

## ELSTREE AND BOREHAMWOOD TOWN COUNCIL

### GENERAL MANAGEMENT COMMITTEE

**MINUTES** of a meeting held in Fairway Hall, Brook Close, Borehamwood on Wednesday 3<sup>rd</sup> November 2010 at 7.45pm

PRESENT: Councillors: Mrs H David, (Chairman)  
E Butler, G Franklin, Mrs A Mitchell, and Ms P Swallow

In attendance: Ms B M Levy, Acting Clerk

#### **1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for lateness were received from Councillors Franklin and Swallow. Both arrived shortly after the meeting had commenced.

#### **2. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were no declarations of Councillors' interests

#### **3. MINUTES OF THE MEETING HELD ON 6<sup>th</sup> SEPTEMBER 2010**

Noted that the minutes of the meeting of the Committee held on 6<sup>th</sup> September 2010 were still in draft form. They would be amended and presented to the next scheduled meeting of the Committee on 18<sup>th</sup> November for approval and signature

#### **4. REPORT OF THE CLERK – EXTERNAL AUDIT**

The External Auditor had completed the Audit of the Annual Return – Year ended 31<sup>st</sup> March 2010). His report was as follows:-

“On the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”.

However under other matters not affecting their opinion the External Auditors had indicated that the Council must review its fixed asset register and ensure it is updated with the following information as soon as possible or in any event before the end of the current financial year,

- Date acquired
- Purchase cost of acquisition
- Location held
- Current valuation of asset

They pointed out that it was essential that the Council reviewed its fixed asset register, at least annually, and were satisfied that it correctly reflected the value of the Council's assets. The Acting Clerk pointed out that all the Council's assets were covered by insurance and that the schedule was index linked to reflect the increase in value of the council's fixed assets.

The register would be reviewed to ensure that it was up to date.

**5. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960 S1 (2) the press and public be excluded from the meeting whilst staffing matters were discussed.

**6. MINUTES OF THE SPECIAL MEETING OF THE COUNCIL HELD ON 6<sup>th</sup> OCTOBER 2010**

The minutes of the Special Meeting of the Council held on 6<sup>th</sup> October 2010 were NOTED and would be submitted to the Council meeting on 25<sup>th</sup> November for approval.

**7. ROOT AND BRANCH REVIEW**

It was reported that the Council had reviewed its staffing structure on 1<sup>st</sup> April but had not implemented the agreed proposals because there had then been the opportunity to engage a consultant to conduct a root and branch review. The report was in draft form but offered three main options for the Council to consider.

The contents of the review were NOTED

Following some discussion it was RECOMMENDED that the following staffing structure be implemented

- Clerk and Responsible Finance Officer – full time
- Events Co-ordinator – full time (already in post)
- Support Officer – full time
- Caretaker – full time (already in post but due to retire in approximately 15 months)
- Handyman and Deputy Caretaker (full time)

Current staff would be consulted on the proposals.

It was further RECOMMENDED that the Clerk and Handyman posts should be advertised as soon as possible.

**8. OTHER STAFFING ISSUES**

The Acting Clerk had been contracted for six weeks and this would expire at the end of the following week. She was asked to continue for a further month. Several CVs of potential locum clerks had been submitted to the Council and the Acting Clerk was asked to have informal meetings with 3 of them to assess their suitability.

A member of staff had been off sick for almost a year and would shortly have exhausted her entitlement to pay. The Acting Clerk was asked to consult to seek a resolution

**9. CLOSURE**

The Meeting closed at 9.15pm (having commenced at 7.45 pm)

Date:.....

CHAIRMAN.....