

## **BRAUNSTONE TOWN COUNCIL**

### **MINUTES OF POLICY & RESOURCES COMMITTEE**

**THURSDAY 26th APRIL 2018 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair) and Councillors Anthea Ambrose, Sam Maxwell, Phil Moitt, Gary Sanders, Darshan Singh and Robert Waterton.

**Officers in Attendance:** Darren Tilley, Executive Officer & Town Clerk.

There was one member of the public present at the meeting.

#### **83. Apologies**

Apologies for absence were received from Councillors Shabbir Aslam, Parminder Basra, Sharon Betts and Amanda Hack.

#### **84. Disclosures of Interest**

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by members.

#### **85. Public Participation**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There was one member of the public present, Lin Burrows from Community Life, who raised concerns about the cost of road closures and insurance for the Remembrance Sunday parade planned for 11th November 2018.

The item was not a matter on the agenda and therefore, the Executive Officer & Town Clerk would pursue the issues raised outside the meeting with Lin Burrows and if necessary report to the relevant standing committee.

#### **86. Minutes of the Meeting held 22nd February 2018**

The Minutes of the Meeting held on 22nd February 2018 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 22nd February 2018 be approved and signed by the Chairperson as a correct record.

#### **87. Annual Report 2017/2018**

The Committee received the draft Annual Report 2017/2018 for recommending to the Annual Meeting of the Full Council for adoption (item 5 on the agenda).

## RESOLVED

1. that delegated authority be given to the Executive Officer and Town Clerk to:
  - a) include final data and information,
  - b) amend the Plans for 2018/2019, removing quality of life services in order to include references to Thorpe Astley Community Speedwatch, protecting pedestrians around Meridian Way and road safety improvements,
  - c) update wording to reflect recent committee name and meeting location arrangements, and
  - d) finalise the presentation and formattingto the proposed Annual Report 2017/2018 (Appendix 1); and
2. that subject to 1 above, THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the Annual Report 2017/2018, attached as Appendix 1, be received and adopted.

### *Reasons for Decision*

1. *To enable the inclusion of the provisional year end accounts and ensure that the document reflected the Council's priorities and decision making arrangements and was finalised and presented for public consumption.*
2. *To report on the Town Council's achievements and to set out its priorities for the forthcoming year.*

## **88. Sports Pitch Allocations 2018/2019**

The Committee received applications for sports pitches for the 2018/2019 season and determined their allocation (item 6 on the agenda).

## RESOLVED

1. that the pitch application from Shakespeare Park Bowling Club for use of the Bowling Green and Pavilion at Shakespeare Park for the 2018 season be approved;
2. that the football pitch application requests received, as set out at Appendix 1, for the 2018/2019 season be approved and allocated as submitted;
3. that delegated authority be given to the Executive Officer & Town Clerk to reach an agreement between the football clubs (ref 6 – 9) which submitted pitch application requests for the Sunday 10.30am slot on the Senior and Junior Pitches at Mosssdale Meadows for the 2018/2019 season being able to share the pitches and/or be flexible with the day and times; in the absence of such agreement, the allocation be determined at the next meeting of Policy & Resources Committee;
4. that delegated authority be given to the Executive Officer & Town Clerk to allocate teams at Mosssdale Meadows to a designated pitch; and
5. that football pitches allocated matches in excess of the approved capacity (Mini Pitches and Junior Pitches at Shakespeare Park) be closed to ad-hoc booking requests until after Christmas and only

opened to ad-hoc bookings should the Executive Officer & Town Clerk deem that each individual pitch quality was suitable.

#### *Reasons for Decision*

1. *The Shakespeare Park Bowling Club was the only Club who applied and have a successful track record of operating from the Shakespeare Park site.*
2. *To enable the clubs to have security of a home ground for the season.*
3. *To enable the clubs, who have a local connection and have had regular allocations at Mossdale Meadows to have security of a home ground for the season, recognising that in order to achieve this, the clubs would need to agree to a shift pattern or to rescheduling of their day and time in order to be accommodated.*
4. *Mossdale Meadows contained two pitches for each type (6 pitches in total): Senior, Junior and Mini; once discussions had taken place between the clubs, balanced allocations could be made to specific pitches to avoid over use of specific pitches.*
5. *To avoid further overuse of the pitches, which had been allocated above the approved capacity.*

#### **89. Implementation of General Data Protection Regulation**

The Committee considered arrangements for implementing and ensuring subsequent compliance with the General Data Protection Regulation (effective from 25th May 2018), including arrangements for the appointment of a Data Protection Officer (item 7 on the agenda).

#### **RESOLVED**

1. that a Personal Data Audit be undertaken, as detailed in the report and using the guidance and template questionnaire at Appendix 2;
2. that the revised and updated Privacy Notices, dealing with how the Council processes data for customers, hirers, residents and members of the general public, attached at Appendix 3, dealing with the Council's processing of data for role holders, attached at Appendix 4, be approved; and that delegated authority be given to the Executive Officer & Town Clerk to make modifications to the Privacy Notices as a result of the findings of the Personal Data Audit;
3. that the proposed Data Protection Policy, attached at Appendix 5, be adopted, with a consultation open to Councillors, Staff, Customers, Hirers and stakeholders, to comment and recommend any changes, with the final version being presented to a future meeting of Policy & Resources Committee for approval; and
4. that delegated authority be given to the Executive Officer & Town Clerk to implement the 19 actions identified in the report, to ensure the changes identified at Appendix 1 to data protection requirements would be implemented; provided that any cost to the Council was within the delegated spending limits under Standing Order 6.6c(ii).

#### *Reasons for Decision*

1. *To formally identify the personal data held and processed by the Town*

- Council and assess whether there would be any risks in the processing the Council carries out.*
2. *To ensure that the Council declares in a concise, easy to understand way the lawful basis for collecting and processing personal data and how long personal data would be retained.*
  3. *To codify the Town Council's overarching policy and commitment to lawful and transparent processing of data and to ensure that Councillors, Staff, Customers, Hirers and stakeholders could input into the Town Council's approach.*
  4. *To ensure that the systems, processes, guidance and support was in place to ensure that the Town Council and its Councillors and staff were compliant with the requirements of the GDPR.*

## **90. Review of Health & Safety Policy**

The Committee considered, following consultation, a revised and updated Health & Safety Policy for adoption (item 8 on the agenda).

A response had been received from the Council's Insurance Risk Advisor concerning references to regulations in the proposed new Policy. Some references to regulations had been superseded with new regulations and details were provided to the meeting (filed with these minutes).

### **RESOLVED**

1. that delegated authority be given to the Executive Officer & Town Clerk to update references to regulations, as identified by the Council's Insurance Risk Advisor;
2. that, subject to 1 above, the revised Health & Safety Policy Statement (April 2018), attached as Annex 1 to the report, be approved and adopted on Monday 30th April 2018; and
3. that delegated authority be given to the Executive Officer & Town Clerk to update Appendices 2 and 3 of the Policy Statement and references to legislation, forms and guidance to reflect any changes as they occur.

### *Reasons for Decision*

1. *To ensure that references to Regulations were accurate.*
2. *To ensure that the policy would be compliant with statutory guidance and good practice issued by the Health & Safety Executive and the Council's Insurers; and that the policy statement reflected the nature and scale of activities undertaken by the Town Council.*
3. *To ensure that the references included in the Policy Statement were kept up to date in a timely manner so that the document was an easy and reliable reference document for all health and safety matters.*

## **91. Review of Continuity Plan**

The Committee considered, following consultation, a revised and updated Business Continuity Plan for adoption (item 9 on the agenda).

## RESOLVED

1. that delegated authority be given to the Executive Officer & Town Clerk to include references in the Initial Duties section of the Plan to contacting other bodies, particularly principal councils, who could provide advice;
2. that, subject to 1 above, the revised Business Continuity Plan (April 2018), attached as Annex 1 to the report, be approved and adopted on Monday 30th April 2018; and
3. that delegated authority be given to the Executive Officer & Town Clerk to update references in the Plan to reflect changes in legislation, policy, organisation structure, roles and responsibilities and service provision.

### *Reasons for Decision*

1. *To identify the sources of advice available in the event of the contingency plan process being put into operation.*
2. *To ensure that the Plan reflected the nature and scale of the Town Council's activities and the likelihood and risk of disruption to its critical functions.*
3. *To ensure that the references included in the Plan were kept up to date in a timely manner so that the document was an easy and reliable reference document in the event of a significant incident/emergency.*

## **92. Standing Orders, Financial Regulations and Scheme of Delegation**

The Committee reviewed the Council's Standing Orders, Financial Regulations and scheme of delegation in order to recommend adoption at the Annual Council Meeting (item 10 on the agenda).

### **RESOLVED THAT IT BE RECOMMENDED TO COUNCIL**

1. that the proposed amendments to Standing Orders 4.7 and 4.8 in respect of Public Participation at Council meetings, as set out in the report, be approved;
2. that the proposed new Standing Order 4.9, Co-option to Vacancies on the Council, be adopted as set out in the report;
3. that the Proposed New Delegations under "Community Centre, Open Spaces and Parks, All Property and Premises" as set out in the report, be approved;
4. that the proposed amendment to the current specific delegation 22 to the Executive Officer and Town Clerk, as set out in the report, be approved; and
5. that, as a result of 2 and 3 above, delegated authority be given to the Executive Officer & Town Clerk to renumber subsequent paragraphs of the Standing Orders and Scheme of Delegation (including the paragraph referred to in 4 above) and update cross-references accordingly.

### *Reasons for Decision*

1. *To enable members of the public to make representations on items included on the agenda prior to consideration by the Council.*
2. *To enable the convention adopted by the Council when considering expressions of interest for Co-option to be formalised in order that the process continued to be fair and transparent.*
3. *To enable the Town Council to respond to residents' requests in a timely manner, avoiding any undue delay which could result in the opportunity being missed.*
4. *To enable insurance and loss claims to be pursued by the Council's Insurance Company in a timely manner, avoiding any unnecessary challenge or delay.*
5. *To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.*

### **93. Draft Schedule of Meetings**

The Committee received a draft Schedule of Meetings for 2018/2019 for recommendation to Full Council for adoption (item 11 on the agenda).

**RESOLVED** THAT IT BE RECOMMENDED TO COUNCIL that the proposed schedule of Council and Committee Meetings for 2018/2019 be approved.

### *Reason for Decision*

*To enable the Town Council to undertake its business and meet its statutory obligations.*

### **94. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2017 to 31st March 2018 (item 12 on the agenda).

**RESOLVED** that the report be noted.

### *Reason for Decision*

*There were no issues of concern with income and expenditure against the budget for 2017/2018.*

### **95. Approval of Accounts**

The Committee considered payments from 13th February 2018 until 31st March 2018 (item 13 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 13th February 2018 until 31st March 2018 be approved.

*Reason for Decision*

*To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.*

**96. Shakespeare Park - Improvement & Development**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, it is in the public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reasons for exception – Commercial Interests.*

The Committee considered progress with the project and funding position, and determined timescales for assessing tenders and awarding the contract for the site and pavilion improvement works (item 14 on the agenda).

**RESOLVED**

1. that the decision of the Shakespeare Park Improvement Project Sub Committee to short-list tenders B, C and H, as detailed at Annex 2, for the purpose of further assessment, be endorsed; and that full determination of the short-listed tenders and appointment of a contractor be made at a future meeting of Policy & Resources Committee;
2. that the costs of the project to date, as set out at Annex 4, be noted and the projected Anticipated Costs for the Project, including reserve amounts and costs associated with setting up the management arrangements, be approved as set out in the report;
3. that the funding position set out in the report, including the position with borrowing, options to explore further grant funding and sponsorship and the use of reserves, be endorsed and full proposals be submitted to a future meeting of Policy & Resources Committee;
4. that the Business Case, attached at Annex 7, and Business Plan, attached at Annex 8, be approved; and
5. that the revised timescales for the project, attached at Annex 9, be adopted.

*Reasons for Decision*

1. *To ensure that the most advantageous tenders would be assessed to ensure that the contractors had the resources (financial or otherwise), experience and expertise to carry out the project.*
2. *To set a budget for the project, to ensure that the use of financial resources would be effectively managed.*
3. *To enable appropriate funding options to be assessed, considered and where appropriate sought to ensure the long term financial stability and sustainability of the project in terms of improving access to sport, recreation and play.*
4. *To set out project deliverables, apply for funding from perspective funders and supporters; and to inform the community and sports clubs of the proposals and our future ambitions for the project.*
5. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate*

**97. Termination of the Meeting**

The meeting closed at 8.40pm.

**NOTE:**

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

SIGNED \_\_\_\_\_ (CHAIR)

DATE \_\_\_\_\_