

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE

13th MAY, 2008

At a Meeting of the Policy Committee held on 13th May, 2008:

PRESENT The Mayor (Councillor D.J. Barrett) and Councillors M.A. Allwood, R.M. Biggs (in the Chair), V. Black, T.C.N. Harries, C.M. Hebditch and L.M. Phillips.

APOLOGY for absence was received from Councillor Trevor Jones.

56. **MINUTES**

The Minutes of the Meeting of the Committee held on 18th March, 2008, adopted by Council on 25th March, 2008, were taken as read and were confirmed and signed by the Chairman as a correct record.

57. **RISK MANAGEMENT PANEL – 15th APRIL, 2008**

The Committee considered the Minutes of the Meeting of the Risk Management Panel held on 15th April, 2008 (for Minutes see Appendix I).

It was

RESOLVED

That the Minutes of the Risk Management Panel held on 15th April, 2008 be noted and the recommendations contained in them approved.

58. **ANNUAL TOWN MEETING – 25th MARCH, 2008**

The Committee received and noted the Minutes of the Annual Town Meeting held on 25th March, 2008.

In connection with Minute 6 the Town Clerk reported that he had conveyed to the Duchy of Cornwall the concerns expressed about the safety of the temporary flood water catch pits and that the pits had been fenced subsequently.

59. **WEST DORSET DISTRICT COUNCIL – STANDARDS COMMITTEE**

Further to Minute 52 and to Council Minute 67 the Committee noted that Councillor V. Black had been nominated by the Dorset Association of Parish and Town Councils to serve on the West Dorset District Council's Standards Committee.

60. **PERFORMANCE AND POLICY PLAN**

The Committee considered the report of the Deputy Town Clerk on proposed changes to the arrangements for the publication of the Performance and Policy Plan following the removal of the statutory duty of Best Value. The matter had also been considered by the Management Committee at Minute 72.

It was

RESOLVED

- (1) That the Performance and Policy Plan be published in November in future.
- (2) That a task-and-finish group be established consisting of the Chairmen of the Management, Policy and Planning and Environment Committees together with the Chairman of the Risk Management Panel to review the content of the Plan.

61. **MANAGEMENT ACCOUNTS**

The Committee received and noted the Management Accounts for the period ended 31st March, 2008 and noted that the figures which appeared in the Final Accounts would differ from those in the Management Accounts because various accounting adjustments remained to be carried out.

The Town Clerk reminded Members that it would be necessary to hold a Special Meeting of the Committee in late June to adopt the Final Accounts for 2007-08 and it was

RESOLVED

That the Financial Service Provider be requested to report to that Special Meeting on the overall expenditure on the Council's various insurances in recent years and reasons for any changes.

62. **URGENT PAYMENTS**

The Committee considered the report of the Town Clerk on possible alternative methods of dealing with the occasional need for cheques to be raised urgently.

Following detailed discussion it was

RESOLVED

That no changes be made to the current arrangements.

63. **CORPORATE DOCUMENTS – REVIEW**

In accordance with the programme for the review of the Council's various corporate documents approved at Minute 41 the Committee reviewed Financial Regulations, Standing Orders, Code of Conduct for Members, Terms of Reference of Standing Committees and the Scheme of Delegation in the light of the report of the Town Clerk.

It was

RECOMMENDED

- (1) That the various documents be modified where necessary to ensure that they are gender-neutral.
- (2) That, save as mentioned in (1) above, no changes be made to Financial Regulations.
- (3) That Standing Orders 22, 45 and 49 be amended as proposed in the Town Clerk's report.
- (4) That no changes be made to the Code of Conduct for Members.
- (5) That the Terms of Reference of Standing Committees be modified as proposed in the Town Clerk's report.
- (6) That the Scheme of Delegation be amended as proposed in the report and by the addition of a delegation to the Planning and Environment Committee to deal with matters relating to Public Lighting and to the amendment of the reference to the Allotments Panel under Land Management to read the Recreational Activities Panel.

Chairman

DORCHESTER TOWN COUNCIL

RISK MANAGEMENT PANEL

15th APRIL, 2008

At a Meeting of the Risk Management Panel held on Tuesday, 15th April, 2008:

PRESENT Councillors R.M. Biggs (Chairman) and L.E. Heath.

APOLOGY for absence was received from The Mayor (Councillor D.J. Barrett).

6. **STRATEGIC AND OPERATIONAL RISK REGISTERS**

The Panel reviewed the strategic and operational risk matrices which identified the spread of risks faced by the Council. Members felt that those risks that scored six or more should be presented to the appropriate Committee for consideration. Members also considered the registers themselves and suggested some modifications. It was also felt that the strategic register could be further enhanced by categorising the risks using the PESTLECC model – Political, Economic, Social, Technological, Legislative, Environmental, Competitive and Customer.

Members identified the Council's insurances as an important risk control measure and agreed that it wished to study them at its next meeting.

It was

RECOMMENDED

That a further meeting of the Panel be held in four months to review the registers and to study the Council's insurances.

7. **BUSINESS CONTINUITY PLAN**

In pursuance of Policy Minute 49 the Panel gave detailed consideration to the Council's draft Business Continuity Plan. Members felt that the Plan constituted a good Emergency Response Plan subject to some additions such as a useful contacts list and a next of kin list.

In addition to the Emergency Response Plan the Panel felt that a longer term Recovery Plan should be established with both of these documents being informed and supported with business impact assessments for the various areas of activity that the Council undertook.

Members felt that once all the plans were in place they should be located in easily accessible locations and practised and reviewed regularly.

It was

RECOMMENDED

- (1) That the draft Business Continuity Plan be renamed the Emergency Response Plan and a revised draft be presented to the next meeting of the Panel.
- (2) That a small number of business impact assessments be drafted for consideration by the Panel at its next meeting.