

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE

16TH JULY 2013

At a Meeting of the Policy Committee held on 16th July 2013:

PRESENT Councillors V.J. Allan, R.M. Biggs, T.C.N. Harries, G.M. Jones, Trevor Jones (Chairman), P.G. Mann and D.S. Roberts.

In attendance:
Councillor M.E. Rennie.

APOLOGY for absence was received from The Mayor (Councillor E.S. Jones).

1. **MINUTES**

The Minutes of the Meeting of the Committee held on 14th May 2013, having been adopted by Council on 21st May 2013, were confirmed and signed by the Chairman as a correct record.

2. **MINUTES OF OTHER COMMITTEES**

(a) **Planning and Environment Committee – 1st July 2013, Minute 10**

The Committee noted Minute 10, relating to a bid for funding to purchase a Speed Indicator Device, which would be considered during the annual budget process.

(b) **Management Committee – 9th July 2013, Minute 13**

The Committee noted Minute 13, which identified the use of the Municipal Buildings Repairs and Renewals Reserve in relation to the funding of works to the Corn Exchange Clock Tower, with the implication that a plan to rebuild the Reserve would need to be prepared for consideration as part of the annual budget process.

(c) **Management Committee – 9th July 2013, Minute 14**

The Committee noted Minute 14, relating to the funding of Emergency Callout Arrangements from 2014 – 15, which would be considered during the annual budget process. The Committee sought, and received, assurance from the Deputy Town Clerk that the initial contract length would be for no longer than 12 months, and that the competence of prospective contractors would be evaluated before appointment.

3. **DORCHESTER TOWN YOUTH COUNCIL**

The Committee considered the report of the Deputy Town Clerk on the establishment of a Dorchester Youth Council. Members felt that it was important for the Youth Council to move towards a process of elections within a maximum period of two years from the date of its establishment. It was also felt that the Youth Council should be able to bid for money from the Council for projects that it might identify. It was suggested that a sum of money be identified in the 2014-15 budget for this purpose.

It was

RECOMMENDED

- (1) That the Council supports the introduction of a Dorchester Town Youth Council, based on the proposal contained in the Deputy Town Clerk's report, subject to the addition of a requirement for the Youth Council to move to a process of elections within a maximum of two years from its establishment.
- (2) That consideration be given to allocating a sum of money in the 2014-15 budget round.
- (3) That a progress report be presented to the next meeting of the Committee.

4. **MANAGEMENT ACCOUNTS**

The Committee received and noted the Council's Management Accounts for the period 1st April to 30th June 2013.

5. **INTERNAL AUDIT REPORT**

The Committee received and noted the report of the Internal Auditor and the response by the Town Clerk to the issues raised.

6. **LETTER TO THE INDEPENDENT LOCAL GOVERNMENT BOUNDARY COMMISSION REVIEW OF WEST DORSET DISTRICT COUNCIL MEMBER ARRANGEMENTS**

The Committee considered a draft letter, prepared by the Town Clerk, in support of the Commissioner's draft proposal to reduce the number of district councillors from 48 to 43.

It was

RESOLVED

That the letter be submitted to the Commissioner.

7. **SUPPORT FOR THE NEW COUNCIL MANAGEMENT TEAM**

The Committee considered a report of the Town Clerk, regarding issues in relation to his appointment and it was

RECOMMENDED

- (1) That for the 12 months to 31 August 2014 the Chairman and Vice Chairman of the

Policy Committee, acting as the nominated representatives of the Council, meet monthly with the Town Clerk and Deputy Town Clerk regarding matters relating to the definition of the two roles, performance management and personal development planning. Summary notes of these discussions will be made available to all Councillors.

- (2) That the above process is reviewed in time for the September 2014 Policy Committee.
- (3) That, at the first meeting, consideration is given to how, through the Panel system, opportunities can be given for other members to meet with the Town Clerk and Deputy Town Clerk to review their performance in delivering high level targets identified in the Council's Corporate Plan

8. **PANELS 2013 - 2014**

- (a) The Committee considered the allocation of Members to Panels following the receipt of Councillors' individual preferences.

It was

RESOLVED

That the following Members be appointed by this Committee to Panels for the 2013-14 Council Year and up to the July 2014 full Council meeting:

<u>Arts</u>	Councillor V.J. Allan
<u>Borough Gardens</u>	Councillor G.M. Jones
<u>Community Activities</u>	Councillor P.G. Mann
<u>Grants</u>	Councillor P.G. Mann
<u>Outdoor Services</u>	Councillor T.C.N. Harries
<u>Property Management and Maintenance</u>	Councillor D.S. Roberts
<u>Resources</u>	Councillors R.M. Biggs, G.M. Jones, Trevor Jones.

- (b) The Committee considered the appointment of the Chairman and Vice-Chairman to Panels.

It was

RESOLVED

That the following appointments be made for the 2013-14 Council Year and up to the July 2014 full Council meeting:

Resources

Chairman - Councillor Trevor Jones
Vice-Chairman - Councillor G.M. Jones

Risk Management

Chairman – Councillor G.M. Jones

9. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was

RESOLVED

That, in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matter, the public and representatives of the press be excluded from this meeting during its discussion.

10. **LIVING WAGE**

Further to Council Minute 19 the Committee considered the report of the Town Clerk on the outcomes of consultation with staff regarding the proposal to link pay more closely to the ‘living wage’.

The Committee sought clarification regarding advice from the Council’s professional advisors, Ellis Whitham, and the resulting proposal of the Town Clerk to implement a scheme that took account of this advice. It was noted that all staff had responded in support of the proposal.

Members sought, and received, assurance that the Town Clerk would review salaries against the living wage benchmark on a six monthly basis, with a view to fully implementing salaries consistent with living wage principles, where appropriate, as soon as possible. The Town Clerk also agreed to identify the value of the living wage benchmark in future annual budget reports.

Following discussion it was

RECOMMENDED

That with effect from 1 October 2013 the salaries of

staff currently paid below the living wage benchmark are increased by 2 spinal column points on the local government pay scale.

Chairman