

Items deferred from Annual Council Meeting on 24 May 2018

Standing Orders require that Council review these items at every Annual Council Meeting.

NOTE

Some of the tasks requiring annual review would normally be prepared by the Town Clerk. In the absence of an appointed Town Clerk, the Council has the authority to appoint a member of the Council as the Responsible Officer to undertake specific tasks, provided that the Councillor shall not be paid for this work.

Review of Delegation Arrangements to committees, sub committees, staff and other bodies

Council needs to agree interim arrangements in the absence of a permanent Town Clerk, to be reviewed upon an appointment, and in the light of future recommendations following on from the Organisational Review report.

1. **It is proposed that:** No delegations are granted to staff other than those already set out in the council's current Standing Orders and Finance Regulations.
2. **It is proposed that:** Staff acting in a temporary capacity as Responsible Financial Officer or Responsible Officer shall be authorised to use their delegations, as set out in the council's current Standing Orders and Finance Regulations, only with the knowledge and consent of the Chairman AND the Deputy Chairman, **OR** the Chairman (or in their absence the Deputy Chairman) AND the chairman (or in their absence the vice-chairman) of the relevant Committee.
3. **It is proposed that:** All committees will continue to refer all recommendations to full council for approval with the following delegation exceptions:
 - Planning Committee: Delegated to make comments on behalf of the council on planning applications.
 - Finance Committee: Delegated to approve invoices for payment where purchases which have been properly authorised.

It is anticipated that the Council will have temporary Clerk cover for Full Council meetings whilst the recruitment process is undertaken.

4. **It is proposed that:** In the event of the absence of a qualified Clerk for Full Council meetings, a councillor shall be appointed by the meeting to act as the Responsible Officer for that particular meeting and also for any actions following on from decisions made at that meeting.

Arrangements are already in place for the Clerical Officer to manage day to day finances with the appropriate authority from designated Councillors.

Review of the terms of reference for committees

There appear to be no current terms of reference with only a list of responsibilities.

5. **It is proposed that:** Council task the Policies and Procedures sub committee to review this and to report back to full council with proposals **in July**.

Review and adoption of appropriate Standing Orders and Financial Regulations.

Council needs these two documents in order to operate with good governance.

6. **It is proposed that:** The current documents be adopted as an interim measure
7. **It is proposed that:** Council task the Policies and Procedures sub committee to review these documents and to report back to full council with proposals **in July**.
8. **It is proposed that:** A member of the Council be appointed to draft a report on proposals for any changes to the adopted policy for consideration by the Policies and Procedures sub committee.

Review of arrangements, including any charters and agency agreements with other local authorities and review of contributions made to expenditure incurred by other local authorities.

No such arrangements currently exist.

9. **It is proposed that:** The Finance and General Purposes Committee be made responsible for reviewing any proposals to undertake such arrangements in future,

Review of representation on or work with external bodies and arrangements for reporting back.

Annual Council Meeting appointed councillors to represent Ledbury Town Council on existing list of outside bodies.

Annual Council Meeting also **resolved** that a review be carried out on this current list of external bodies where there are Council representatives.

10. **It is proposed that:** Each Committee review the current list of outside body appointments; and identify which outside bodies the Committee wishes to receive reports upon.
11. **It is proposed that:** The Democratic Participation Working Party of F&GP Committee be tasked to;
 - undertake a review of the purpose and effectiveness of council representation on existing outside bodies;
 - recommend any changes or additions to the list of organisations; and
 - draft terms of reference for each appointment – in consultation with each organisation and the council's currently appointed representative/s.

In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future

This Council adopted a General Power of Competence on 11 May 2017 without making the necessary arrangements to exercise that power. Without a qualified clerk in place, this Council is not presently able to exercise a General Power of Competence.

12. **It is proposed that:** The Council recognises it does not currently have a General Power of Competence.

13. **It is proposed that:** Council task the Policies and Procedures sub committee to review any impact on the operating capacity of this council as a result of its loss of GPoC and to report back to full council with its findings **in July**.
14. **It is proposed that:** A member of the Council be appointed to draft a report on the loss of GPoC for consideration by the Policies and Procedures sub committee.
15. **It is proposed that:** In preparation for the May 2019 elections, the Council task the Policies and Procedures sub committee to investigate options and to draft proposed arrangements to enable the Council to exercise a GPoC when this capacity becomes available; and to report back to full council with proposals **in January 2019**.

Review of inventory of land and assets including buildings and office equipment

16. **It is proposed that:** Council approve the current register of council-owned assets – to be attached.
17. **It is proposed that:** Finance and General Purposes committee schedule a review of this list in its work programme for the current council year.

Confirmation of arrangements for insurance cover in respect of all insured risks.

18. **It is proposed that:** Council approve the current register of council-owned assets – to be attached.
19. **It is proposed that:** Finance and General Purposes committee schedule a review of this list, with specific reference to the council's current risk register, as a priority in its work programme for the current council year.

Review of the Council's and/or staff subscriptions to other bodies.

20. **It is proposed that:** Council note the current subscription list – to be attached.
21. **It is proposed that:** Finance and General Purposes committee schedule a review of this list in its work programme for the current council year.

Review of the Council's complaints procedure.

This procedure forms an important part of the Council's governance framework.

22. **It is proposed that:** The current document be adopted, as an interim measure – to be attached.
23. **It is proposed that:** Council task the Policies and Procedures sub committee to review this document and to report back to full council with proposals **in September**.
24. **It is proposed that:** A member of the Council be appointed to draft a report on proposals for any changes to the adopted policy for consideration by the Policies and Procedures sub committee.

Review of the Council's procedures for handling request made under the Freedom of Information Act 2000 and the Data Protection Act 1998

This procedure forms an important part of the Council's governance framework.

25. **It is proposed that:** The current document/s be adopted, as an interim measure – to be attached.
26. **It is proposed that:** Council task the Policies and Procedures sub committee to review this document and to report back to full council with proposals **in September**.
27. **It is proposed that:** A member of the Council be appointed to draft a report on proposals for any changes to the adopted policy for consideration by the Policies and Procedures sub committee.

Review of Councils policy for dealing with the press/media

This procedure forms an important part of the Council's governance framework.

28. **It is proposed that:** The current document be adopted, as an interim measure – to be attached.
29. **It is proposed that:** Council task the Policies and Procedures sub committee to review this document and to report back to full council with proposals **in September**.
30. **It is proposed that:** A member of the Council be appointed to draft a report on proposals for any changes to the adopted policy for consideration by the Policies and Procedures sub committee.

15 June 2018