

**MINUTES OF A MEETING
OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

held on Wednesday 25 July 2018 at 6.00 pm

in the Council Chamber, Malvern Town Council, Belle Vue Terrace, Malvern

Councillors

Present

J Thomas (Chairman)
J Cain
M Campbell (arrived 6.02pm)
M Harvey
N Morton
J O'Donnell
B Regimbeau
P Tuthill

Absent

J Campbell (apologies)
M Fletcher

In attendance

Linda Blake – Town Clerk
Louise Wall – Minute Clerk
Cllr C Palmer - Mayor

1. ELECTION OF CHAIRMAN

Councillor Jeremy Thomas was elected Chairman of the Policy and Resources Committee for 2018/19.

Cllr Matt Campbell joined the meeting

2. ELECTION OF VICE CHAIRMAN

Councillor Neil Morton was elected Vice-Chairman of the Policy and Resources Committee for 2018/19.

3. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Jill Campbell who was at another meeting.

4. DECLARATIONS OF INTEREST

Cllr P Tuthill – Worcestershire County Council

Cllr J O'Donnell – Worcester County Council and Malvern Hills District Council

Cllr B Regimbeau – Community Action

PUBLIC PARTICIPATION

None.

5. QUARTERLY ACCOUNTS – FIRST QUARTER TO 30 JUNE 2018

June Management Accounts

Report PRC01/18 was received and the Town Clerk presented the Quarterly Accounts for the first quarter of the 2018/19 financial year.

It was **NOTED** that on page 24 of the report, the figures for cheque payments total and non-cheque payments total had been transposed, although this did not affect overall figures.

Committee received the management accounts. The Town Clerk outlined the major variances for Administration and Operations and answered questions from

members of the Committee. Overall there was an underspend against budget of £7,701 for the first quarter which represented a good start to the financial year with expenditure close to budget. It was **NOTED** that the Council's total bank balances were at their highest point, with the first half of the precept having been received in June. This figure will decrease going forwards to December, when the second half of the precept will be received.

It was **RECOMMENDED** that Council approves the Quarterly Accounts for the First Quarter ending 30 June 2018.

Cash report CR1 April - June 2018

Committee **NOTED** the cash report for April, May and June 2018.

Bank Payments Schedule April - June 2018

Committee **NOTED** the Bank Payment Schedule for April, May and June 2018.

Committee expressed its thanks to the Town Clerk for all of the work that is put into preparing such thorough accounts.

6. REVIEW OF STANDING ORDERS

Report PRC02/18 was received.

It was **AGREED** that Policy and Resources Committee would review the current standing orders, in the light of the new governance arrangements and the new model standing orders issued by NALC.

It was further **AGREED** that this would be carried out at three extraordinary meetings of the Policy and Resources Committee on the following dates, meetings to start at 6.00 pm:

- Tuesday 7 August
- Tuesday 21 August
- Tuesday 11 September

7. REVIEW OF GRANTS SCHEME POLICY AND TIMETABLE FOR 2018

Report PRC03/18 was received and accepted.

It was **AGREED** to make minor amendments to the grants policy relating to the timing of submission of reports, which currently are contradictory but otherwise to keep the current policy as is for 2018.

Further changes would be made in time for next year's grants scheme to include:

- a) Simplifying the application form for applying for a small grant
- b) Bringing forward the date that the grant scheme opens to June
- c) Changing the timetable for the grants scheme to take into account point b)

8. INSURANCE RENEWAL 2018/19

The Town Clerk gave a verbal update of the insurance renewal contract. At the beginning of August, the Town Council will enter into its third year of a five-year contract. Some changes have been made to take into account purchase of new machinery etc but it remains a very comprehensive policy.

9. REVIEW OF OFFICER DELEGATIONS

Report PRC04/18 was received and approved.

The following issues were **AGREED**:

- The Expenditure within Budget Figures are now a little dated and these amounts should be increased to £25,000 to give officers a little more flexibility
- The Bad Debt figures should be changed to £100 per debt in line with Financial Regulations
- The Town Clerk and Operations Manager should have use of a council debit card for purchases up to £500 as per Financial Regulations
- In view of the extreme weather conditions in the last twelve months including snowfall and high temperatures, the Town Clerk should be allowed to make changes to working hours/dress code/other requirements such as office environment improvements, within reasonable limits at these times
- A section should be included to cover letting of sports facilities/pitches etc
- A section should be included so that officers have delegations to organise events within set budgets and to make any changes/amendments as are required by any timing/operational/financial changes which may arise

It was **RECOMMENDED** that the Town Clerk should draft these changes to Officer Delegations and that they be adopted by Full Council (attached at Appendix A to these minutes).

10. **SETTING OF TERMS OF REFERENCE OF COMMITTEES**

Policy and Resources Committee

It was **AGREED** that the items on the current terms of reference for Policy and Resources and Staffing committees would be combined within a single document.

Operations Committee

It was **AGREED** that the terms of reference would be titled "Operations Committee" with separate sections for the headings of Operations and Events. The terms should also include an explanation that "Operations Committee" includes strategic planning and a clause to state that District Councillors are able to attend and comment at the meetings, on planning issues.

It was further **AGREED** to include the Neighbourhood Plan in point v) under Strategic Planning.

Committee **RECOMMENDED** that the new Terms of Reference for committees as attached at Appendix B to these minutes should be accepted and adopted.

11. **DATE AND TIME OF NEXT MEETING**

There next meeting of the Policy and Resources Committee will be the extraordinary meeting on Tuesday 7 August at 6.00 pm.

The meeting closed at 7.30 pm

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(Chairman)

	SUBJECT	POWERS DELEGATED	DELEGATION	FURTHER DELEGATION	RESTRICTIONS
1.	Town Clerk	All actions necessary to comply with duties as Town Clerk to the Council.	Town Clerk	No	Those required by statute.
2.	FINANCE				
2.1.	Responsible Finance Officer	Take all necessary actions to comply with duties as Responsible Financial Officer and the Audit and Accountancy Regulations.	Town Clerk	No	Those required by statute.
2.2.	Expenditure within budgets	Expenditure within approved Budgets.	Town Clerk	Operations Manager	<p>The requirements of Financial Regulations and Standing Orders state the level of delegation to the Town Clerk;</p> <p>Expenditure of less than 5% or £500 outside of the budgeted amount can be approved by the Town Clerk provided that this expenditure can be contained within the overall budget.</p> <p>The Town Clerk can, on behalf of the Council, authorise expenditure on any repair, replacement or other work of such extreme urgency that it must be done at once, up to a limit of £5,000.</p> <p>Special Revenue, projects and Capital Expenditure – approval of up to £25,000 is delegated to the Town Clerk, provided the expenditure is included in the budget approved by Full Council.</p> <p>Expenditure on any item required for the administration of the Council and its services can be authorised by the Town Clerk up to £25,000 per item and providing that budgetary provision has been made in the current year.</p> <p>Contracts below £25,000 approved by the Town</p>

	SUBJECT	POWERS DELEGATED	DELEGATION	FURTHER DELEGATION	RESTRICTIONS
					<p>Clerk.</p> <p>Contracts covering a period of more than one year can be approved by the Town Clerk provided that the annual spend is below £5,000.</p>
2.3.	Civic hospitality	Approve expenditure on civic hospitality subject to budgetary provision.	Town Clerk	Operations Manager	<p>Up to a limit of £650.</p> <p>In consultation with the Mayor and in accordance with any guidelines or policy laid down by Full Council from time to time.</p>
2.4.	Methods of payment	Use of a Town Council Debit Card.	Town Clerk	Operations Manager	<p>A Town Council debit card can be used for purchases up to £500 providing that the expenditure can be contained within annual budgets.</p>
2.5.	Investment of surplus funds	Investment of funds surplus to immediate day to day requirements.	Town Clerk	Operations Manager	<p>In accordance with the policy determined by Council or such committee as Council shall delegate.</p> <p>Subject to receiving appropriate advice with respect to long term investment.</p> <p>A summary of current investments shall be submitted with each set of quarterly accounts and a review of investments shall be conducted as part of the annual budgeting process.</p>
2.6.	Council functions (administration & management)	Take all actions necessary for the effective management and administration of Council functions and staff.	Town Clerk	Operations Manager	<p>Subject to such actions being in accordance with agreed Council policies and practices.</p>
2.7.	Bad debts	Write - off bad debts to a maximum of £100 per debt and limited to £500 per quarter.	Town Clerk	No	<p>Subject to a subsequent report to Policy and Resources Committee (or such committee as Council shall resolve).</p> <p>All write-offs of debts above these limits to be</p>

	SUBJECT	POWERS DELEGATED	DELEGATION	FURTHER DELEGATION	RESTRICTIONS
					approved by Policy and Resources Committee.
3.	HUMAN RESOURCES				
3.1.	Salaries of staff	Apply the national adjustments to salary scales each year.	Town Clerk	No	Except that no action shall be taken to implement the award prior to receipt of formal notification of the detailed settlement from NALC; and that a report on the action taken, and of the effect on revenue estimates, shall be submitted to the Council as soon as practically possible after implementation.
3.2.	Disciplinary procedures	Application of Council's Disciplinary Procedures.	Town Clerk	No	Subject to the Council's conditions of services as amended by National Agreement.
3.3.	Operational requirements over Bank Holiday	To make arrangements for any necessary operational requirements over any Bank Holiday period.	Town Clerk	Operations Manager	Payment to staff to be made in accordance with the Council's Conditions of Service (Green Book) as amended from time to time by national agreement.
3.4.	Staff recruitment	The recruitment of staff including temporary/casual staff, part-time working, agency working, job share and home working arrangements.	Town Clerk	Operations Manager	Terms and conditions of Contracts should be in accordance with the Council's Conditions of Service (Green Book) as amended from time to time by national agreement. Subject to the review of the job description for any vacant position and providing that no budget restrictions have been approved by Full Council.
3.5.	Claims	To approve claims for reimbursement of expenses and mileage costs necessarily incurred by staff in the performance of their duties in accordance with the NJC Conditions of Service.	Town Clerk	Operations Manager	Up to a limit of £150 and subject to submission of receipts and properly completed claim forms; Note any claim from the Town Clerk will be approved by the Mayor or in their absence the Chairman of the Policy and Resources Committee.

	SUBJECT	POWERS DELEGATED	DELEGATION	FURTHER DELEGATION	RESTRICTIONS
3.6.	Overtime payments to staff	To make arrangements for overtime working and/or employment of casual staff.	Town Clerk	Operations Manager	Subject to any overtime being paid in accordance with the Council's Conditions of Service (Green Book) as varied from time to time by national agreement with respect to staff and provided that any overtime is agreed in advance with either the Town Clerk or Operations Manager.
3.7.	Leave (special)	To approve additional leave in special circumstances to Council employees.	Town Clerk	No	Subject to adherence to Green Book conditions; and A maximum of one working week. For any period in excess of one week, the Town Clerk will advise the Mayor of the agreed period.
3.8.	Leave (policy management)	To manage and administer the Council's approved policies as to leave.	Town Clerk	No	Subject to ensuring that staffing levels are adequate to maintain the operating efficiency of Council and that leave is within Green Book terms and conditions.
3.9.	Office closure	To make arrangements for Christmas/New Year office closure including negotiating arrangements with staff.	Town Clerk	No	Subject to adherence to Green Book terms and conditions.
3.10.	Exceptional working conditions arrangements	To make changes to working hours, dress code or other work environment conditions as seen necessary in extreme weather conditions such as heat, snow, cold etc.	Town Clerk	No	Changes to be made during exceptional weather conditions and within reasonable limits. Health and safety requirements to always be observed as a priority.
4.	EQUIPMENT				
4.1.	Equipment write-off and replacement	To write off operational and office equipment and machinery when it has come to the end of its useful	Town Clerk	No	Subject to: A maximum annual equivalent replacement expenditure on any one item of £5,000; and

	SUBJECT	POWERS DELEGATED	DELEGATION	FURTHER DELEGATION	RESTRICTIONS
		life; arrange for the replacement and renewal of written off equipment.			Provision being available in either the revenue budget or the appropriate repairs and renewals fund. A report being submitted within the next set of quarterly accounts to Policy and Resources Committee.
5.	GRANTS AND DONATIONS SCHEME				
5.1.	Grants and donations scheme	To take all necessary actions to administer the Council's Grants and Donations Scheme including refusal of those applications that do not meet the agreed criteria.	Town Clerk	No	Subject to the Council's Adopted Grants Policy. A list of all applicants with summary details of their application to be submitted to Policy and Resources Committee for their consideration, recommendation and submission to Full Council for approval.
6.	OFFICE AND PROPERTY MANAGEMENT				
6.1.	Hire of council facilities	To approve applications and make all arrangements for hire of Council facilities.	Town Clerk	Operations Manager	Subject to a limit of £500 and such hire is within approved Council Policies.
6.2.	Office and property management	To take all necessary action to discharge the responsibility of the Council as landlord.	Town Clerk	Operations Manager	Subject only to report to Council (through the appropriate committee) as required.
6.3.	Licences for use of council land	To grant and renew applications for licences for the use of Council land.	Town Clerk	Operations Manager	Subject to: The application being an Annual Licence; That the Authorised Officer shall refer to Council for determination any such application that, in the Officer's opinion, should be refused.
7.	ALLOTMENTS				
7.1.	Allotments	To determine all applications for	Town Clerk	Operations	Subject to Policies adopted by the Council from

	SUBJECT	POWERS DELEGATED	DELEGATION	FURTHER DELEGATION	RESTRICTIONS
	(application for)	allotments.		Manager	time to time.
7.2.	Allotments (termination of tenancy)	To terminate allotment tenancies.	Town Clerk	Operations Manager	Where the delegated Officer is satisfied that the tenant is in breach of any condition of the Allotment Agreement, particularly in relation to neglect of the up keep of the allotment.
8.	SPORTS FACILITIES				
8.1.	Letting of sports pitches and other leisure facilities	To determine all applications for sports pitches and other leisure facilities, to issue contracts as necessary and to take any action required to enforce contractual obligations.	Town Clerk	Operations Manager	Subject to Policies adopted by the Council from time to time.
9.	OPERATIONS				
9.1.	Tree Management on council owned land	To take such action as will safeguard the health and safety of the public, staff and property, through the effective management of trees on Council owned land, this to include regular inspection and report.	Town Clerk	Operations Manager	Subject to: A recommendation by the Operations Manager when action is needed urgently and the opinion of a qualified Tree Surgeon.
10.	CEMETERY				
10.1.	Exhumations	To respond to all requests for exhumation and to appoint external contractors, in all cases, to undertake the work.	Town Clerk	No	In accordance with Section 25 of the Burials Act 1857 and; Subject only to a home office or faculty approval and all costs being covered by a third party.
10.2.	Commemorative items	To accept all offers to purchase commemorative benches, trees and other items subsequent to	Town Clerk	Operations Manager	Subject to: The delegated Officer being satisfied that the item is within the Council's approved range/standards;

	SUBJECT	POWERS DELEGATED	DELEGATION	FURTHER DELEGATION	RESTRICTIONS
		discussion with the applicant concerning the nature and location of the item.			The delegated Officer being satisfied as to the suitability of the proposed location; Application being made and approved in writing and to payment in advance.
10.3.	Cemetery rules	Enforcement of cemetery rules and regulations for the day-to-day management of Great Malvern Cemetery.	Town Clerk	Operations Manager	In accordance with the agreed cemetery rules reviewed and adopted by Council from time to time.
11.	PLANNING AND TRANSPORTATION				
11.1.	Planning applications notified to the Council	To maintain a weekly register of Planning Applications received from District Council	Town Clerk	Operations Manager	In accordance with the procedures approved by Full Council. Schedule of Planning Applications forwarded to Councillors each week.
11.2.	Licences	To comment on any Applications for Public Entertainments and Justices on Licences.	Town Clerk	Operations Manager	In accordance with the procedures approved by Council.
12.	EVENTS				
12.1.	Management of events	To organise agreed events within set budgets and to make any changes or amendments as are required as a response to timing / operational / financial and health and safety changes which may arise.	Town Clerk	Operations Manager	In accordance with the annual events timetable and events budget as agreed by Full Council.
13.	MISCELLANEOUS				
13.1.	Car boot sales	To determine applications for the holding of car boot sales on Council owned land.	Town Clerk	Operations Manager	Subject to agreed terms and conditions approved by Full Council.

	SUBJECT	POWERS DELEGATED	DELEGATION	FURTHER DELEGATION	RESTRICTIONS
13.2.	Fetes	To approve all requests for fetes to be held on Council owned land.	Town Clerk	Operations Manager	Subject to agreed terms and conditions approved by Full Council.

TERMS OF REFERENCE OF THE OPERATIONS COMMITTEE

1. CONSTITUTION

- 1.1. The Committee will consist of nine Councillors appointed by Full Council at the Annual Council Meeting (or another Council meeting should a vacancy occur during the year).
- 1.2. Committee meetings will be arranged by the Town Clerk with a quorum of five members.
- 1.3. The Operations Committee includes Strategic Planning and will consider the Council's response to planning consultations from the weekly lists, including any items raised by ward members or committee members.
- 1.4. District Councillors are able to attend the meetings and comment on planning matters in their role as a Town Councillor.

2. RESPONSIBILITIES

Operations

- 2.1. To consider and make recommendations to the Council as to policies and initiatives which will contribute to, and promote, the Council's strategic operational objectives. These to include provision, repair, renewal, maintenance, development and improvement of operational assets and services.
- 2.2. To set and monitor policies in relation to the management of all parks and open spaces, allotments, play areas, sports activities, Christmas lights, Malvern in Bloom bedding displays etc.
- 2.3. To set and monitor policies in relation to the management of Great Malvern Cemetery.
- 2.4. To set and monitor policies in relation to the management of street furniture including litterbins, bus shelters, clocks and gas lamps.
- 2.5. To monitor the effectiveness of operations activities, making recommendations to Full Council for improvement as required.
- 2.6. Further to Full Council approving service delivery recommendations, the Operations Committee to deliver a service improvement plan.
- 2.7. To ensure that all operational activities support and inform the budget planning process.
- 2.8. To recommend service standards, performance indicators and support monitoring measures (and/or means of establishing these) for incorporation into the Council's Performance Management Systems as part of provision of best value.
- 2.9. To act as the Council's operational Health and Safety Committee.

Events

- 2.10. To consider and make recommendations to Full Council with regard to existing events as well as the expansion of Malvern Town Council's events calendar.
- 2.11. To consider and provide recommendations to Full Council for Town Council support and involvement with independent/partnership events.
- 2.12. To consider and develop methods to promote Malvern, Malvern's events and the Town Council, including the use of social media and an up-to-date Town Council website.
- 2.13. To monitor the effectiveness of events activities and make recommendations to Full Council.
- 2.14. To ensure that all events are financially viable and operate within the Council's Financial Regulations.

Strategic Planning

- 2.15. To establish aims, objectives and policies and a planning strategy for adoption by Council and implementation by the Committee to provide an effective basis for the consideration of any planning issue.
- 2.16. To consider and comment on any planning matter which affects the Town of Malvern.
- 2.17. To consider and comment on any application referred for comment to the Town Council by a Local Planning Authority.
- 2.18. To work in conjunction with, and if appropriate, support any other person or body whose aims, objectives or purpose is concerned with the proper planning of the Town of Malvern and its neighbourhood and its environment, including any other appropriate local organisation.
- 2.19. To participate fully in the development and implementation of the Neighbourhood Plan, local plans, policies and interests in order to ensure that these have a beneficial impact on Malvern.
- 2.20. To take all possible action to obtain legitimate planning gains (such as Section 106 money or a percentage of Community Infrastructure Levy) for the Town from all relevant developments in Malvern.
- 2.21. To make arrangements with, and to authorise, any person (including one or more Town Councillors) to advance or explain any planning comment made on behalf of the Town Council, or to further any policy or discussion relating to planning matters (providing the Council has not made alternative provision to the same effect.)
- 2.22. To receive reports from Working Parties formed to look at specific planning issues.

3. FINANCE

Operations

- 3.1. To prepare annually a draft budget for operational services to be agreed by Full Council as part of the budget progress.
- 3.2. Within agreed budgets and financial regulations, to exercise full delegated authority over the finance and administration of operations activities subject only to best value policies and practices as adopted from time to time.

Events

- 3.3. To prepare annually a draft budget for events to be agreed by Full Council as part of the budget progress.
- 3.4. To ensure that all events activities are within budgetary constraints and that budgets are regularly reviewed and updated to support and inform the next year's budget planning process.
- 3.5. Within agreed budgets and financial regulations, to exercise full delegated authority over the finance and administration of events activities.

4. TOWN AND COUNTRY PLANNING SYSTEM

- 4.1. This is designed to regulate development and the use of land. It does this by aiming to achieve a balance between the aspirations of the developer and the need to safeguard the character or amenity of an area and the interests of its residents.
- 4.2. Role of Local Planning Authorities in Planning:

County Council:

- Strategic planning authority;
- Prepares structure plans which guide development for the whole of its area;
- Prepares mineral and waste disposal plans and decides planning applications for these kind of developments;
- Responsible for main roads.

District Council:

- Prepares district-wide local plans which show precisely where development should or should not take place as well as covering other issues such as shopping, transport and recreation;
- Deals with the majority of planning applications.
- Joint working on the South Worcestershire Development Plan (SWDP).

Town/Parish Councils:

- Statutory consultee on planning applications and the content of development plans.

- The Council is active in participation for all planning application consultations. This is an important part of the representational role of the Town Council.

4.3. Procedure for Town Council Planning Consultation:

- i. Malvern Town Council sends the planning list to all Councillors every Friday as part of their weekly packs.
- ii. Councillors are asked to inform Town Council Officers of any Planning Applications which they wish to be discussed at Strategic Planning Meetings. These applications will then be listed individually on the agenda.
- iii. If applications arise in the period between meetings, Ward members should notify the office of any applications on which they would like to comment. If these comments find the support of other ward members, then they will be passed on to MHDC.
- iv. All comments on planning applications must be based on relevant planning considerations, including:
 - The compliance of the proposals with the adopted development plan
 - How the proposal fits in terms of design and use with its surroundings
 - The effect of sunlight and daylight on adjoining properties.
 - The loss of privacy to adjoining properties
 - The effect on parking, drainage, traffic, road safety and general disturbance to local residents
- v. Planning considerations do not include:
 - Spoiling of householder views
 - Devaluation of property
 - Covenants affecting properties
 - Nuisance caused by building work
 - Land ownership disputes
 - Personal preferences for the site
- vi. It is important that all comments are clear, concise and accurate. It helps if the Council suggests conditions it would like to see imposed if the local Planning authority permits the application.
- vii. The Town Clerk will draw members' attention to planning issues that appear on the agenda for MHDC Planning meetings and an appropriate Ward councillor should be asked to speak for the Town Council at MHDC's Southern Area Development Management Committee meetings on all planning matters of concern in Malvern Wards. Ward members should

contact the Town Clerk with any matters of concern relating to planning matters.

- viii. Malvern Town Council staff will aim to prepare and send comments of the Committee to the District Council within seven days of the meeting. If the comments are too late to be included on the District Council Planning Committee Agenda, staff will circulate the comments by email to MHDC.
- ix. Members should note that many planning applications are dealt with by MHDC Planning Officers under delegations in conjunction with the relevant District Councillors.

TERMS OF REFERENCE OF THE POLICY AND RESOURCES COMMITTEE**1. CONSTITUTION**

- 1.1. The Committee will consist of ten Councillors appointed by Full Council at the Annual Council Meeting or another council meeting should a vacancy occur during the year.
- 1.2. Committee meetings will be arranged by the Town Clerk with a quorum of six members.

2. RESPONSIBILITIESPolicy and Resources

- 2.1. To keep under review the policies and resources of the Council.
- 2.2. To ensure Full Council receives detailed financial accounts on a quarterly basis together with a report on key aspects of the financial performance including proposals to address any major departures from the Council's budget.
- 2.3. To ensure Full Council receives the Full Year End Accounts and Annual Return in accordance with statutory rules and deadlines.
- 2.4. To make recommendations to the Council on the annual budget estimates and the Council's precept.
- 2.5. To consider and make recommendations to the Council on policy documents received from other organisations and affecting the area.
- 2.6. To develop and review the Policy and Resources Committee's aims and objectives.
- 2.7. To have the direction and control of insurance in respect of the Council's property, members and employees.
- 2.8. To regularly review the Council's treasury management activities and supervise the investment of funds within the Council's control.
- 2.9. To determine all grant applications received under the Council's approved Grants and Donations Policy/Scheme, subject only to the allocated budget not being exceeded.
- 2.10. To recommend and agree proposals from the RFO concerning the investment of cash surplus to current requirements and ensure such deposits are in line with good local government treasury practice.
- 2.11. To establish, monitor and review the Council's overall health and safety policy with regard to changes in legislation and the day-to-day requirements of the organisation and its workforce.
- 2.12. To establish, monitor and review the Council's risk assessment programme.

- 2.13. To make recommendations to the Council as to the strategic management of Council assets and property, including the acquisition, management and disposal of property.
- 2.14. To agree, as required, any detailed activities necessary to ensure the proper and effective operation and management of Council property and assets. This to include detailed matters related to property leasing, purchase and disposal. (Operations Committee is responsible for operational issues related to those assets under its control).
- 2.15. To determine depreciation and other detailed issues arising from the management of Council assets.
- 2.16. To consider and make recommendations to the Council as to the policies and initiatives which will contribute to and promote best value within the Authority.
- 2.17. To monitor the Council's Objectives, consider the risks of not achieving them, and make recommendations to Full Council

Staffing

- 2.18. To review annual appraisals which will be completed for all staff members.
- 2.19. To review the annual appraisal process as necessary.
- 2.20. To consider and make recommendations with regard to the pay and grading of all staff.
- 2.21. To consider and review the Council's Training and Development Policy.
- 2.22. To consider and review the policies and procedures which relate to staff/councillor conduct.
- 2.23. To consider and review the Council's Grievance Policy.
- 2.24. If a disciplinary matter arises during the year, the staffing committee will be asked to nominate 3 members of the committee to form a disciplinary panel to deal with this matter.
- 2.25. Members of the Committee will be asked to rule themselves out if they believe that their presence on the panel would deem the process to be unfair and lacking impartiality.
- 2.26. To review other general staffing policies.