



Christchurch Town Council

Old Town Hall
30 High Street
Christchurch
Dorset, BH23 1EA

Resources Committee Agenda

Tuesday, 12 January 2021, 6.00pm

You are summoned to attend a meeting of the **Christchurch Town Council** to be held via Zoom conferencing facilities on **Tuesday, 12 January 2021 at 6.00pm.**

Membership:

Chairman: Cllr P Hilliard

Vice Chairman: Cllr A E Coulton

Cllr M Cox

Cllr V Charrett

Cllr C A Gardiner

Cllr W Grace

Cllr F F T Neale

Cllr Mrs S Spittle

Cllr M J Tarling

Members of the public wishing to attend the meeting should use the link:

<https://zoom.us/j/99939209912?from=addon>

Meeting ID: 999 3920 9912

Passcode: 411168

The business to be transacted is set out overleaf

Daniel Lucas

Town Clerk

6 January 2021

Agenda

1. Apologies for Absence

To receive apologies for absence.

2. Declaration of Interests

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination of bias.

3. Minutes of the Previous Meeting

4 - 5

To confirm as a correct record the Minutes of the meeting of the Resources Committee held on 8 December 2020 (copy attached).

4. Public Participation

In accordance with the Council's Standing Orders the period of time designated for Public Participation cannot exceed 15 minutes unless directed by the Chairman of the meeting and a member of the public shall not speak for more than 5 minutes.

5. Public Questions

Members of the public who wish to ask a question at the meeting shall give notice to the Town Clerk of the question no later than 12 noon on the working day before the meeting is on. The question stated in the notice shall be the question asked at the meeting. The Chairman will call on those wishing to speak in turn, each questioner being allowed to speak for a maximum of 3 minutes. Those wishing to speak shall state their name and address.

6. Town Clerk's Report

Income/Expenditure December 2020 for information

6 – 7

7. Draft Budget

Report to Follow

8. Christmas Lights 2021

The Town Clerk has been approached by Cllr Coulton who wishes to raise this matter for Councillors' attention and consideration.

Verbal Report

9. Training and Development Policy

It is RECOMMENDED that:

- 1) councillors note the attached Training and Development Policy at Appendix 1 and recommends to Full Council its adoption.

Attached
Appendix
1

8-14

10. Strategic Plan

It is RECOMMENDED that:

- 1) Councillors note the attached Strategic Plan for 2021-2025 at Appendix 2 and recommends to Full Council its adoption

Attached
Appendix 2

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 8 December 2020 at 6.00pm via Zoom conferencing facilities

Present:-

Chairman: Cllr P Hilliard

Vice Chairman: Cllr A Coulton

Present: Cllr C A Gardiner, Cllr V Charrett, Cllr M Cox, Cllr W Grace, Cllr F F T Neale, Mrs S Spittle and Cllr Tarling.

Also in attendance: Cllr Mrs S Bungey

Apologies:

Officers Daniel Lucas, Town Clerk

present: Susan Roxby, Administrative Support Officer

Members of the Public present: 1

Members of the Press present: None present.

159. Declarations of Interest

There were no declarations of interest on this occasion.

Cllr Tarling joined the meeting at 6.01pm.

160. Minutes of Previous Meeting

The minutes of the meeting held on 3 November 2020 were agreed and signed as an accurate record.

Voting: unanimous

161. Public Participation

There was no public participation on this occasion.

162. Public Questions

There were no questions from the public on this occasion.

163. Town Clerk's Report

An updated schedule of payments for the period 01.11.2020 to 04.12.2020 was submitted and approved and signed, a copy of which had been circulated to each member and a copy of which appears as Appendix 'A' to these minutes in the minute book.

The updated monthly accounts for the period to the end of November 2020 was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The Chairman enquired if progress had been made on the Old Town Hall's roof works. The Town Clerk advised that a survey on Drutt Hall would commence first to assess works required there, and that works on the Old Town Hall roof would be considered in the new year.

The Chairman enquired on the progress of the Neighbourhood Plan website. The Town Clerk stated that this had been delayed due to the Neighbourhood Plan Sub Group questioning whether a new logo should be designed for the website rather than the Coat of Arms being used.

RESOLVED that:

- a) the schedule of payments for the period 01.11.2020 to 04.12.2020 be approved; and**
- b) the monthly accounts for the period to the end of November 2020 be noted.**

Voting: unanimous

The meeting ended at 6.26pm

CHAIRMAN

Christchurch Town Council Payments List						
Payments List 01.12.20 - 04.01.2021						
Expenditure:						
Invoice Date	Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount
01.12.20	TEL6957	Rejuvenate	Phone Charges	£69.89	£13.98	£83.87
20.12.20		The Payroll & Tax Accounts Ltd	Monthly Payroll	£6,696.58	£0.00	£6,696.58
31.12.20		Unity Trust Bank	Bank Service Charge	£25.50	£0.00	£25.50
			Direct payments made:	£6,791.97	£13.98	£6,805.95
08.12.20	3075801	Wessex Fire & Security	Fire alarm maintenance 1.12.20 to 30.11.21	£201.93	£40.38	£242.31
08.12.20	198154	Rokill	rodent control services at Rutland Rd allotments14/12/2020-13/03/2021	£148.00	£29.60	£177.60
09.12.20	1072484244	Wessex Water	Water services 6 June-8 Dec at Douglas Ave Allotments	£24.08	£4.81	£28.89
27.11.20	1072327940	Wessex Water	Water services 2 June-26 Nov at Rutland Rd Allotments	£524.39	£152.16	£676.55
13.12.20		Royal British Legion	Remembrance Wreath	£20.00	£0.00	£20.00
14.12.20	12208625	BCP Council	Christmas Parking	£4,166.67	£833.33	£5,000.00
28.12.20	INV59780073	Zoom	Petty Cash payment-Video Communications-on line meetings	£11.99	£2.40	£14.39
30.12.20	19UC1010-002	Parish Online	Mapping for the Neighbourhood Plan	£63.00	£12.60	£75.60
31.12.20	593	Dorset Planning Consultant	Christchurch Neighbourhood Plan Professional support-Dec	£1,275.63	£255.13	£1,530.76
31.12.20	13408	Rejuvenate	Laptop Encryption Issues	£120.00	£24.00	£144.00
31.12.20	TEL7026	Rejuvenate	December Phone Charges	£64.38	£12.88	£77.26
01.01.21	13465	Rejuvenate	Managed IT Services [01/01/2021 - 31/01/2021]	£91.60	£18.32	£109.92
04.01.21	SSL796	Sea Scape Ltd	Repairs to shelter at the Quay	£1,468.36	£293.67	£1,762.03
05.01.21	BK199997	SLCC	Training Course-VAT for Local Councils	£30.00	£6.00	£36.00
			Payments to authorise:	£8,210.03	£1,685.28	£9,895.31
			Total payments	£15,002.00	£1,699.26	£16,701.26
Details	Receipts	Payments				
November 2020 payments authorised		£11,066.90			* Salaries	£4,182.15
December 2020 payments made direct		£6,805.95			Wages	£0.00
BCP Community Infrastructure Levy	£43,994.76				Paye	£1,734.37
					Pru	£300.00
Totals:	£43,994.76	£17,872.85			Pen Ers	£379.90
					Pen Ees	£100.16
Balance as at 01.12.2020	£586,824.39				Total	£6,696.58
Receipts	£43,994.76					
Less Payments	£17,872.85					
Bank Ac Balance as at 31.12.2020	£612,946.30					

Christchurch Town Council
Resources Committee – 12 January 2021
Schedule of Payments for Approval

Invoice Date	Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount
01.12.20	TEL6957	Rejuvenate	Phone Charges	£69.89	£13.98	£83.87
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			Payments to authorise:	£8,210.03	£1,685.28	£9,895.31
			Total payments	£15,002.00	£1,699.26	£16,701.26

Signed by:

Cllr Paul Hilliard

Chairman of Resources Committee

Date:

APPENDIX 1



Christchurch Town Council

Training and Development Policy

Policy name	Version	Owner	Date Adopted	Review Date
Training & Development Policy	V1.0	Town Clerk	January 2021	January 2022

CHRISTCHURCH TOWN COUNCIL TRAINING AND DEVELOPMENT POLICY

1. INTRODUCTION

Statement of Intent

“Learning and Development is about creating the culture and environment for individuals and organisations to learn and grow. It’s the current and future capability needs of the organisation, as well as how to create a learning culture that drives engagement in continuous professional development.” (Chartered Institute of Professional Development, 2021¹)

Christchurch Town Council is committed to the continual training, learning and development of all councillors and employees. Where resources allow it shall promote the pursuit of relevant qualifications and training opportunities to all councillors and staff when requested. The Town Council also takes seriously its statutory obligations as a prudent and diligent employer² and where necessary any statutory qualifications or certifications are required these shall be supported.

This policy also underpins two out of four of the Council’s core values identified in its Strategic Plan (2021-2025):

3. *“We embrace knowledge to learn and adapt”.*

4. *“We strive for excellence”.*

This undertaking and statement of intent towards training and development of both its staff and officers reflects the Council’s organisational commitment to serving our communities.

2. IDENTIFICATION OF TRAINING AND DEVELOPMENT NEEDS

An employee who feels they need further support and training to perform their role shall discuss this need with their immediate line manager. The line-manager shall note the request and if necessary escalate the matter so that any suitable training needs can be delivered in a timely and cost-effective fashion. Likewise, if a line-manager feels that an employee would benefit from training, a dialogue shall be established with the employee to see whether any further support or assistance is required by identifying any training needs.

Individual staff training needs will be discussed at an annual appraisal and: any requests for training documented; training or courses in progress noted; as well as any training or courses completed by the member of staff. The process for identifying training needs is however holistic and shall have the Council’s core values and strategic aims in mind when assessing need and may arise at any time during the year as and when a job role develops.

A councillor shall be able to approach the Town Clerk with any personal training they feel they would benefit from. The Town Clerk shall consider the request respecting the councillor’s rights to privacy

¹ CIPD Website: <https://peopleprofession.cipd.org/profession-map/specialist-knowledge/learning-development> (accessed 3/01/2020).

² Health and Safety at Work etc Act 1974 and associated Regulations.

and data-protection; however, the Town Clerk shall inform the councillor whether they feel all councillors would benefit from the suggested training. With the agreement of the individual councillor the request may be offered to all councillors, rather than on a bespoke individual need. The Town Clerk shall place on an Annual Council agenda any training needs the Members feel they would benefit from, as well as the continual review of this policy.

Training needs may also be identified through the following:

- During interviews;
- Following an election and/or co-option (especially when councillors new to local government/public service are elected);
- Mandatory legislative requirements and/or statutory guidance;
- Changes in Council systems such as IT programmes and/or software/hardware;
- New or revised qualifications become available;
- New working methods and practices (eg: Lean Systems methods, or AGILE practices);
- Complaints to the Council;
- Recommendations from an external body (Monitoring Officer, Independent Person following a complaint, auditors).

3. NEW COUNCILLORS AND EMPLOYEES

All new Councillors and employees will receive basic induction training on the workings of the Council, Council policies and governance. This will also include Council financial regulations, assets, and Code of Conduct Training. Planning training shall also be provided for those members who sit on Planning & Regulatory committee.

4. CONSIDERATION AND ALLOCATION OF TRAINING

Training will be allocated in a fair and consistent manner and shall be assessed with the added value to any essential job requirements. The Council shall consider where necessary its annual training budget and prioritise any mandatory training required to fulfil and/or to continue a role.

5. TRAINING METHODS

The Council shall use the most cost-effective measures available to provide and deliver the necessary training identified:

Internally

Training may be provided internally where any such specialist knowledge can be shared. For example this may include: legislation updates, computer software and IT training (website, social media etc.), council procedures and so on.

Collaboratively

The Council has links with other organisations and may utilise the expertise and share knowledge and skills through its many partner organisations. This may include: the Dorset Association of Parish and Town Councils (DAPTC), Hampshire Association of Local Councils (HALC), the Society of Local Council Clerks (SLCC), BCP Unitary Council and so on.

Seminars/Webinars

When Council Officers receive information on seminars and or webinars or similar this should be shared with employees and councillors, where relevant.

Conferences

The Town Clerk shall attend the national conferences of the Society of Local Council Clerks (if a member) and/or the National Association of Local Councils conference. Details of conferences should be shared with employees and councillors, where relevant.

External Training Providers

The Town Clerk should always consider the most effective way in which the training can be sourced and whether others may benefit from the training.

Continual Professional Development

All employees who have passed their probationary period are eligible to be considered for training and development. Employees can be absent for training for up to 10 days per financial year (75 hours equivalency). Study leave for assignment/exam preparation and/or attendance is not to be considered in this figure. Employees shall be asked to provide proof of attendance.

Corporate training programs

In certain situations, the Council may decide to collectively train both officers and councillors. The cost of this training shall be met by the Council.

Examples of this kind of training and development are:

- Conflict resolution training;
- First Aid training;
- Standards training.

6. MEMBERSHIP OF PROFESSIONAL BODIES.

The Council will consider applications from employees for membership of professional bodies relevant to job description and role.

7. PROCEDURES

Procedures for Employees

This procedure should be followed when employees wish to attend external training, courses, conferences, webinars etc..

The employee shall discuss the request with their immediate line-manager. In the case of the Town Clerk s/he shall discuss the request with the Mayor and Chairmen of all the Town Councils' committees. A record of the training need expressed and subsequently identified shall be recorded. The Town Clerk/Line-Manager shall then present a report to the Resources Committee for considerations (if necessary this matter can be placed into an exempted agenda item for the purposes of data protection relating to a living individual). The report shall contain as a minimum the rationale for the training request and the training identified and the cost, and any other relevant considerations (i.e current courses in progress, courses completed, amount of CPD hours expended in the current financial year etc). The Resources Committee shall then consider the request and officer report. If the matter is approved the Line-Manager/Town Clerk shall arrange and tend to the necessary administration in booking, monitoring, and reviewing the training. If the Resources Committee reject the request the employee shall be entitled to reasons in writing which shall be delegated to the Town Clerk/Line-Manager to send to the employee.

If the training identified shall culminate in sitting an examination any certificate, award or equivalent shall be notified to the Town Council and a record placed on the employee's personnel file.

The Town Council shall only pay for one third of the cost for any need to re-sit any module, assignment, or exam.

Procedure for Councillors

Councillors who wish to attend training (other than that recommended by the Town Clerk or other bodies) must discuss the training under consideration with the Town Clerk. For any training courses costing over £150 or for attendance at a conference, seminar, or other outside training where the councillor will be representing the Council a proposal to Full Council shall be made by the Town Clerk. The Full Council will consider the report with attention focussed upon meeting the Council's strategic objectives in mind along with the budget and training content. For training under £150 the Town Clerk shall consider the proposal with the same focusses in mind. If the request is rejected the Town Clerk shall provide the councillor with reasons in writing. Any approved request and the Town Clerk shall make any necessary arrangements such as reserving places and any associated administration.

If the training identified shall culminate in sitting an examination any certificate, award or equivalent shall be notified to the Town Council and a record placed on the employee's personnel file.

The Town Council shall only pay for one third of the cost for any need to re-sit any module, assignment, or exam. This payment shall only be made once.

Training identified by an individual councillor which in the Town Clerk's opinion may further the development of all councillors shall also be considered by Full Council upon receipt of a written report detailing how the strategic objectives of the Town Council would be met, along with the budget and training content.

8. FINANCIAL IMPLICATIONS

Training Budget

Training and development resourcing shall be allocated in the budget (precept). This shall take into account any identified needs following annual appraisals or any mandatory changes to job roles (which have come about due to legislative changes or membership qualification criteria, etc..) as well as expressed training needs from councillors. Consideration shall also be budgeted for any mandatory training required for newly elected/co-opted councillors.

When sourcing training from any external provider the Council shall always be directed by the principle of achieving best value and the proximity of any provider given that travel expenses may be a variable to account for.

For approved courses the Council will cover the course fee, examination fees, associated membership fees and one-third payment towards re-take of one failed examination/module/unit.

Recovering Costs

The Council shall consider where appropriate to ask for a return of service as a condition to any training or development activity. Where the employee or councillor resigns or the employment is terminated prior to the return of service having been completed, the employee/councillor shall be liable to repayment of the course/training fees. Such measures shall be considered for courses or awards which have an impact upon the Council's strategic objectives and shall not normally be considered for courses or awards which are short in duration (less than a month). The employee or councillor shall be asked to sign a contractual obligation agreeing to the return of service as a condition of meeting any fees, which shall be proportionate to the cost to the Council in providing the necessary training.

Travel Expenses

Employees or councillors attending training outside of Dorset may submit an expenses claim to cover travel costs to and from the venue, including parking. Where possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made. Any expenses claim must be supported by receipts and evidence.

9. TIME OFF WORK FOR STUDY

Where an employee requires time off work for a work-related exam or study leave prior to a work-related exam, the Council will be flexible when considering the request.

10. EVALUATION

All training shall be recorded and assessed for value for money, content and its usefulness.

11. RECORD KEEPING

Any training, CPD courses, webinars or learning and development activity shall be recorded on the employee's file. Any certificates and awards shall also be kept, as shall any training requested,

refused, awarded and completed. This shall be held in-line with the Data Protection Act 2018 and the Council's data retention policies.