

Meeting	Full Council
Date	27 th July 2021
Report Title	Scheme of Delegations Ratification
Agenda Reference	12
Author	Georgina Morgan-Den, Chief Officer & RFP

Officer's Recommendation

To note the following decisions were ratified by the Emergency Scheme of Delegation (Chief Officer, Chairman and Vice Chairman) during May and June 2021.

Meeting 1: 24th May 2021

Finance & Policy Informal Committee – 18th May 2021

1.1 Roadmap to physical meetings recommendations

- 1.1.1 Based on recent CALC advice to reconfirm the Scheme of Delegation resolution wording as: "That the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed in July 2021."
- 1.1.2 To hold a physical Full Council meeting on 22nd June 2021 to sign the AGAR and Annual Return. This meeting will be limited to the minimum number of Councillors (Quorum is 6) and 1 Clerk.
- 1.1.3 To review the Scheme of Delegation at the beginning of July following the most recent government guidance and advice from our Health & Safety consultant.

1.2 Financial Matters recommendations

- 1.2.1 To approve the payment schedule under daybook references 1477-1522 for the sum of £115,551.68. Payments will be made by close of play 26th May 2021. Note five (5) suppliers had to be paid before the Scheme of Delegation meeting and paid on the 19th May, as detailed:
 - A) UK Safety Management as the invoice was due for payment last month and a reminder has been received. Payment is for £223.20 but is within Finance Officer authorisation limit.
 - B) WALC for Councillor Fundamental Training Course on 26th May paid this invoice for £30 to ensure that the Councillor can attend the course. Within Finance Officer authorisation limit and has gone through.
 - C) Swindon Car & Van Rental for £2,515.34 – this is the first payment to be made by BACs, rather than credit card so did not want to delay payment to ensure good customer relations. Clerk authorised.
 - D) Crocsec for security services, some of which are going back to March, so overdue. Total requiring authorisation: £1,242.31. Clerk authorised



- 1.2.2 To approve the bank signatories, as detailed:
- A) Remove Councillors L Brown, J Fuller and S McDermott as signatories
 - B) To set up Councillors L Rhys-Jones as new signatory
 - C) For the signatories 21-22 to be:
 - Councillor L Rhys-Jones
 - Councillor V Manro
 - Councillor D Rodgers
 - Councillor R Hailstone
 - Councillor S Callen
 - Georgina Morgan-Denn (Clerk)
 - D) For the emergency approver to be Councillor L Rhys-Jones.

Meeting 2: 10th June 2021

Extraordinary Full Council on 9th June 2021

1.1 Staff Matters – confidential report is held on file.

- 1.1.1 To advertise an internal vacancy for Deputy POST Manager role to commence in role from July 2021 – four months earlier than currently budgeted for. This will require approximately £10,500 to be met from General Reserves.
- 1.1.2 To commence recruitment for a full time Finance & Office Manager/Deputy RFO. Salary for 21/22 budget requires approximately £4,900 from General Reserves assuming position is filled from August 2021.
- 1.1.3 To regrade the Deputy Clerk and change job title to Deputy Clerk & Services Manager. The uplifted salary for 21/22 budget requires approximately £6,070 from General Reserves with effect from July 2021.
- 1.1.4 To remove the budgeted Office Junior role from the staff structure and replace with a full time Senior Administrator and requires approximately £3,900 from General Reserves assuming position is filled from August 2021. Agreed on the proviso that the existing Administration Assistant vacancy is regraded to a lower SCP band to release approximately £2,500 into the salary budget.
- 1.1.5 To regrade the part time Community Development Officer. The uplifted salary requires approximately £700 to be met from General Reserves with effect from July 2021.
- 1.1.6 To increase the Community Development Officer's contracted hours to full time (37 hours per week) from April 2022. This will have a budget impact of an additional £1,165 per annum.
- 1.1.7 To amend the preferred title of the Clerk as the Council's Chief Officer & RFO to reflect HWPC as a professional, aspirational, and modern Council within the sector.
- 1.1.8 To diarise a review of the Clerk's salary in late 2022 to take account of likely growth of the Council, the increase in financial responsibilities, any growth in services and facilities managed.
- 1.1.9 To use an external agency to oversee the recruitment process for Finance & Administration Manager vacancy. To use LMC Recruitment, a supplier used



previously by Council. Their rate is 12 % commission rate of the final salary agreed and in the region of £3,950 to be met from budget code [£1,500 / 101 4028] and General Reserves. To run the recruitment for the Senior Administrator and Administration Assistant roles internally.

Meeting 3: 22nd June 2021

1. Parks & Open Spaces Informal Committee Discussion – 8th June 2021

1.1 POST Depot Feasibility

To proceed with the hire of a temporary welfare facility with Pickerings Hire Ltd at a cost of £7,648.80 for a 16ft container, for a period of 9 months hire, with an additional £2436.00 contingency fund for a 24ft container should the 16ft container be in short supply and subject to a 12 week extension totaling £10,084.80 for 12 months hire (4626/605).

1.2 Compact Sweeper

To proceed with hiring a compact sweeper without driver from Hako City Master Ltd at a cost of £5,220.00 for a 12 week hire (October – January) and for remaining funds of £350.00 to be allocated to the purchase of replacement brushes and repairs (4615/307).

2. Full Council Informal Discussion – 15th June 2021

2.1 Finance Matters Recommendations

2.1.1 To agree the Income & Expenditure Report for Month Two (2) – May 2021.

2.1.2 To agree the Bank Statements and Bank Reconciliations for May 2021.

2.1.3 To approve the payment schedules for May/June 2021 under purchase daybook references 1523-1585 and cashbook reference 257. The total of £65,961.75 was approved.

2.1.4 To approve the Annual Regular Payments lists with the addition of Swindon Car & Van Hire.

3. Internal Auditor's Final Report

3.1 To approve the Internal Auditor's 2020/21 final report.

