended to Council.

- Cllr Veitch's revised Financial Risk Assessment be used, going forward, starting from next year's version.
- The Risk Assessment include a risk matrix as follows, making the document clearer and easier to quantify.

Risk (R) Matrix			Likelihood (L)			Assessed Risk (R = L x S)
			Low	Medium	High	
Severity (S)	Severe	3	3	6	9	
	Moderate	2	2	4	6	Acceptable : Monitoring Required
	Minor	1	1	2	3	No Problem Identified : Risks Managed

- An additional guidance page be added to the front of the Financial Risk Assessment, detailing the purpose of the document and the steps taken to assess the risk and minimize them.

F&GP 052/17/18 TO RECEIVE A REPORT AND CONSIDER THE TRANSFERENCE OF FUNDS FROM THE GENERAL RESERVES TO AN EARMARKED RESERVE

A report by the RFO was circulated and a discussion took place.

It was **RESOLVED** that the Finance and General Purposes Committee recommend the following to Council.

- £541 from the Lovedean Solar Farm EMR be moved to General Reserves.
- £95K be moved from General Reserves to Jubilee Hall Extension EMR.
- £5k be moved from Equipment Replacement EMR to Jubilee Hall Extension EMR.

F&GP 053/17/18 TO RECEIVE AN UPDATE IN RESPECT OF THE OPTIONS AVAILABLE REGARDING DROPBOX AND GOOGLE DRIVE

A report by the Office Manager was circulated and all options were discussed by Members.

It was **RESOLVED** that the following be recommended to Council for approval.

- The Council introduce Dropbox Business Standard annual account as a cloud storage device.
- 3 users to be created (2x staff and 1x Cllr).

F&GP 054/17/18 TO RECEIVE A VERBAL UPDATE REGARDING THE PAYMENTS IN RESPECT OF MILEAGE

It was **RESOLVED** that the current arrangement regarding Mileage claims remain in place for the Caretakers of Napier Hall and Jubilee Hall and continue to be claimed as mileage rather than as an attendance fee.

F&GP 055/17/18 TO RECEIVE AND CONSIDER THE REVISED PLAY INSPECTION POLICY

It was **RESOLVED** that it be recommended to Council that the revised Play Inspection Policy be adopted and an adoption date be added to the footer.

F&GP 056/17/18 TO RECEIVE AND CONSIDER THE DRAFT GENERAL DATA PROTECTION REGULATION DOCUMENTATION

The General Data Protection Regulation documentation, by NALC was circulated to Members, along with documentation drawn up by the Chief Officer.

The Chief Officer stated that 4 separate sections were required to form part of the GDPR documentation, as follows

- Data Processing Agreement for external contractors.
- A Policy.
- Privacy Notices (to include s separate notice for staff and Cllrs).
- Consent form.

The Chief Officer suggested that she thought it would be a sensible option to adopt the GDPR documentation drawn up by NALC.

It was **RESOLVED** to recommend to Council that the NALC GDPR documentation template be adopted as HPC's policy.

The Chairman noted that the Committee fully appreciated the amount of work and effort put in to producing the documentation by the Chief Officer.

F&GP 057/17/18 **TO CONSIDER THE REVISED WORDING IN RESPECT OF HPC FINANCIAL REGULATIONS- STAFF VACANCIES (PARA 8)**

It was **RESOLVED** to recommend to Council that the following revised wording in para 8e of the Financial Regulations be adopted and para 8g and 8h be added.

e. Hourly pay rates remain substantially the same although they may be adjusted by the Chief Officer to suit organisation requirements at the time. An increase in the hourly rate for the job that is greater than 5% is considered to be significant and will therefore require approval by Council. The effect of any increase in the rate for the job shall be considered by the Chief Officer for its possible impact on the general pay structure of Council staff that could arise at subsequent general pay reviews.

Add para 8g and 8h

g. No offer to a candidate shall be made that could result in payments through allowances, expense claims, TOIL entitlements or otherwise, whether taxable or not, which would exceed the average such payments to existing staff without the prior approval of Council. This provision is included to avoid unintentional drift in the Council's overall pay structure away from agreed Council policy.

h. The Chief Officer completes a simple pro-forma record sheet that details the existing job title and description, hours worked, pay rates, holidays and other conditions alongside details to be offered to any candidate. This record shall be retained in HPC HR records so that it can be referred to for future similar vacancy replacements to ensure a consistency of approach over time.

The meeting closed at 7.35PM


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Chairman

14th May 2018
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Dated