

**EXTRACT MINUTES FROM 1<sup>ST</sup> NOVEMBER 2021 to assist in formulating an Action Plan**

167.6	<p><b>To consider and agree what action (if any) to take in response to the report and recommendations.</b>          The Chair advised that an Extra-Ordinary Meeting would be called for Monday 22<sup>nd</sup> November 2021 at 7pm to discuss actions required in finer detail, and to finalise an action plan.          Members went through each of the recommendations and highlighted the basic actions needed.</p> <p><b>Resolved:</b> To review all recommendations, whether already actioned, partially actioned or requiring action at an Extra-ordinary Meeting on Monday 22<sup>nd</sup> November 2021 at 7pm, when Council would look at detail and draw up an action plan for implementation.</p>		
<p align="center"><b>Recommendations</b></p> <p>Original comments from EXOM 1/11/21</p>		<p align="center"><b>Comments/Actions etc</b></p> <p align="center">from EXOM 22/11/21</p>	<p align="center"><b>Actioned/ Comment</b></p>
R1	<p><i>The Responsible Finance Officer should ensure that three quotes are obtained for goods and service under £25,000</i></p> <p>The Financial Regulations need to be scrutinised and changed if necessary to ensure this is met so that we get value for money at all times.</p>	<ul style="list-style-type: none"> <li>• To hold a meeting on 13/01/22</li> <li>• To review Council's Financial Regulations &amp; Standing Orders               <ul style="list-style-type: none"> <li>○ To ensure both are fit for purpose, robust and up to date</li> </ul> </li> <li>• Any Councillor not in attendance should confirm in writing that they have up to date copies and have read and understood both documents               <ul style="list-style-type: none"> <li>○ To familiarise councillors with both documents, thereby increasing their knowledge and the requirements that need to be met.</li> </ul> </li> <li>• To interrogate the Council's System of Internal Control               <ul style="list-style-type: none"> <li>○ to ensure it is fit for purpose, robust and up to date with legislation and strengthens the Council's governance.</li> </ul> </li> <li>• To agree a frequency for review of Financial Regulations and Standing Orders               <ul style="list-style-type: none"> <li>○ To ensure they are up to date with legislation and</li> <li>○ Re-familiarise Councillors with content and requirements</li> </ul> </li> </ul>	
R2	<p><i>The Council should have a contract in place for all services which are going to take place long term (links to R1)</i></p> <p>Council needs to formalise its current appointment of service providers with a detailed contract ensuring it is</p>	<ul style="list-style-type: none"> <li>• To review the Council's existing agreements and contracts               <ul style="list-style-type: none"> <li>○ To ensure that any agreements and contracts are uniform and meet the requirements of Council's Fin Regs.</li> </ul> </li> </ul>	

	value for money for the next 12 months.	<ul style="list-style-type: none"> <li>To agree (at the meeting of 13/01/21) how and when the review will take place.</li> </ul>	
R3	<p><i>The Council should review its scheme of delegations to ensure that it is fit for purpose.</i></p> <p>Although Council has already reviewed its scheme of delegation, it will again revisit and scrutinise its Standing Orders and Financial Regulations to ensure it's scheme is fit for purpose.</p>	<ul style="list-style-type: none"> <li>To interrogate the Council's Terms of Reference for Committees <ul style="list-style-type: none"> <li>To ensure that the Committees are still relevant, or whether then can be disbanded.</li> <li>To ensure that any Committees still required have concise and clear details of any delegation</li> </ul> </li> <li>To interrogate the Council's Working Groups <ul style="list-style-type: none"> <li>To ensure that the Working Groups are still relevant, or whether then can be disbanded.</li> <li>To ensure that Working Groups Terms of Reference are clear that they have no delegated authority/powers.</li> </ul> </li> <li>To interrogate and review the Council's scheme of delegation as listed within the Fin Regs and/or Standing Orders <ul style="list-style-type: none"> <li>To familiarise Councillors with content and requirements</li> </ul> </li> </ul>	
R4	<p><i>The Council should ensure at least one person has access to its bank accounts, as per the Financial Regulations</i></p> <p>This was in place. But Council will revisit its signing authority again, when it reviews all other actions, to ensure it is fit for purpose.</p>	<p>This has always been in place. The Signing Authority was revisited 8/11/21 Min No 171.5</p> <ul style="list-style-type: none"> <li>Forms to be obtained from the Bank to add the Chair as a signatory to the Council's Bank Account. <ul style="list-style-type: none"> <li>To bring the signing authority and access to bank accounts up to five (5) plus the clerk.</li> </ul> </li> </ul>	
R5	<p><i>An independent review of the bank reconciliations needs to be completed at least quarterly.</i></p> <p>This is due to be reviewed at the Ordinary Meeting on 8/11/21 to replace the Chair as the nominated person. Some members thought someone independent of the</p>	<p>This has been in place since 2019, with a review undertaken on 8/11/21 Min No 171.4 'That Cllr John Crook would (as independent of cheque signing process) review monthly bank reconciliations periodically and at least quarterly.' Last review undertaken 16/11/21 by Cllr Crook.</p> <ul style="list-style-type: none"> <li>At meeting on 13/01/22 to consider whether Council need to outsource this responsibility.</li> </ul>	

	Council could undertake this task.		
R6	<p><i>The Council should develop, approve and adopt a recruitment policy</i></p> <p>Council has already appointed a specialist firm Ellis Whittam to review all its personnel and Health &amp; Safety issues and policies. This company will be undertaking a revision of the draft recruitment policy as part of its remit.</p>	<ul style="list-style-type: none"> <li>• Ellis Whittam (now WorkNest) Health &amp; Safety and HR specialists to review the Council's draft recruitment policy as part of its remit <ul style="list-style-type: none"> <li>○ To ensure that the draft policy covers all aspects of Council recruitment.</li> </ul> </li> </ul>	
R7	<p><i>All recruitment should be subject to a competitive process and where there are interim personnel in post, they should not be involved in the process</i></p> <p>This in effect has been actioned, as this issue was due to mitigating circumstances during the clerk's absence, and in theory it should not happen as the clerk would be responsible for the recruitment process of staff, or Council would appoint an independent body to recruit should the position of clerk need to be advertised.</p>	<p>Links with R6.</p> <ul style="list-style-type: none"> <li>• Council to consider the options open to them in respect of recruiting both a Clerk, RFO, office and/or other staff <ul style="list-style-type: none"> <li>○ To see what third party agencies/ companies are in the market place that are able to offer recruitment advice and assistance in addition to One Voice Wales</li> </ul> </li> </ul>	
R8	<p><i>All employees should be issued with employment contracts</i></p> <p>This has been actioned. All staff have contracts. The HR consultants Ellis Whittam are however reviewing all contracts in place to ensure they are fit for purpose going forward.</p>	<p>All staff have contracts, and all have been reviewed by Ellis Whittam (now WorkNest) Health &amp; Safety and HR specialists. Templates available for use with any new recruitment.</p>	
R9	<p><i>The Independent Remuneration Panel guidelines for allowances should be adhered to</i></p> <p>This was actioned as soon as it was flagged up. Council questioned the IRPW's guidance which it had followed at the time. Guidance has since been</p>	<p>New clear guidance now available from the IRPW.</p> <p>Council reviews its payments at its Annual Meeting each year.</p> <ul style="list-style-type: none"> <li>• Continue to review IRPW allowances and frequency of payments annually at the Council's Annual Meeting</li> </ul>	

	<p>changed by the IRPW to clarify the issue.</p>	<ul style="list-style-type: none"> <li>○ To ensure correct amounts are paid and meet the requirements of the IRPW's Annual report</li> <li>○ To ensure that the Council does not bear a large loss if a Councillor resigns</li> </ul>	
R10	<p><i>The Council should ensure that its disclosure of payments to councillors accurately reflects the payments made</i></p> <p>This was in place. Council have been publishing details of payments on their website for some years. The issue was down to wording of an item.</p>	<p>Council have published its payments to councillors since the financial year 2016/2017 as per IRPW instructions and guidelines.</p> <ul style="list-style-type: none"> <li>● To continue to disclose payments, by uploading to the website (currently September annually) <ul style="list-style-type: none"> <li>○ To meet IRPW requirements</li> </ul> </li> <li>● To mark IRPW payments as 'remuneration' on the Council's Finance programme <ul style="list-style-type: none"> <li>○ In order to differentiate between re-imburement for items bought on behalf of the Council and IRPW allowances.</li> </ul> </li> <li>● To scrutinise any Councillor expenses each month <ul style="list-style-type: none"> <li>○ To ensure they are detailed correctly on the Council's Finance programme, to prevent confusion between re-imburement and allowances.</li> </ul> </li> </ul>	