

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 6 MARCH 2025**

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**PRESENT:** Councillors Chowns (Town Mayor and Chair), Hughes and Morris

**ALSO PRESENT:** Angela Price – Town Clerk

**R149. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Harvey. The Mayor also noted the resignation of former Councillor Newsham which subsequently affected the membership of the Resources Committee.

**R150. DECLARATIONS OF INTEREST**

None received.

**R151. NOLAN PRINCIPLES**

That the Nolan Principles be received and noted.

**R152. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 20 FEBRUARY 2025**

**RESOLVED:**

**That the minutes of the Resources Committee be approved and signed as a correct record.**

**R153. DRAFT STAFF REVIEW SPECIFICATION**

Members were asked to give consideration to a draft Staff Review Specification prior to submission to a meeting of Council for final approval.

**RESOLVED:**

1. That the Draft Staff Review Specification be submitted to the meeting of Council on 6 March 2025 for final approval subject to the following amendments:
  - i. That the bullet points be changed to numbers (i.e. 2.1, 2.2 etc.).
  - ii. 2.1 be amended to read “To describe the current ...”
  - iii. 2.4 be amended to read “To report on the extent to which staff roles.....”



iv. 2.5 be removed, noting that this is entered in the Methodology section.

v. 3.3 be amended as follows:

“Elicit input from Councillors on organisational needs; service delivery expectations; strengths and opportunities.”

vi. 3.4 – the date of the Corporate plan to be added.

vii. 3.5 be amended as follows:

“Review administrative procedures and identify opportunities for improvement.”

viii. That 3.6 be removed note it is entered in the Methodology section.

ix. That 3.7 be amended as follows:

“Provide practical recommendations for improvements in staffing, service delivery, and efficiency; and suggest priority actions.”

x. 7.2 be amended to read “A bespoke methodology ...)

xi. That the wording in item 7 “Submission Requirements” be repeated in item 8 “Evaluation Criteria” to ensure consistency.

xii. That the last sentence of the final statement of be amended to read:

“Adjustments can be agreed to ensure alignment with specific requirements and priorities.”

2. That the amended document be submitted to the meeting of Council scheduled for 6 March 2025 for final approval.

3. Following final approval on sending out the specification to relevant consultants they be given one month to provide their quotes for consideration.



R154. **DATE OF NEXT MEETING**

**RESOLVED:**

To note that the date of the next meeting is to be determined at the meeting of Council scheduled for 6 March 2025.

R155. **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

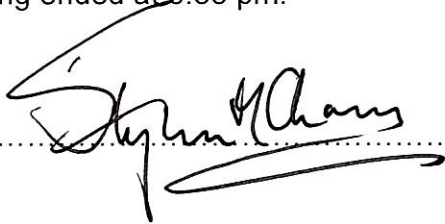
That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

R156. **TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL COMPENSATION OFFER**

It was noted that no response had been received in respect of this matter, and that the Clerk had followed this up with on of those present at the meeting in an attempt to obtain a response.

The meeting ended at 6.33 pm.

Signed .....



Date .....

31/3/25

