

# **DORCHESTER TOWN COUNCIL**

## **POLICY COMMITTEE**

**20th NOVEMBER, 2012**

At a Meeting of the Policy Committee held on 20th November, 2012:

**PRESENT** The Mayor (Councillor A.J. Canning) and Councillors V.J. Allan, R.M. Biggs, T.C.N. Harries, Trevor Jones (Chairman), P.G. Mann and D.S. Roberts.

**APOLOGY** for absence was received from Councillor G.M. Jones.

### 21. **MINUTES**

The Minutes of the Meeting of the Committee held on 18th September, 2012, adopted by Council on 25th September, 2012, were taken as read and were confirmed and signed by the Chairman as a correct record.

### 22. **MINUTES OF MANAGEMENT PANELS**

#### (a) **Risk Management Panel – 30th October, 2012**

The Committee considered the Minutes of the Meeting of the Risk Management Panel held on 30th October, 2012 (for Minutes see Appendix I).

It was

#### **RESOLVED**

That the Minutes of the Risk Management Panel held on 30th October, 2012 be approved.

#### (b) **Resources Panel – 6th November, 2012**

The Committee considered the Minutes of the Meeting of the Resources Panel held on 6th November, 2012 (for Minutes see Appendix I).

It was

#### **RESOLVED**

That the Minutes of the Resources Panel held on 6th November, 2012 be approved.

### 23. **MINUTES OF MANAGEMENT COMMITTEE**

The Committee considered the under-mentioned Minutes of the Management Committee held on 13th November, 2012:

- Minute 29(b) – Outdoor Services Panel Minute 5 – Changing Facilities at the Great Field and Additional Training Facilities;

- Minute 31 – Draft Corporate Plan 2012-13;
- Minute 38 – Replacement of Equipment – Two Tractor Ride-On Mowers.

It was

**RECOMMENDED**

- (1) That Minute 29(b) and Outdoor Services Panel Minute 5 be approved so far as this Committee is concerned.
- (2) That Minute 31 be considered at Minute 27 below.
- (3) That Minute 38 be further considered during the preparation of the Estimates for 2013-14.

24. **MANAGEMENT ACCOUNTS**

The Committee received and noted the Council's Management Accounts for the period ended 31st October, 2012.

25. **INTERNAL AUDITOR'S REPORT**

The Committee received and noted the report of the Council's Internal Auditor following his most recent visit.

26. **EXTERNAL AUDITOR**

Further to Minute 3 the Committee noted that the Council's External Auditor had declined the request for a meeting to discuss the background to the previous misstatements of the Council's financial position.

In the light of the advice of the Financial Services Provider it was

**RESOLVED**

That the Town Clerk be requested to write to the Audit Commission expressing concern about and seeking comments on the perceived poor standard of service received from successive external auditors.

27. **CORPORATE PLAN 2012-13**

The Committee considered the draft Corporate Plan for 2012-13 in the light of Management Minute 31.

It was

**RECOMMENDED**

- (1) That the draft Corporate Plan for 2011-12 as now submitted be approved subject to the modification of paragraph 5.2.1 to refer to the maintenance of an appropriate balance between supply of and demand for allotments and to the insertion of a new paragraph after 6.6.23 to refer to the long term aspiration to bring the Walks to a standard to enable them to be adopted by the local highway authority as highways maintainable at the public expense.
- (2) That the suggested amendments set out in Management Minute 31 be approved.

In response to a point raised by a member of the public during the consideration of this matter the Chairman agreed that the Council would consider various matters connected with the application of the living wage.

28. **DORCHESTER TOWN WALKS**

Further to Minute 50 (2010-11) the Committee considered the report of the Town Clerk on the failure to reach agreement with Dorset County Council for them to formally adopt the Town Walks and it was

**RECOMMENDED**

That, in the interests of clarity, Minute 50 (2010-11), which formally designated the Town Walks as public footways, be rescinded.

29. **LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)**

The Committee considered the report of the Town Clerk on the need to establish a procedure to enable applications from Members for dispensations under the Localism Act 2011 to be considered in a timely manner and it was

**RECOMMENDED**

That the power for the Council to grant dispensations for the purposes of the Localism Act 2011 be delegated to the Town Clerk and that the proposed timescales and supporting documentation now submitted be approved.

30. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was

**RESOLVED**

That, in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matter, the public and representatives of the press be excluded from this meeting during its discussion.

31. **MINUTES OF MANAGEMENT COMMITTEE**

The Committee considered the under-mentioned confidential Minutes of the Management Committee held on 13th November, 2012:

- Minute 42 – Maintenance of Cemeteries;
- Minute 43 – Allotment Provision;
- Minute 47 – Conversion of Borough Gardens Bowls Pavilion to Public Toilets.

It was

**RECOMMENDED**

- (1) That Minute 42 be approved in principle but that the Management Committee be informed of this Committee's view that any revised arrangements which are introduced should be cost-neutral, or as nearly so as possible.
- (2) That Minute 43 be noted.
- (3) That Minute 47 be approved so far as this Committee is concerned and that the Town Clerk be requested to continue to seek additional funding from West Dorset District Council to cover the small additional costs anticipated but that he be authorised to proceed with the implementation of the scheme nonetheless.

Chairman

**DORCHESTER TOWN COUNCIL**

**RISK MANAGEMENT PANEL**

**30th OCTOBER, 2012**

At a Meeting of the Risk Management Panel held on Tuesday, 30th October, 2012:

**PRESENT** Councillors K.E. Armitage, R.M. Biggs (Chairman) and R.B. Potter.

In attendance: Councillor G.M. Jones.

**APOLOGIES** for absence were received from The Mayor (Councillor A.J. Canning) and Councillors S.C. Hosford, Trevor Jones and F.E. Kent-Ledger.

1. **STRATEGIC AND OPERATIONAL RISK REGISTERS**

(a) **Review of the Strategic and Operational Risk Registers**

The Panel reviewed the strategic and operational risk registers which identified the risks faced by the Council. The risk scores were increased in respect of those strategic risks associated with staffing due to the number of staff changes that the Council would be facing over the next year which included the appointment of a new Town Clerk. It was anticipated that the scores would be reduced again once the new appointments and changes in duties had bedded in. Members also felt that Strategic Risk SO47 could be removed from the register once gradings had been agreed with staff following the reallocation of work associated with the retirement of the Senior Administrative Assistant. It was agreed that the Strategic Risk SO45 should be removed from the register as this related to the Council taking over the responsibility for the cemetery function which had happened successfully in April 2011.

Members noted that two new projects should be added to the registers in respect of the conversion of the Borough Gardens Bowls Pavilion to public toilets and the external stonework repairs to the Municipal Buildings.

In respect of the Open Spaces Operational Register Members felt that a new risk should be added in respect of the risks associated with The Walks not being adopted highway and also the possible conflict between pedestrians and cyclists if some of The Walks become part of the national cycling network.

The Panel felt that 'Failure to collect income' should be added to the Borough Gardens Operational Register, particularly in respect of the collection of tennis money.

It was

**RECOMMENDED**

That the strategic and operational risk registers, as amended, be approved.

(b) Review of Opportunities

The Panel considered that there might be opportunities for financial savings in respect of the proposed flexible retirement of the Operations Supervisor and an opportunity to improve standards of maintenance at Weymouth Avenue Cemetery by way of reviewing staffing and contract arrangements on the retirement of the Cemetery Assistant early in 2013.

Members also felt that there might be an opportunity to ensure payment of tennis fees by reviewing the method of booking and fee collection as there were grants available for automated systems from the LTA.

Members were pleased to note that the opportunity identified last year to make revenue savings of £20,000 had been achieved.

It was

**RECOMMENDED**

That the opportunities section of the risk registers,  
as amended, be approved.

**DORCHESTER TOWN COUNCIL**

**RESOURCES PANEL**

**6th NOVEMBER, 2012**

At a Meeting of the Resources Panel held on 6th November, 2012:

**PRESENT** Councillors T.C.N. Harries, S.C. Hosford, T. James, Trevor Jones (Chairman) and P.G. Mann.

In attendance:

Councillors V.J. Allan, K.E. Armitage and R.B. Potter.

**APOLOGY** for absence was received from The Mayor (Councillor A.J. Canning).

3. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was

**RESOLVED**

That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and representatives of the press be excluded from this meeting during their discussion.

4. **OPERATIONS SUPERVISOR**

The Panel considered the report of the Deputy Town Clerk on a request received from the Operations Supervisor for consent to take flexible retirement under Regulation 18A of the Local Government Pension Scheme Regulations 2007, commencing on 1st May, 2013 and ending with full retirement on 30th April, 2015.

The report reminded the Panel of the Council's approved policy for dealing with such requests which had been approved at Policy Minute 62 (2011-12). He reported that additional information had been received which indicated that the financial benefits accruing to the Council would be greater than those set out in the report and it was

**RECOMMENDED**

That the request be acceded to and the suggested alternative arrangements set out in the report be applied, including the revised Job Description set out at Appendix III.

5. **FUTURE STAFFING ARRANGEMENTS**

The Panel considered the report of the Town Clerk on the various issues which remained to be determined in respect of this matter following the initial consideration at Resources Minute 2 of the meeting held on 10th December, 2012.

Following discussion and in accordance with the delegated powers granted at Standing Order 50 it was

**RESOLVED**

- (1) That the Council retain the services of Walden Consultants Limited of Dunstable to assist in the recruitment process on the basis set out in their submission appended to the report, but that the Panel records its opinion that it would be prepared to use Chris Rolley Associates instead if necessary provided that their anticipated total time commitment can be reduced significantly.
- (2) That, subject to the views of Walden Consultants Limited, the vacancy for the position of Town Clerk be advertised in Municipal Journal and on the local government websites for Devon, Hampshire, Somerset and Wiltshire in addition to the publicity agreed at Resources Minute 2(2).
- (3) That the draft advertisement and application pack appended to the report and the need for a relocation package be referred to Walden Consultants Limited for consideration and that a copy of the final proposals be circulated to all Members of the Panel to enable a further meeting to be called to consider them within the overall timetable for the recruitment process if required.

It was also

**RECOMMENDED**

- (4) That, subject to (6) below, the Shortlisting Panel comprise Councillors V.J. Allan, T. James, E.S. Jones, P.G. Mann and R.B. Potter.
- (5) That, subject to (6) below, the Interviewing Panel comprise Councillors V.J. Allan, Trevor Jones, P.G. Mann, R.B. Potter and M.E. Rennie.
- (6) That the Town Clerk be requested to arrange training on shortlisting and interviewing techniques from South West Council as suggested in the report, that the training be made available to all Members of Council

and appropriate staff, and that attendance at it be a requirement for all those identified in (4) and (5) above.

- (7) That the outcome of the Town Clerk's negotiations about the reallocation of the Senior Administrative Assistant's duties with members of staff remaining in the Council's employment be noted and that the revised Job Descriptions for the posts of Administrative Assistant and Junior Administrative Assistant set out at Appendices IV and V be approved.
- (8) That the Council recruit a Planning and Environment Committee Clerk to work two days per week as suggested by South West Councils and that the Job Description and Person Specification for this post set out at Appendices VI and VII and the proposed recruitment timetable set out in the report be approved.

## **DORCHESTER TOWN COUNCIL**

**Name:** **Post:** Part Time Operations Supervisor –  
Borough Gardens

### **JOB DESCRIPTION**

#### **Main Objective of Post**

Under the direction of the Town Clerk, Deputy Town Clerk and/or the Compliance Manager to ensure the delivery of a high quality of horticultural, arboricultural and amenity maintenance in the Borough Gardens including hands-on activity and the training, organisation and supervision of the Head Gardener and any other members of staff employed in connection with their care whether on a dedicated basis or by diversion from other areas of the Council's parks, gardens and open spaces service.

#### **Main Accountabilities**

1. To supervise and manage on a daily basis those members of staff employed in connection with the care of the Borough Gardens (including volunteers, disabled work placements etc) including all administrative and clerical work that might arise.
2. In conjunction with the Compliance Manager to be responsible for the overall management of the Borough Gardens including designing and implementing seasonal planting schemes, ensuring the use of good horticultural and arboricultural practices and ensuring the availability and safe and secure storage and usage (where appropriate in accordance with regulations) of necessary stocks of seeds, bulbs, plants, horticultural sundries including pesticides, weedkillers, etc., tools and equipment including where appropriate accounting for their return in good condition and arranging for any necessary maintenance to be carried out and identifying when existing equipment is about to become obsolete or identifying additional equipment which would facilitate the continuing high maintenance standard of the Gardens.
3. To ensure and assist in the general propagation of plants as required by the Council, and the provision of floral decorations as and when necessary.
4. To assist in the recruitment and selection of gardening staff, to identify the training needs of such staff and to ensure that these requirements are made known to the Compliance Manager.
5. To be responsible for the running of training courses for staff and to instruct and train staff on the issues affecting the successful maintenance of the Borough Gardens and to take responsibility for all health and safety matters within the Gardens, whether affecting members of staff or other users of them.
6. To assist in the identification of the career development needs of staff and provide career development training where appropriate.
7. To apply and develop programmes of work for the maintenance of the Borough Gardens, to prioritise them and to allocate the work to available staff, to monitor their performance

and ensure that productive output is achieved whilst undertaking work in the Borough Gardens.

8. To assist with the collection, safe-keeping, accounting and banking of monies received in connection with the use of the Gardens.
9. To report to the Compliance Manager any repair or maintenance works required to any of the buildings or structures (including paths and play equipment) located within the Gardens.
10. To ensure that staff employed in the Gardens are aware of the byelaws covering activities within them and to ensure that staff are polite, civil and courteous in their dealings with the public.
11. To implement the Management and Maintenance Plan for the Gardens and in consultation with the Compliance Manager ensure that it is reviewed and updated regularly.
12. Where appropriate to give talks to organisations and groups on the maintenance of the Borough Gardens and to act as the principal point of liaison with the Friends of the Borough Gardens, including everything reasonably possible to encourage, promote and support their activities.
13. To make arrangements to facilitate and support the organisers of the various entertainment events held in the Gardens.
14. To liaise with and supervise the work of any outside contractors undertaking work within the Gardens.
15. To take an active part in the implementation of the Council's Personal Achievement and Development Scheme or such other appraisal scheme as may be introduced.
16. To complete such paperwork, timesheets, etc. as may reasonably be required by the Council.
17. These duties may be altered from time to time in accordance with the changing demands of the service.

## **DORCHESTER TOWN COUNCIL**

**Name**

**Post** Administrative Assistant

### **DUTIES**

Subject to the overall direction of the Town Clerk and/or the Deputy Town Clerk the duties attaching to the post are as set out below:

1. To deal with telephone and personal enquiries from Members of the Council and of the public.
2. To administer and promote the use of the Municipal Buildings and other accommodation or facilities provided by the Council for the benefit of the public.
3. To exercise day-to-day supervision over the Buildings and liaison with staff employed there including ensuring that standards of cleanliness are achieved and maintained and liaison with franchisees and with the Superintendent Registrar in respect of the holding of civil weddings and partnerships in the Municipal Buildings.
4. To be the “Responsible Person” at civil weddings and partnerships held in the Municipal Buildings or to ensure that another designated “Responsible Person” is in attendance if it is not this post holder.
5. To prepare invoices for the hire of the Municipal Buildings and other facilities operated by the Council.
6. To implement and oversee a programme of planned maintenance for the Municipal Buildings.
7. To supervise and oversee the work of the Junior Administrative Assistant, the Clerk/Typist and the Office Cleaner.
8. To provide support and assistance to the Deputy Town Clerk as and when required.
9. To assist as required in the administration of Dorchester’s cemeteries including (but not necessarily restricted to) attendance at the cemeteries, routine liaison with the Cemetery Attendant and Cemetery Assistant, maintenance of records, liaison with funeral directors, stonemasons and members of the public.
10. To assist as required in the organisation of civic and/or ceremonial events.
11. Such other duties as may from time to time be reasonably required.
12. The duties set out above shall apply as necessary to the activities of the Dorchester Markets Informal Joint Panel in the same way as they apply to the activities of the Town Council.

## **DORCHESTER TOWN COUNCIL**

**Name:** **Post:** Junior Administrative Assistant

### **DUTIES**

Subject to the overall direction of the Town Clerk and under the day-to-day supervision of the Administrative Assistant the duties attaching to the post are as set out below:

1. To act as Secretary to the Mayor including assisting as required in the organisation of civic/ceremonial events.
2. To act as Clerk to the Community Activities Panel including the preparation of agenda, attendance at meetings, the drafting of minutes and action arising.
3. To let playing facilities and sports pitches provided by the Council.
4. To provide general typing, secretarial, filing and reprographic services.
5. To deal with telephone and personal enquiries from Members of the Council and of the public.
6. To prepare official orders.
7. Under the supervision as necessary of the Council's Financial Services Provider to prepare cheques in respect of expenditure incurred by the Council and to post and balance the expenditure analysis involving the verification of accounts and invoices with the necessary enquiries to ensure:
  - that the accounts and invoices are arithmetically correct;
  - that the goods or services referred to were, in fact, received; and
  - that the accounts and invoices are properly coded.
8. Under the supervision as necessary of the Council's Financial Services Provider to post the expenditure ledger and/or the input of data into the Council's computer-based system.
9. Under the supervision as necessary of the Council's Financial Services Provider to prepare invoices in respect of goods or services provided by the Council.
10. To undertake the banking at least weekly of monies received by the Council.
11. To maintain the Council's petty cash account.
12. To maintain control over the Council's stationery and janitorial stocks.
13. To let allotments provided by the Council.
14. Such other duties as may be reasonably required.
15. The duties set out above shall apply as necessary to the activities of the Dorchester Markets Joint Informal Panel in the same way as they apply to the activities of the Town Council.

**DORCHESTER TOWN COUNCIL**

**Name**

**Post** Planning & Environment Committee Clerk

**DUTIES**

Subject to the overall direction of the Town Clerk and/or the Deputy Town Clerk the duties attaching to the post are as set out below:

1. To act as Clerk to the Planning and Environment Committee including the preparation of agenda, attendance at meetings, the drafting of minutes and action arising and, in addition, attending meetings of such other bodies, organisations or groups as may reasonably be required.
2. Such other duties as may be reasonably required.

**DORCHESTER TOWN COUNCIL****PERSON SPECIFICATION****PLANNING & ENVIRONMENT COMMITTEE CLERK****Qualifications**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Evidence of a commitment to continual professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Certificate in Local Council Administration (CiLCA) or Certificate in Local Policy.</li> </ul>

**Legal**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>General knowledge of the law as it affects local councils.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of development control and road traffic regulation legislation or a willingness to undergo appropriate training.</li> </ul>

**Meetings**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Practical experience of servicing committees, including agenda preparation, report writing, minute taking, standing orders and financial regulations.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of local government democratic processes.</li> </ul>

**Personal Qualities**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Ability to command the confidence of and build relationships with councillors, colleagues, other organisations and members of the public;</li> <li>Confident about speaking in public.</li> </ul>	

**Communication Skills**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Excellent oral and written communication skills, including an ability to relate to, and communicate with, councillors, staff, members of the public and external agencies and an ability to present complex</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of ability to give professional advice and information to councillors, staff and members of the public.</li> </ul>

<p>information or concepts coherently and concisely;</p> <ul style="list-style-type: none"> <li>• Ability to operate with complete impartiality in a political environment.</li> </ul>	
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### **Information Technology**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Computer literate;</li> <li>• Experience in Microsoft Office suite;</li> <li>• Ability to learn to use bespoke planning administration software.</li> </ul>	<ul style="list-style-type: none"> <li>• European Computer Driving Licence (ECDL).</li> </ul>

### **Management**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Evidence of ability to prioritise work, set targets and achieve positive outcomes;</li> <li>• Evidence of ability to organise and manage time and resources effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of servicing a major committee within local government.</li> </ul>

### **Other**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Willingness to work evenings and weekends as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Current driving licence and car owner.</li> </ul>