

# To all members of the Governance Committee, Cllr G Dixon, P Sharkey, S Hewitson, D Reed and G. Jennison. You are hereby summoned to attend a meeting of the Governance Committee, The Cornerstone Room at Wesley’s on Monday the 27th of February 2023 at 7pm.

Members of the press and public are entitled by law to attend all meetings of the Council and to record and film the proceedings of those meetings in accordance with the Council’s policy on the effective management of recording at Council meetings. However, under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1(2), members of the public and the press will be excluded during consideration of business of a confidential nature.

James Laycock, Deputy Town Clerk 21st February 2023

AGENDA

# 1. Chair’s opening remarks

# 2. Approve reasons for absence

# 3. Disclosures of interest

# 4. Minutes of the previous meeting

To approve the minutes of the meeting of the Governance Committee held on Tuesday 22nd November 2022.

# 5. Clerks report

# 6. Public participation

# 7. Important information from Councillors and staff

**8. Baildon Town Council 22/23 Action Plan**

Report attached showing 2022/2023 progress at 6 months

To discuss and agree any actions needed to deliver milestones agreed for May 2023/

**9. Finance**

**a. Budget monitor for 22/23 for Council- To consider and take any actions needed**

**b. Payments Summary Nov 22 – Jan 23 / Charge Card Summary**

To receive and note the payments summary and summary of card charges for November 2022 – January 2023

c. **Review of Financial Processes (Approved 12th January)**

The RFO is invited to attend the meeting ( unless otherwise arranged) to present

* A list of tasks undertaken by the current RFO with an estimated time allocation based on a per annum analysis ( such as pie chart)
* The annual cycle of tasks – ie a calendar of key financial activities
* Payment methods – how are payments made currently and could improvements be suggested
* Banking details and access to banking processes
* The close down process for the year -end
* A full list of any on-line contacts held by the RFO which will need to be transferred on her departure

The Committee is asked consider any actions arising from the same.

**d. Staffing sub committee resolved as follows:**

To recommend to Governance the allocation of a one- off sum of £5,000 from reserves, delegated to the Clerk in consultation with the Chair, in support of any necessary interim arrangements needed to support financial processes including end of year close down of accounts.

To consider and resolve the above

**10. Asset Register**

To receive a report from the RFO and review and note the asset register.

**11. 2022 “ Buy in Baildon” Local Procurement Report**

To receive and note the 2022 Local Procurement Report.

To receive an update on resolution Gov 2121/68 (3) – April 2021 – “That a contract and supplies register is established” as set out in in the Procurement Policy “Buy in Baildon”, and GOV 2223/15 June 2022 on the same topic

**12. New Councillor Support**

To consider a proposal for a buddying system and support for new councillors from Councillor Foster

Recommended : BTC supports the introduction of an induction programme and buddy system for all new town councillors. These systems will be in place by May 2023

**13. Delivering Road Closures in Baildon**

In October 2022, Governance resolved to appoint Cllr Foster as lead councillor on this issue, and to request a proposal be brought to a future meeting on an approach to deliver road closures in Baildon legally and safely in the future

Cllr Foster will provide an update and a proposal for the committee to consider

# 14. Appointment of Town Clerk

To note the appointment of the new Town Clerk by the Recruitment Panel, and receive an update from the Chair of Council

# 15. Ian Clough Hall

Bradford Council have consulted BTC on the proposed marketing for the site.

To receive a verbal update and consider any actions arising from this.

# 16. Staffing Sub-Committee recommendations

To note the minutes of 6 meetings held as follows:-

2022:  2nd October , 2nd November and 6 December

2023:  12th January ,  24th January, and 20th February  and to note the following key decisions:

* 1. A new employment contract template which has been issued to all staff
  2. The creation of a new full time Town Clerk /RFO post and advertise this vacancy (done)
  3. No changes to the terms and conditions of the Environmental Warden
  4. To reallocate key responsibilities from the Environmental Warden to the Deputy Clerk, to increase the Deputy Town Clerk to a full time permanent post from 1st April 2023, and to review the Job description and contract in line with these decisions
  5. A new BTC framework for all new Job Descriptions
  6. To undertake a financial process review to put in place the necessary expertise to deliver strong financial management under the new arrangements (ongoing)
  7. A new Staff appraisal form and schedule for appraisals to be completed by March 31st 2023
  8. To commence the process to review the existing HR contract ahead of it’s expiry date in June 2023
  9. A new staff and councillor car parking policy
  10. Implementation of new guidance in relation to staff annual leave entitlement as advised by NALC

**17**. **Terms of Reference – Governance and Staffing sub committee**

To revise the existing Terms of Reference for the committee and sub committee to ensure there is clarity about where decisions are made

To recommend changes to Council

# 18. Schedule of Meetings

To rearrange the Annual Town meeting which is currently scheduled for the new Coronation Bank Holiday

To consider the draft Schedule of Meetings for 2023/24 and recommend this to full Council

**19. Elections Update**

To receive a report from the Clerk on the process in relation to current councillor vacancies and also an update on the forthcoming May elections for all 12 councillor positions

**20. Promotional Opportunities**

# 21. To notify the Clerk of any item for future agendas

# 22. Next meeting date

17th April 2023 at 7pm at a venue TBD

Town Clerk Tel. (01274) 593169 Email: dep.clerk@baildontowncouncil.gov.uk

The council welcome public participation at their meetings. Under Standing orders 1(c) (d) (e) & (f) the members will determine whether to refer matters arising in this session to be referred to a future ordinary council meeting, committee or Clerk. There is no requirement in law for an immediate response to be made at the meeting. Under public participation, no member of the public, councillor, or officer, may speak for more than three minutes on one item unless agreed by the Chair.