





# **BUNGAY TOWN COUNCIL**

## **Governance, Employment and Finance Committee**



To approve the minutes of the HR & Recruitment Sub- Committee Meeting – 14<sup>th</sup> August 2019  
It was proposed by ML, seconded by RM and unanimously RESOLVED to approve the minutes with no alterations, and these were signed by the Chair of the meeting.

**G,E&F 007  
2019/2020**      **To adopt the Governance, Employment and Finance Committee Terms of Reference: For Consideration:**  
It was proposed by ML, seconded by MA, and unanimously RESOLVED that the attached Terms of Reference be adopted and these to be signed by the Chair at the next Committee Meeting.

**G,E&F 008  
2019/2020**      **To appoint Town Council members to the following Working Groups: For consideration**

- a) Employment Working Group
- b) Appeals Working Group
- c) Local Council Award Scheme Working Group
- d) Communications Working Group
- e) Budget Working Group
- f) Residents Working Group – Reports to Full Town Council

It was proposed by ML, seconded by MA, and unanimously RESOLVED that the attached Working Groups Members used as a starting point and this to be completed at the next G,E&F Committee Meeting.

**G,E&F 009  
2019/2020**      **BT – phone and broadband package: For consideration**  
It was proposed by ML, seconded by GB, and unanimously RESOLVED that the BT Cloud Phone telephone system be purchased which will give an estimated saving of £42.00 per month.

**G,E&F 010  
2019/2020**      **Remembrance Day Wreath Donation: For consideration.**  
It was proposed by RM, seconded by GB, and unanimously RESOLVED that a donation of £150.00 be made to the Royal British Legion for the Remembrance Day Wreath.

**G,E&F 011  
2019/2020**      **Staff Personal Safety Measures – For consideration**  
It was proposed by ML, seconded by RM, and unanimously RESOLVED that up to £150.00 be spent on purchasing an Internal security Camera, together with monitor, for the Broad Street Council Offices. Also JB to ask Police and ESC for security advice for all staff and bring recommendations back to a Full Town Council Meeting.

**G,E&F 012  
2019/2020**      **Partner Funded PCSO'S - for consideration.**  
It was proposed by GB, seconded by MA, and unanimously RESOLVED not to take up the offer of a Partner Funded PCSO with the comments that this would be very expensive and create a major increase in the precept for the next 2 years.



# **BUNGAY TOWN COUNCIL**

## **Governance, Employment and Finance Committee**



**G,E&F 013**    **Bungay Community Group's Insurance – for consideration.**  
**2019/2020**    It was proposed by GB, seconded by ML, and unanimously **RESOLVED** that the Town Council not to specifically insure individual Community Events under their existing Insurance arrangements but to consider possibly increasing donations to cover this expense for these groups.

**G,E&F 014**    **Bungay Bowls Club request – For consideration**  
**2019/2020**    It was proposed by ML, seconded by MA, and unanimously **RESOLVED** that JB contact Bungay Bowls Club to discuss their requirements and give them a Grant Request Form if appropriate.

**G,E&F 015**    **Date of next Meeting: - 28<sup>th</sup> November 2019 – For information**  
**2019/2020**

The meeting closed at 8.21 pm

**Dated: 25<sup>th</sup> October 2019**

**Jeremy Burton**  
**Clerk to Bungay Town Council,**  
1a, Broad Street, Bungay NR35 1EE  
[clerk@bungaytowncouncil.gov.uk](mailto:clerk@bungaytowncouncil.gov.uk)

Signed \_\_\_\_\_

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Date \_\_\_\_\_



## **Governance, Employment and Finance Committee.**

### **Terms of Reference**

The purpose of the Governance, Employment and Finance Committee:

- Ensure that the Clerk of Bungay Town Council is fully compliant with all current legislation relevant to Town Council's and Town Councillors are adhering both in word and in deed to the Code of Conduct.
- To ensure the Town Clerk is up to date with the duties of an RFO in order to secure the proper administration of the Council's financial affairs under all relevant legislation/guidance and to secure best value for the residents of Bungay.
- To manage any staff or personnel issues through the Employment Working Group and Appeals Working Group. The purpose of these Working Groups is to manage the employment of staff, including appointments, reviews, provision of documents, salary reviews and grievance & disciplinary.
- To manage any communication matters through the Communications Working Group. The purpose of this Working Group is to deal with all matters of communications such as website, social media, newsletters and publicity on behalf of Council.

To assist in their work the following Working Groups will report to the Governance, Employment & Finance Committee:

- Employment Working Group, (2) Appeals Working Group, (3) Local Council Award Scheme Working Group, (4) Communications Working Group, (5) Budget Working Group.

All members of this committee are town councillors and have an equal vote unless there is a split decision where the chair has the casting vote. The Committee will be made up of the Mayor (Council chairman), Deputy Mayor (Council Vice-Chairman), and the Chairs and Deputy Chairs of the following committees:

- Planning, Environment & Highways Committee
- Grounds, Premises & Amenities Committee.

If any of the above members are unable to attend a meeting a designated Town Councillor can attend as a substitute to make up the 6 members of the Committee. This designated Town Councillor List to be made up from Town Councillors who have agreed to sit on this Committee.

The Chair of this committee will be the Deputy Mayor and the Vice Chair will be the Mayor

The Committee will meet every calendar month to debate and discuss items such as the following with delegated authority from the Council to fulfil the following responsibilities (including spending within its approved budget): -

- Annual estimates of expenditure and income and control & monitoring of the Council's approved budget throughout the year.
- Recommendation of precept to full Council.
- Insurance of all the Council's property and liabilities and ensuring accuracy of the asset register.
- Tendering and purchasing arrangements and to ensure all companies tendering are able to comply with appropriate health and safety requirements.
- Approval of payments on the Council's behalf either made already or in advance of payment.
- Appointment of an independent Internal Auditor.
- Maintenance of adequate systems of internal control and internal audit.
- Approval of annual financial reports, ensure evidence of adequate systems of internal control and audit throughout the year and presentation for external audit.



# **BUNGAY TOWN COUNCIL**

## **Governance, Employment and Finance Committee**



- Develop and monitor the Council’s Risk Management Strategy.
- Develop the Council’s Financial Plan.
- Award of grants to local organisations.
- Review and recommendations of approval of Governance documents such as Standing Orders, Financial Regulations, Model Publications and Risk Analysis, donations policy.
- To ensure that Council is fully compliant to the latest legislation with regular reviews of policies.
  
- **To manage HR and personnel through the Employment Working Group which include:**
  - Establish and keep under review the staffing structure in consultation with the Finance Committee.
  - Draft, implement, review, monitor and revise policies for staff.
  - Establish and review salary pay-scales for all categories of staff and to be responsible for their administration and review.
  - Oversee the recruitment and appointment of staff.
  - Arrange execution of new employment contracts and changes to contracts.
  - Establish and review performance management (including annual appraisals) and staff training programmes for staff. Annual appraisals should all be countersigned by a designated Councillor.
  - Oversee any process leading to dismissal of staff (including redundancy).
  - Keep under review staff working conditions and health and safety matters.
  - Monitor and address regular or sustained staff absence.
  - Make recommendations on staffing related expenditure to the Legal & Finance Committee.
  - Consider any appeal against a decision in respect of pay.
  - Consider a grievance or disciplinary matter (and any appeal).
  - Supervise and performance manage the Clerk’s work, to administer his/her leave requests, record and monitor his/her absences and handle grievance and disciplinary matters and pay disputes.
  - Any other item that is deemed appropriate by Council or the Legal & Finance committee.
  
- **To manage any communication matters through the Communications Working Group which include:**
  - Website & Social Media
  - Newsletters
  - Notice Boards and Notices
  - Internal communication between Councillors and staff.
  - Publication of Events
  - Residents communications or correspondence
  - General liaison with the public
  - Liaison with other Bungay organisations.
  - Any other similar or appropriate items as delegated by Full Council

**Decisions regarding the setting of precept and borrowing must be made full council.**

**Signed by Chair:** .....

**Adopted Date:** .....

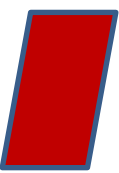
Signed \_\_\_\_\_

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Date \_\_\_\_\_



# BUNGAY TOWN COUNCIL

## Governance, Employment and Finance Committee



### Governance, Employment & Finance Working Groups

Employment Working Group

Blowers O'Neill	Collins	Prior	Lincoln
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Appeals Working Group

O'Neill	Marshall	Lodge	
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Local Council Award Scheme Working Group

Clope	Atterwill	Prior	
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Communications Working Group

Richardson	Bradley	Marshall	Collins
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Budget Working Group

Adams	Lincoln	Prior	Collins
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Residents Working Group - Reports to Full Town Council

Lincoln	Prior	Thompson	Harnden
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Signed \_\_\_\_\_

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Date \_\_\_\_\_