

EXTRACT MINUTES FROM 1ST NOVEMBER 2021 to assist in formulating an Action Plan

167.6	<p>To consider and agree what action (if any) to take in response to the report and recommendations. The Chair advised that an Extra-Ordinary Meeting would be called for Monday 22nd 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>Resolved: To review all recommendations, whether already actioned, partially actioned or requiring action at an Extra-ordinary Meeting on Monday 22nd November 2021 at 7pm, when Council would look at detail and draw up an action plan for implementation.</p>		
<p align="center">Recommendations</p> <p>Original comments from EXOM 1/11/21</p>		<p align="center">Comments/Actions etc</p> <p align="center">from EXOM 22/11/21</p>	<p align="center">Actioned/ Comment</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"> • To hold a meeting on 13/01/22 • To review Council's Financial Regulations & Standing Orders <ul style="list-style-type: none"> ○ To ensure both are fit for purpose, robust and up to date • 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"> ○ To familiarise councillors with both documents, thereby increasing their knowledge and the requirements that need to be met. • To interrogate the Council's System of Internal Control <ul style="list-style-type: none"> ○ to ensure it is fit for purpose, robust and up to date with legislation and strengthens the Council's governance. • To agree a frequency for review of Financial Regulations and Standing Orders <ul style="list-style-type: none"> ○ To ensure they are up to date with legislation and ○ Re-familiarise Councillors with content and requirements 	<p>Meeting held 13/1/22</p> <p>Standing Orders reviewed and amended Min No 234.2.a & 234.2.b</p> <p>Financial Regulations reviewed and amended 234.3.a & 234.3.b</p> <p>Amendments ratified at EXOM 24/01/22 Min Nos 240.2 & 240.3</p> <p>System of Internal Control reviewed by Council EXOM 24/01/22 Min No 241.4</p> <p>Standing Orders, Financial Regulations and Internal Controls to be reviewed at every Annual Meeting, and when deemed necessary due to changes in legislation. Next review set for 16/05/22</p>
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"> • To review the Council's existing agreements and contracts <ul style="list-style-type: none"> ○ To ensure that any agreements and contracts are uniform and meet the requirements of Council's Fin Regs. 	<p>Mon CC are looking at setting up a county wide contract in respect of the long running business connection with dog waste maintenance.</p>

	value for money for the next 12 months.	<ul style="list-style-type: none"> To agree (at the meeting of 13/01/21) how and when the review will take place. 	<p>A template is in place for medium term contracts, and a JCT contract will be used for larger projects.</p> <p>Outstanding: how and when review will take place.</p>
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"> To interrogate the Council's Terms of Reference for Committees <ul style="list-style-type: none"> To ensure that the Committees are still relevant, or whether then can be disbanded. To ensure that any Committees still required have concise and clear details of any delegation To interrogate the Council's Working Groups <ul style="list-style-type: none"> To ensure that the Working Groups are still relevant, or whether then can be disbanded. To ensure that Working Groups Terms of Reference are clear that they have no delegated authority/powers. 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"> To familiarise Councillors with content and requirements 	<p>To be reviewed at every Annual Meeting, when all committees, working groups (including their Terms of Reference and any delegated duties) Next review set for 16/05/22</p>
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"> 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"> To bring the signing authority and access to bank accounts up to five (5) plus the clerk. 	<p>Forms provided to Chair to become a signatory, bringing the signing authority up to (5) plus the clerk.</p> <p>Signing authority to be reviewed at every Annual & Finance meeting. Next review set for 16/05/22</p>
R5	<p><i>An independent review of the bank reconciliations needs to be completed at least quarterly.</i></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)</p>	<p>Currently undertaken by Cllr Crook.</p> <p>To be reviewed at</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 Council could undertake this task.</p>	<p><i>review monthly bank reconciliations periodically and at least quarterly.</i> Last review undertaken 16/11/21 by Cllr Crook.</p> <ul style="list-style-type: none"> At meeting on 13/01/22 to consider whether Council need to outsource this responsibility. 	<p>every Annual & Finance meeting. Next review set for 16/05/22</p>
R6	<p><i>The Council should develop, approve and adopt a recruitment policy</i> Council has already appointed a specialist firm Ellis Whittam to review all its personnel and Health & 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"> Ellis Whittam (now WorkNest) Health & Safety and HR specialists to review the Council's draft recruitment policy as part of its remit <ul style="list-style-type: none"> To ensure that the draft policy covers all aspects of Council recruitment. 	<p>Recruitment & Selection policy adopted and changes ratified 28/02/22 Min 284.1</p>
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> 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"> 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"> 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 	<p>See Recruitment & Selection Policy. Council approached two companies independent of OVW for details of what they can offer in the way of recruitment going forward. Details kept on file.</p>
R8	<p><i>All employees should be issued with employment contracts</i> 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 & Safety and HR specialists. Templates available for use with any new recruitment.</p>	<p>All staff have contracts, but Council to consider formalising the casual contracts at HR Committee 14/04/22</p>
R9	<p><i>The Independent Remuneration Panel guidelines for allowances should be adhered to</i></p>	<p>New clear guidance now available from the IRPW. Council reviews its payments at its Annual Meeting each year.</p>	<p>IRPW Annual report adopted upon issue (last adopted 14/03/22 Min No 294</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 changed by the IRPW to clarify the issue.</p>	<ul style="list-style-type: none"> • Continue to review IRPW allowances and frequency of payments annually at the Council's Annual Meeting <ul style="list-style-type: none"> ○ To ensure correct amounts are paid and meet the requirements of the IRPW's Annual report ○ To ensure that the Council does not bear a large loss if a Councillor resigns 	<p>Review set for Annual Meeting 16/05/22</p> <p>Payments made quarterly.</p>
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"> • To continue to disclose payments, by uploading to the website (currently September annually) <ul style="list-style-type: none"> ○ To meet IRPW requirements • To mark IRPW payments as 'remuneration' on the Council's Finance programme <ul style="list-style-type: none"> ○ In order to differentiate between re-imburement for items bought on behalf of the Council and IRPW allowances. • To scrutinise any Councillor expenses each month <ul style="list-style-type: none"> ○ To ensure they are detailed correctly on the Council's Finance programme, to prevent confusion between re-imburement and allowances. 	<p>Payments uploaded to web annually since year end 2016/2017 financial year. 2021/2022 pending upload.</p> <p>IRPW payments marked as 'Remuneration ' on the Councils finance programme.</p> <p>No Councillor expenses submitted for payment in 2022</p>