

**MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
MONDAY 10 JULY 2023 at 7:05pm**

PRESENT: Councillors Ambler, Biscoe, Mrs Eathorne-Gibbons, Rabey, Rich, Roden (Chairman), Mrs Stokes, Mrs Swain (Mayor), and Webb.

Also, in attendance: Mrs Joanne Trevelyan, Financial Officer
Councillor La Borde

APOLOGIES: Apologies of absence were received from Councillors Mrs Carlyon, Unwin and Wells.

99 DISCLOSURES OR DECLARATIONS OF INTEREST

Grants (minute 103, page 40)

Councillor Biscoe declared an interest in the above item as Chair of the Truro Old Cornwall Society

100 OPEN SESSION FOR THE ELECTORS OF TRURO

There were no electors of Truro present.

101 FINANCE AND GENERAL PURPOSES MINUTES

Accuracy Minutes

It was proposed by Councillor Roden, seconded by Councillor Mrs Eathorne-Gibbons, and

RESOLVED that the minutes of the Finance and General Purposes Committee Meeting held on 12th June 2023, together with confidential minute are signed as a correct record.

A Member felt that regarding Hendra Hall (minute number 53, 12/06/23), there should have been a recommendation stating that a Condition Survey should be carried out. It was agreed by the Chairman that an item in this regard would be added to the next Finance & General Purposes Committee agenda.

102 GRANTS COMMITTEE MINUTES

It was proposed by Councillor Roden, seconded by Councillor Mrs Eathorne-Gibbons, and

RESOLVED that the minutes of the Grants Committee Meeting held on 12th June 2023 are signed as a correct record.

103 GRANTS

The Chairman informed the Committee that three grant applications had been received:

Truro Old Cornwall Society

Members agreed that this application should be deferred as it was felt more information was required together with annual accounts.

It was proposed by Councillor Mrs Swain, seconded by Councillor Ambler, and

RECOMMENDED that the above application be deferred until the further information has been provided.

As Councillor Biscoe declared an interest in the above application, he left the room and did not vote or take part in any discussion.

Drama Express

It was proposed by Councillor Webb, seconded by Councillor Biscoe, and

RECOMMENDED that the £750 requested is approved.

Truro Nourish Hub CIC

It was proposed by Councillor Webb, seconded by Councillor Biscoe, and

RECOMMENDED that the £880 requested be approved.

104 MANAGEMENT ACCOUNTS APRIL – JUNE 2023

It was explained by the Financial Officer that two budget transfers were being recommended:

- A transfer of £76k to increase the administration salaries and reduce the Parks department salaries. This reflects the organisation of office staff.
- A transfer of £14k to reduce the Library Salaries budget and increase the Library cleaning costs budget. This reflects the position that the City Council are using contract cleaners rather than employed staff in the Library.

A Member felt that there should be a breakdown detailing the income of the new café, as well as in comparison to the old café. It was agreed as the café had not long opened it would need to be running for a few months to show a true reflection as there had been some extra expenditures, a new till system for example. The Financial Officer explained they had been very busy and the takings were good for the limited food/drink they currently offered which the café was hoping to expand on in the future. A Member pointed out that offering more food options would require careful consideration, for example, the dishwasher, fridge, freezers etc would need to be larger and more robust than domestic ones, which would mean additional expenditure. There would also need to be more staff.

It was proposed by Councillor Roden, seconded by Councillor Webb, and

RECOMMENDED that:

1. The above budget transfers are agreed;
2. It was agreed that on a meeting-to-meeting basis a report be bought to the Finance & General Purposes Committee with detailed income and expenditure of the café.

105 FINANCIAL ACCOUNTS 2022-23 – ADDITIONAL WORKING PAPERS

The Chairman explained that the additional papers had been added to the agenda following a request at the last Council meeting.

On reviewing the papers Members felt there was still a number of queries that required clarification from the Town Clerk.

It was proposed by Councillor Roden, seconded by Councillor Mrs Eathorne-Gibbons,

RECOMMENDED that a meeting with the Town Clerk be arranged, open to all Councillors, for a discussion on the above.

106 BOSCAWEN PARK CHANGING PLACES TOILET

The Chairman explained to Members that the room had been created to house the changing places toilet at the Pavilions, but that the equipment required had not been installed. This was because the City Council applied for grant funding to achieve this but were unsuccessful (although successful for the Green Street toilet refurbishment).

The cost to have the equipment installed was estimated at £20k.

It was identified at the last meeting that after the CIL monies were allocated to the purchase of land there was a surplus and this was sufficient to meet the estimated costs above.

A Member queried why this was a retro fit and why it was not installed when the works were being carried out. It was explained this was part of the original design, however building prices increased and there was no money left to install the changing places toilet.

It was proposed by Councillor Roden, seconded by Councillor Mrs Swain, and

RECOMMENDED that the City Council proceeds with the installation of the changing places toilet at Boscawen Park which is financed from the Community Infrastructure Levy.

107 CORRESPONDENCE

There was no correspondence to report.

108 ORGANISATIONAL REVIEW

A) UPDATE REPORT

The Chairman explained that he had drafted the Report with the intention that it could be taken in the public part of the meeting to enable transparency and this would also allow for it to be shared with staff. Members indicated this document needed to be carefully considered and agreed the following:

It was proposed by Councillor Biscoe, seconded by Councillor Roden, and

RECOMMENDED that the actions outlined below are approved and noted:

1. An analysis report had been undertaken by the South West Councils organisation into the City Council Single Status agreement and Policy and Procedures Manual. The initial conclusions were that whilst the City Council had a full range of policies and procedures and it applied the national "green book" terms and conditions, it found that the "*current provision is complicated and could be considered confusing*". Following a meeting with South West Councils, the Town Clerk and Chairman of the Finance and General Purposes Committee, South West Councils had been requested to bring forward proposals using their model template HR documents to ensure that the Single Status and Policy and Procedure documents are brought fully up to date and that they are put in a format which is more accessible and "user friendly". The time scale is that this would be brought to the Finance & General Purposes Committee's

October meeting and would then be subject to consultation with the Trades Unions prior to formal agreement by Council before the end of 2023.

2. A meeting was held on Monday 10th July with the recognised Trades Unions and was attended by the Mayor and Chairman of Finance & General Purposes, the Finance Officer and Parks and Amenities Manager. The recognition and procedural agreement had now been formally signed and arrangements were now in place to regularise arrangements with the Trades Unions. This was a positive meeting, and it was believed that the City Council now had a positive relationship with its Trade Union colleagues.

3. A meeting was held on Monday 10th July with the CEO of Tamar HR, the Council's external HR contractor, the Mayor and Chairman of Finance and General Purposes Committee, Finance Officer and Parks and Amenities Manager. The future working arrangements for the contract were confirmed and there would now be an onsite weekly presence for 1 day per week (Wednesday) with a named HR advisor and there would also be contact outside of these days in the event of any urgent advice being needed. There would be regular review meetings between the Council and the CEO of Tamar HR to monitor and review the contract and make any necessary adjustments as may be required.

4. A meeting was held on Monday 10th July with the council's job evaluation analyst to review and agree the process for any outstanding regrading applications. The process for assessment and evaluation was confirmed and work will commence immediately on undertaking the outstanding applications.

It was proposed by Councillor Swain, seconded by Councillor Roden, and

RESOLVED that in order to seek to overcome concerns over communication wherever possible, that decisions of the Council and its Standing Committees in relation to the Organisational Review, are shared with staff as soon as possible after meetings and that managers are asked to brief staff where they do not have access to email.

B) TERMS OF REFERENCE

(Appendix 1)

ORGANISATIONAL CHANGE WORKING GROUP

It was proposed by Councillor Biscoe, seconded by Councillor Roden and,

RECOMMENDED the attached Terms of Reference be considered by the next meeting of Council.

109 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Roden, seconded by Councillor Mrs Eathorne-Gibbons, and

RESOLVED that in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of the following items by reason of its confidential or special nature.

C) ORGANISATIONAL REVIEW UPDATE

Members considered a confidential item.

110 READMITTANCE OF THE PRESS AND PUBLIC

It was proposed by Councillor Mrs Swain, Seconded by Councillor Roden, and

RESOLVED that the press and public be invited back to the meeting.

The meeting closed at 8.45pm

CHAIRMAN

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