



# STANLEY TOWN COUNCIL

## NOTICE OF MEETING

I hereby give notice that an Ordinary meeting of the Stanley Town Council will be held on Tuesday, the 22nd March 2016 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

### TO ALL MEMBERS of STANLEY TOWN COUNCIL

J. Nicholson (Chair)	A. Clegg	G. Graham	C. McKee	C. Thompson
W. Nixon (Vice-Chair)	T. Davinson	R. Harrison	D. McMahan	D. Tully
C. Bell	L. Elliott	D. Marshall	D. Mills	D. Walker
J. Charlton	R. Ferris	L. Marshall	B. Nair	M. Wilkinson

You are hereby summoned to attend an **ORDINARY MEETING** of the **Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Tuesday the 22nd March 2016 at 18.30** in order to transact the following business:

Yours sincerely,

**Alan Shaw**  
**Town Clerk**  
**17th March 2016**

Please turn off all mobile phones or set to silent mode  
Please refer to the Policy for recording proceedings

## A G E N D A

### 1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

### 2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

### 3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** any announcements from the Chair or Town Clerk.

#### 4 PUBLIC PARTICIPATION

**Presentation:** The Chairman will present the winner of the Stanley Life Photography competition with a cheque for £100.

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

#### 5 CONFIRMATION OF COUNCIL MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Ordinary Council Meeting held on 23rd February 2016.

#### 6 MINUTES OF COMMITTEE MEETINGS

To receive the Minutes of the following Committee Meetings:

9th March 2016	Comms & Events	(ATTACHMENT B)
10th March 2016	Finance & Gen. Purposes	(ATTACHMENT C)

#### 7 RECOMMENDATIONS OF COMMITTEE MEETINGS

The following **RECOMMENDATIONS** of Committee meetings held since the last Ordinary Council meeting require ratification by full Council:

##### (a) FINANCE (ATTACHMENT D)

The Finance & General Purposes Committee considered a report from the Finance Manager concerning the changes to the process for appointment of External Auditors, and make the following **RECOMMENDATIONS** to Council:

- (i) the Council's external audit arrangements for the year 2017/2018 onwards be secured through SAAAL,
- (ii) the 30-day period for public inspection of the accounts begins on Monday, 13 June 2016 and ends on Friday, 22 July 2016.

#### 8 CORRESPONDENCE

The following Correspondence has been received by the Town Clerk to be **NOTED** by Council:

##### (i) Letter from Lieutenancy of Durham (ATTACHMENT E)

The Clerk has received a thank you letter from the Lord Lieutenant's office thanking the Chairman for the invitation to the launch of the Mini-Police event. The Clerk has already written to Mrs Snowden and thanked her for her attendance at the event.

(ii) **Letter from Mike Barton, Chief Constable** (ATTACHMENT F)

The Clerk has received a letter (via CDALC) from the Chief Constable of Durham Constabulary in relation to the report of the Inspectorate of Constabulary

Council is requested to **NOTE** the correspondence and **DECIDE** if any further action is required.

9 **POLICE JOINT SURGERIES**

The Town Clerk has been contacted by Stanley Police, who are exploring different ways of engaging with residents in the Stanley area in a positive way. PS Emma Kay from Catchgate Policing team will outline the proposal to Members.

Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

10 **COMMUNITY SPEEDWATCH**

A Community Speedwatch initiative has recently been established in the Stanley area. The Town Council has already provided support for the initiative by providing funding for high visibility clothing. Members will receive an update on the activity of the initiative to date and information about how to request that Speedwatch looks at any particular location.

Council is **REQUESTED** to **NOTE** the presentation and **DECIDE** if any further action is required.

11 **REPORT OF THE TOWN CLERK** (ATTACHMENT G)

A report from the Town Clerk on current activities and matters of interest to the Council is attached. Members are requested to **NOTE** the report and may ask the Town Clerk for further updates at the meeting.

12 **COMMUNITY CONSULTATION**

(ATTACHMENT H) Raw data from Consultation Exercise  
(ATTACHMENT I) Analysis of Responses

The first stage of the Community Consultation exercise was completed at the end of February. Officers have been analysing the responses received from the public in order to identify issues and options to be put into a second, more specific consultation.

The analysis of the first stage has - as was predicted, been relatively difficult. The deliberate decision to allow residents to express any view without being led in any direction has inevitably meant that the responses have had to be analysed manually to a large extent.

Council is **REQUESTED** to consider this matter and **DECIDE** what to do.

13 **STANLEY ARMS** (ATTACHMENT J)

At the Ordinary Council meeting held on 26th January 2016, it was **RESOLVED** that the Town Clerk should liaise with Durham County Council to explore the possibility of the

coat of arms granted to the former Stanley Urban District to be adopted by Stanley Town Council. (*Minute #501 of 2015/16 refers*).

A report is attached. Council is requested to **CONSIDER** the report and **DECIDE** what to do.

14 **REVIEW OF INTERNAL CONTROL** (ATTACHMENTS K, L)

**Statutory Basis:** The Accounts and Audit Regulations 2015

The Council has a duty to review its system of internal control and risk management on an annual basis. A report and risk register have been prepared and are attached to this agenda.

Members are requested to **CONSIDER** the report and associated risk register and **DECIDE** what to do.

**RECOMMENDATIONS:**

- (i) Council should **NOTE** the contents of the report in terms of the review of internal audit and internal control; and
- (ii) **RESOLVE** to support the principle of ensuring that effective risk management takes place within Stanley Town Council; and
- (iii) **APPROVE** the actions proposed in columns 7, 8 and 9 of **ATTACHMENT L**

15 **LIVING WAGE** (ATTACHMENT M)

A report is attached detailing the financial impact of the National Living Wage.

Council is requested to **CONSIDER** the report and **DECIDE** what to do.

**RECOMMENDATION:**

- (i) Council is requested to **NOTE** this matter and **AUTHORISE** the Town Clerk to make any necessary adjustments to salaries budgets required to implement this change.

16 **GROUNDWORKS SERVICE LEVEL AGREEMENT** (ATTACHMENTS N, O)

**Statutory Basis:** The Public Contracts Regulations 2015

The Town Council has maintained a Service Level Agreement with Groundworks (North East) since 2011 for the provision of its Environmental Caretaker service. This arrangement requires review. The Town Clerk has attached a report to members (**ATTACHMENT N**) and guidance issued by NALC in relation to the Regulations. (**ATTACHMENT O**)

Council is requested to **CONSIDER** the report and **DECIDE** what to do.

**RECOMMENDATIONS:**

- (i) Council should **NOTE** the contents of the report, in particular the requirements for procurement of contracts under the Regulations to the value of the budget allocation for the Environmental Caretaker Project.
- (ii) In addition, Council should **AUTHORISE** the Town Clerk to develop a specification for the provision of the Environmental Caretaker Scheme going forward, which can be taken forward to an open tender process following Council approval;
- (iii) Council should **AUTHORISE** the Town Clerk to continue the current arrangement whilst the specification is being developed and tendered.

**17 RECRUITMENT OF COFFEE SHOP STAFF**

**Statutory Basis:** Local Government Act 1972, s. 112,  
Constitution of Stanley Town Council (revised May 2015)

Under the current scheme of delegation, the authority to recruit staff is delegated as follows:

Authority to Interview Staff: Delegated to Personnel Committee  
Authority to Appoint Staff: Reserved to Full Council.

This applies to all appointments other than “temporary staff, apprentices or other short term placements”. At present, the Personnel Committee has been making a decision about whether to delegate this responsibility further on a case by case basis.

At the Ordinary Council meeting held on 23rd February 2016, Council **RESOLVED** that authority be given to the Civic Hall Manager to open the Coffee Shop, using 4 part-time staff (2 full-time equivalents) on 3 month, fixed term contracts. (*Minute #556 of 2015/16 refers*). However, authority was not delegated at this time to either interview or appoint the staff.

It is standard practice in local authorities that the recruitment of staff, other than those in key managerial roles, is conducted by officers on behalf of the Council. Stanley Town Council, has a small staffing establishment and a flat staffing structure. It is the view of the Clerk that only the roles of Town Clerk and Civic Hall Manager in the existing staff establishment should be reserved to Council for appointment by Members.

The Town Clerk is **REQUESTING** that, where Council has granted authority to recruit to a vacant post, there is a standing **DELEGATION OF AUTHORITY** to the Town Clerk to:

- (i) Arrange for the interviews of staff who are graded below the Town Clerk or Civic Hall Manager to be conducted by officers *without the requirement for a member panel*; and
- (ii) Staff who are not required to be interviewed by a member panel may be appointed by the Town Clerk, without requiring separate authorisation from Council; and
- (iii) That the constitution be amended accordingly.

If Council **DECIDES** not to make a standing **DELEGATION**, Council is requested to **DELEGATE** the authority for recruitment of the Coffee Shop staff to the Town Clerk to expedite this process.

**18 EXCLUSION OF PRESS AND PUBLIC\***

**\*Any members recording the proceedings must stop at this point.**

To **RESOLVE** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

*Justification for excluding the public and press from consideration of the following item: To consider professional legal advice.*

**19 REQUEST FOR INFORMATION (ATTACHMENT P)**

The Town Clerk has prepared a response to the request for information received from the Legal Services Department at Durham County Council.

Council is requested to **CONSIDER** the draft response and **AUTHORISE** the Town Clerk to send it on its behalf.

**20 DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday, 26th April 2016, 18.30 at the Civic Hall

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*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.*