

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 10 DECEMBER 2019 AT 7.00PM IN THE TOWN HALL**

PRESENT:

The Deputy Mayor Councillor R A Jones
Councillor A N Gough
Councillor H Mattocks
Councillor L J Roberts
Councillor M Sarsfield
Councillor S Zalot

The Assistant Administrator was in attendance

APOLOGIES:

The Town Mayor Councillor C J Theakston
Councillor A J V Grant

Councillor Sarsfield took the Chair

1.0 DECLARATIONS OF INTEREST

There were no declarations of interest

2.0 FINANCIAL MATTERS

2.1 To formalise new BACS payments system

Councillor N Gough explained the BACS payment system.

- Invoices are received and verified by the Administration Officer and/or the Administration Assistant.
- The invoices are listed on the Payment Summary Sheet (PSS) which is signed first by the Town Clerk to confirm payment is due.
- Ahead of the start of a Finance and Planning Committee meeting, invoices are available for scrutiny by all Councillors.
- The PSS (payment summary sheet) is signed, in addition to the Town Clerk, the Chair of Finance and Planning Committee, the Senior signing Councillor and another signing Councillor. Four signatures in all are required.
- The Senior signing Councillor checks invoices to the PSS and after they have been inputted to the online banking system by the Administrative Officer, he will use the bank codes (to which only he has access) to release the payments.
- The Senior signing Councillor will initially be Councillor N Gough and the Signing Councillor is to be selected. It is the intention to rotate both roles every 6 months.

Councillor S Zalot arrived at the meeting 7.05pm.

It was noted that for a responsible and robust audit trail the nominated councillors responsible for sign off should be rotated on a regular basis.

A member commented on the need for a streamlined process ahead of meetings for approving the prepared invoices for payment.

It was stated that one-off exceptional bills were occasionally brought to Council meetings for authorisation to pay.

Recommendation to Finance & Planning Committee:

All prepared bills for payment to be issued to the monthly Finance and Planning Committee meetings.

Following the BACS payment process as outlined, after scrutiny of the invoice's signatures from the Senior signing Councillor, who releases payments, the Town Clerk, the Chair of Finance and Planning and one other nominated signing Councillor would complete the approval process to pay online bills.

Exceptional one-off payments would be considered for payment at Council meetings if required. It was agreed that the lead signatory councillor and third Councillor should serve for a six month period, with an agreed rotation of Councillors to authorise payment of invoices.

Recommendation to Finance & Planning Committee:

The Council to publish on its website site it's payment policy to its suppliers of goods and services, with all payments authorised by the Finance and Planning Committee on a monthly basis, and paid electronically where possible.

3.0 PERSONNEL MATTERS

3.1 Job Evaluations update

The Chairman had reported that the main preparatory work of the job evaluations was in the correct format and had therefore now been completed, except for the role of Project Officer.

It was reported that the next steps would be to meet with individual staff members to discuss and agree their job description. It was noted that these job evaluation reviews were not an appraisal. In going through the review process with staff, the following would be considered:

- Additional responsibilities not realised in the job description.
- Responsibilities currently not undertaken.
- It is anticipated that there would be no detriment to the staff.
- Compliance with NJC Code of Practice.

It was suggested that job descriptions should be sent out to the staff ahead of the review meetings, in order to give time for individuals to look at their role and responsibilities.

It was suggested that a staff memo be sent to all staff with their specific job descriptions enclosed informing them that a review of job evaluations would be taking place in January 2020, and that staff were able to look at their job descriptions ahead of an agreed review.

Recommendation to Finance & Planning Committee:

A letter is to be sent to all employees from the Town Clerk and Chairman of the Audit and Personnel Sub-Committee, outlining the proposed job evaluation review that will be conducted in January 2020. Individual job descriptions will be enclosed with the letter to let staff members see their job description and role definition ahead of their proposed reviews. The letter will state that the review of a job evaluation was not an appraisal.

3.2 Update on the adoption of the Ellis Whittam staff handbook and contracts

The Chairman recommended that employees should be stepped through the staff handbook, which would be a good opportunity to highlight the terms and conditions of employment. It should be explained that new contracts would be issued after the job evaluation review process. It was expected that reviews of personnel matters with staff would be of benefit to the employee and employer.

The Chairman to circulate the draft staff handbook to all Councillors on the audit and personnel sub-committee.

3.3 A letter of acceptance of the Town Clerk's resignation was circulated to the meeting. The final leaving date has not been agreed as a new Town Clerk has not yet been appointed.

3.4 DBS checks for all staff

The Chairman informed the meeting of the various levels of DBS checks, which were available using the Governments eligibility guidance tool. Advice offers employers whether they are required or not required to carry out DBS checks.

It was pointed out that there had been an increase in the number of staff interacting with the public. The Audit and Personnel Sub-Committee felt it was worthwhile for the employee and employer to be covered by a DBS check.

The basic DBS check costs £23. Members stated it was important for DBS checks for all staff.

Recommendation to Finance & Planning Committee:

It was agreed that all staff undergo DBS checks as a matter of course, the level to be determined based on role and responsibility.

Meeting closed at 8pm