

Minutes of the Finance & General Purposes Committee Meeting Held Wednesday 07 July 2021 at 6:30 PM

Those present :

Chairman : Cllr A Carr

Vice-Chairman : Cllr J Sayers

Councillors : Cllr J Desmond, Cllr S Doherty, Cllr K Hughes, Cllr T Hughes, Cllr P Mc Kinley

Officers : D Healey, S Lawrence, A Mc Intyre

1 Apologies for Absence

Apologies have been received from Cllr Josh Burns and Cllr Carlsen.

2 Declarations of Interest

None Notified.

3 Public Participation.

Due to Covid 19 Regulations public attendance at this meeting will be limited to 6 people.

4 To Confirm the Minutes of the Last Meeting

RESOLVED that the Minutes of the meeting held on 17th March 2021 for Finance & General Purposes Committee were approved as a correct record.

5 Treasurer's Report and Financial Statements Year end

Members were informed that, due to the pandemic MTC had lost income of £36,466.14. This was due to the building being closed to the public and the rebate on rent for the Council's leasees. However, due to a number of other factors which include:-

1. Reduction of expenditure due to the pandemic
2. A main contractor did not charge the Council the full contractual price.
3. Unfilled post in the Facilities team
4. No events

MTC made a saving of £45,149.66. The recommendation was this amount be transferred to earmarked reserves to pay towards the Town Hall re-wire. The Rhino statue in the Town Centre was paid for by Maghull Town Council in the first instance. The funding for it would be provided by ward funding and S106 funds on a 50/50 basis.

RESOLVED that:-

1. Members agreed the transfer of £45,149.66 earmarked reserves;
2. That the report be noted.

6 Treasurer's Report and Financial Statements New financial year

Members were informed that it was too early in the year to predict trends other than the income across all departments was likely to be low.

Town Hall

The income was likely to change given that the lease for the Venue was currently

being negotiated. The budget continued to be monitored robustly given the fact that the Town Hall was still closed.

Facilities

It is anticipated that additional income would be received should sports teams reform and request usage of the pitches. Additional income has been received via a grant from the Mersey Forest for the planting of whips on several of the Council's parks.

Community Services

The events income detailed was for Pinder's Circus, the Council has also received income from a previous MTC Mayor's fundraising activities. The purpose of that Mayor's fundraising during their time as Mayor was to support local children's activities. The money has been donated with the proviso that the money be used to support Youth provision in the community.

RESOLVED that the Financial Statements as of 31st May be noted.

7 Internal Audit Report

Members were informed that MTC employs Knowsley MBC Audit Team as their internal auditors. This year's audit (2021) focused on Risk Management. The audit highlighted that MTC needed to update the Risk Management Policy, ensure that staff are issued with a copy, that training is provided for both staff and Members and that robust systems were in place.

Peninsula, an external company, had recently been contracted to do a full Health & Safety risk assessment and would provide training for staff. The auditor also highlighted that although the risk register states what the risks were in terms of finance, it also needed to demonstrate when they are being monitored. The risk register had been updated to reflect these changes.

Members asked for a calculation to be completed regarding MTC pension commitment to show the level of risk.

RESOLVED that:-

- 1. Officers would provide a calculation to show the level of risk for MTC pension commitment for the next available F & GP Committee;**
- 2. Members agreed the amendments to the Risk Register;**
- 3. The new Risk Management Policy be produced and taken to the next available F & GP Committee;**
- 4. That the report be noted.**

8 Code of Conduct

Members were informed that the Local Government Association (LGA) had published a model Councillor Code of Conduct (the Model Code). The Model Code, was described by the LGA as 'designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government'. In accordance with the Council's statutory duty to promote and maintain standards of conduct members were asked to consider whether the new code should be adopted by the Council in its entirety or in part or to keep the current code. Code of Conduct training sessions will be held for all members should it be adopted.

RESOLVED that:-

- 1. All members agreed the new Code of Conduct and to recommend its**

adoption to Full Council;
2. That the report be noted.

9 Confirmation of Personnel Sub Committee

Members were informed the Personnel Sub Committee was a sub-committee of the Finance and General Purposes Committee. This Committee now needed to meet and as such its membership needed to be agreed. Political balance rules required the following to sit on the sub-committee; four Labour members and one Conservative member.

Cllr J Sayers informed this political balance has changed now as MTC have two independent Cllrs. Therefore a seat be gifted to independent party. Also due to gender imbalance Cllr Y Sayers was nominated.

Cllrs suggested following:

- Nominated Cllr Sean Doherty (Chair) - Independent Party
- Cllr Thomas Hughes - Conservative party.
- Nominated Cllr Yvonne Sayers - Labour Party
- Cllr Chris Carlsen - Labour Party
- Cllr Josh Burns - Labour Party

RESOLVED that:-

- 1. The members of the Personnel Sub Committee be agreed as detailed above for the forthcoming municipal year;**
- 2. The report be noted.**

10 Chairs Report

Thanked the Finance team for excellent work throughout the pandemic.

11 Exclusion of Press & Public

RESOLVED that the press and public be excluded due to confidential nature of the item under discussion.

12 Debtors to the Council

The Finance Officer gave brief overview of the debtors to the council. Prior to lockdown a number of invoices were issued to users of the Town Hall and other buildings. The Finance Officer recommended that now lockdown was easing the Council recommenced the debtors' procedure. This could lead to the Council pursuing debts via debt recovery agencies or Sefton Legal Services once all the debtors' procedures had been followed.

Members agreed to continue to suspend the debtors policy due to Covid-19 and defer any decision until next F & GP meeting in September 2021.

RESOLVED that:-

- 1. This item be deferred until next F& GP meeting in September 2021;**
- 2. The report be noted**

Report to: Finance & General Purposes Committee
Date of Meeting: 29th September 2021
Agenda Item Number 5
Subject: Treasurer's Report and Financial Statements as of 31st August 2021.
Report of: Finance Officer
Exempt / Confidential Report: No

Summary Members are asked to consider the attached appendices giving the current position of the Council's budget.

Maghull Town Council Priority	Yes/No
1. Development and Protect the Community	No
2. Develop Parks and Green Spaces	No
3. Value for Money and Enterprising Council	Yes
4. Develop Leisure and Activity for All	No
5. Develop/support Community Services and Groups	No
6. Support Culture and Heritage	No
7. Health and wellbeing Programme	No
8. Statutory Requirement	Yes

Recommendation(s)

1. Note the contents of the report

Reasons for Recommendation(s)

The report is for noting only.

Alternative Options Considered and Rejected

What will it cost and how will it be financed?

(A) Revenue N/A

(B) Capital N/A

Implications of Recommendations:

Financial Implications	Within agreed budgets
Resource Implications	Officer time
Legal Implications	LGA 1972, Audit and Accountability Regulations 2015
Equality & Diversity Implications	None

Implementation Date for Decision

Immediately following the conclusion of Finance & General Purposes Committee.

Appendices

Town Hall Income and Expenditure to August 2021
Facilities Income and Expenditure to August 2021,
Community Support & Engagement Income and Expenditure to August 2021
Planned asset Maintenance Income and Expenditure to August 2021
Profit & Loss August 2021
Balance Sheet. August 2021

Background Papers

Contact Officer	Responsible Finance Officer
Telephone Number	0151 526 3705
Email Address	Debbie.healey@maghull-tc.gov.uk

1. Background

Town Hall - The sheets show income and expenditure up to 31st August. The income for the Town Hall is likely to be reduced. Council agreed to give the new lease holders for the Venue 3 month's rent free to help build the business up. There will also be pressures within expenditure, the security budget was reduced in anticipation of reduced hours this has been implemented later than anticipated. The budget continues to be monitored robustly; the Town Hall is due to re-open at the beginning of October.

Facilities –The sheets show income and expenditure up to 31st August. The income is slightly more than was budgeted for. This is due to there being 2 children's teams and 1 adult team playing on Pimbley Playing Fields, whereas the previous year there were only 2 teams playing. This year there has been 4 bowling teams instead of 2 the previous year. Additional income has been received via a grant from the Mersey Forest for the planting of whips on several of the Council's parks.

Community Services - The events income is for Pinder's Circus and Sharland's Fair. The event budget has been spent on the gardening competition. The Community Services team raised sponsorship to fund the Garden competition. Morrison's donated £50.00 voucher, Windmill Nurseries £50.00 voucher, Sandy Lane Nursery hanging baskets and Selco donated a drill. The Ex Mayor's donation contributed £120.00 towards the garden competition.

Planned Asset Maintenance – The budget of £26,114.00 has not been spent; work is in progress for the demolition of Whinneybrook Pavillion.

Recommendation(s):-

1. Note the contents of this report.

TOWN HALL	Department 1				
		Budget	Actual	Budget Remaining	Explanation
INCOME					
4001	PRECEPT	292,790.00	111,358.25	181,431.75	
4010	BANK INTEREST	2,000.00		2,000.00	
4101	COUNCIL CHAMBER ROOM HIRE	1,000.00		1,000.00	
4102	POLICE STATION LEASE	11,550.00	6,000.00	5,550.00	
4103	ACTIVITIES ROOM	6,000.00	5,537.49	462.51	NHS
4104	STORAGE HIRE	555.00	1,419.96	-864.96	
4300	FUNCTION SUITE LEASE	7,500.00		7,500.00	
4330	BOWLS INDOOR	1,515.00		1,515.00	
4353	CRICKET CLUB LEASE	2,035.00	2,035.00	0.00	
4395	MISC. INCOME	1,040.00	3,185.32	-2,145.32	Elections
4396	SOLAR PANEL INCOME	4,000.00		4,000.00	
		329,985.00	129,536.02	200,448.98	
EXPENDITURE					
	SUPPLIERS				
5100	SECURITY	34,032.19	24,464.15	9,568.04	
5101	CCTV	2,070.00	1,590.00	480.00	
5102	ALARM	1,600.00		1,600.00	
5103	FIRE	1,000.00	293.08	706.92	
5104	AIR-CON	300.00		300.00	
5105	BOILER	1,000.00	488.50	511.50	
5106	LIFT	3,700.00	3,655.08	44.92	
5107	CLEANING SERVICES	12,500.00	3,914.68	8,585.32	
5108	HYGIENE	3,000.00	166.42	2,833.58	
5109	PEST CONTROL	600.00	323.47	276.53	
5110	KITCHEN CLEANSING	850.00		850.00	
5111	WASTE DISPOSAL	1,200.00	1,136.50	63.50	
5116	CLEANING SUPPLIES	500.00	19.34	480.66	
5117	COVID-19	800.00	93.23	706.77	
		63,152.19	36,144.45	27,007.74	
	OVERHEADS				
7000	BROADBAND	4,200.00		4,200.00	
7002	TELEPHONES	200.00	316.50	-116.50	
7003	MOBILE PHONES	200.00	88.56	111.44	
7010	POSTAGE	200.00		200.00	
7021	STATIONERY	1,000.00	121.01	878.99	
7031	PRINTING	200.00		200.00	
7036	BOOKS/TECHNICAL PUBLICATIONS	185.00		185.00	
7041	OFFICE EQUIPMENT & FURNITURE	1,000.00	599.08	400.92	
7061	IT	11,100.00	11,055.94	44.06	
7068	SAGE	3,022.00	1,097.50	1,924.50	
7071	PHOTOCOPIER	2,400.00	678.51	1,721.49	
7082	BANK CHARGES	750.00	325.90	424.10	
7100	SALARIES	81,967.00	33,483.20	48,483.80	
7106	EMPLOYER'S NI	7,953.00	3,096.05	4,856.95	
7107	PENSIONS	16,065.00	5,256.90	10,808.10	
7200	INSURANCE FEES	16,000.00	5,965.65	10,034.35	
7221	PROFESSIONAL FEES	6,000.00	2,350.00	3,650.00	
7224	AUDIT FEES	2,850.00		2,850.00	
7232	WEBSITE DEVELOPMENT	1,216.00	30.00	1,186.00	
7236	PERSONNEL CONSULTANCY	5,500.00		5,500.00	
7237	TRAINING	6,000.00	553.44	5,446.56	
7254	SUBSCRIPTIONS	3,000.00	2,481.90	518.10	

7300	RATES	19,000.00	9,482.00	9,518.00	
7303	ELECTRICITY - TOWN HALL	15,000.00	4,428.35	10,571.65	
7308	GAS	11,000.00	6,226.37	4,773.63	
7309	WASTEWATER & METERED WATER	8,000.00	1,185.21	6,814.79	
7320	CIVIC HOSPITALITY	200.00	53.33	146.67	
7359	MAYOR'S ALLOWANCE	2,000.00		2,000.00	
7801	CONFERENCES/TRAVEL/SUBS	700.00		700.00	
7810	LICENCES	1,500.00	337.00	1,163.00	
7817	ADVERTISING	1,200.00	880.95	319.05	
7823	PHOTOGRAPHS	300.00		300.00	
7846	MISCELLANEOUS EXPENDITURE	715.00	11.94	703.06	
		230,623.00	90,105.29	140,517.71	
	LOANS				
7918	LIFT REPLACEMENT LOAN	9,117.66	5,207.60	3,910.06	
7968	LIFT REPLACEMENT INTEREST	3,523.00	1,112.64	2,410.36	
7919	PROJECTS 2009 LOAN	6,062.56	3,396.37	2,666.19	
7969	PROJECTS 2009 INTEREST	3,592.53	1,431.21	2,161.32	
7920	ROOF SIDES & SOLAR PANELS LOAN	6,827.03		6,827.03	
7960	ROOF SIDES & SOLAR PANELS INT	7,087.03		7,087.03	
		36,209.81	11,147.82	25,061.99	
TOTAL		0.00	-7,861.54	7,861.54	

FACILITIES					
Department 2					
		Budget	Actual	Budget Remaining	Explanation
INCOME					
4001	Precept	316,880.00	116,710.25	200,169.75	
4321	Playing Fields	600.00	1,382.25	-782.25	
4331	Bowls Outdoor	855.00	2,140.80	-1,285.80	
4345	Tennis Club	1,200.00	1,070.17	129.83	
4346	Tennis Fences	168.00	140.00	28.00	
4350	Rent Bowling Hut	4,200.00	4,200.00	0.00	
4351	Rent ATC Hut	1,500.00	1,500.00	0.00	
4354	Facilities Income		9,300.00	9,300.00	Mersey Forest Grant
		325,403.00	136,443.47	207,559.53	
SUPPLIERS					
5112	Water Quality	710.00	341.25	368.75	
5113	Electrical Safety	600.00		600.00	
5114	Health & Safety General	2,230.00	530.71	1,699.29	
5115	Playground Inspections	1,000.00		1,000.00	
5118	Drainage	500.00	360.00	140.00	
5200	Engineering Equipment	1,000.00		1,000.00	
5201	Engineering Repairs	1,600.00	754.55	845.45	
5202	Engineering Consumables	1,500.00	102.28	1,397.72	
5203	Play Equipment Repairs	2,250.00	368.99	1,881.01	
5204	Parks Management	6,851.00	6,740.44	110.56	Fencing paid by the grant
5205	Football Pitches	1,000.00	366.70	633.30	
5206	Bowling Greens	1,925.00		1,925.00	
5207	Grounds Maintenance Consumables	600.00	347.90	252.10	
		21,766.00	9,912.82	11,853.18	
OVERHEADS					
7003	Mobile Phones	500.00	353.24	146.76	
7029	Uniforms	1,951.00	645.82	1,305.18	
7100	Salaries	200,132.00	75,157.87	124,974.13	
7106	Employer's NI	17,543.00	6,205.19	11,337.81	
7107	Pensions	35,669.00	10,612.55	25,056.45	
7200	Insurance Fees	6,500.00	6,030.95	469.05	
7301	Rates Garage	3,635.00	1,847.60	1,787.40	
7304	Electricity Glenn Park	355.00	65.23	289.77	
7305	Electricity Pimbley	300.00	53.73	246.27	
7307	Elec Ballswood	150.00	53.03	96.97	
7310	Water Garage	700.00	551.16	148.84	
7311	Wastewater Ballswood	900.00	787.82	112.18	
7313	Water & Wastewater Pimbley	200.00	95.85	104.15	
7314	Water & Wastewater Glenn P	120.00	20.00	100.00	
7315	Fleet Repairs	3,000.00	2,232.64	767.36	
7316	Vehicle Tax	930.00		930.00	
7317	Diesel	4,400.00	2,075.71	2,324.29	
7318	Red Diesel	4,342.00	1,106.40	3,235.60	
7319	Leases	10,310.00	789.50	9,520.50	
7851	Asset Maintenance	12,000.00	602.75	11,397.25	
		303,637.00	109,287.04	194,349.96	
TOTAL		0.00	17,243.61	1,356.39	

Community Support	Department 3				
Codes					
		Budget	Actual	Budget Remaining	Explanation
<u>INCOME</u>					
4001	PRECEPT	78,459.00	63,730.25	14,728.75	
4391	FESTIVAL EVENTS INCOME	0.00	1,200.00	-1,200.00	
4395	MISC INCOME	0.00	1,436.15	-1,436.15	Mayoral Fund
		78,459.00	66,366.40	12,092.60	
<u>EXPENDITURE</u>					
	<u>SUPPLIERS</u>				
5330	NEIGHBOURHOOD ACTIVITIES	6,500.00	50.69	6,449.31	
5331	EVENTS	4,960.00	473.34	4,486.66	Garden Leaflets
5333	CHRISTMAS ACTIVITIES	5,000.00		5,000.00	
5334	YOUTH PROVISION	4,000.00		4,000.00	
5335	GRANTS	5,000.00	2,500.00	2,500.00	
		25,460.00	3,024.03	22,435.97	
	<u>OVERHEADS</u>				
7003	MOBILE PHONES	100.00	178.12	-78.12	
7100	SALARIES	41,333.00	16,147.25	25,185.75	
7106	EMPLOYER'S NI	3,465.00	1,213.05	2,251.95	
7107	PENSIONS	8,101.00	2,535.15	5,565.85	
		52,999.00	20,073.57	32,925.43	
TOTAL		0.00	43,268.80	-43,268.80	

	Planned Asset Maintenance				
	Department 4				
		Budget	Actual	Budget Remaining	Explanation
	INCOME				
4001	Precept	26,114.00		26,114.00	
		26,114.00	0.00	26,114.00	
	OVERHEADS				
7851	Asset Maintenance	26,114.00		26,114.00	
		26,114.00		26,114.00	
TOTAL		0.00	0.00	0.00	

Profit and Loss

From: Month 1, April 2021
To: Month 12, March 2022

Chart of Accounts: Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>
INCOME		
Precept	356,851.50	356,851.50
Police Station Lease	6,000.00	6,000.00
Activity Room Hire	5,537.49	5,537.49
Storage Hire	1,419.96	1,419.96
Playing Fields	1,382.25	1,382.25
Bowls Outdoor	2,140.80	2,140.80
Tennis Club	1,070.17	1,070.17
Tennis Fences	140.00	140.00
Rent Bowling Hut	4,200.00	4,200.00
Rent ATC Hut	1,500.00	1,500.00
Rent Cricket Club	2,035.00	2,035.00
Facilities Income	9,300.00	9,300.00
Events	1,200.00	1,200.00
Misc Income	4,621.47	4,621.47
	397,398.64	397,398.64
SUPPLIERS		
Security	29,390.30	29,390.30
CCTV	1,590.00	1,590.00
Fire	293.08	293.08
Boiler	488.50	488.50
Lift	3,655.08	3,655.08
Cleaning Services	4,294.68	4,294.68
Hygiene	166.42	166.42
Pest Control	323.47	323.47
Waste Disposal Charges	1,136.50	1,136.50
Water Quality	341.25	341.25
Health & Safety General	530.71	530.71
Cleaning Supplies	19.34	19.34
Covid - 19	105.22	105.22
Drainage	360.00	360.00
Engineering Repairs	754.55	754.55
Engineering Consumables	459.60	459.60
Play Equipment Repairs	368.99	368.99
Parks Management	6,740.44	6,740.44
Football Pitches	366.70	366.70
Grounds Maintenance Consumables	443.36	443.36
Neighbourhood Activities	50.69	50.69
Events	960.59	960.59
Grants	2,500.00	2,500.00
	55,339.47	55,339.47
DIRECT EXPENSES		

Profit and Loss

From: Month 1, April 2021
To: Month 12, March 2022

Chart of Accounts: Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>
	0.00	0.00
Gross Profit/(Loss):	<u>342,059.17</u>	<u>342,059.17</u>
OVERHEADS		
Telephones	316.50	316.50
Mobile Phones	619.92	619.92
Stationery	121.01	121.01
Uniforms	645.82	645.82
Office Equipment & Furniture	599.08	599.08
IT	11,055.94	11,055.94
Sage	1,097.50	1,097.50
Photocopier	778.16	778.16
Bank Charges	340.60	340.60
Salaries	151,126.91	151,126.91
Employer's NI	12,726.44	12,726.44
Pensions	22,302.32	22,302.32
Insurance Fees	13,146.23	13,146.23
Professional Fees	2,350.00	2,350.00
Website Development	430.00	430.00
Training	848.44	848.44
Subscriptions	3,623.70	3,623.70
Rates Town Hall	11,378.00	11,378.00
Rates Garage	2,216.60	2,216.60
Electricity Town Hall	4,428.35	4,428.35
Electricity Glenn Park	65.23	65.23
Electricity Pimbley	53.73	53.73
Elec Ballswood & Moorhey	53.03	53.03
Gas	6,292.03	6,292.03
Water & Wastewater Town Hall	1,343.47	1,343.47
Water Garage	688.95	688.95
Wastewater Ballswood	787.82	787.82
Water & Wastewater Pimbley	115.02	115.02
Water & Wastewater Glenn P	25.00	25.00
Fleet Repairs	2,232.64	2,232.64
Diesel	2,139.35	2,139.35
Red Diesel	1,556.40	1,556.40
Leases	789.50	789.50
Civic Hospitality	53.33	53.33
Licences	652.00	652.00
Advertising	880.95	880.95
Miscellaneous Expenditure	44.44	44.44
Asset Maintenance	732.75	732.75
Lift Replacement Loan	5,207.60	5,207.60

Date: 20/09/2021
Time: 16:49:36

MAGHULL TOWN COUNCIL (TH)

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Profit and Loss

From: Month 1, April 2021
To: Month 12, March 2022

Chart of Accounts:

Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>	
2009 Projects Loan	3,396.37	3,396.37	
Lift Replacement Interest	1,112.64	1,112.64	
2009 Projects Interest	1,431.21	1,431.21	
		269,804.98	269,804.98
Net Profit/(Loss):		<u>72,254.19</u>	<u>72,254.19</u>

Balance Sheet

From: Month 1, April 2021
To: Month 12, March 2022

Chart of Accounts: Copy (1) of Layout 1

	<u>Period</u>	<u>Year to Date</u>	
FIXED ASSETS			
Land	0.00	851,111.80	
Buildings & Statues	0.00	1,472,695.22	
Equipment Estates	0.00	52,038.74	
Equipment Play Areas	0.00	306,520.00	
Vehicles	0.00	80,887.50	
		0.00	2,763,253.26
CURRENT ASSETS			
Debtors control Account	(14,051.22)	6,628.17	
Debtors General	0.00	300.00	
Bank Account (Current)	99,182.60	109,855.21	
Bank Account (Deposit)	0.00	486,337.22	
VAT Liability/Reclaimed	(6,635.51)	8,679.31	
		78,495.87	611,799.91
CURRENT LIABILITIES			
Creditors Control Account	(4,872.53)	0.00	
General Creditors	(284.96)	138.88	
Salaries Liabilites	11,399.17	11,399.17	
		6,241.68	11,538.05
Current Assets less Current Liabilities:		72,254.19	600,261.86
Total Assets less Current Liabilities:		72,254.19	3,363,515.12
LONG TERM LIABILITIES			
Loans PWLB	0.00	274,149.82	
		0.00	274,149.82
Total Assets less Total Liabilities:		72,254.19	3,089,365.30
CAPITAL & RESERVES			
Fixed Asset Restatement Reserve	0.00	1,396,074.60	
Capital Financing Reserve	0.00	1,016,745.44	
Contingency Reserves	0.00	116,894.78	
Specific Reserves	0.00	16,561.16	
Precept/Revenue Reserves	0.00	425,685.47	
retained funds	0.00	45,149.66	
P & L Account	72,254.19	72,254.19	
		72,254.19	3,089,365.30

Report to: Finance & General Purposes Committee
Date of Meeting: 29th September 2021
Agenda Item Number 6
Subject: Amendments to the Constitution
Report of: Town Clerk
Exempt / Confidential No
Report:

Summary

Members requested that the custom and practice element of debate where a Councillor must be present for all of the debate in order to be able to vote on the matter be re-examined. This has been done with the option to amend the Constitution placed before the Committee to scrutinise.

Maghull Town Council Priority	Yes/No
1. Development and Protect the Community	No
2. Develop Parks and Green Spaces	No
3. Value for Money and Enterprising Council	No
4. Develop Leisure and Activity for All	No
5. Develop/support Community Services and Groups	No
6. Support Culture and Heritage	No
7. Health and wellbeing Programme	No
8. Statutory Requirement	No

Recommendation(s)

1. That Members scrutinise the proposed amendments
2. That Members decide whether to recommend adoption of the amendments to Full Council or any other amendments they may decide;
3. That the report be noted.

Reasons for Recommendation(s)

Feedback from Members has suggested that they are no longer happy with this custom and wish to see it changed.

Alternative Options Considered and Rejected

None

What will it cost and how will it be financed?

(A) Revenue

N/A

(B) Capital

N/A

Implications of Recommendations:

Financial Implications	None
Resource Implications	None
Legal Implications	LGA 1972
Equality & Diversity Implications	None

Implementation Date for Decision

The recommendations will go to the next Full Council meeting in November 2021.

Appendices

Constitution (amended)

Background Papers

Contact Officer	Angela McIntyre
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1. Background

At the Full Council meeting on 23rd June 2021 an item which had been deferred from a previous meeting, was discussed. It is the custom and practice of Maghull Town Council that, if a Member is not present for all of the debate, whether that debate takes place across two or more meetings, then that Member cannot take part in any further debate or vote on the matter.

Members stated that they were unhappy that this practice stopped them taking part in a debate and requested that the practice be reviewed. This Finance & General Purposes Committee is the first opportunity for the matter to be reviewed.

The proposed change is on P20 of the Constitution and comprise the following addition:

- a) A Councillor may not be present for part of the debate but must be sat in their chair when the vote is on any matter is taken.
- b) A Councillor must be present for some of the debate before they can vote on the matter.

It is important that a Councillor be seated when the vote is taken as this allows a clear sightline of the voting and can avoid mistakes and misunderstandings of a Member's voting intention.

A Member should be present for at least some of the debate before they can vote on the matter. Otherwise, this could lead the Council open to claims that their decision-making process is not sufficiently robust as the Members are making decisions without hearing all the debate.

Recommendation(s):-

- 1. That Members scrutinise the proposed amendments**
- 2. That Members decide whether to recommend adoption of the amendments to Full Council or any other amendments they may decide;**
- 3. That the report be noted.**

MAGHULL TOWN COUNCIL



**MAGHULL
TOWN
COUNCIL**

CONSTITUTION

| **May-September 2021**

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The following **Constitution** shall apply to the Town Council, its committees and sub-committees insofar as they are applicable.

1 **MEETINGS**

Key

Mandatory for full Council meetings ●
Mandatory for committee meetings ●
Mandatory for sub-committee meetings ●

- a) **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b) **At least 3 clear days notice of Council meetings must be given to Councillors and the public. When calculating the 3 clear days, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- c) **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d) Subject to Constitution 1(c) above, at the start of each Meeting of the Council and its Committees there shall be a period of time allowed for members of the public to make representations, ask or answer questions and give evidence in respect of any matter within the competence of the Council or that Committee. Similarly members of the public may present petitions, and speak thereto, provided that the petition has been signed by persons from at least ten households within the Maghull Town Council area.

- e) The period of time which is at the Chair's discretion shall not exceed 15 minutes.
- f) Subject to Constitution 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- g) In accordance with Constitution 1(f) above, the Chair may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- h) A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- i) At all meetings of the Council, the Chair may, with the consent of the meeting, adjourn the meeting for a specified time to allow members of the public to address the meeting in relation to the business transacted at the meeting and to allow a more informal discussion to take place.
- j) Any person speaking at a meeting shall address comments to the Chair. A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair may at any time permit an individual to remain seated when speaking.
- k) Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- l) If a member of the public interrupts the proceedings of any Meeting, the presiding Chair may, after warning, order that the person be removed from

the Council Chamber.

- m) **In accordance with Constitution 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n) **Subject to this Constitution which indicates otherwise, anything authorised or required to be done by, to or before the Chair may in their absence be done by, to or before the Vice-Chair (if any).**
- o) **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- p) **Subject to Constitution 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- q) **The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote. (See also Constitution 2 (h) and (i) below.)**
- r) **Voting on any question shall be by a show of hands, or, if at least two Members so request, by signed ballot. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- s) **The minutes of a meeting shall record the names of Councillors**

present and apologies for absence. The minutes of a meeting shall be a reflection of the meeting.

t) If prior to a meeting, a Councillor has submitted reasons for their absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

u) The code of conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.

v) An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (See also Constitution 9 and 10 below.)

w) No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.

x) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

2 ORDINARY COUNCIL MEETINGS

(See also Constitution 1 above).

- a) **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b) **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c) **Ordinary Meetings of the Council shall be held at the Town Hall, Hall Lane, Maghull every sixth Wednesday commencing 6.30 p.m. or at such other place and such time as the Council shall determine.**
- d) **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e) **The election of the Chair, who shall be the Town Mayor and Vice-Chair, who shall be the Deputy Town Mayor, of the Council shall be the first business completed at the annual meeting of the Council.**
- f) **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
The Mayor is normally appointed for only one year.
- g) **The Vice-Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h) **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current**

Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.

- i) **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**

- j) Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting of the Council, the order of business shall be as follows.
 - i) In an election year, delivery by Councillors of their declarations of acceptance of office.

 - ii) Confirmation of the accuracy of the minutes of the last meeting of the Council.

 - iii) Receipt of nominations to existing committees.

 - iv) Appointment of the Leader and Deputy Leader of the Council (to be appointed from the majority political group)

 - v) Confirmation of the terms of reference for the Leader and Deputy Leader of the Council

 - vi) Appointment of any new committees, confirmation of the terms of reference, the number of members and receipt of nominations to them.

 - vii) Review of representation on or work with external bodies and arrangements for reporting back.

 - viii) Review and adoption of appropriate Constitution and financial regulations.

- ix) Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- x) In a year of elections, if a Council's period of eligibility to exercise the General Power of Competence expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
- xi) Review of inventory of land and assets including buildings and office equipment.
- xii) Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- xiii) Review of the Council's and/or employees' memberships of other bodies.
- xiv) Establishing or reviewing the Council's complaints procedure.
- xv) Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- xvi) Establishing or reviewing the Council's policy for dealing with the press/media.
- xvii) Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3. PETITIONS

- a) Petitions may be received at (ordinary) meetings of the Town Council provided that the petition is received by the Town Clerk of the Council no later than eight days before the day of the meeting and is signed by at least ten electors within the township.

- b) Petitions may only be about a matter for which the Town Council has a responsibility.
- c) Petitions will not be received by the Town Council which are a furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government.
- d) A petition will not be received by the Town Council where the issue it concerns has been the subject of a petition in the last six months or a decision of the Town Council in the last six months.
- e) One signatory of the petition may speak to the Town Council meeting for no more than five minutes.
- f) No discussion shall take place on the petition. A member may move (for example) that the petition be referred to the next meeting or to a committee or to another body. Once seconded, the motion will be voted upon without discussion.
- g) No more than two petitions will be received at a meeting.

4 PUBLIC OPEN FORUM

- a) Members of the public may ask questions of the Chairman at ordinary meetings of the Town Council. A maximum period of 15 minutes will be available for questions by the public at each ordinary meeting of the Town Council.
- b) A question from a precept paying resident may only be asked if notice has been given by delivering it in writing or by electronic mail to the Town Clerk of the Council no later than eight days before the day of the Town Council ordinary meeting. Each question must give the name and address of the questioner.

- c) At any one meeting, no person may submit more than one question and no more than two questions may be asked on behalf of one organisation or community group.
- d) The Chairman of the Town Council will reject a question if it:
 - (i) Is not about a matter for which the Town Council has responsibility
 - (ii) Is defamatory, frivolous or offensive.
 - (iii) Is substantially the same issue as a question which has been put at a meeting of the Town Council in the past six months.
 - (iv) Aims solely at furthering the personal interests of an individual.
 - (v) Discloses or requires the disclosure of confidential or exempt information.
 - (vi) Relates to a matter where there is an ongoing investigation or appeals to the courts, a tribunal, government or any statutory organisations.
 - (vii) Relates to the conduct of Town Council employees.
- e) The Town Council's minutes will record all questions received. Upon receipt of a question, the Town Clerk of the Council will immediately send a copy of the question to the Chairman. Rejected questions will include reasons for rejection. Copies of all questions will be circulated to all members at the meeting and will be made available to the public attending the meeting.
- f) Questions by members of the public will be dealt with in the order in which they were received, except that the Chairman may group questions together if he/she considers that this would be conducive to the conduct of the meeting.
- g) The Chairman will invite the questioner to put the question and the Chairman will respond to the question. If a questioner who has submitted a written question is unable to be present, the question will not be asked. The questioner may request that the Town Clerk of the Council to ask the question on their behalf.

- h) The questioner will be posted a copy of the written response following the meeting. Any question which cannot be dealt with during the Public Open Forum, either because of lack of time or because of the non-attendance of the questioner will also be posted a written response following the meeting.
- i) No discussion or debate will take place on any question.

5 PROPER OFFICER

- a) The Council's Proper Officer shall either be:-
 - i) The Town Clerk or
 - ii) Nominated Officer
- b) The Council's Proper Officer shall do the following:
 - i) **Serve on Councillors by delivery, post or e-mail at their residences or email addresses, a signed summons confirming the time, venue and the agenda of a meeting of the Council and/or meeting of a Committee or Sub-Committee at least 3 working days before the meeting.** Paper copies of all agendas and reports will be made available for all Councillors at the meeting.
 - ii) **Give public notice of the time, date and venue and agenda at least 3 clear working days before a meeting of the Councillor a meeting of a Committee or a Sub-Committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
 - iii) Subject to Constitution 6(a) to (e) below, include in the agenda all motions in the order received unless a Councillor has given written notice at least 10 days before the meeting confirming their withdrawal of it.

- iv) **Convene a meeting of full Council for the election of a new Chair of the Council occasioned by a casual vacancy in the office, in accordance with [5 (b) i] or [5 (b) ii] above.**
- v) Make available for inspection the minutes of the meetings.
- vi) **Receive and retain copies of byelaws made by the Council as well as other Local Authorities.**
- vii) **Receive and retain declaration of acceptance of office from Councillors.**
- viii) Retain a copy of every Councillor's register of interests (pecuniary or otherwise), and any changes to it and keep copies of the same for inspection.
- ix) Keep proper records required before and after meetings.
- x) Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- xi) Manage the organisation, storage and access to information held by the Council in paper and/or electronic form.
- xii) Arrange for legal deeds to be signed by two Councillors and witnesses (See also Constitution 16 (a) & (b).)
- xiii) Arrange for the prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xiv) For every planning application notified to the Council, record the date on which it was received, the reference number and the place to which it refers as soon as it is received.

- xv) Refer every major planning application received to Council. Details of plans shall be available to Councillors and the public at the Council's offices during normal opening hours.
- xvi) Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.
- xvii) Action or undertake activity or responsibilities instructed by resolution or contained in Constitution.

6 MOTIONS REQUIRING WRITTEN NOTICE

- a) In accordance with Constitution 5 (b) (iii) above, no motion may be moved at a meeting unless the business to which it relates has been put on the Agenda by the Town Clerk (or nominated Officer) or the mover has given written notice of its wording to the Council's Proper Officer at least 10 working days before the next meeting.
- b) The Proper Officer may, before including a motion in the agenda received in accordance with Constitution 6 (a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c) If the Proper Officer considers the wording of a motion received in accordance with Constitution 6 (a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 10 working days before the meeting.
- d) If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting, or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.

- e) Having consulted the Chair or Councillors pursuant to Standing Order 6 (d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f) Notice of every motion received in accordance with the Council's Constitution shall be dated and numbered in the order received and shall be filed and the file shall be open to inspection by all Councillors.
- g) Every motion rejected in accordance with the Council's Constitution shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a file for that purpose, which shall be open to inspection by all Councillors.
- h) Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- i) Subject to Constitution 5 (b) (iii) above, a motion included in the agenda not moved by the Councillor who tabled it, may be treated as withdrawn.

7 MOTIONS NOT REQUIRING WRITTEN NOTICE

- a) Motions in respect of the following matters may be moved without written notice.
 - i) To appoint a person to preside at a meeting.
 - ii) To approve the absences of Councillors.
 - iii) To approve the accuracy of the minutes of the previous meeting.
 - iv) To correct an inaccuracy in the minutes of the previous meeting.
 - v) To dispose of business, if any, remaining from the last meeting.
 - vi) To alter the order of business on the agenda for reasons of urgency or expedience.
 - vii) To proceed to the next business on the agenda.
 - viii) To close or adjourn debate.
 - ix) To refer by formal delegation a matter to a committee or a sub-committee or an employee.

- x) To appoint a committee or sub-committee or any Councillors thereto.
 - xi) To receive nominations to a committee or sub-committee.
 - xii) To dissolve a committee or sub-committee.
 - xiii) To note the minutes of a meeting of a committee or sub-committee.
 - xiv) To consider a report and/or recommendations made by a committee or a sub-committee.
 - xv) To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - xvi) To authorise legal deeds to be signed by two Councillors and witnessed (See Constitution 16 (a) and (b) below.
 - xvii) To authorise the payment of monies.
 - xviii) To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - xix) To give leave to withdraw a resolution or amendment.
 - xx) To extend the time limit for speeches.
 - xxi) To exclude the press and public for all or part of a meeting.
 - xxii) To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - xxiii) To give the consent of the Council if such consent is required by Constitution.
 - xxiv) To suspend any provision of the Constitution except those which are mandatory by law ((in bold type)**
 - xxv) To adjourn the meeting.
 - xxvi) To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - xxvii) To answer questions from Councillors.
 - xxviii) To consider otherwise than in Committee a question affecting an employee of the Council (see Constitution 26).
- b) If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee

provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

8 RULES OF DEBATE

- a) Councillors shall address the presiding Chair.
- b) A Councillor shall indicate that they wish to speak by raising a hand and Councillors shall be heard in the order in which they indicated. If two or more Councillors indicate at once, the presiding Chair shall call upon one of them to speak before the other.
- c) Whenever the presiding Chair speaks during a debate all other Councillors shall be silent.
- d) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and unless the proper notice has already been given, it shall, if required by the Presiding Chair, be reduced to writing and handed to them before it is further discussed or put to the Meeting.
- e) A Councillor when seconding a resolution or amendment may, if they then declare their intention to do so, reserve their speech until a later period of the debate.
- f) A Councillor shall direct their speech to the question under discussion or to a personal explanation or to a point or order.
- g) No speech by a mover of a motion shall exceed 5 minutes by consent of the Council and no other speech shall exceed 3 minutes except with such consent.
- h) A Councillor may move amendments to their own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.

- i) Any amendment to a motion shall be either:
 - i) To leave out words.
 - ii) To add words.
 - iii) To leave out words and add other words.
- j) A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- k) Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- l) Subject to Constitution 8(k) above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
- m) Pursuant to Constitution 8(k) above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.
- n) If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
- o) If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- p) The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- q) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- r) Subject to Constitution 8(p) and (q) above, a Councillor may not speak further

in respect of any one motion except to move an amendment or further amendment, speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation, or to move a closure.

- s) During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached or specify the irregularity in the meeting they are concerned by. A personal explanation shall be confined to some material part of a former speech by them which may have been misunderstood.
- t) A point of order, or the admissibility of a personal explanation shall be decided by the Chair and their decision shall be final.
- u) With the consent of the meeting, a motion or amendment may be withdrawn by the proposer. No Councillor may speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- v) Subject to Constitution 8 (r) above, when a Councillor's motion is under debate no other motion shall be moved except:
 - i) To amend the motion.
 - ii) To proceed to the next business.
 - iii) To adjourn the debate to an agreed date.
 - iv) To put the motion to a vote.
 - v) To ask a person to be silent or for them to leave the meeting.
 - vi) To refer a motion to a committee or sub-committee for consideration.
 - vii) To exclude the public and press.
 - viii) To adjourn the meeting.
 - ix) To suspend any provision of the Constitution, except those which are mandatory (**In bold type**).

w) In respect of Constitution 8(v)(iv) above, the Chair shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive their right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

x) A Councillor may not be present for part of the debate but must be sat in their chair when the vote is on any matter is taken.

w)y) A Councillor must be present for some of the debate before they can vote on the matter.

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9 CODE OF CONDUCT

- a) **All Councillors shall observe the code of conduct adopted by the Council.**
- b) All Councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- c) It is a criminal offence for a member to participate and vote at a meeting on a matter which he / she is deemed to have a disclosable pecuniary interest. If a member is unsure as to whether they hold a disclosable pecuniary interest in a matter they should first seek advice from the Town Clerk well in advance of the meeting. If they feel they have a disclosable pecuniary interest then the Council will have to approve a dispensation prior to participating in the item at the meeting. Details of the dispensation will be recorded in the minutes.
- d) Where a member has a disclosable pecuniary interest in a matter he / she will leave the room whilst the matter is being discussed unless they have been given a dispensation as per 9(c).

10 QUESTIONS

- a) A Councillor may seek an answer concerning any business of the Council provided 3 clear days of notice of the question has been given to the Proper Officer.
- b) Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c) Every question shall be put and answered without discussion.

11 **MINUTES**

- a) If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b) No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Constitution 6(a)(iv) above.
- c) Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d) If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the majority of the () and the minutes are confirmed as an accurate record of the proceedings."

- e) Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting will be destroyed.

12 DISORDERLY CONDUCT

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b) If, in the opinion of the Chair, there has been a breach of Constitution 12(a) above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c) If a resolution made in accordance with Constitution 12(b) above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

13 RESCISSION OF PREVIOUS RESOLUTIONS

- a) A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least nine Councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b) When a special motion or any other motion moved pursuant to Constitution 13(a) above has been disposed of, no similar motion may be moved within a further 6 months.

14 VOTING ON APPOINTMENTS

- a) Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

15 EXPENDITURE

- a) Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b) The Council's financial regulations shall be reviewed once a year.
- c) The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

16 EXECUTION AND SEALING OF LEGAL DEEDS

See also Constitution 7(a) (xvi) above

- a) A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b) **In accordance with a resolution made under Constitution 16(a) above, the Leader and the Deputy Leader or approved delegate of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

17 COMMITTEES

(See also Constitution 1 above).

- a) The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - i) Shall determine their terms of reference.
 - 1. May permit committees, Task and Finish Committees and Working Parties to determine the dates of their meetings.

2. Shall appoint and determine the term of office of Councillor or non-Councillor members of such a committee, Task and Finish Committee or Working Party (unless the appointment of non-Councillors is prohibited by law) so as to hold office no later than the next annual meeting.
 3. May in accordance with Constitution, dissolve a committee, Task and Finish Committee or Working Party at any time.
- b) A Committee shall have delegated powers, which may be to conclude the matter referred to it or may be to progress matters to a specified point where a report to Council is required. A Committee may make decisions that are binding on the Council as empowered by its remit.
 - c) A Working Party may co-opt others to help progress business to a point where a report is brought to Council for decision. A Working Party cannot make decisions that are binding upon the Council.
 - d) Unless Council has named the Chair, every Committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice Chair.
 - e) The Constitution on rules of debate (except those parts relating to speaking more than once) shall apply to Committee and Sub-committee meetings.
 - f) Members of committees wishing to submit items for inclusion on the Agenda shall consult the Chair of the Committee concerned who will instruct the Town Clerk accordingly at least 14 clear days before the next meeting of the committee.
 - g) Members of committees and sub-committees entitled to vote shall vote by show of hands, or, if at least two members so request, by signed ballot.
 - h) Chairs of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

- i) **Standing Committees:** The role of Maghull Town Council's standing committees are as follows:
- i) **Finance and General Purpose:** To have such delegated power as Council may decide and to provide the monitoring role in relation to all Council finances and have the role of raising the profile of internal control, risk management and financial reporting issues as well as consideration of issues raised by internal and external auditors. In relation to corporate governance provides a scrutiny role as well as an ability to call in decisions from other Committees of the Council.
 - ii) **Community Services Committee:** To have such delegated power as Council may decide and to provide the development and management of community support activities including the provision and maintenance of facilities, liaison with other bodies and cultural support.
 - iii) **Amenities Committee:** To have such delegated power as council may decide and to deal with the provision, maintenance and management of all Council landholdings including parks, recreation grounds, public open spaces, children's play facilities, the closed cemetery and the Works Depot. To include the making of recommendations annually to the Finance and General Purposes Committee of rents and charges relating thereto.
 - iv) **Personnel Sub Committee:** To be a sub-committee of Finance and General Purposes Committee and to have such delegated power as Council may decide and provide the role concerned with the Council's Staff, which will include, staff structure, conditions of employment, appointments, training needs, performance appraisals etc.

For reasons of staff confidentiality, these meetings are not open to members of the public.

18 SUB-COMMITTEES

(See also Constitution 1 above)

- a) Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

19 EXTRAORDINARY MEETINGS

(See also Constitution 1 above)

- a) **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b) **If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested, in writing, to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**
- c) The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d) If the Chair of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested in writing to do so by 2 members of the committee (or sub-committee), those 2 members may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the 2 members.

20 ADVISORY COMMITTEES

(See also Constitution 1 above)

- a) The Council may appoint advisory committees comprised of a number of Councillors and non-Councillors.
- b) Advisory committees and any sub-committees may consist wholly of persons who are non-Councillors.

21 ACCOUNTS AND FINANCIAL STATEMENTS

- a) All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- b) The Responsible Financial Officer shall supply to each Finance and General Purposes Committee a list of Council receipts and payments during the previous period for scrutiny. The minutes from this bi-monthly Committee will then be ratified at full Council. The Council's Annual Statement of Accounts (which is subject to external audit), including the annual governance statement shall be presented to Council for formal approval before 30th June.

22 ESTIMATES/PRECEPTS

- a) **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b) Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December. These estimates will be reported to the Finance and General Purposes Committee and ratified at Full Council.

23 CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

- a) Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, either as a Councillor or Officer shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this Constitution to every candidate.

- b) A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c) This Constitution shall apply to tenders as if the person making the tender were a candidate for an appointment.

24 INSPECTION OF DOCUMENTS

- a) Subject to Constitution to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of their official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose.
- b) The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.
- c) Except for those items considered in closed session under Constitution 1c all minutes of Council or Committee meetings shall be available to interested members of the public.

25 UNAUTHORISED ACTIVITIES

- a) Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - i) Inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii) Issue orders, instructions or directions.

26 CONFIDENTIAL BUSINESS

- a) Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b) A Councillor in breach of the provisions of Constitution 26(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

27 POWER OF GENERAL COMPETENCE

- a) **Before exercising the power of general competence, a meeting of the Town Council shall have passed a resolution to confirm that it has satisfied the prescribed statutory criteria required to qualify as an eligible town council.**
- b) **The Town Council's period of eligibility begins on the date that the resolution was made and expires on the day before the Annual General Meeting of the Town Council that takes place in a year of ordinary elections.**
- c) **After the expiry of its preceding period of eligibility, the Town Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power of general competence which was not completed before the expiry of the Town Council's preceding period of eligibility referred to above.**

28 MATTERS AFFECTING COUNCIL EMPLOYEES

- a) If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or the Committee (as the case may be) has decided whether or not the press and public shall be excluded pursuant to Constitution 1 (c) above.
- b) Performance appraisals for all Council employees will be carried out in accordance with the Council's policy.
- c) Disciplinary and grievance matters shall be handled in accordance with the Council's policy.
- d) Any persons responsible for all or part of the management of Council

employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

- e) The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- f) Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- g) Only persons with line management responsibilities shall have access to employee records referred to in Constitution 26 (d) and (e) above, if so justified.
- h) Access and means of access by keys and/or computer passwords to records of employment referred to in Constitution 26 (d) and (e) above shall be provided only to the Town Clerk and/or the Chair of the Personnel Committee.

29 FREEDOM OF INFORMATION ACT 2000

- a) All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.

30 LIAISON WITH SEFTON MBC

- a) An invitation to attend a meeting of the Council shall be sent, together with the agenda, to Councillors of Sefton MBC representing Maghull's electoral wards once this has been resolved by Council to do so.
- b) Unless the Council otherwise orders, a copy of each letter ordered to be sent to Sefton MBC, it shall be sent to the Councillor representing the relevant electoral ward(s) within the Council.

31 FINANCIAL MATTERS

a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i) The accounting records and systems of internal control.
- ii) The assessment and management of financial risks faced by the Council.
- iii) The work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually.
- iv) The inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payment.
- v) Procurement policies (subject to Constitution 32(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £ £25,000.

b) **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £ £25,000 shall be procured on the basis of a formal tender as summarised in Constitution 32(c) below.**

c) Any formal tender process shall comprise the following steps:

- i) A public notice (if required) of intention to place a contract to be placed in a local newspaper. Otherwise, a list of potential suppliers is drawn from the Council's preferred suppliers list.
- ii) A specification of the goods, materials, services and the execution of works shall be drawn up and where deemed necessary a full survey

carried out prior to any specification

- iii) Tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time. A minimum of three tenders to be sought.
 - iv) Tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council.
 - v) Tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- d) Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- e) **Any proposed contract with an estimated value exceeding £164,176 (or such other value as may be prescribed from time to time by regulation) must, unless exempt from the specified, be procured and publicised in accordance with Part 2 of the Public Contracts Regulations 2015 (which implements the Public Contracts Directive of the European Union) or successor.**

32 ALLEGATIONS OF BREACHES OF THE CODE OF CONDUCT

- a) All allegations of breaches of the Code of Conduct will be forwarded to the Monitoring Officer to investigate and deal with the complaint.

33 VARIATION, REVOCATION AND SUSPENSION OF CONSTITUTION

- a) Any or every part of the Constitution, except those which are mandatory (**in bold type**) by law, may be suspended by resolution in relation to any specific item of business but the reason **MUST** be documented.
- b) A motion to add to or vary or revoke one or more of the Council's Constitution, not mandatory by law, shall not be carried unless two-thirds of the Councillors

at a meeting of the Council vote in favour of the same.

34 CONSTITUTION TO BE GIVEN TO COUNCILLORS

- a) The Proper Officer shall provide a copy of the Council's Constitution to a Councillor upon delivery of their declaration of acceptance of office.
- b) The Chair's decision as to the application of Constitution at meetings shall be final.
- c) A Councillor's failure to observe Constitution more than 3 times in one meeting may result in them being excluded from the meeting in accordance with Constitution.

35 MEDIA

- a) Any member of the public may take photographs, film and audio record the proceedings of any open meeting of the Council or its Committees. If the Council or one of its Committees resolves to exclude the press and public from the meeting, then all recording or use of photographic equipment will cease.

Report to: Finance & General Purposes Committee
Date of Meeting: 29th September 2021
Agenda Item Number 7
Subject: Scheme of Delegation
Report of: Town Clerk
Exempt / Confidential No
Report:

Summary

The Council has a Scheme of Delegation in operation. The Mayor has requested that a new grant be determined which is a minor civic award for those residents, community groups and businesses which go above and beyond during the course of the year. This means the Scheme of Delegation needs amendment to allow the Community Services Committee to determine the awards.

Maghull Town Council Priority	Yes/No
1. Development and Protect the Community	Yes
2. Develop Parks and Green Spaces	Yes
3. Value for Money and Enterprising Council	Yes
4. Develop Leisure and Activity for All	Yes
5. Develop/support Community Services and Groups	Yes
6. Support Culture and Heritage	Yes
7. Health and wellbeing Programme	Yes
8. Statutory Requirement	No

Recommendation(s)

- 1. That Members recommend the amendments to the Scheme of Delegation to Full Council;**
- 2. That the report be noted.**

Reasons for Recommendation(s)

A councillor may not make a decision on their own according to the legislation governing Town and Parish Councils. Therefore, it is appropriate to put this matter to the Community Services Committee for determination with the Mayor being present for the award. The matter is brought to F&GP Committee for their scrutiny of the amendment.

Alternative Options Considered and Rejected

None

What will it cost and how will it be financed?

(A) Revenue

Any costs associated with the minor civic award will be met from the Mayor's Allowance. No separate budget will be provided.

(B) Capital

None

Implications of Recommendations:

Financial Implications	As above.
Resource Implications	None
Legal Implications	LGA 1972, Audit and Accountability Regulations 2015
Equality & Diversity Implications	None

Implementation Date for Decision

The amendment will go to the next Full Council meeting for approval if agreed.

Appendices

None

Background Papers

None

Contact Officer	Angela McIntyre
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1. Background

The Mayor has requested that provision be made for a minor civic award to be initiated for those residents, community groups and businesses which go above and beyond during the course of the municipal year. It is not intended for this provision to replace the main Council Civic Awards which are decided within the year. The intention is for recognition of minor acts which makes the lives of residents better e.g. litter picking, small acts of kindness or minor acts of charity which come to the attention of the Council. The award would be a certificate, photo and a book token or something of a similar monetary value no more than £30.00. The costs of the award would be met from the Mayor's allowance.

As Members will be aware, Councillors cannot make decisions or take actions on their own. This matter, therefore, will be given to the Community Services Committee as part of their remit. The amendment is highlighted in red in the Scheme.

Recommendation(s):-

1. That Members recommend the amendments to the Scheme of Delegation to Full Council
2. That the report be noted.



**MAGHULL
TOWN
COUNCIL**

**Scheme of Delegation
September 2021**

1. Introduction

- 1.1 This Scheme of Delegation forms part of the Council's Financial Regulations and will be reviewed at least annually or earlier, for example when there are staffing changes.
- 1.2 Those with delegated responsibility are referred to by job title, therefore any changes in job titles will trigger a review of this scheme.
- 1.3 One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to either their line managers or Members. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the council, including those delegated by the Council to its various committees. This element of the scheme incorporates the Terms of Reference of the committees.
- 1.6 The powers and duties set out in this scheme are delegated to the Town Clerk. The Town Clerk may delegate these duties and powers to other Officers within the Council.

2. Powers Reserved To Council

Membership: All Councillors

Quorum: One third of the total membership.

Matters to be resolved only by Council

- Issuing the precept
- The Power to raise loans
- Approving the end of year Accounts and Annual Return.
- Incurring capital expenditure over and above the Council's approved budget.
- Incurring revenue expenditure which is over and above the Council's approved budget and is in excess of £500 per item (unless incurred already under Financial Regulations 3)
- The Council has ultimate responsibility to ensure financial balance and probity.
- Initiating requests for boundary reviews and commenting during the course of such reviews
- Amending the Constitution and Financial Regulations
- Setting the number of Committees, and the names and number of Members appointed to each Committee.
- Determining the functions and constitution of Committees and Sub-Committees.
- Setting the dates of routine meetings of the Council and its Committees.

- Filling of Member vacancies occurring on any Committee or Council
- Appointing or nominating persons to fill vacancies on outside bodies.
- Confirming the appointment of, and dismissing the Town Clerk.
- All policy issues in relation to the Neighbourhood Plan and Major Planning Applications
- All other matters which must, by law, be reserved to the full Council.

3. Delegation to Committees

POWERS AND DUTIES OF STANDING COMMITTEES

3.1 Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

3.2 The acts and proceedings of a Committee shall:

(a) where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;

(b) as regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;

(c) in all respects be subject to the provisions of the Council's Constitution and Financial Regulations except as otherwise determined by the Council.

3.3 Committees are authorised to establish sub-committees and working groups, and to appoint advisers as and when they deem necessary to assist in their work subject to adherence at all times with the Council's Constitution and to clear terms of reference being established at the outset.

3.4 The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

3.5 Matters delegated to Committee may be referred to full Council at the request (written or verbal) of two Members of the Council prior to the resolution of the matter.

3.6 In accordance with Constitution provision 13 the Council may, under specified conditions, reverse a Committee (or Council) decision within 6 months.

4. Finance & General Purposes Committee

Membership: 9 Councillors plus Mayor (ex officio)

Quorum: 4 Councillors.

Matters to be resolved by Finance & General Purposes Committee

- (a) The making of recommendations in respect of items (a) to (j) of the matters to be dealt with solely by the Town Council;
- (b) Dealing with all matters relating to the general day-to-day corporate governance and financial administration of the Council, including issues relating to GDPR, transparency and freedom of information;
- (c) Dealing with matters specifically referred by the Town Council or any other Standing Committee and with all matters not specifically referred or delegated to any other Standing Committee;
- (d) Dealing with the Terms and Conditions of Service and superannuation of the Town Council's staff and making appropriate recommendations relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and any Local Conditions of Service;
- (e) To propose, monitor and review such projects as the Committee considers necessary to achieve the Council's long term aims and objectives.
- (f) To monitor and review the management of the Councils assets and financial health and to assist in this to receive at each meeting up-to-date bank reconciliation statements, schedules of payments made and income received in the previous period, and updates from the Responsible Finance Officer on the budget to date on a cost centre basis.
- (g) To advise the Council generally as to its financial and economic policies and as to the allocation and control of its financial resources.
- (h) To ensure that satisfactory arrangements are in place across the Council to promote economy, efficiency and effectiveness, including in matters relating to procurement;
- (i) To regularly monitor and review the Council's Risk Register and Risk Policy and to oversee corporate risk management.
- (j) To be lead committee for all aspects relating to internal and external audit, including issues relating to audit appointments and fees, letters of representation, issues of risk management and internal control, annual reports

and management responses, and to advise Council as necessary on matters related thereto.

- (k) Monitoring the Council's complaints procedure
- (l) To oversee the Council's policy on fraud and irregularity, including being notified of any action taken under that policy, and to ensure that all significant losses have been properly investigated and that the internal and external auditors have been informed;
- (m) To receive quarterly reports from the Responsible Finance Officer on the Council's governance arrangements including arrangements for the conduct of reviews of the effectiveness of the Town Council.
- (n) To scrutinise the workings of Maghull Community Enterprise, the Council's trading company (if required).

5. Community Services Committee

Membership: 9 Councillors plus Mayor (ex officio)

Quorum: 4 Councillors.

Matters to be resolved by Community Services Committee

- (a) Development and management of community support activities including provision and maintenance of facilities, liaison with other bodies and cultural support.
- (b) Promotion of a range of Community and Civic/Mayoral Events in accordance with a programme agreed annually.
- (c) Allocation of community grant funds and other budgets allocated to the Committee for disbursement in line with criteria approved by the Committee and being subject to ongoing review.
- (d) To increase public awareness in the public of environmental, social and cultural issues and events.
- (e) To oversee the Council's external communications, including website, social media, and press and media relations and ensure the work of the Town Council is effectively promoted.
- (f) To manage all liaisons with Maghull Local Radio.
- (g) To promote and manage programmes of events, activities and bookings in the Council Chamber and Activities Room and to ensure the council's fees and charges are annually reviewed including free –use or subsidised bookings and that policies for these are robust and fair.

- (h) To oversee and manage all aspects relating to the Venue including in relation to the lease, lessee liaison and use thereof.
- (i) To lead on policies and projects designed to improve the quality of life for residents of Maghull.
- (j) To work closely with the police and other organisations to reduce crime and antisocial behaviour, secure convictions, and assist in improving public perceptions and confidence in policing, in so far as it is possible within the Town Council's sphere of influence.
- (k) To actively support, influence and make representations to other organisations and partners working in the fields of health and social services; affordable housing; public toilets; street cleaning, litter maintenance and bins; rubbish collections; kerb-side recycling, waste transfer facilities, seagulls, reduction of fly-posting, community safety and related community matters that impact upon the quality of life of the residents of Maghull.
- (l) To be lead committee for all external grant funding applications and to monitor progress in relation to same.
- (m) The making of recommendations to the Finance & General Purposes Committee regarding matters relating to the Town Council's staff employed in Community Services.
- (n) To determine the awarding of the Mayor's Achievement Award each year.

6. Amenities Committee

Membership: 9 Councillors plus Mayor (ex officio)

Quorum: 4 Councillors.

Matters to be resolved by Amenities Committee

- (a) Dealing with the provision, maintenance and management of all Council land holdings including parks, recreation grounds, public open spaces, children's play facilities, the closed cemetery and any other public open spaces, and the Works Depot - and the making of recommendations annually to the Finance & General Purposes Committee of rents and charges relating thereto.

- (b) Dealing with the provision and maintenance of street furniture, including public seats, bus shelters, statues and memorials, street and other signage, bus shelters, public notice boards and salt and grit bins.
- (c) The co-ordination and direction of the Council's environmental improvement programme and related initiatives, including as agreed by policy support for Maghull in Bloom;
- (d) The provision of an in-house engineering and maintenance service, monitoring of related work programmes and ensuring standards of risk management and health and safety are managed effectively and documented.
- (e) To be lead Committee for all issues of civic pride locally, including in relation to litter clearance on Town Council land.
- (f) All liaison and related issues with sports clubs and other facility users including matters relating to leases and tenancy arrangements, and making recommendations to Finance & General Purposes Committee relating all related financial issues.
- (g) The making of recommendations to the Finance & General Purposes Committee regarding matters relating to the Town Council's staff employed in Amenity Services.

7. DELEGATION TO CHAIRMEN GENERALLY

- (i) To cancel or postpone a meeting owing to lack of business or in an emergency.
- (ii) To have discretion to include any item of an urgent nature under "Any Other Urgent Business" on the relevant Committee Agenda.

8. LEADER OF THE COUNCIL

The Leader of the majority group on the Town Council at any time will assume the position of Leader of the Council and, *for the purposes of democratic legitimacy will be subject to formal appointment at the Annual Town Council meeting.* (S)he will have the following approved powers:-

(a) The Chairing of all meetings of the Chairmen's Group;

(b) To act as the liaison between the majority group of the Council and the Town Clerk in indicating the priorities and programmes of the Group for inclusion in Council business and their likely reaction to new policies for projects;

(c) To be the first port of call for the Town Clerk when an issue arises that requires a political or policy response from the Council and the issue does not naturally fall within the terms of reference of any of the Programme Committees, and

(d) In discussion with Members of the opposition group(s) to propose Council appointments to outside bodies.

9. Grievance and Disciplinary Panel

9.1 Council has granted the necessary delegated decision making powers to the Grievance and Disciplinary Panel in relation to staff grievance and disciplinary issues.

9.2 The Panel shall entirely consist of Councillors and shall number three.

9.3 Meetings will be called on an ad hoc basis as required, called by the Town Clerk and with notice given to the relevant employee.

9.4 A minute taker will be present throughout the proceedings.

9.5 The Panel will follow the procedure set out in the Town Council's Grievance and Disciplinary Procedures.

10. Appeals Panel

10.1 Council has granted the necessary delegated decision making powers to the Appeals Panel in relation any appeal against the decision of the Disciplinary Panel or the outcome of a Grievance.

10.2 Any Member who has been involved in the original Grievance or Disciplinary Panel shall not form part of the Appeals Panel.

10.3 The Appeals Panel will be appointed when any appeals against dismissal, grading, disciplinary proceedings and grievances by employees of the Council are made.

10.4 The Town Clerk will call the meeting and notice will be given to the employee.

10.5 A minute taker will be present throughout the proceedings.

10.6 The Panel will follow the procedure set out in the Town Council's Disciplinary Procedure.

11. Delegation to Officers

11.1 Town Clerk (Proper Officer)

11.1.1 The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

11.1.2 Provided that such authorisation is not prohibited by statute the Town Clerk to whom a power, duty or function is delegated may authorise another Officer to exercise that power, duty or function, subject to:

- only be given to an Officer below the delegating officer in the organisational structure
- only being given where there is significant administrative convenience in doing so
- the Officer authorised by the Town Clerk acting in the name of the Town Clerk
- such authorisation not being prohibited by statute.

11.2 General Matters

11.2.1 The Town Clerk is authorised:-

- a. To sign on behalf of the Council any document necessary to give effect to any decision of the Council;
- b. Managing the Council's public relations activities including social media
- c. To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections
- d. To take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council;
- e. To institute, defend and appear in any legal proceedings authorised by the Council
- f. To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Maghull);
- g. The Chairman will instruct the Proper Officer to alter the date or time of a Council /committee meeting,
- h. To decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Leader of the Council;
- i. To manage the Council's facilities and assets, including parks, open spaces, amenity areas, Town Hall and other buildings and assets.

- j. To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.
- k. To deal with requests from Members for secretarial or administrative support in connection with their duties
- l. To implement national pay awards and conditions of service
- m. Under the Regulation of Investigatory Powers Act 2000 to authorise directed surveillance or the use of a human intelligence source.
- n. To act as the Council's Proper Officer as per section 281 Local Government Act 1972.

11.3 Financial Matters

The Town Clerk is authorised as follows:-

- a. To incur expenditure up to a maximum of £5,000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution.
- b. Authorisation of expenditure on works up to a maximum £5,000
- c. To be responsible for the provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved Budget
- d. To use the Repairs and Maintenance Budgets for the maintenance, replacement or repair of existing property or equipment.
- e. To recommend to the relevant Council/committee quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:-
 - 1) the cost not exceeding the amount of the approved budget;
 - 2) the tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation;
 - 3) all the requirements of the Council's Financial Regulations being complied with.
- f. To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
- g. To recommend to the relevant Council / committee on investing monies held by the Council with a view to obtaining the optimum financial return.
- h. Debt monitoring and recovery to be the responsibility of the Council (above a de minimis level).
- i. To dispose of assets of a value up to £5,000, subject to the requirements of the Council's Financial Regulations.

11.4 Staffing Matters

11.4.1 The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:-

- a. The appointment of senior officer interviews will be carried out by a panel of two members from the personnel (or other relevant) committee and the Town Clerk;
- b. All other appointments to be recruited by the Town Clerk or relevant senior manager;
- c. The employment of temporary employees;
- d. Control of staff performance and discipline and performance, including the power of suspension and dismissal, in accordance with the policies set by the Personnel Committee and approved by Council.
- e. Payment of expenses and allowances in accordance with the Council's scheme;
- f. Dismissing members of staff;
- g. To present to the Personnel Committee guidance on recommendations for employees' salary reviews, in accordance with the Council's staff appraisal system.

11.5 Property Matters

12.5.1 The Town Clerk is given authority to manage the land and property of the Council including:-

- a. Agreeing the terms of any lease, licence, conveyance or transfer approved by Council.
- b. The granting or refusal of the Council's consent under the terms of any lease;
- c. Variations of restrictive covenants of a routine nature;
- d. Recommending to Council on the granting of easements, wayleaves and licenses over Council land;
- e. Initiating legal action or proceedings against unauthorised encampments on Council land.

12.6 Urgency

12.6.1 The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant committee. The Leader of the Council and the Chair of any relevant committee are to be consulted before such action is taken.

May 2021

Report to: Finance & General Purposes Committee
Date of Meeting: 29th September 2021
Agenda Item Number 8
Subject: Business Plan Review and Refresh
Report of: Town Clerk
Exempt / Confidential No
Report:

Summary

Members agreed a Business Plan in September 2019. This refresh is to let Members know the progress of the various work strands and to recommend to Full Council any projects which need to be revisited. This is done as part of the Committee's scrutiny function.

Maghull Town Council Priority	Yes/No
1. Development and Protect the Community	Yes
2. Develop Parks and Green Spaces	Yes
3. Value for Money and Enterprising Council	Yes
4. Develop Leisure and Activity for All	Yes
5. Develop/support Community Services and Groups	Yes
6. Support Culture and Heritage	Yes
7. Health and wellbeing Programme	Yes
8. Statutory Requirement	No

Recommendation(s)

1. That Members recommend to Full Council which projects to continue;
2. The report be noted.

Reasons for Recommendation(s)

The Business Plan needs to be reviewed periodically so that Members are aware of the progress of the projects contained within it and to see if any material changes need to be made. The Finance & General Purposes Committee should review the Plan as part of their scrutiny function.

Alternative Options Considered and Rejected

None

What will it cost and how will it be financed?

(A) Revenue

The revenue details are contained within the report.

(B) Capital

None

Implications of Recommendations:

Financial Implications	Contained within the report
Resource Implications	Officer time
Legal Implications	LGA 1972, Locality Act 2011, Audit and Accountability Guidelines 2015
Equality & Diversity Implications	Any projects which are recommended for cancellation will need to be evaluated for all issues relating to equality and diversity.

Implementation Date for Decision

Any recommendations will be taken to Full Council in November 2021.

Appendices

Updated Business Plan

Background Papers

None

Contact Officer	Angela McIntyre
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1. Background

Following the elections in May 2019, Council decided to commit to a Business Plan which was based on the 7 manifesto headings of the Labour Party in Maghull. This was because the Labour Party was the majority Party on the Council.

The agreed Business Plan was used as the basis of the work programmes for the Committees, mainly the Amenities and Community Services Committees.

Work had started on some of the projects and a few had been completed when the Council was forced to shut its office in March 2020 due to the Covid 19 pandemic.

2. Current Situation

The Town Clerk has completed a review of the projects contained within the Business Plan with the assistance of the Amenities Manager and the Community Services Manager. The result of the review is contained within the appendix attached to this report.

As can be seen many of the projects have been hit by the twin problems of the Covid pandemic, meaning that a number of partner agencies the Council had hoped to work with had diverted their priorities away from the stated objectives pre Covid or

they were unable to go ahead due to the pandemic itself. Others had been overtaken by the lack of funding to complete them. These include the Town Centre masterplan (a Neighbourhood Plan policy), the Local Health and Wellbeing Board and the development of the Maghull Hub.

The Council, as at 29th September 2021, has 19 months left of it's 4 year term. This is an opportunity for the Council to refocus its efforts to complete more the stated projects before their term of office ends.

Recommendation(s):-

- 1. That Members recommend to Full Council which projects to continue;**
- 2. The report be noted.**

Maghull Town Council Business Plan 2019-23

Maghull Town Council wishes to set out its strategy for the forthcoming term of office which runs from May 2019 to May 2023. This document seeks to establish the key priorities for the Council during this time and the proposed timescales and is focussed on what the Council is trying to achieve. This is a living document which will be revised, if necessary, each municipal year of the Plan to ensure that it continues to reflect the priorities identified.

Funding for these priorities will be drawn from different sources but will include but are not limited to:

- The precept
- External funding from grants
- Sponsorship
- Income generation
- Developer contributions

The Council remains committed to the principles of Value for Money and prudent financial leadership always seeking to provide the most for the residents on limited financial resources.

Each Committee will report to Full Council on their progress on the business plan and will be responsible for its progress. The priorities listed below fit comfortably within the Council's stated Corporate Objectives and underpin the Council's ambitions for the town.

The Council will seek to involve external partners in order to achieve the wider aims listed within the priorities to promote best practice within the sector and to improve outcomes for residents and businesses.

Some of the priorities listed in the plan will have more detailed operational plans behind them. These plans should also be referred to when referencing this plan.

Priority One – Continue to Develop and Protect Our Community

Action	Council Committee	Lead Member and Officer	Timescale	Current Status
1. The anti-social behaviour strategy to be reviewed and improved with targeted provision for young people	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan	<i>Ongoing Engaged with Active Sefton & Activesports Foundation. Police liaison with designated officer until maternity leave.</i>
2. The Neighbourhood Plan to be reviewed on an annual basis as stated in the Plan.	Full Council	Leader of the Council and Town Clerk	By May 2020	<i>To be completed by January 2022.</i>
3. Continue to represent residents by commenting on major planning applications for the town.	Full Council	Leader of the Council and Town Clerk	Throughout the lifetime of the plan	<i>Ongoing</i>
4. Town Centre Improvements: a. Town centre master plan feasibility study to be completed b. To work with partners to improve the town centre offer and look	Full Council	Leader of the Council and Town Clerk	By May 2020	<i>Not completed – Covid 19 Budget to be re-examined as currently there are no funds for this project in the Council's budget.</i>
5. Environmental Education and Enforcement Officer to be employed to ensure the town and its parks are kept as clean as possible	Amenities Committee	Chair of Amenities Committee and Amenities Manager	By April 2021 and then throughout lifetime of the plan.	<i>This has not been completed owing to the Covid-19 pandemic. No budget for additional members of staff.</i>
6. Ensure that the Council moves towards a more ecologically friendly status:	Full Council	Leader of the Council and Town Clerk	Throughout the lifetime of the plan	<i>LED lighting to be installed by Autumn 2021</i>

	<ul style="list-style-type: none"> • single use plastics are removed • Electric vehicles/bio fuels • LED lighting in the Town Hall and Garage 				
7.	Develop “Better Maghull” – a volunteer based group to improve the environment in and around Maghull	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan	<i>Stalled due to Covid. Helped establish FOMD. Fledgling Friends of Groups for parks.</i>
8.	Liaise with developers to ensure that development within the town is appropriately sited with the minimum of disruption to residents	Full Council	Leader of the Council and Town Clerk	Throughout the lifetime of the plan	<i>Ongoing. Rule 6 participants in LEM planning hearing. Comments made on all major applications. Invitations to meet sent to all developers.</i>
9.	Develop a communication strategy to keep residents informed as to the work of the Council to include social media, website and traditional print media	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan	<i>New website Jan 21. Updated October 21 by web designers to be more user friendly. Compliant with new accessibility requirements</i>

Priority Two - Develop Our Parks and Green Spaces

Action	Council Committee	Lead Member and Officer	Timescale	Current Status
1. To review the current state of the parks, their functions and equipment to inform improvements to the estate to ensure the parks are accessible and inclusive	Amenities Committee	Chair of Amenities Committee and Amenities Manager	June 2019	<i>A report was presented to Full Council on 14th April 2021 stating how £100,000.00 of Council Reserves will be utilised to improve the play area offer across a number of sites – Members resolved to approve Option A of the report. Procurement has been finalised and tender opening will take place on 6th October before Amenities Committee.</i>
2. To refresh the play equipment within the parks and replace/improve as necessary	Amenities Committee	Chair of Amenities Committee and Amenities Manager	Throughout the lifetime of the plan	<i>See above. Further funding will need to be available to refresh the park equipment on the west of the town and to manage drainage issues.</i>
3. To ensure the tree survey includes replanting of British native species to enhance the natural environment	Amenities Committee	Chair of Amenities Committee and Amenities Manager	Throughout the lifetime of the plan	<i>Working with Mersey Forest, tree planting schemes have been installed at Pimbley Playing Field and Hall Lane Park. Officers are continuing to work with Mersey Forest to install “standard trees” in other sites to help replace trees felled as part of 2018 tree survey.</i>
4. Develop new facilities – indoor sports pavilion, rugby, running track etc.	Amenities Committee	Chair of Amenities Committee and	Throughout the lifetime of	<i>Facilities have been developed in response to the Covid-19 pandemic</i>

		(in the first instance)	Amenities Manager (in the first instance)	the plan	<p><i>i.e. refurbishment of Activity Room.</i></p> <p><i>On 14th April 2021, Full Council received a report from the Community Services Manager regarding potential future use of the Activity Room post Covid-19 pandemic.</i></p> <p><i>At this same meeting, Members approved the demolition of Whinneybrook Changing Pavilion as part of 2021/22 planned maintenance works.</i></p>
5.	A Peace Garden to be developed as part of the Memorial Project	Amenities Committee	Chair of Amenities Committee and Amenities Manager	By October 2020	<p><i>On 14th April 2021, a report was presented to Full Council regarding the potential moving of “Compassion in Conflict” memorial to KGV Playing Field and the creation of a memorial garden at same location.</i></p> <p><i>Members resolved not to move the statue and to further investigate the proposed setting for the panels.</i></p>
6.	Develop events throughout the year that take advantage of the parks and their natural settings	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan	<i>Cannot be completed due to Covid19. Programme of events suspended</i>
7.	To achieve Green Flag status for the civic parks	Amenities Committee	Chair of Amenities Committee and Amenities	By October 2020	<i>Owing to the Covid-19 pandemic, Green Flag status was not achieved in any park maintained by Council.</i>

			Manager		<i>However, at a meeting of Amenities Committee on 24th February 2021, Members resolved to pursuing and achieving Green Flag Status in 2021/22.</i>
8.	To improve the facilities at Pimbley Playing Fields to include changing rooms and drainage	Amenities Committee	Chair of Amenities Committee and Amenities Manager	Full plans to be drawn up by December 2019	<p><i>The offer at Pimbley Playing Field has been improved.</i></p> <p><i>Sefton Council have completed much needed drainage works which has reduced onsite waterlogging.</i></p> <p><i>Working alongside Mersey Forest, tree planting schemes have been installed along the boundary with Leeds-Liverpool Canal and train line.</i></p> <p><i>Changing room facilities have not been improved and will require replacement owing to their poor condition.</i></p>
9.	Develop composting scheme for green waste	Amenities Committee	Chair of Amenities Committee and Amenities Manager	Options to be prepared by June 2020	<i>A composting scheme for green waste has not been introduced. However, all green waste generated through grounds maintenance operations is stored within Ballswood and emptied annually working in partnership with Sefton Council.</i>
10.	Secure more biodiverse habitats in our green spaces	Amenities Committee	Chair of Amenities Committee and	Throughout the lifetime of	<i>Working in partnership with Mersey Forest, four tree planting schemes</i>

Amenities
Manager

the plan

*have been introduced at Pimbley
Playing Field and Hall Lane Park.*

*Cllr Frank Sharp and the Friends of
Maghull and District have transformed
Bobby's Wood and have improved
onsite bio-diversity.*

*Officers have rolled out 200 bird
boxes across all sites as per
Amenities Committee resolution of
24th February 2021.*

Priority Three – A Value For Money and Enterprising Council

Action	Council Committee	Lead Member and Officer	Timescale	Current Status
1. The Council will work to increase reserves to 1 year's costs	Finance & General Purposes Committee	Chair of F&GP and Town Clerk	Throughout the lifetime of the plan	<i>Council resolution of 27/01/21 that reserves be used to improve the play area offer. Reserves reduced.</i>
2. The Council will work to reduce the loan burden of the Council as loan repayments are currently too high	Finance & General Purposes Committee	Chair of F&GP and Town Clerk	Throughout the lifetime of the plan	<i>Ongoing. No further loans have been accessed. One has finished saving £6k</i>
3. The Council will develop an investment strategy which will ensure that the funds held by the Council are maximised as much as possible with as little risk as possible	Finance & General Purposes Committee	Chair of F&GP and Town Clerk	Throughout the lifetime of the plan	<i>Ongoing. NFA</i>
4. The Council will seek to increase its income generation by realising unprofitable areas of land not currently used as parks	Finance & General Purposes Committee	Chair of F&GP and Town Clerk	Throughout the lifetime of the plan	<i>Ongoing.</i>
5. The Council will seek sponsorship for its events and activities	Finance & General Purposes Committee	Chair of F&GP and Community Services Manager	Throughout the lifetime of the plan	<i>No events held during the current financial year due to Covid.</i>
6. The Council will increase its income by commercial hiring of the estate	Finance & General Purposes Committee	Chair of F&GP and RFO	Throughout the lifetime of the plan	<i>Ongoing but need to improve the quality of the estate.</i>
7. To further develop the inter parish network to facilitate best practice	Full Council	Leader of the Council and Town Clerk	Throughout the lifetime of the plan	<i>Ongoing.</i>

Priority Four – Develop Leisure and Amenity Activity For All

Action	Council Committee	Lead Member and Officer	Timescale	Current Status
1. The Council will develop green corridors and walkways to link the different parts of the town to parks and open spaces	Amenities Committee	Chair of Amenities Committee and Amenities Manager	Full plan to be developed by April 2020	<i>Community Services are leading on this with the national lottery bid.</i>
2. To develop a children's literary festival to encourage reading at all ages	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan	<i>Initial event cancelled due to Covid 19</i>
3. To develop MaghullFest and improve offer and attendance each year	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan	<i>Events cancelled due to Covid19</i>
4. To improve the youth offer in Maghull based on the Youth Survey completed	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan	<i>Supported Active Sefton and Activesports, Go Girl after school club. Currently working to develop a programme with Roy Evans Foundation</i>

Priority Five – Develop/support Community Services and Groups

Action	Council Committee	Lead Member and Officer	Timescale	Current Status
1. To develop a Maghull Hub in the Town Centre to facilitate community groups and services	Community Services Committee	Leader of the Council and Community Services Manager	Initial feasibility study to be completed by September 2019	<i>After initial visit did not progress with L&CP</i>
2. To assist the Radio station with improvements to equipment, increase the volunteer base and ensure its sustainability	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan	<i>Funding bids submitted to Ofcom, supported volunteers to constitute and develop financial rules and an independent bank account.</i>
3. Increase volunteering opportunities throughout the town and develop a “can do” volunteering ethos	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan	<i>Co-ordinated volunteer programme through lockdown. Volunteer opportunities limited due to Covid19</i>
4. To develop the grant awarding provision in the Council and extend the free room hire to community groups which meet the robust criteria	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan	<i>Community grants awarded. Imagine Independence hired council chamber. Ongoing proposal to improve community room using external grant funding.</i>

5.	To complete a defibrillator audit and explore provision of units (if required)	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Audit completed by November 2019	<i>Completed February 2020</i>
6.	To take responsibility for Maghull Parish Hall and develop the facilities there if feasible	Full Council	Leader of the Town Council and Town Clerk	Throughout the lifetime of the plan	<i>Now have a place on Parish Hall committee. The deed of covenant will need to be changed if this is to move forward.</i>
7.	Develop a lively and sustainable community development programme of initiatives targeting all neighbourhoods and age groups	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan	<i>Suspended due to Covid19</i>

Priority Six – Culture and Heritage

Action	Council Committee	Lead Member and Officer	Timescale	Current Status
1. To develop a heritage centre for Maghull to include community usage and exhibition space	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan	<i>Hasn't been completed due to Covid19 and financial restrictions</i>
2. To develop a heritage trail throughout Maghull using the Canal as a linking mechanism (Possibly to include Melling and Lydiate?)	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan	<i>Bid drafted for National Heritage lottery funding but postponed due to Covid19 closing new bids.</i>
3. To instigate a refresh of the blue plaques within Maghull	Memorial Sub Group (Finance & General Purposes Committee)	Leader of the Council and Amenities Manager	To be completed by March 2020	<p><i>This action was being progressed by the World War 1 Memorial Group. However, owing to the Covid-19 pandemic, it was not completed.</i></p> <p><i>Members of the group have reviewed all existing blue plaques within the town and have produce a list of names/groups for which the scheme could be extended. Officers have sought costs from approved suppliers for additional plaques.</i></p>

4.	To seek a home for the permanent exhibition of Moss Side Hospital memorabilia	Memorial Sub Group (Finance & General Purposes Committee)	Leader of the Council and Amenities Manager	To be completed by March 2020	<i>This is ongoing due to a lack of suitable premises.</i>
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Priority Seven – Health & Wellbeing

Action	Council Committee	Lead Member and Officer	Timescale	Current Status
1. To create a local Health & Wellbeing Board to include Melling, Lydiate and	Finance & General Purposes Committee	Chair of F&GP and Town Clerk	Feasibility study to be completed by November 2019 and then throughout the	<i>Initial target date missed. Plans to start feasibility study on hold until after the Covid 19 outbreak has finished. There is no budget within the Council's finances to</i>

	the CCG to better improve outcomes for residents			lifetime of the plan	<i>pursue this project.</i>
2.	To actively lobby for new and improved medical facilities for the town	Full Council	Leader of the Council and Town Clerk	Throughout the lifetime of the plan.	<i>Ongoing. On hold due to Covid 19 outbreak and NHS priorities being elsewhere.</i>
3.	To instigate and promote health awareness campaigns – youth mental health, age concern, isolation, loneliness	Community Services Committee	Chair of Community Services Committee and Community Services Manager	Throughout the lifetime of the plan	<i>Completed ring around by Cllrs of vulnerable tenants during lockdown. Delivered hampers at Christmas to 100 households.</i>

Report to: Finance & General Purposes Committee
Date of Meeting: 29th September 2021
Agenda Item Number 9
Subject: Risk Management
Report of: Town Clerk
Exempt / Confidential No
Report:

Summary

The Council is required to examine its risks and produce policies and procedures to manage that risk. Following the auditor's report, discussed at the last F&GP Committee meeting, the Risk Management Policy and Strategy is presented for approval and adoption.

Maghull Town Council Priority	Yes/No
1. Development and Protect the Community	Yes
2. Develop Parks and Green Spaces	Yes
3. Value for Money and Enterprising Council	Yes
4. Develop Leisure and Activity for All	Yes
5. Develop/support Community Services and Groups	Yes
6. Support Culture and Heritage	Yes
7. Health and wellbeing Programme	Yes
8. Statutory Requirement	Yes

Recommendation(s)

1. That Members approve the Risk Management Policy and Strategy
2. That the report be noted.

Reasons for Recommendation(s)

The Council is required to manage its risk and have appropriate robust policies and procedures in place to do that.

Alternative Options Considered and Rejected

None

What will it cost and how will it be financed?

(A) Revenue

None

(B) Capital

None

Implications of Recommendations:

Financial Implications	None
Resource Implications	Officer time and possible training requirement
Legal Implications	LGA 1972, Audit and Accountability Regulations 2015

Equality & Diversity Implications	None
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Implementation Date for Decision

Immediately following the Committee meeting

Appendices

None

Background Papers

None

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1. Background

The Committee examined the Internal Auditor's report at its last meeting. One of the resolutions of the Committee was for a Risk Management Policy to be produced. This has been done together with a Risk Management Strategy which states how the Policy will be implemented.

The Risk Register will need updating but this will be presented to the Committee at its last meeting before the end of the financial year as usual, unless Members request to see it earlier.

Recommendation(s):-

- 1. That Members approve the Risk Management Policy and Strategy**
- 2. That the report be noted.**

MAGHULL TOWN COUNCIL



**MAGHULL
TOWN
COUNCIL**

RISK MANAGEMENT POLICY

September 2021

RISK MANAGEMENT PLAN

POLICY

- The recognition and management of risk is integral to the Council's stewardship of their assets and resources and the effective and efficient discharge of their duties and responsibilities to the community.
- Risk assessment is a continuous process for the Council. Risks may be financial or non-financial.
- The Council is responsible for the management of risk in accordance with this policy and plan.
- The Town Clerk is responsible for advising the Council on risk assessment and for conducting his duties in a manner which avoids undue risk to the Council.
- Key risks are identified in the Risk Management Register.
- Risk management is an aspect of the internal controls operated by the Council through its approved Financial Regulations. Internal controls are subject to scrutiny by the Internal Auditor.

RISK MANGEMENT REGISTER

- The Register defines how identified risks will be managed by the Council.
- Risks can be defined as any threat or possibility that an action or event will adversely (or beneficially) affect the interests of the Council.
- Risk management is not a process of avoiding risk altogether but seeks to identify risk and assess its implications in order to inform decisions.
- The level of risk can be judged by:
 - the likelihood of it occurring, and
 - the effect on the Council should it do so

Significant impact

High level risk

Low likelihood

High likelihood

Low level risk

Minimal impact

- Judgement of the level of risk may rely on past experience or a specific assessment of a particular instance, or both. The Council will determine whether a risk is acceptable in all the circumstances.
- Generally, much of the identified risk which can be quantified is covered by the insurance policy carried by the Council

Public liability	£10 m
Employer liability	£10 m
Money	£4,000 in transit
Fidelity guarantee	£1.5 m
Property damage	Individually insured
Legal indemnity	£100,000
Management liability	£250,000
Media liability	£250,000

- The appended Risk Management Register forms part of this Plan.
- The Council will review the Plan on an annual basis.
- The Plan should be read in conjunction with the Council's Financial Regulations.

MAGHULL TOWN COUNCIL



**MAGHULL
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COUNCIL**

RISK MANAGEMENT STRATEGY

September 2021

RISK MANAGEMENT STRATEGY STATEMENT

The objectives of this Strategy are:

Develop Risk Management by:

1. developing a Risk Management Strategy;
2. preparing and maintaining a register of corporate business risks (n.b. internal & external)
3. ensuring a specific committee is given responsibility for the consideration of corporate risk management; *and* including a risk assessment in reports on strategic policy decisions and on new projects

Considerable research has gone into gaining an understanding of the fundamentals of the Risk Management issue and information taken from documents produced by “IRM” – *The Institute of Risk Management* – “ALARM” – *The National Forum for Risk Management in the Public Sector* – and “airmic” – *The Association of Insurance and Risk Managers*.

Background

WHAT IS “RISK”? “Risk can be defined as the combination of the probability of an event and its consequences” (*ISO/IEC Guide 73*)

WHAT IS “RISK MANAGEMENT”? “Risk Management is a central part of any organisation’s strategic management. It is the process whereby organisations methodically address the risks attaching to their activities with the goal of achieving sustained benefit within each activity and across the portfolio of all activities”. (*AIRMIC, ALARM, IRM: 2002*)

The Process of “RISK MANAGEMENT” -The Risk Management process will encompass the following components:

RISK identification, analysis, control, funding, monitoring & review:

- **Identification:** Identify the **hazard** (i.e. anything that may cause harm, for example fire, chemicals, working from ladders, etc. etc.)
- **Analysis:** This is a strategic process to determine the **scope** of the risk associated with the hazard, its immediate and anticipated “knock-on” effects and then to assess the *likelihood, frequency and severity* of an occurrence.

Is there a risk of harm to somebody? Does the risk prejudice achievement of **agreed objectives** of the organisation? Does the risk present either a

temporary/permanent short or long term threat to the **assets** of the organisation? *(In this instance, assets should be accepted as wide ranging and be accepted as including staff, members, property, ability to perform statutory or voluntary functions and image or relationship with the public)*

➤ **Control:** Comprising 3 specific elements:

- i) Reduction of **likelihood** - with a view to reducing or entirely eliminating occurrences.
- ii) **Frequency** reduction - if not possible to eliminate or reduce the likelihood of the risk occurring, then to limit the frequency of such.
- iii) **Severity** reduction - by putting into place control mechanisms whereby the impact of the occurrence can be reduced *(for example, by reducing spread of fire, by business continuity planning, by reducing severity of injury)*

➤ **Funding:** The “value-for-money” ethic is fundamental to this element. It presents a continuing challenge to ensure that the organisation’s risk-financing budget is proportional to the value-for-money achieved.

Risk financing involves **retention** and/or **transfer** of the risk and will almost always involve a combination of both these aspects:

- i) **Retention** of Risk - where it may be deemed more economic to retain the cost of risk.
- ii) **Transfer** of Risk - the final option in circumstances where a high severity/low frequency risk is not capable of economic reduction, elimination or retention.

It may be feasible for the **legal liability** to be transferred to an alternative provider under contractual arrangements (for example, installation of play equipment by an external contractor), or to cover the **financial** risk by insurance.

Monitoring & Review: In respect of this organisation, delegated responsibility has been given to the **Finance & General Purposes Committee** to:

Monitor :

- (a) The **efficacy** of the process of an agreed Risk Management Strategy;
- (b) The **Opportunity costs** of the implementation of the Risk Management Strategy;
- (c) The **financial costs** of the Risk Management Strategy.

Review :

- (a) The **continued** efficacy of the process in the light of Council's continually evolving 'Business Plan'.
- (b) The **Strategy and Process**.

Strategy Detail

- * Applying the **Risk Management Process to develop a Risk Management Register** will help elected members and managers make informed decisions about the appropriateness of adopting policy or service delivery options.
- * A **shared corporate approach** is important if risks are to be identified and managed systematically and consistently across the Council; all elected members and employees have a part to play. Everyone within the Council must be clear as to their particular roles and responsibilities for developing and implementing the Risk Management Strategy.
- * Many of the skills and resources needed to manage risk effectively **already exist** within the organisation but there is a need to develop a co-ordinated, more structured approach to risk management.
- * An effective process for **monitoring & reviewing** the framework and its process is fundamental.

Given that "best value" in this instance = "value-for-money", then it can be argued that this is an entirely relevant aspect of the Council's corporate performance management processes and, therefore, should appropriately be monitored by the Finance & General Purposes Committee.

Taking this a step further, within the Performance Management System, departmental objectives and targets are set in relation to the Council's Business Plan. The required "Register of Corporate Business Risks" could arguably be categorised in this format – i.e. Priority 1 Develop & Protect Our Community; Priority 2 Develop Our Parks and Green Spaces etc.

Mission Statement - The Council has agreed the following **Risk Management Mission Statement:**

"The Council has a moral and statutory duty of care to its electorate, employees and assets and accepts that its overall strategic objective of providing value-for-money services cannot be delivered unless organisational assets and objectives are protected. The Council will endeavour to meet this duty by ensuring that Risk Management plays an integral part in its governance responsibilities and processes at a strategic and operational level.

The Council's Senior Management Team will support the Council in fulfilling its duty. However, risk management is an active and constantly evolving process that requires co-operation by all managers and employees. The Council accepts that it must make all employees aware of these risks through training and communication."

