

**MINUTES OF THE MEETING OF THE AUDIT AND PERSONNEL SUB-COMMITTEE
OF BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 18 FEBRUARY 2019 AT 7.30 PM IN THE TOWN HALL**

PRESENT: The Town Mayor Councillor J P Zalot
The Deputy Mayor Councillor C J Theakston
Councillor A J V Grant
Councillor R A Jones
Councillor D R Owen (Observing)
Councillor M G Sarsfield

The Administrative Assistant and Project Officer were in attendance

APOLOGIES: Councillor L J Roberts
Councillor S Zalot

Councillor M G Sarsfield took the Chair

1.0 DECLARATIONS OF INTEREST

None

2.0 FINANCIAL MATTERS

2.1 Wales Audit Office: Reports – Financial management and Governance in Town and Community Councils 2017-18 and Internal Audit Arrangements at Town and Community Councils in Wales.

The report highlights that for many Community Councils across Wales internal audit is not to a sufficiently high standard. Beaumaris has not been criticised. The report highlights good practice for the appointment of an internal auditor which is based on documenting: Terms of Reference; Work Programme; Action Plan and Audit Report

An internal auditor needs to be appointed for the Town Council. The Town Clerk has been in contact with a candidate who has performed internal audits for several Community Councils on Anglesey. Councillors felt that they would like to know which Community Councils the proposed auditor had worked for and stated that references should be sought.

Councillors felt that it would be reasonable to adopt the good practice set out in the report. The Town Clerk was invited to review the good practice and bring to the attention of the committee anything in the good practice guidelines which might be of concern to the Town Council.

Recommendation to Finance and Planning Committee (unanimous):

To Adopt the good practice guidance as set out in appendix 3 (Terms of Reference); 4 (Work Programme); 5 (Action Plan) and 6 (Audit Report including

Control Objectives and Audit Findings) of the Wales Audit Office Internal Audit Arrangements report.

Recommendation to Finance and Planning Committee (unanimous):

To appoint Mr Alun Foulkes as internal auditor provided he is willing to agree to the terms of reference.

The Wales Audit Office plan includes a review of how Community Councils have complied with the Well Being of Future Generations Act. Beaumaris Town Council is of a size that it has certain duties under the act

Recommendation to Finance and Planning Committee (unanimous):

That the Town Clerk will produce a report on the Town Council's duties under the Well being of Future Generations Act.

Councillors observed that Community and Town Councils were being expected to do more and more. Extra responsibilities will require extra resources which will need to be provided by the Welsh Government or County Councils. The impact of the extra responsibilities on Community and Town Councils will be an agenda item for a future meeting.

2.2 Progress Report on Projects

Nick Baguley (Project Officer) circulated a written report of progress which was discussed. Some specific issues covered included: An in/out system for recording who is in the Town Hall and who is in work and who would need to be accounted for in an emergency; Refurbishing the cobbled area in the children's play area and repainting the old railings (silver similar to the pier); AED Training - Councillors will be invited to attend; Water testing of the Boating Pool - the possibility of an automatic system will be investigated; Coaches on the Green – A fee of £6 will be charged. The barrier will have to be manned between 10.00 and 16.00 seven days a week for approximately an additional 3 weeks. An earlier start may be needed when cruise trips are due to arrive. It was accepted that the arrangements were an additional cost to the town but that it was something that the Town Council were doing for the benefit of the town.

2.3 Other Financial Matters

None

3.0 PERSONNEL MATTERS

3.1 Items referred back from Finance and Planning Meeting:

3.1.1 Job Evaluations

Councillor Sarsfield reported on a meeting with Councillor J A Rowlands and the Town Clerk. Some model job appraisals were available on the internet which could be used to produce the information needed by the Anglesey County Council employee who will be helping with the evaluations.

Recommendation to Finance and Planning Committee (unanimous):

That the Town Clerk completes the job appraisals/evaluations by the end of March so that they can be submitted to Anglesey County Council.

3.2 Employee Handbook

Ellis Whittam have advised that the staff handbook and staff contracts have to be considered together as they are linked. They have provided a generic handbook which needs elements filling in and options selected to meet the requirements of the Town Council. It was noted that new contracts will amount to a change of contract which will need to be the subject of a consultation with staff.

The document was reviewed and appropriate options selected. Areas covered included: Dress code; drugs and alcohol policy, smoking, IT and email policy; sickness absence, doctors appointments and sick pay; leave, carry over, time of in lieu and compassionate leave; breaks; disciplinary procedures, grievances, investigations and hearings and appeals.

It was noted that the document references the NJC Green Book. Elements of the proposed handbook will have to be checked against the NJC Green Book.

A revised draft will be produced which will come back to the Sub-Committee for ratification.

3.3 Other Personnel Matters

Resolved (unanimous): *To exclude the press and public to allow individual staff circumstances to be discussed.*

The current position in relation to untaken leave and leave carry over was outlined. The employment law constraints on action were considered.

Recommendation to Finance and Planning Committee (unanimous):

To discuss with staff the options for reducing levels of untaken leave and restricting leave carry over to 5 days.

Resolved (unanimous): *To readmit the press and public.*

4.0 DATE OF NEXT MEETING

Monday 11 March 2018 in the Town Hall.

The meeting closed at 22.22