



Devizes Town Council

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Community & Civic Resources Committee

You are summonsed to attend a meeting of the Community & Civic Resources Committee at the following, place and date.

Date: Tuesday, 25 August 2015

Time: Immediately after the Planning Committee Meeting

Venue: Council Chamber, Town Hall, St John's Street, Devizes

Enquiries: Town Hall - Tel: 01380 722160

The Town Mayor (Councillor Giraud-Saunders)

Chairman: Councillor Geddes

Councillors: Mrs Bridewell
East
Nash

Mrs Burton
Evans
Wooldridge

Corbett
Hopkins

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the Community and Civic Resources Committee Meeting held on 14 July 2015 which have been circulated alongside the agenda.

2. APOLOGIES FOR ABSENCE

3. DISCLOSURE(S) OF INTEREST

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

4. PUBLIC PARTICIPATION

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the Council upon a matter of concern to that person which is relevant to the Council. A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Council for this item of business

5. REPORT FOR INFORMATION - NARRATIVE INCOME & EXPENDITURE ACCOUNT JULY 2015

3 MONTHS THEREFORE 33%

Income

1. 1st half of precept received April 2015
2. Nil income 19 the Brittox, reduced income Handel House.

Expenditure

3. Twinning expenditure in June 2015.
4. Three grants paid at start of financial year.
5. Festival Grant fully expended.
6. Majority of expenditure in January 2016.
7. Town Centre Management front loaded to start of financial year.
8. Majority of Capital expenditure now complete.

6. REPORT FOR INFORMATION – SCHEDULE OF ACCOUNTS PAID

A Schedule of Accounts Paid is attached for information (doc 6/1 – doc 6/3).

7. REPORT FROM INSPECTOR MATTHEW ARMSTRONG

Inspector Armstrong will attend the meeting, providing that there are no operational requirements for his time.

8. REPORT FOR INFORMATION - RECRUITMENT TO VACANT VENUES DEPARTMENT POSTS

At its meeting on the 14 July the Personnel Panel agreed for various reasons to defer recruitment to the vacant post of Venues Administrator.

Later in the year, the Personnel Panel will receive an officer report and from that report this committee will receive a recommendation to recruit.

9. REPORT FOR INFORMATION – GRANT RECIPIENTS

Prior to being dissolved, the Finance and Governance working party recommended that in future all grant recipients, including those who receive an annual budgeted grant, should complete a grant request form which will provide the Council with greater information about where and how grant funding is spent by the recipients.

Letters including a grant application form have now been sent to those organisations that the Council provides either financial or in-kind assistance and should be used when making further requests.

10. REPORT FOR INFORMATION – RESPONSE FROM COUNCILLOR DICK TONGE ABOUT THE LEVEL OF COUNCIL TAX RISE FOR WILTSHIRE COUNCIL

At the last meeting of this committee, officers were asked to write to Wiltshire Council, urging it to increase the level of Council Tax to the maximum amount without incurring penalties, in order that it can, maintain its level of discretionary services. A response to that letter has been received from Councillor Dick Tonge Cabinet Member for Finance which is attached (doc 10/1).

In his letter Councillor Tonge draws reference to the possible devolution of services from Wiltshire Council to Devizes Town Council and officers have responded by welcoming such a discussion providing it involves a comprehensive review, much like the one recently completed in Salisbury.

11. REPORT FOR DECISION – JOINT COUNCIL AND POLICE SURGERIES

Recommendation

To decide if the Town Council should continue to trial joint surgeries with the Police.

Purpose of the Report

To advise officers if the committee is willing to continue to trial joint surgeries with Wiltshire Police Force.

Background

At the last meeting of this committee it was identified that the first joint surgery had taken place between the Council and Wiltshire Police. Councillor Mrs Burton has correctly identified that whilst at a meeting on the 12 May it was discussed that a joint surgery could be trialled, no subsequent resolution had been made to take this forward.

So far there has been one joint surgery and the committee needs to decide if it wishes to agree to continue with the trial.

Members will be aware that for the last year it has been rare for a member of the public to use the surgery as a mechanism to engage with the Council.

It is hoped that working with the Police will make surgeries more appealing to the community as way of finding a solution to issues they may have.

Options Considered

The Committee needs to decide if they wish to continue to trial joint surgeries with Wiltshire Police.

Implications and Risks

Financial and Resource Implications

Officers are unaware of any resource or finance implication with this decision.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

12. REPORT FOR DECISION – MILITARY CIVIL ENGAGEMENT

Recommendation

To decide if the Town Council should seek to develop closer links with Military Intelligence (Exploitation) Battalion, based at Upavon as part of the Army's Military Civil Engagement Policy.

Purpose of the Report

To consider the request to be part of the Army's Military Civil Engagement Policy.

Background

Officers are in receipt of letter from the Captain DG Stevenson (doc 12/1), the Unit Welfare Officer from the 2 Military Intelligence (Exploitation) Battalion, setting out how the Army has developed a policy of linking local battalions and towns to encourage greater military and civil engagement.

Whilst the Town Council has extended the Freedom of the Town to the Rifle Battalion, this arrangement is based on closer ties where the military will have a greater presence in the community.

Captain Stevenson is hoping to attend the meeting where he will be able to give more information about how the scheme works and the type of engagement that can be developed.

Options Considered

The committee needs to decide if they believe this is a scheme that will be appropriate for Devizes.

Implications and Risks

Financial and Resource Implications

Officers are unaware that the scheme will require additional financing or resources from the Council.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

13. REPORT FOR DECISION – REVIEW AND AMENDMENTS OF STAFFING POLICIES

Recommendation

That the committee accepts the recommendation of the Personnel Panel to amend staffing policies which support and give clarity to staff working for Devizes Town Council.

Purpose of the Report

To review the amended staffing policies and agree their adoption.

Background

From time to time it is important that the Council reviews its policies with a view to ensuring that they are appropriate and fit for purpose.

Listed in this agenda are a number personnel policies which have been reviewed and updated by senior managers supported by the members of staff with personnel expertise. These policies were scrutinised by the personnel panel on the 14 July which made further recommendations for change to the Social Media, Internet and Email policy and which have been incorporated.

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An extract of the draft minutes from that meeting, highlighting the changes has been attached (doc 13/1).

Copies of these policies were sent to all members on the 8 July in advance of the Personnel Panel and therefore have not been circulated again with the exception of the Social Media, Internet and Email policy is issued alongside this agenda.

- Discipline
- Grievance
- Harassment and Bullying
- Absence & Ill Health Capability
- Flexible Working.
- Social Media, Internet and Email
- Training & Development
- Retirement
- Inclement Weather
- Appraisals
- Data Protection
- Alcohol and Drugs

Options Considered

This Committee needs to decide if it wishes to make any further amendments to the policies.

Or

if there is a consensus that the policies are reasonable and proportionate to agree them.

Implications and Risks

Financial and Resource Implications

There are no financial or resource implications in respect of this decision; however, not having robust policies in place could have future financial implications.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

The adoption of robust personnel policies will help to ensure that the Council and staff have clarity during a situation that requires staffing management.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

14. QUESTION TIME

A short time is allowed at the discretion of the Chairman for councillors to ask questions on matters which are not on the current agenda but which are related to matters which have been previously discussed on an agenda relevant to the committee.

At least 24 hours' notice must be given to officers of the intended question. All other matters should be raised on an agenda and the request should be submitted through the Town Clerk

DEPUTY TOWN CLERK