

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE

22nd NOVEMBER, 2011

At a Meeting of the Policy Committee held on 22nd November, 2011:

PRESENT The Mayor (Councillor T. James) and 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.

25. **MINUTES**

The Minutes of the Meeting of the Committee held on 20th September, 2011, adopted by Council on 27th September, 2011, were adopted and signed by the Chairman as a correct record.

26. **RESOURCES PANEL**

The Committee considered the Minutes of the Meetings of the Resources Panel held on 11th October, 2011 (for Minutes see Appendix I) and a report on the Minutes of the Meeting held earlier this evening (for Minutes see Appendices II and III).

It was

RECOMMENDED

That the Minutes of the Meetings of the Resources Panel held on 11th October, 2011 and 22nd November, 2011 be adopted.

27. **MINUTES OF MANAGEMENT COMMITTEE**

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

Minute 28 – Minutes of Community Activities Panel
Minute 32 – Draft Corporate Plan – 2011-12

It was

RECOMMENDED

- (1) That Minute 28 be approved so far as this Committee is concerned.
- (2) That Minute 32 be considered at Minute 30 below.

28. **MANAGEMENT ACCOUNTS**

The Committee received and noted the Council's Management Accounts for the period ended 31st October, 2011.

Arising from the consideration of this matter it was

RESOLVED

That the Financial Services Provider be requested to provide additional narrative regarding the use of earmarked Reserves and the extent to which any expenditure against them was planned or unplanned in future Management Accounts.

29. **POSSIBLE ECONOMIES**

It was

RESOLVED

That consideration of this matter be deferred until the next Meeting of this Committee and that, in the meantime, the Town Clerk be requested to use his best endeavours to obtain a copy of the report on the outcome of the CCTV review by Weymouth and Portland Borough Council.

30. **CORPORATE PLAN – 2011-12**

The Committee considered the draft Corporate Plan for 2011-12 in the light of Management Minute 32 and a number of suggested amendments which had been circulated to take account of comments received from a Member.

It was

RECOMMENDED

That the draft Corporate Plan for 2011-12 as now submitted be approved subject to the incorporation of the suggested amendments now circulated and those set out in Management Minute 32 which be approved accordingly.

31. **THE FUTURE OF STANDARDS OF CONDUCT OF MEMBERS**

The Committee received a copy of Legal Briefing L10-11 prepared by the National Association of Local Councils and noted that the Government had retreated from its original intention to remove the requirement for councils to adopt a Code of Conduct.

32. **DORSET MARTYRS MEMORIAL**

Further to Minute 24 the Town Clerk reported that he had been unable to obtain a more economic premium quotation for the insurance of the Dorset Martyrs Memorial and it was

RESOLVED

That no further action be taken with regard to the insurance of the Memorial but that the Town Clerk be requested to have discussions with appropriate specialists with a view to investigating whether the setting of the Memorial can be made more secure.

33. **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 matters the public and representatives of the press be excluded from this meeting during their discussion.

34. **MINUTE OF MANAGEMENT COMMITTEE – ALLOTMENT PROVISION**

The Committee considered Minute 41 of the Management Committee relating to the outcome of the review of the Council's Allotments provision undertaken in accordance with Management Minute 5(c) and Policy Minute 5 and the Chairman of the Task and Finish Group appointed to conduct the review addressed the Committee in amplification of its conclusions.

It was

RECOMMENDED

That the outcome of the review be approved so far as this Committee is concerned.

35. **APPLICATION FOR LOAN SANCTION**

Following consideration of the report of the Council's Financial Services Provider it was

RECOMMENDED

That the Town Clerk be authorised to submit an application to the Department for Communities and Local Government for the necessary sanction to

take a loan of up to £500,000 over a 25 year period
on an annuity basis.

Chairman

DORCHESTER TOWN COUNCIL

RESOURCES PANEL

11th OCTOBER, 2011

At a Meeting of the Resources Panel held on 11th October, 2011:

PRESENT The Mayor (Councillor T. James) and Councillors T.C.N. Harries, S.C. Hosford, Trevor Jones (Chairman), P.G. Mann and R.B. Potter.

In attendance:
Councillor M.E. Rennie

3. **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.

4. **RESERVES AND BALANCES**

In accordance with Minute 2 the Panel considered the further report of the Financial Services Provider on the outcome of the investigations referred to at that Minute and answered Members' questions on possible alternative courses of action.

Following discussion it was

RECOMMENDED

That the Financial Services Provider be requested to carry out the further actions now agreed and to report on the outcome to a further meeting of this Panel to be held on a date to be arranged with the Financial Services Provider and successive external auditors.

DORCHESTER TOWN COUNCIL

RESOURCES PANEL

22nd NOVEMBER, 2011

At a Meeting of the Resources Panel held on 22nd November, 2011:

PRESENT The Mayor (Councillor T. James) and Councillors T.C.N. Harries, S.C. Hosford, Trevor Jones (Chairman), P.G. Mann and R.B. Potter.

In attendance:

Councillors E.S. Jones and M.E. Rennie.

5. **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 matters the public and representatives of the press be excluded from this Meeting during their discussion.

6. **APPLICATION FOR REGRADING**

The Panel considered the report of the Deputy Town Clerk on an application for regrading received from the Operations Supervisor together with the comments of the Director of South West Councils on the application.

Following discussion it was

RECOMMENDED

That the application be approved and that the post be graded SCP 26-28 with effect from 1st April, 2011 subject to the acceptance by the postholder of the revised Job Description set out at Appendix III.

7. **STAFFING REVIEW – TERMS OF REFERENCE**

In accordance with Policy Minute 23 the Panel considered draft Terms of Reference for the staffing review to be undertaken by South West Councils.

It was

RECOMMENDED

- (1) That the draft Terms of Reference for the staffing review to be undertaken by South West Councils as now submitted be approved so far as this Panel is concerned subject to their modification to make clear that the Council would welcome alternative approaches for consideration and that all options put forward should be supported by an indication of costs.
- (2) That all Members of Council be afforded the opportunity to have discussions with the representative of South West Councils conducting the review.

DORCHESTER TOWN COUNCIL**Name****Post:** Operations Supervisor**JOB DESCRIPTION****Main Objectives of the Post**

Under the direction of the Town Clerk, Deputy Town Clerk and/or the Compliance Manager to ensure the delivery of high quality horticultural, arboricultural and amenity maintenance in all outside areas for which the Council is responsible including the cemeteries. This will include hands-on activity and the organisation and supervision of the Head Gardener and other members of staff employed in connection with their care.

Main Accountabilities

1. To supervise and manage, on a daily basis all manual workers employed by the Council (including volunteers, disabled work placements etc), including all administrative and clerical work arising, with the exception of the office cleaner and Town Hall Keepers.
2. To assist in the recruitment and selection of staff, to help identify the formal training needs of such staff and to ensure these requirements are made known to the Compliance Manager.
3. To assist in the provision of any on-the-job training that may be required to ensure that staff undertake their duties efficiently and effectively.
4. To assist in the identification of career development needs of staff and provide career development training where appropriate.
5. Within the framework set by the Compliance Manager to be responsible for the day to day allocation of tasks to all manual workers (excluding the office cleaner and Town Hall Keepers).
6. Within the framework set by the Compliance Manager to ensure and assist in the maintenance, protection and upkeep of all the Council's pleasure and recreation grounds, play areas, public open spaces, The Walks and, in particular, to be responsible for the overall management of the Borough Gardens including designing and implementing or ensuring the design and implementation of seasonal planting schemes, ensuring the use of good horticultural and arboricultural practices and ensuring the availability of necessary stocks of seeds, bulbs plants, horticultural sundries, tools and equipment including where appropriate accounting for their return in good condition and arranging for any necessary maintenance to be carried out.
7. To ensure and assist in the general propagation of plants as required by the Council, and the provision of floral decorations as and when necessary.
8. To assist in the ongoing development of programmes of work for the maintenance of the Borough Gardens and ensure they are applied.

9. To proactively interact with the Friends of the Borough Gardens and other local interest groups, clubs, school parties etc who wish to visit the Borough Gardens.
10. To make arrangements to facilitate and support the organisers of events held at Council owned sites.
11. To be responsible for prioritising, and the allocation of staff resources, to unscheduled/emergency tasks resulting from vandalism or any other unexpected source.
12. To ensure and assist in the planting of all trees, shrubs, flower beds and borders, and the pruning, felling and protection of trees, shrubs, flowers etc. including those situate in avenues, The Walks, roads and nurseries.
13. To ensure and assist in the general repair of buildings, seats, greenhouses, fences, hedges etc. belonging to or tenanted by the Council, together with any rough painting required.
14. To arrange and assist as necessary the installation and/or erection of playground equipment and playground safety surfacing.
15. To account for monies received and the issue of receipts in connection with the booking of the tennis courts, putting green and other recreational amenities.
16. To keep and maintain in good and clean condition all plant, tools and equipment belonging to the Council, together with all fixtures and the furniture provided in the mess room and to ensure that they are so kept.
17. To attend such meetings as the Council or the Town Clerk or Deputy Town Clerk may direct.
18. To be available to respond to out of hours call outs, emergencies, alarms etc.
19. To deputise, as may be required, during the absence of the Compliance Manager.
20. To carry out all duties, whether or not specifically set out elsewhere within this job description, as may be required from time to time.
21. To take an active part in the implementation of the Council's Personal Achievement and Development Scheme or such other appraisal scheme as may be introduced.
22. To complete such paperwork, timesheets, etc. as may reasonably be required by the Council.

Date

Signed