

**MINUTES of the proceedings at a Meeting of the**

**POLICY & RESOURCES COMMITTEE**

**WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM**

**On WEDNESDAY 8<sup>th</sup> JANUARY 2025 at 13:00**

**PRESENT:**

Councillors: A Glynn (Chairman presiding), J Holdom, P Bucknell & V Joslin

Town Clerk: L Meanley

Public: None

**MINUTES**

<b>55</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> M Dutton
<b>56</b>	<b>DECLARATIONS OF INTEREST</b> None
<b>57</b>	<b>TO CONFIRM THE MINUTES OF THE POLICY AND RESOURCES MEETING HELD ON 19<sup>th</sup> NOVEMBER 2024</b> The Minutes of the Policy and Resources Committee Meeting held on 19 <sup>th</sup> November 2024, were on the proposition of Cllr Glynn, seconded by Cllr Joslin AGREED by all and signed by the Chairman.
<b>58</b>	<b>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 19<sup>th</sup> NOVEMBER 2024</b> None
<b>59</b>	<b>TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETINGS HELD ON 18<sup>th</sup> NOVEMBER 2024 AND 16<sup>th</sup> DECEMBER 2024</b> These were noted
<b>60</b>	<b>TO RECEIVE THE MINUTES OF THE HR SUBCOMMITTEE MEETING HELD ON THE 9<sup>th</sup> DECEMBER 2024</b> These were noted
<b>61</b>	<b>TO RECEIVE AND REVIEW POLICIES FOR UPDATE:</b> <ul style="list-style-type: none"><li>• Flexible Working Policy - Reviewed by HR Subcommittee – All agreed to recommend to Full Council</li><li>• Overtime &amp; Toil Policy – Reviewed by HR Subcommittee – All agreed to recommend to Full Council</li><li>• Adverse Weather Policy - All agreed to recommend to Full Council</li><li>• Councillor Officer Protocol – All agreed to recommend to Full Council</li><li>• Finance &amp; Governance Risk Management Policy – All agreed to recommend to Full Council</li><li>• Equality &amp; Diversity Policy. – all agreed to recommend to Full Council.</li></ul>
<b>62</b>	<b>TO CONSIDER COUNCIL MEETINGS TYPE AND SCHEDULE</b> After discussion all agreed to propose to Full Council the meeting schedule be changed from June 2025 for a trial period of 6 months as follows essentially to merge P&R & Finance and to remove D&M. <ul style="list-style-type: none"><li>• Policy &amp; Finance to meet once monthly – merging the monthly finance meeting &amp; bi-monthly Policy &amp; resources meeting.</li><li>• Full Council to meet once monthly. To include planning applications in the same format as previously at D&amp;M – Applications to be considered/To note comments on applications by email/to receive notice of decisions &amp;</li></ul>

	<p>to include Market Tolls grants. Clerk to have delegated authority to respond to the by email applications after email consultation with councilors as happens now.</p> <ul style="list-style-type: none"> <li>Leisure &amp; Estates to meet once monthly. To include the Heritage Trail and items on estate within Fakenham previously heard at D&amp;M. To have delegated authority for expenditure within the relevant Estate Sites Budget Codes of up to either £5,000 / £7,500 or £10,000 (to be agreed) provided the budget line has sufficient funding.</li> <li>Extra-Ordinary Planning meetings or working groups would be utilized if a particularly contentious issue arose or further discussion was required. HR subcommittee remains a subcommittee of P&amp;F held when required.</li> </ul>
<b>63</b>	<p><b>TO NOTE STAFF TRAINING AND REQUIREMENTS</b> Noted</p>
<b>64</b>	<p><b>TO MOVE THAT PUBLIC AND PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b> On the proposition of Cllr Bucknell, seconded by Cllr Glynn moved that the public and press be excluded from the meeting under the provisions of section 1(2) of the public bodies (admission to meetings) act 1960.</p>
<b>65</b>	<p><b>TO RECEIVE THE MINUTES OF THE HR SUB-COMMITTEE MEETING HELD ON 9<sup>th</sup> DECEMBER 2024.</b> To note: The successful completion of the administrative assistant probationary period. The administrative assistant to undertake ILCA. Both were noted. The Clerk updated that there had been 38 applications for the role of full-time admin assistant. The Clerk &amp; Deputy Clerk would be informally interviewing 6 to pass 3 to interview.</p>
<b>66</b>	<p><b>TO DISCUSS STAFF INCREMENTAL PAY INCREASES</b> The Clerk will ask for Councillor feedback ahead of yearly appraisals for all staff. Staff contracts to receive an amendment to reflect how progression through the appointed salary scale is achieved as is required. All agreed to recommend that an annual salary increase of 1 Spinal Column Point (SCP) would be applied to all staff on the 1<sup>st</sup> April yearly until the maximum SCP within the banding is reached subject to agreed satisfactory performance – Applicable from 1<sup>st</sup> April 2024 but only two staff members in scope – 1 Groundmen moving from SCP5 to 6 and the Clerk moving from SCP 33 to 34. The Clerk will not be included in the annual SCP rise in 2025 but will instead receive an increase of 1 SCP from SCP 34 to 35 upon successful completion of the CiLCA.</p>
<b>67</b>	<p><b>TO CONFIRM NEW BASE CONTRACT DOCUMENT AND ANY AMENDMENTS TO CURRENT CONTRACT DOCUMENTS</b> To amend the initial contract paragraph to include noting the version of The Green Book in use at the time. Item 12 – Statutory to be changed to discretionary. Where relevant elements of the contract will be tailored to the role.</p>
<b>68</b>	<p><b>TO RECEIVE AN UPDATE ON THE DATA PROTECTION BREACH REPORT</b> The report has been received and a debrief held, currently awaiting a couple of refinements before it is issued.</p>

