

DISS TOWN COUNCIL
MINUTES

Minutes of the meeting of the Executive Committee held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 28th September 2022 at 7.15pm.**

Present: Councillors: M. Gingell (Chair)
S. Browne
S. Olander (ex-officio)
J. Robertson
J. Wooddissee
R. Peaty
E. Taylor (ex-officio)
L. Sinfield
G. Waterman
J. Welch

In attendance: S. French (Deputy Town Clerk)

EX0622/01 **APOLOGIES**

Apologies were received and accepted from Councillor Murphy.

EX0622/02 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Councillor Waterman was nominated as a substitute representative for Councillor Murphy.

EX0622/03 **DECLARATIONS OF INTEREST**

There were none.

EX0622/04 **MINUTES**

Councillor Gingell clarified items pertaining to minute number EX0622/09.

The Chair spoke to the RFO who confirmed the contract expiry date as per report number 10/2223, she stated that tendering will start six months before the start of the contract.

On report reference 11/2223 council asked if the figures on asset register were correct as they seemed inflated, the RFO has stated that these are historical figures and there appears no facility to change it. The Chair has asked the RFO to investigate further to see if these figures can be changed.

The valuation schedule has been agreed to be biannual rather than over the four years.

The above decisions will be brought back to next meeting to be ratified by council.

Members confirmed that the minutes of the Executive Committee meeting held on 29th June 2022, were a true record.

EX0622/05 **PUBLIC PARTICIPATION**

There were no members of the public present.

EX0622/06 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

EX0622/07 **POLICIES**

- a) Members approved a NEW Disciplinary Policy – Councillors discussed the new disciplinary policy and Councillor Taylor suggested that there were too many stages in the process. He suggested that the second verbal warning is removed from the process. This would then mean the process for discipline would be one verbal warning followed by a written warning which could then lead onto dismissal. It was

RESOLVED: To adopt the new with the suggested amends and make the disciplinary policy a three-stage process instead of a four-stage process.
(Action: Dep TC to make changes and upload to website immediately)

b) Members approved a NEW Complaints Policy
(Action: Dep TC to upload to website immediately)

c) Members approved a NEW Grievance Policy
(Action: Dep TC to upload to website immediately)

d) Members approved a revised Health & Safety Policy
(Action: Dep TC to upload to website immediately)

e) Members approved a revised Standing Orders
(Action: Dep TC to upload to website immediately)

f) Members approved a revised Car Parking in Council Offices Policy
(Action: Dep TC to upload to website immediately)

EX0622/08 **GRANT PANEL MEMBER**

Members appointed a Councillor to be a reserve member of the Council's Grants Panel. It was

RESOLVED: To appoint Councillor Browne to be the reserve member of the Council grants panel.
(Action: Town Clerk; immediately)

EX0622/09 **STRATEGIC PLAN**

Members considered progress on the Strategic Plan. Councillors noted that there was slippage on the dates agreed on some of the work to be completed. Members agreed that the Chairs of Committees and relevant Clerks for that committee needed to complete further work on outcomes to ensure that they were SMART and achievable. They would like this updated strategic plan to be included on FC agenda in November 22.

(Action: TC & Dep TC to arrange meetings with Chairs of Committees to work on strategic plan)

EX0622/10 **PROGRESS REPORT**

Members noted progress on decisions made at the last meeting.

EX0622/11 **MEMBER FORUM**

Members considered information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.

Councillors discussed Full Council meetings and noted that there were only nine meetings per year now as opposed to eleven in previous years. They felt that they would like this changed for the years 2023/24.

(Action: TC to add to future meeting for discussion; immediately)

EX0622/12 **DATE OF NEXT MEETING**

Members noted that the next meeting of the Executive Committee is scheduled to take place on Wednesday 7th December at 7.15pm.

EX0622/13 **PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

Members considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press to discuss the following item which is properly considered to be of a confidential nature.

EX0622/14 **STAFFING**

a) Staffing Request for Study Leave – members considered a request from the Deputy Town Clerk/Chief Operations Officer (report ref 23/2223). It was

RESOLVED: To give authority for the Deputy Town Clerk to receive 3 days study leave per month to enable her to complete the Community Governance qualification.

b) Staffing Restructure – members received a verbal update on staffing restructure and recruitment from the Chair.

Meeting closed at 20:25.

Chairman: Councillor Mark Gingell