Shipley Town Council

Town Hall, Kirkgate, Shipley, BD18 3EJ
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Dear Councillor,
You are hereby summoned to the meeting of the Shipley Town Council

MANAGEMENT COMMITTEE
to be held at 7.00pm on Thursday 4 June 2020

The meeting will be held remotely, in accordance with the *Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

An electronic link and telephone number to join the meeting will be sent to your electronic mail address, providing access to the meeting by video link or telephone.

Yours sincerely

Joe Ashton, Town Clerk, 31 May 2020

PUBLIC NOTICE

Meetings of Shipley Town Council are open to the press and public in accordance with the *Public Bodies (Admission to Meetings) Act 1960* and the *Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

Members of the press and public requiring to observe and/or record this meeting and/or to speak during the designated Public Participation period should contact the Town Clerk by 6.00pm on Tuesday 2 June 2020, using the above contact details. An electronic link and telephone number will be supplied, providing access to the meeting by video link or telephone.

Meetings of Shipley Town Council may be recorded and reported upon in accordance with the *Public Bodies (Admission to Meetings) Act 1960* and the *Openness of Local Government Regulations 2014*.

AGENDA

ITEM 1 – COMMITTEE CHAIR

1.1 To note that the Chair of the Town Council is ex-officio the Chair of the Management Committee in accordance with the Council's Scheme of Delegation adopted on 28 May 2020

1.2 To receive the Chair's opening remarks

ITEM 2 – COMMITTEE VICE CHAIR

2.1 To note that the Vice Chair of the Town Council is ex-officio the Vice Chair of the Management Committee in accordance with Council's Scheme of Delegation adopted on 28 May 2020

ITEM 3 – APOLOGIES FOR ABSENCE

3.1 To receive and note apologies for absence

3.2 To approve reasons for absence (if provided)

ITEM 4 – INTERIM TERMS OF REFERENCE

4.1 To receive interim terms of reference for the Management Committee (contained within the Council's Scheme of Delegation adopted on 28 May 2020)

4.2 To note decisions made at the Annual Meeting of the Town Council which affect the governance of the Management Committee

ITEM 5 – MEMBERS' INTERESTS

5.1 To receive disclosures of members' pecuniary and other interests

5.2 To agree dispensations for interests (if applicable)

ITEM 6 – PUBLIC PARTICIPATION

6.1 To adjourn the meeting for a period of public participation (to be managed in accordance with the relevant adopted Standing Order)

6.2 To invite district councillors and other guests to address the committee (if applicable)

ITEM 7 – COMMITTEE BUDGET

7.1 To note the budget of the Management Committee as delegated by the Full Council on 28 May 2020

7.2 To receive an update from the Town Clerk regarding financial commitments and funds remaining, to date

ITEM 8 – ELECTION OF SUBCOMMITTEES

8.1 To note the required arrangements for subcommittees of the Management Committee, as set out in the Council's Scheme of Delegation adopted on 28 May 2020

8.2 To elect a third member to the Staffing Subcommittee (in addition, ex-officio, to the Chair and Vice Chair of the Council)

8.3 To elect three members to the Finance Subcommittee (note: this should not include bank account signatories)
8.4 To elect three members to the Appeals Subcommittee (note: this should not include members of the Staffing Committee)
8.5 To confirm the terms of reference for the Staffing Subcommittee
8.6 To confirm the terms of reference for the Appeals Subcommittee
8.7 To confirm the terms of reference for the Finance Subcommittee

ITEM 9 – RECOMMENDATION FROM OTHER COMMITTEES

9.1 To consider urgent recommendations from the meeting of the Planning Committee held on 2 June 2020 and concerning the remit of the Management Committee (if any)
9.2 To consider urgent recommendations from the meeting of the Allotments Committee held on 3 June 2020 and concerning the remit of the Management Committee (if any)

ITEM 10 – POLICIES

10.1 To consider and adopt those Council policies which are general in nature and not the explicit responsibility of another committee or of an officer. As a minimum, such policies are to include any policies required by statute or to give effect to statutory requirements.

<u>Documents that are statutory requirements or audit requirements:</u>

a) Asset Register – no assets have yet been acquired except for the four allotment garden sites added to the Asset Register at the meeting of Council on 28 May 2020 and valued at a nominal £1 each
b) Complaints Policy/Procedure – model attached
c) Data Protection Privacy Notice (General) – interim notice attached (in use)
d) Data Protection Privacy Notice (Personnel) – interim notice attached (in use)
e) Financial Risk Assessment – model attached
f) Insurance Register – attached for the insurance cover effective from 30 May 2020 (implemented in furtherance of the decision of the meeting of Council on 28 May 2020)
g) Internal Controls Checklist – model attached
h) Pension Policy – to be considered by the Staffing Subcommittee further to the decision of the Council on 28 May 2020
i) Publication Scheme – model attached
j) Risk Assessment/Management Policy – model attached

<u>Documents that are statutory requirements or audit requirements adopted by the Inaugural Annual Meeting of the Council on 28 May 2020:</u>

a) Committee Terms of Reference – contained within the Scheme of Delegation adopted by Council on 28 May 2020
b) Financial Regulations

c) Members' Code of Conduct
d) Standing Orders

Documents that are statutory requirements or audit requirements and delegated to the Allotments Committee:

a) Land/property audit
b) Tree audit

ITEM 11 – STAFFING

11.1 To consider and implement arrangements for staff training

11.2 To consider the Council's obligations under the requirements of the Health and Safety at Work Act 1974 and agree any actions required

11.3 To check staff working conditions including home working and working from Shipley Town Hall and agree any actions required

11.4 To discuss the process for implementing the employment policies required for adoption under contractual and other obligations:

a) Annual leave policy
b) Appraisal policy
c) Bereavement leave policy
d) Compassionate leave policy
e) Bullying and harassment policy
f) Conflicts of interest policy
g) Dependent leave policy
h) Disciplinary policy
i) Equalities policy
j) Expenses policy
k) Flexible working policy
l) Grievance policy
m) Health and safety at work policy
n) Home working policy
o) Induction policy
p) Lone working policy
q) Maternity policy
r) Paternity policy
s) Adoption policy
t) Mobile telephone use policy
u) Computer use policy
v) Performance management policy
w) Recruitment policy
x) Sickness absence policy
y) Stress policy
z) Training policy

11.5 To agree the arrangements for recruitment of a permanent Clerk to the Council (the permanent Town Clerk to commence employment on or before 1 October 2020)

ITEM 12 – FINANCE

12.1 To consider and implement the requirements of the Accounts and Audit Regulations 2015, as supplemented by the Joint Council on Accountability and Governance Practitioners' Guide 2020 (otherwise known as Proper Practices). A list of Proper Practices requirements is attached.

12.2 To note and ratify the action taken by the Town Clerk, in consultation with the Chair of the Council, to arrange insurance cover the for the transferable risks identified in the interim Risk Assessment (Town Clerk to report)

12.3 To note and ratify the payments which have been committed to in the course of the essential business of the Council and which will be required to be made by cheque or electronic banking when the Town Council bank account has been opened (Town Clerk to report)

12.4 To decide which bank to open a current account with, taking into consideration the ethical status of each option (as required by resolution of the Full Council meeting held on 28 May 2020)

ITEM 13 – CORRESPONDENCE

13.1 To note correspondence received by the Town Clerk and which requires the attention of the committee under its terms of reference

13.2 To agree any actions arising

ITEM 14 – URGENT NOTICES AND REPORTS

14.1 To receive urgent notices and reports, for information only, from the Town Clerk

14.2 To receive urgent notices and reports, for information only, from Members of the Council

ITEM 15 – PUBLICITY

15.1 To agree the publicity statements arising from this meeting

ITEM 16 – FUTURE BUSINESS

16.1 To note the items of business arising for consideration at future meetings (Town Clerk to report)

16.2 To receive advance notice from Members as to tabled future business

ITEM 17 – CALENDAR OF MEETINGS

17.1 To agree a draft calendar of committee meetings for the municipal year 2020/21

17.2 To note the date of the first meeting of the Staffing Subcommittee as being Tuesday 9 June 2020 at 7.00pm

17.3 To note the date of the first meeting of the Finance Subcommittee as being Wednesday 10 June 2020 at 7.00pm

17.4 To note that the Appeals Committee will be convened by the Town Clerk as and when required, if there is an appeal to be considered

17.5 To confirm the date of the next meeting of the Management Committee

END
