

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE

22nd JANUARY, 2008

At a Meeting of the Policy Committee held on 22nd January, 2008:

PRESENT Councillors M.A. Allwood, R.M. Biggs, V. Black, T.C.N. Harries, C.M. Hebditch, Trevor Jones (Chairman) and L.M. Phillips.

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

32. **MINUTES**

The Minutes of the Meeting of the Committee held on 20th November, 2007, adopted by Council on 27th November, 2007, were taken as read and were confirmed and signed by the Chairman as a correct record.

33. **MINUTES OF OTHER COMMITTEES**

(a) **Planning and Environment Committee – 7th January, 2008**

The Committee considered Minute 71 of the Planning and Environment Committee relating to its Estimates for 2008-09 and it was

RESOLVED

That this Minute be considered at Minute 40 below.

(b) **Management Committee – 15th January, 2008**

The Committee considered the under-mentioned Minutes of the Management Committee:

Minute 43 – Property Management and Maintenance Panel

Minute 44 – Estimates 2008-09

Minute 55 – Land at Alfred Road

It was

RECOMMENDED

- (1) That Minutes 43 and 55 be approved so far as this Committee is concerned.

It was also

RESOLVED

- (2) That Minute 44 be considered at Minute 40 below.

34. **RISK MANAGEMENT PANEL**

The Committee considered the Minutes of the Meetings of the Risk Management Panel held on 8th January, 2008 and 16th January, 2008 and a report on the Minutes of the Meeting of the Panel held earlier this evening (for Minutes see Appendices I, II and III).

It was

RESOLVED

That the Minutes be approved.

35. **NATIONAL ASSOCIATION OF LOCAL COUNCILS' LARGER COUNCILS COMMITTEE – SELECTION OF CO-OPTED CLERKS**

Further to Minute 31 the Committee noted that the Town Clerk had been co-opted to serve on the National Association of Local Councils' Larger Councils Committee for the period ending in January, 2009.

36. **MARKETING OFFICER**

In accordance with Council Minute 42 the Committee considered the possible appointment of a Marketing Officer and it was

RECOMMENDED

That no action be taken on this matter for the time being and that, in the meantime, the Community Activities Panel be requested to consider as a matter of routine the promotional arrangements for the various events for which it is responsible.

37. **MEMBERS' ALLOWANCES SCHEME**

Further to Council Minute 46 the Committee considered a report of the Town Clerk and the associated draft Members' Allowances Scheme.

It was

RECOMMENDED

That the report be noted and that the draft Members' Allowances Scheme reproduced at Appendix IV be approved.

38. **PROPOSED BUSINESS IMPROVEMENT DISTRICT – DORCHESTER TOWN CENTRE**

The Committee noted that a ballot on the proposed creation of a Business Improvement District for Dorchester Town Centre was to be held during February and considered what arrangements to make for the exercise of the Council's voting rights.

It was

RESOLVED

That the Chairman be authorised to exercise the Council's voting rights under the BID ballot and that he be instructed to vote in favour of it.

39. **MANAGEMENT ACCOUNTS**

The Committee received and noted the Council's Management Accounts for the period ended 31st December, 2007.

40. **DRAFT BUDGET AND ESTIMATES – 2008-09**

(a) **Planning and Environment Committee**

The Committee considered the draft Estimates for the Planning and Environment Committee as approved by that Committee at Minute 71 and it was

RECOMMENDED

That the draft Estimates for the Planning and Environment Committee be approved so far as this Committee is concerned.

(b) **Management Committee**

The Committee considered the draft Estimates for the Management Committee as approved by that Committee at Minute 44 and it was

RECOMMENDED

That the draft Estimates of the Management Committee be approved so far as this Committee is concerned.

(c) **Policy Committee**

The Committee considered its draft Estimates for 2008-09.

It was

RECOMMENDED

That the draft Estimates for 2008-09 as now submitted be approved.

(d) **Budget for 2008-09**

The Committee considered the Budget for 2008-09 and the precept required.

It was

RECOMMENDED

- (1) That the Revised Estimates for 2007-08 and the Estimates for 2008-09 be approved.
- (2) That a precept in the sum of £1,017,488 be levied on the West Dorset District Council in respect of the financial year 2008-09 requesting that payment be made in two equal instalments on 1st April and 1st October, 2008.

41. **CORPORATE DOCUMENTS – REVIEW**

The Committee considered the report of the Town Clerk identifying the various component documents of the Council's corporate governance arrangements and suggested review arrangements set out in it.

It was

RESOLVED

- (1) That the report be noted and that the Town Clerk be requested to submit the various documents referred to in it direct to this Committee for review in accordance with the suggested programme set out in the report.
- (2) That the Town Clerk be requested to prepare a draft Business Continuity Plan for consideration.

42. **BEST VALUE**

(a) **Auditor's Report**

The Committee noted the Auditor's statutory report on the Council's best value performance plan which raised no matters of concern.

(b) **Monitoring Report**

The Committee received and considered the report of the Deputy Town Clerk reviewing the Council's performance against the various targets and performance indicators contained in the Performance and Policy Plan.

It was

RESOLVED

- (1) That the report be noted.

- (2) That the Management Committee be requested to critically review its various targets set out in the Performance and Policy Plan in advance of a fundamental review of its format and the timing of its publication following the removal of the statutory duty of best value with effect from 1st April, 2008.

43. **'REPRESENTING THE FUTURE' – THE REPORT OF THE COUNCILLORS COMMISSION**

The Committee received a Development Briefing prepared by the National Association of Local Councils on the report of the Councillors Commission; a copy of the full report had been sent to all Members previously.

Chairman

DORCHESTER TOWN COUNCIL

RISK MANAGEMENT PANEL

8th JANUARY, 2008

At a Meeting of the Risk Management Panel held on Tuesday, 8th January, 2008:

PRESENT: The Mayor (Councillor D.J. Barrett) and Councillors M.A. Allwood, R.M. Biggs (Chairman) and L.E. Heath.

1. **RISK MANAGEMENT PLAN**

The Panel had before it a revised Risk Management Plan which had been simplified in regard to the criteria by which each risk was to be assessed and the roles and responsibilities section amended so it was easily possible to establish how Members, Officers, Committees and Panels contributed to the overall risk management process.

It was

RECOMMENDED

That the revised Risk Management Plan be adopted.

2. **STRATEGIC AND OPERATIONAL RISK REGISTERS**

Members considered the draft Strategic and Operational Risk Registers which had been populated in accordance with the Council's draft Risk Management Plan. The Panel agreed the formatting of the registers and commenced scoring the identified risks, allocating a risk response to each individual risk and identifying some additional actions required to be undertaken.

The Panel considered Strategic Risks S001 – S023 inclusive.

RECOMMENDED

- (1) That the format of the Strategic and operational Risk Registers be approved.
- (2) That Strategic Risks S001 – S0023 be approved subject to the minor modifications now identified and scored as now agreed.
- (3) That the remaining risks be considered a further meeting of the Panel to be held at 6.00pm on Wednesday 16th January, 2008.

DORCHESTER TOWN COUNCIL

RISK MANAGEMENT PANEL

16th JANUARY, 2008

At a Meeting of the Risk Management Panel held on Wednesday, 16th January, 2008:

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

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

3. **STRATEGIC AND OPERATIONAL RISK REGISTERS**

In pursuance of Panel Minute 2(3) Members continued scoring the risks that had been identified in the draft Strategic and Operational Risk Registers, allocating a risk response to each of those risks and identifying some additional actions required to be undertaken.

The Panel considered Strategic Risks S024 – S039 and Operational Risks ALL001 – ALL011 and BON001 – BON005.

In considering the Strategic Risks the Panel requested that some further consideration be given to any additional risks that might be associated with human resources.

It was

RECOMMENDED

- (1) That Strategic Risks S024 – S039 and Operational Risks ALL001 – ALL011 and BON001 – BON005 be approved subject to the minor modifications now identified and scored as now agreed.
- (2) That further consideration be given to any additional strategic risks that might be associated with human resources.
- (3) That the remaining risks be considered a further meeting of the Panel to be held at 5.30pm on Tuesday 22nd January, 2008.

DORCHESTER TOWN COUNCIL

RISK MANAGEMENT PANEL

22nd JANUARY, 2008

At a Meeting of the Risk Management Panel held on Tuesday, 22nd January, 2008:

PRESENT Councillors M.A. Allwood and R.M. Biggs (Chairman).

APOLOGIES for absence were received from The Mayor (Councillor D.J. Barrett) and L.E. Heath.

4. **STRATEGIC AND OPERATIONAL RISK REGISTERS**

In pursuance of Panel Minute 3(2) Members continued scoring the risks that had been identified in the draft Strategic and Operational Risk Registers, allocating a risk response to each of those risks and identifying some additional actions required to be undertaken.

The Panel considered Operational Risks PA001 – PA008, MB001 – MB014 and OS001 – OS013.

In considering the Operational Risks the Panel requested that some further consideration to any health and safety risks associated with play areas, the risk of losing the licences held for activities within the Municipal Buildings and the risk associated with anti-social behaviour on the Council's open spaces.

It was

RECOMMENDED

- (1) That Operational Risks PA001 – PA008, MB001 – MB014 and OS001 – OS013 be approved subject to the minor modifications now identified and scored as now agreed.
- (2) That further consideration be given to any health and safety risks associated with play areas, the risk of losing the licences held for activities within the Municipal Buildings and the risk associated with anti-social behaviour on the Council's open spaces.
- (3) That the remaining risks be considered a further meeting of the Panel to be held at 5.30pm on Monday 28th January, 2008.

DORCHESTER TOWN COUNCIL

REMUNERATION SCHEME

The Dorchester Town Council, in exercise of the powers contained in the Local Authorities (Members' Allowances) (England) Regulations 2003 and having considered the report of the West Dorset Parish Remuneration Panel dated 25 October 2007, hereby makes the following scheme:

1. Citation and Operation

This scheme may be cited as the Dorchester Town Council Members Remuneration Scheme and shall come into operation on 1 April 2008.

2. Meaning of Councillor

“Councillor” means an elected (not co-opted) member of Dorchester Town Council.

3. Parish Basic Allowance

A Parish Basic Allowance shall be paid to each councillor. This sum will be equal to 20% of the basic allowance paid to members of the West Dorset District Council and, in the year ending 31 March 2009 will be £800.

4. Foregoing Allowances

A councillor may by notice in writing to the Town Clerk elect to forego all or any part of their entitlement to an allowance under this scheme. This right must be exercised prior to 1 April in any year and will apply for the whole of the ensuing year ending 31 March.

5. Part-Year Entitlements and Withdrawal of Allowances

(1) Where the term of office begins or ends otherwise than at the beginning or end of a year (which, for the purposes of this scheme, is the period commencing on 1 April in any year and ending on 31 March in the following year) the entitlement of that councillor to a Parish Basic Allowance shall be an entitlement to the payment of such proportion of the Parish Basic Allowance accrued on the basis of whole days completed or remaining in the year.

(2) Where a councillor is suspended or partially suspended from his or her responsibilities or duties as a councillor in accordance with Part III of the Local Government Act 2000 or regulations made under that Part or any subsequent re-enactment of it the proportion of the Parish Basic Allowance payable may be withheld by the Council.

(3) Where payment of the Parish Basic Allowance has been made in respect of any period during which the councillor is:

(a) suspended or partially suspended from their responsibilities or duties as a member of the Council under Part III of the Local Government Act 2000 or any subsequent re-enactment of it;

- (b) ceases to be a councillor; or
- (c) is in any other way not entitled to receive the Parish Basic Allowance in respect of that period the Council may require that such part of the Allowance as relates to the period concerned be repaid to the Council.

6. Parish Travelling and Subsistence Allowance

(1) The Council will pay to councillors allowances in respect of travelling and subsistence undertaken or incurred in connection with the performance of any duty within one or more of the following categories:

- (a) attendance at a meeting of the Council or of any committee, sub-committee, working group or panel of it or of any other body to which the Council makes appointments or nominations or of any committee, sub-committee, working group or panel of such a body;
- (b) attendance at a meeting of any association of authorities of which the Council is a member;
- (c) the performance of any duty in pursuance of any standing order made by the Council under Section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (d) the performance of any duty in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises; and
- (e) the carrying out of any other duty approved in advance by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Council or of any of its committees, sub-committees, working groups or panels.

(2) Where a councillor is suspended or partially suspended from his or her responsibilities or duties as a councillor in accordance with Part III of the Local Government Act 2000 or regulations made under that Part or any subsequent re-enactment of it any Parish Travelling and Subsistence Allowance payable to him or her in respect of the responsibilities or duties from which he or she is suspended may be withheld by the Council.

(3) Where payment of Parish Travelling and Subsistence Allowance has already been made in respect of any period during which the councillor is:

- (a) suspended or partially suspended from their responsibilities or duties as a member of the Council under Part III of the Local Government Act 2000 or any subsequent re-enactment of it;
- (b) ceases to be a councillor; or
- (c) is in any other way not entitled to receive the Parish Basic Allowance in respect of that period the Council may require that such part of the Allowance as relates to the period concerned be repaid to the Council;

such part of the Allowance as relates to any such period shall be repaid to the Council.

(4) The rates for Parish Travelling and Subsistence Allowance are as set out in the Appendix to this Scheme.

7. Claims and Payments

(1) Payments of the Parish Basic Allowance shall be made through the monthly payroll process, payable on the Fifteenth day of the month following the month to which the Allowance relates. Income Tax at the basic rate and employees National Insurance contributions will be deducted at source.

(2) Claims for payments of Parish Travelling and Subsistence Allowance shall be submitted monthly and paid through the payroll system.

(3) A councillor who is also a member of another council may not claim or receive payments from more than one council in respect of the same duties.

8. Review

(1) The Parish Basic Allowance will be reviewed in March each year and may be increased to an amount equal to 20% of the basic allowance paid to members of the West Dorset District Council as recommended by the Independent Remuneration Panel for that authority.

(2) The Parish Travelling and Subsistence Allowance will be reviewed annually to maintain parity with the payments approved for officers of the West Dorset District Council.

(3) This Scheme shall be reviewed in its entirety quadrennially by the Policy Committee.

9. Amendment and Revocation of Scheme

(1) This Scheme may be amended at any time by a simple majority of those present and voting at a meeting of the full Council. For the avoidance of doubt the annual review of the amounts payable under the scheme in accordance with Clause 8 above shall not be construed as amendments for the purpose of this Clause.

(2) The Scheme may only be revoked in its entirety with effect from the beginning of a Council Year.

10. Records of Allowances

(1) In accordance with Regulation 31 of the Local Authorities (Members' Allowances) (England) Regulations 2003 the Council will maintain records of the payments made by it to each councillor of the amounts paid to him or her in respect of Parish Basic Allowance and Parish Travelling and Subsistence Allowance.

(2) These records will be available for inspection by any local government elector for Dorchester who will be provided with a copy of such record or records as they request.

(3) By 30 April of each year the Council will publish a notice stating the sums paid to each councillor in respect of Parish Basic Allowance and Parish Travelling and Subsistence Allowance.

PARISH TRAVELLING AND SUBSISTENCE ALLOWANCE

Application

Notwithstanding anything within the Regulations the Parish Travelling and Subsistence Allowance shall only be payable in respect of attendances at approved duties outside the town boundary.

Travelling Allowances

- (1) The rate for travel by a councillor's own private motor vehicle, or one belonging to a member of his or her family or otherwise provided for his or her use shall be paid at the rate of:

(a)	for the use of a motor car of all cylinder capacities	40.0p per mile
(b)	for the use of a motor cycle of all cylinder capacities	24.0p per mile

- (2) The rate for travel by taxi shall not exceed the actual fare paid and any reasonable gratuity and must be supported by a receipt.
- (3) Bus fares, rail fares (Standard Class only), ferry fares, tolls and parking fees will be reimbursed at actual cost.

Subsistence Allowances

Meals

- (1) Subsistence allowances for meals will only be paid when a councillor is required to undertake an approved duty more than five miles from Dorchester. Breakfast can only be claimed for if a councillor needs to leave Dorchester prior to 7.00am; thereafter up to three meals per day can be claimed at intervals of five hours or more if meals are not otherwise provided.
- (2) The amount which is claimed for a particular meal is the lower of the actual cost and the following maximum allowances:

Breakfast	£5.00
Lunch	£7.89
Dinner	£12.90
Dinner (in London)	£18.58

Accommodation

- (1) A councillor who necessarily stays overnight in a hotel will, on production of a receipt, be able to claim the reasonable cost of bed and breakfast accommodation. If the cost exceeds £102.50 per night in London or £51.25 per night elsewhere written justification of the costs involved will be required. Such justification might include personal safety if cheaper hotels are located in areas regarded as less safe than town centres or proximity to a meeting location.

- (2) A councillor who stays overnight with friends or family will be entitled to claim £25.65 per night.