

**MINUTES OF FULL COUNCIL MEETING HELD ON TUESDAY 17 MAY  
2016 FROM 7.15PM – 9.25PM AT POOLE COURT, YATE**

**P R E S E N T**

**Councillor Tony Davis – Chair**

**Councillors Ian Blair (part-meeting), Ben Campbell, John Gawn, Cheryl Kirby, Margaret Marshall (part-meeting), Alan Monaghan, Karl Tomasin, Wully Perks (part-meeting) and Sue Walker.**

**Councillor Ruth Davis – South Gloucestershire Council (part-meeting)**

**Town Clerk and Senior Administrative Officer.**

**Heritage Officer (part-meeting)**

**7 Members of the public.**

**96 APOLOGIES FOR ABSENCE**

**RESOLVED** Apologies for absence were received from Councillors Aziz Chowdhry John Davis, Mike Drew, Chris Edmonds, John Ford, Penny Thoyts and Chris Willmore. A leave of absence request for Councillor Chris Edmonds was granted for 2 months.

**97 DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011**

Councillor Cheryl Kirby      Director of YOSC Ltd      Item 106/5

**98 REQUESTS FOR DISPENSATION**

No requests for dispensation were received.

**99 PUBLIC PARTICIPATION SESSIONS WITH RESPECT TO ITEMS  
ON THE AGENDA**

**Heritage Centre**

Representatives from Yate Heritage Centre and students from the University of the West of England presented indicative plans for a possible extension at the Heritage Centre. Details of the brief, the materials, the layout and the reasoning were explained.

The representatives, and particularly the students, were thanked for all their hard work and the Mayor presented the top two students, who were chosen to present their plans to the Council, with book tokens.

(The representatives from Yate Heritage Centre and the members of the public left the meeting)

**100 MINUTES OF THE TOWN COUNCIL MEETING HELD ON 23  
FEBRUARY 2016**

**RESOLVED** The minutes of the Full Council Meeting held on 23 February 2016 be approved and signed as a true and accurate record.

**101 MINUTES OF THE ENVIRONMENT AND PLANNING COMMITTEE  
MEETING HELD ON 15 MARCH 2016**

**RESOLVED** The minutes of the Environment and Planning meeting held on 15 March 2016 be approved and signed as a true and accurate record.

**Item 7 Yate West Kickabout**

Correspondence was received from South Gloucestershire Council requesting use of Yate West Kickabout.

It was **RESOLVED** that as Yate West Kickabout is a very well used open access space it was not suitable for exclusive use for a netball session. More suitable venues at Howard Lewis or Sunnyside to be offered at no charge (a grant application to be submitted to Yate Town Council).

*(Councillor Margaret Marshall entered the meeting)*

**102 MINUTES OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE MEETING HELD ON 12 APRIL 2016**

**RESOLVED** The minutes of the Finance and General Purposes Committee meeting held on 12 April 2016 be approved and signed as a true and accurate record.

**Item 11/3b Yate & District Heritage Centre Management Committee – Draft  
Service Level Agreement**

It was **NOTED** that Councillor Cheryl Kirby will provide an update in relation to the draft Service Level Agreement to the meeting of the Finance and General Purposes Committee on 14 June 2016.

**Minute 10/2b – SLA Provision of Youth Services in Yate**

**RESOLVED** In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

A report in respect of the provision of Youth Service in Yate was received.

**RESOLVED:**

- The meeting return to open session;
- A revised Service Level Agreement with South Gloucestershire Council showing an amalgamation of Year 7 and Year 8 provision into one night as from September 2016 be entered into, subject to

agreement of cost, to be received at the next Finance & General Purposes Committee meeting on 14 June 2016 for consideration.

#### **Minute 16     S106 Funding**

An updated reported in respect of S106 Funding was received and **NOTED**.

**RESOLVED** Bid for S106 funding to be made in line with Appendix .

#### **103     MINUTES OF THE ANNUAL TOWN METTING HELD ON 26 APRIL 2016**

**RESOLVED** The minutes of the Annual Town Meeting held on 26 April 2016 be approved and signed as a true and accurate record subject to the correction that Councillor Karl Tomasin was present.

#### **104     FINANCIAL REPORTS**

##### **104/1     Accounts for Payment**

**RESOLVED** Accounts for payment as shown be approved and paid.

#### **105     SUB-COMMITTEE REPORTS**

##### **105/1     Planning Sub-Committee**

- (a)     The minutes of the Planning Sub-Committee meeting held on 12 & 26 April 2016 were received and **NOTED**.

With reference to planning application PK16/1479/RVC (Morrison's delivery hours), it was **RESOLVED** that, in the light of new information, correspondence to be sent to South Gloucestershire Council objecting to the extension of the Sunday delivery hours on the grounds of noise and disturbance detriment to neighbours and local residents.

- (b)     It was **NOTED** that the next meeting of the Planning Sub Committee will be held immediately before the Environment and Planning Meeting to be held on 17 May 2016.

##### **105/2     Staffing and Governance Sub-Committee**

###### **(a)     Governance**

The minutes of the Staffing and Governance Sub-Committee meeting (appertaining to governance matters) held on 10 May 2016 were received (Appendix 1) and recommendations contained therein approved, with the exception of the adoption of the draft Standing Orders at Minute No. 3/1. A final revised draft of the Standing Orders be presented to the Full Council meeting on 28 June 2016 and in the meantime, the current Standing Orders (as adopted at Full Council on 23 February 2016, Minute No. 9/2) to remain in force.

**(b) Staffing**

**RESOLVED** In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

The minutes of the Staffing and Governance Sub-Committee meeting (appertaining to staffing matters) held on 10 May 2016 were received.

Details of quotes for an HR Review of Yate Town Council were received.

**RESOLVED:**

- The meeting return to open session;
- Decisions contained in Confidential Appendix be approved;
- South Gloucestershire Council be instructed to proceed with an HR Review of Yate Town Council at a cost of £3,500. Delegated powers be granted to the clerk to authorise an additional spend of a maximum of £500 to include a review of Yate Town Council's call out process.

*(Councillor Ruth Davis entered the meeting)*

**106 TOWN COUNCIL PROJECT STEERING GROUP REPORTS (TASK LIMITED)**

**106/1 Elswick Park Development Project Steering Group Committee**

No further information has been received.

**106/2 Play Areas Project Steering Group Committee**

The minutes of the meeting of the Play Areas Project Steering Group Committee held on 20 April 2016 were received.

It was **RESOLVED** that investigations should be made into the cause of the flooding at Eggshill Play Area and if responsibility is found to lay with Yate Community Association (YCA) then correspondence should be sent to them in the first instance and any necessary works recharged to YCA.

*(Councillor Wully Perks entered the meeting)*

**106/3 Land at Rear Of Ridgewood**

The minutes of the meeting held to discuss the land at the rear of Ridgewood on 17 March 2016 were received and **NOTED**.

It was **RESOLVED** that correspondence be sent to South Gloucestershire Council and request that whilst the land is in their ownership they need to ensure the gate is locked and no unlawful fly tipping takes place.

## 106/4 Rodford Site

It was **NOTED** that;

- Planning permission has been granted by South Gloucestershire Council in respect of the fencing and gate to be erected at the Rodford site;
- Quotations are being sought for the new 1.8m green powder coated galvanised fence & gate (subject to clarification on choice) to be installed as per Appendix (B-C, C-D, D-E, E-F and F-G); A s106 application will be made for the car park area.
- Yate Town Council has been advised that a s106 bid cannot be made for the fencing and gates.

It was **RESOLVED** that fencing and gates be erected at the Rodford Site, if necessary in advance of the lease from South Gloucestershire Council being finalised. Firstly, investigations to be made with South Gloucestershire Council in respect of which fencing will be left by the developer so that Yate Town Council installs fencing to supplement what might be left behind.

## 106/5 YOSC

*(Councillor Cheryl Kirby declared an interest and left the meeting.)*

- (a) It was **NOTED** that no further details have been received from South Gloucestershire Council in respect of the final Heads of Terms agreement following resolution of the Full Council meeting of 23 February 2016 (Minute No. 92/7a);

*Correspondence to be sent to South Gloucestershire Council advising that Yate Town Council agree to the revised Head of Terms (showing the revised time of 25 years not 50 years) and request that the contracts are completed prior to 31 March 2016 to allow for grant applications to be made this financial year.*

- (b) In respect of street lighting at YOSC, Minute No. 92/7b of the Full Council meeting of 23 February 2016 reported;

*'the power connections have been installed, data flow are to be established and a meter hooked up in the near future.'*

It was **NOTED** that:

- The meter was installed and the lights were reenergised on 25<sup>th</sup> March 2016;
- Cost for purchasing the meter is £224.00 plus VAT with £15.50 plus VAT per annum maintenance cost. Associated groundworks cost £3,000 plus VAT;
- Since then, it has been advised that 4 of the 9 lights do not work;
- We have approached a contractor to assess the non-working lights. They are unable to provide a fixed quote to find the faults and estimate the work could take a whole working day which would cost approximately £1,000 plus VAT;
- The cost for fixing the non-working lights and then ongoing maintenance for all 9 lights are currently unknown.

**RESOLVED;**

- The cost of the meter (£224 plus VAT), maintenance cost (£15.50 plus VAT) and groundworks (£3,000 plus VAT) to be paid for by Yate Town Council from a budget to be identified (as no budget previously agreed for this expenditure);
  - Delegated powers be granted to the Clerk in consultation with Councillor John Ford to authorise investigative works to establish the necessary works to the faulty lights, to the value of £1,000 - to be paid for by Yate Town Council from a budget to be identified (as no budget previously agreed for this expenditure);
  - Delegated powers be granted to the Environment and Planning Committee or the Finance and General Purposes Committee to consider and agree any further expenditure required in respect of the faulty lights at YOSC, and to agree payment of ongoing maintenance costs and power supply.
- (c) No update in respect of the draft SLA between Yate Town Council and YOSC Ltd was received;
- (d) It was **NOTED** that YOSC now has charitable status;
- (e) **RESOLVED** In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

A confidential report in respect of YOSC accounts was received.

**RESOLVED** The meeting return to open session.

It was **NOTED** that the £12,200 allocated to YOSC Ltd at the Full Council meeting on 27 October 2015 for the purchase of capital items has now been claimed in full. It was further **NOTED** that a meeting is to be arranged to meet with representatives of YOSC Ltd to discuss finances.

- (f) It was **NOTED** that 80% mandatory rate relief has been obtained from the beginning of YOSC Ltd liability and that an outcome on discretionary rate relief is awaited;
- (g) Further to YOSC Ltd requesting planning permission from South Gloucestershire Council for the erection of a large storage shed to replace the existing storage containers, a Notice of Assumption of Liability for Community Infrastructure Levy (CIL) has been received.

It was **NOTED** that the Assumption of Liability form has been signed by YOSC Limited in order to lodge an appeal against the Community Infrastructure Levy (CIL) charge.

- (h) It was **NOTED** that the only sums available for spending by YOSC Ltd are as agreed by Full Council on 5 January 2016, that there is flexibility within those heads, but that there must be due diligence and agreement before orders are placed.

It was **RESOLVED** that:

- Delegated powers be granted to the Environment and Planning Committee and Finance and General Purposes Committee to authorise spends outside of that agreed at Full Council on 5 January 2016, but contained within the total sum available from the transfer as and when transferred;
- YOSC Ltd be asked for an account of what monies are available to them and the processes they have in place to enable the drawing down of funds.

*(Councillor Cheryl Kirby returned to the meeting)*

## **107 WORKING GROUPS**

### **107/1 Kingsgate Park Café/Kiosk Working Group Meeting**

Further to the decision at the Environment and Planning Committee meeting on 15 March 2016 relating to the provision of a gate in the fenceline at Kingsgate Park enabling access to the Vintage Birdcage Cakery premises in the Grooms House area at Stanshaws Court, it was **RESOLVED** to disband the Kingsgate Park Café/Kiosk Working Group.

## **108 YATE TOWN CENTRE**

### **108/1 Yate Town Centre Strategy Group**

The minutes of the of the meeting of the Yate Town Centre Strategy Group held on Tuesday 15 March 2016 were received and **NOTED**.

**RESOLVED** Yate Town Council to fund 2 annual maintenance visits by South Gloucestershire Council to the lozenge roundabout at a cost of £180 per visit (to be met from the Open Spaces budget), to continue until the outcome is known about the possibility of Tesco taking this work on.

## **109 CONSULTATIONS**

### **109/1 South Gloucestershire Council – Council Member Awarded Funding**

Details of the above consultation were received, available from;

<http://www.southglos.gov.uk/consultation%3Chttp://www.southglos.gov.uk/consultation>

Consultation open from 21 April 2016 – 15 July 2016.

Circulated 22.04.16

Closing date 15.07.16

**RESOLVED** Delegated powers be granted to the Clerk to submit comments received on behalf of Yate Town Council by 15 July 2016.

*(Councillor Ian Blair left the meeting)*

### **109/2 Yate Town Council Responses to Consultations**

It was **NOTED** that responses have been made on behalf of Yate Town Council to the following consultations:

- South Gloucestershire Council – Adult Social Care Charging Policy (comments prepared by Councillor Chris Willmore) submitted in accordance with minute no. 95/1 of the Full Council meeting held on 23 February 2016 3);
- South Gloucestershire Council – Library Consultation (comments prepared by Councillor Cheryl Kirby), submitted in accordance with minute no. 95/2 of the Full Council meeting held on 23 February 2016 (Appendix 2);
- Southern Brooks – Family Support Contract with South Gloucestershire Council (comments prepared by Councillor Sue Walker), submitted in accordance with minute no. 95/3 of the Full Council meeting held on 23 February 2016 ;
- South Gloucestershire Council – Review of One Stop Shops & Customer Service (comments prepared by Councillor Chris Willmore), submitted in accordance with minute no. 95/4 of the Full Council meeting held on 23 February 2016 ;
- South Gloucestershire Council – Consultation on Review of Council Accommodation in Kingswood and Yate (comments prepared by Councillor Chris Willmore), submitted in accordance with minute no. 14/2 of the Finance and General Purposes Committee meeting held on 12 April 2016;

*'In relation to proposals to intensify use of the Badminton Road site, the Town Council is very concerned about parking. We already encounter local difficulties as a result of staff parking there and would oppose anything that exacerbated that parking provision. We note the options include the possibility of additional staff and public parking. We want to stress that it is essential that this council office parking does not in any way impinge upon the land set aside for a park and ride. That is an essential component of the transport plan for the town and must be protected solely for park and ride public use. It should be built as part of the works being carried out on site, as it would facilitate public transport use by staff and visitors to the site, but should not be accessible to staff of the council as otherwise it will not address the traffic issues that emanate from Yate.'*

- Technical Consultation on Implementation of Planning Changes (comments prepared by Councillor Chris Willmore) submitted in accordance with minute no. 14/1 of the Finance and General Purposes Committee meeting held on 12 April 2016 ;
- Hackney Carriage Licensing Policy (comments prepared by Councillor Chris Willmore) submitted in accordance with minute no. 14/6 of the Finance and General Purposes Committee meeting held on 12 April 2016;

*'We welcome the changes in this proposal to strengthen the support for customers, without adversely affecting existing good drivers.'*

- Broadband Universal Service Consultation (comments prepared by Councillor Chris Willmore) submitted in accordance with minute no. 14/4 of the Finance and General Purposes Committee meeting held on 12 April 2016;



*'We strongly support the project, and in particular the bringing of super-fast Broadband to those parts of our parish not yet covered. It is essential this is provided prior to the new development at North Yate and not lead to roads being dug up after they have been laid.'*

**RESOVLED** Thanks be relayed to Councillors Cheryl Kirby, Sue Walker, Chris Willmore for compiling the responses.

Signed.....

Dated.....

*J:\FTCMins 17.05.16 members copy  
Full Council 28.06.16*



**MINUTES OF THE STAFFING AND GOVERNANCE SUB-COMMITTEE MEETING (APPERTAINING TO GOVERNANCE) HELD ON TUESDAY 10 MAY 2016 FROM 7.30PM – 8.30PM AT POOLE COURT, YATE.**

**PRESENT:** Councillors Tony Davis, Mike Drew, John Gawn, Cheryl Kirby and Karl Tomasin.

**1. APOLOGIES FOR ABSENCE**

**RESOLVED** Apologies for absence were received and accepted from Councillors John Davis, John Ford, Wully Perks, Sue Walker and Chris Willmore. Councillor Aziz Chowdhry was absent.

**2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011**

No declarations of interest under the Localism Act 2011 were received.

**3. GOVERNANCE**

**3/1 Review of Yate Town Council Standing Orders**

A revised draft of the Town Council Standing Orders, prepared by Councillors Mike Drew, Cheryl Kirby and Karl Tomasin, was presented to the meeting (further to Minute No 4/1 of the Staffing and Governance Sub-Committee meeting held on 22 February 2016).

It was **RECOMMENDED** that the Standing Orders be adopted and presented to the Town Council meeting on 17<sup>th</sup> May 2016 for adoption, subject to any further comments being made on the draft prior to the Town Council meeting on 17<sup>th</sup> May 2016.

**3/2 Yate Town Council Committee Structure**

It was reported that Councillor Tony Davis had approached some members not on the Staffing and Governance Sub-Committee to discuss personal committee membership choices and representation on outside bodies.

It was **NOTED** that the Yate Town Council Committee Structure has been circulated to all members of the Town Council and a draft, showing any revisions, will be presented to the Annual Town Council Meeting on 17<sup>th</sup> May 2016.

**3/3 Professional Review of Staffing Policies**

Further to Minute No. 4/8b of the Staffing and Governance Sub-Committee meeting held on 22 February 2016, quotations were received for the professional review of staffing policies, to be undertaken every 4 years in accordance with Minute No. 8 of the Staffing and Governance Sub-Committee meeting held on 20 December 2011. (Appendix 1)

It was **RECOMMENDED** that clarification be sought in terms of quotation 2 as to whether the redrafting of a policy is included in the fee if changes are required and that subject to the

response, delegated powers be granted to the clerk to arrange for the review of policies to a maximum cost of £2,500.

### **3/4 General Policies**

#### **(a) Business Resilience and Continuity Policy**

It was **NOTED** that work is ongoing in terms of addressing different business resilience scenarios and a revised draft of the policy will be presented to a future meeting of the Staffing and Governance Sub-Committee.

#### **(b) Volunteers Agreement**

A draft Volunteers Agreement was presented to the meeting. It was **NOTED** that it had been checked by the Town Council insurers.

Training for volunteers was discussed, in the light of the following minute from the Annual Town Meeting on 26 April 2016: 'That a request be made at the Annual Town Council meeting on 17 May 2016 to consider a review of volunteer training across all of the Town Council facilities.'

It was **RECOMMENDED** that:

- The Volunteers Agreement be adopted, subject to a further check with the insurers regarding motor insurance cover;
- A Volunteers Policy be drafted to accompany the Volunteers Agreement;
- A process be put in place with regards the appointment, induction and relevant training for all new volunteers;
- Contact be made with Linda James at South Gloucestershire Council regarding advice in terms of training for volunteers at South Gloucestershire Council;
- If deemed appropriate, training to take place inhouse by service heads (eg, Heritage Officer for Heritage Centre volunteers, Armadillo line managers for Armadillo managers);
- If outsourced training is required, costings to be presented to council for consideration;
- Further discussion to take place by the Staffing and Governance Sub-Committee in due course regarding the process for existing volunteers.

#### **(c) Armadillo Policies**

It was advised that a review of Armadillo policies has taken place and as part of this review, it will be necessary to tweak some Yate Town Council policies to encompass the Armadillo so that when appropriate, Yate Town Council operates under one policy.

It was **RECOMMENDED** that delegated powers be granted to the clerk to make necessary changes as appropriate to encompass the Armadillo within relevant Yate Town Council policies.

### **3/5 Local Government Transparency Code**

Information on the Local Government Transparency Code was received and **NOTED**.  
(Appendix 3)

**Professional Review of Staffing Policies Quotes**

South Gloucestershire Council and South West Councils were asked to quote to professionally review our staffing policies. We currently have the following 26 policies:

- Absence Management
- Adoption Leave & Pay
- Annual & Other Leave
- Appraisal
- Capabilities
- Communications
- Data Protection Procedure
- Dignity at Work
- Disciplinary
- Equal Ops
- Eye Test
- Fraud & Corruption
- Grievance
- Lone Working
- Long Servers
- Maternity
- Member-Officer
- Paternity
- Shared Parental Leave
- TOIL, Call Out and Expenses
- Retirement
- Right to request Flexible Working
- Training & Development
- Travel & Expenses
- Unpaid Leave
- Work/Life Balance

Both returned quotes but neither were able to review all the policies that we have because they fall into different categories and they are not true employment law based policies.

The quotes are contained below.

### **Quote 1**

The policies listed below fall into 3 main categories, as indicated:

Type A – Definite HR policies that need to reflect current legislation and/or NJC terms and conditions.

Type B - Some are HR policies but with no significant employment law implications (e.g. appraisal and training & development). The main consideration is that they need to reflect your chosen processes, although we are happy to look at your revised versions to see if we have any general comment/advice that may be helpful.

Type C - Some aren't HR policies, so we don't have the necessary expertise to advise you fully.

With regard to Type A and to some extent Type B, we have a suite of template HR policies that we supply to Town Councils free of charge. They can then be tailored to fit your own situation/practice/entitlements etc.

#### **Option 1:**

We can amalgamate your existing policies with our templates to produce new up to date policies. We estimate it would take at least 4 days to complete this at consultancy rate of £495 + VAT per day. Total = £1980 + VAT.

#### **Option 2:**

We could supply you with our suite of policies and you could tailor them to Yate Town Council. We would, of course, be happy to answer any questions you have during the process without making any charge for this.

#### **Option 3**

We could go through your existing policies and update them. This would be much more time-consuming for us to do and would therefore be considerably more expensive than the other 2 options. I haven't provided a price for this, but could do so if required.

Type A HR Policies based on Employment Law	Type B HR Policies based on Yate Town Council Procedures	Type C Non HR Policies
Absence Management	Appraisal	Member-Officer
Disciplinary	Training & Development	Fraud & Corruption
Grievance	Travel & Expenses	Communications
Capabilities	TOIL, Call Out and Expenses	Data Protection Procedure
Dignity at Work (called Bullying and Harassment Policy)	Lone Working	
Right to request Flexible Working		
Unpaid Leave Policy & Annual and Other Leave Policy (combined as Leave Policy)		
Equal Opps		
Eye Test		
Long Servers		
Work/Life Balance		
Maternity/Paternity/Adoption Leave & Pay/Shared Parental Leave (combined in one policy NB Shared Parental Leave template still to be written)		
Retirement – could be checked but may not be needed following abolition of the statutory retirement age		

## Quote 2

For a review of your policies to ensure they are legally compliant we would charge our agreed rate of £50.00 per hour.

It is difficult to be exact without having seen your policies but I would imagine it will take 1-2 hours per policy. This would not include any changes to other aspects of the content.

Total = £1,100 to £2,200 (22 policies)

This would include the following policies:

- Absence Management
- Adoption Leave & Pay
- Annual & Other Leave
- Appraisal
- Capabilities
- Dignity at Work
- Disciplinary
- Equal Ops
- Eye Test
- Grievance
- Lone Working
- Long Servers
- Maternity
- Paternity
- Shared Parental Leave
- TOIL, Call Out and Expenses
- Retirement
- Right to request Flexible Working
- Training & Development
- Travel & Expenses
- Unpaid Leave
- Work/Life Balance

It would not include the policies below as they are specialist areas and not HR, although we might be able to look at the Communications policy.

- Communications
- Data Protection Procedure
- Fraud & Corruption
- Member-Officer





## VOLUNTEER AGREEMENT

This Volunteer Agreement describes the arrangement between Yate Town Council and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

Name .....

Address .....

Telephone .....

Email .....

Emergency Contact Name and Contact Details .....

Your role as a volunteer at [state premises] is [state nature and components of the volunteering role] and starts on [date].

This volunteering role is designed to [state how the volunteering role benefits the organisation].

Your main point of contact at Yate Town Council is: .....

What you can expect from Yate Town Council;

### Induction and training

- To provide a thorough induction on the work of Yate Town Council, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role.

### Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems;
- To provide any necessary equipment for you to complete your role;
- To be flexible in relation to your volunteering hours, recognising your need for holiday time and other commitments.

#### **Expenses**

- To pay travel expenses should you be requested by the council to attend training or a function outside the parish of Yate then fuel travel expenses will be paid in line with the AMAPs rate in operation at the time or reimbursement for bus or train travel, whichever is the cheapest;
- To reimburse car parking fees incurred when visiting non-Council premises whilst on Council business. The Council will not be liable for any parking fines or road traffic penalties incurred by volunteers regardless of circumstances.

#### **Health and Safety**

- To provide adequate training and feedback in support of our health and safety policy;
- To carry out any necessary risk assessments and provide any special equipment as required (including Personal Protective Equipment).

#### **Insurance**

- To provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by us.

#### **Equal opportunities**

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy.

#### **Problems**

- To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issue.

#### **Training**

- To arrange required training.

### **Part 2: the volunteer**

#### **What we expect from you as a volunteer:**

2016/2017

Version 1

Draft Volunteers Policy

S&G 10.05.16

- To help Yate Town Council fulfil its aims and purpose to *[describe role/function/services which the volunteer will be helping with]*;
- To perform your volunteering role to the best of your ability;
- To follow the organisation's policies and procedures, including health and safety and equal opportunities, in relation to its staff, volunteers and clients;
- To maintain the confidential information of the organisation and of its clients;
- To meet the time commitments and standards which have been mutually agreed to and when this is not possible, to give reasonable notice so other arrangements can be made;
- To be respectful towards staff, other volunteers and members of the public;
- To be aware that you may on occasion be required to work alone unsupervised or within a group;
- To return any equipment issued to you by Yate Town Council when requested;
- To allow photographs, taken whilst you are performing your volunteering role to be used for publicity purposes;
- To provide referees as agreed who may be contacted, and to agree to a Disclosure and Barring check being carried out where necessary;
- To adhere to Yate Town Council's Safeguarding Children and Vulnerable Adults Policy at all times;
- To consider and arrange car sharing should more than one volunteer be asked to attend either training or an event;
- To complete and submit a volunteer's expense claim sheet to the Town Council along with a receipt representing fuel or transport used for your journey to claim expenses;
- To ensure that the insurance covering your vehicle is adequate if used on council business. The cover must be sufficient to permit the volunteer to drive the vehicle for business purposes. Volunteers should contact their Motor Insurers for any advice;
- To undertake required training as directed by Yate Town Council.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Approx. number of hours per week: .....

**Days & times I would like to volunteer:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Please specify time (if applicable)							

Any other specific requirement to be discussed with you and your point of contact at Yate Town Council documented below.

.....  
.....  
.....  
.....  
.....  
.....

Signed (Volunteer) .....

Date: .....

Signed (Town Clerk) .....

Date: .....

DRAFT

## Transparency Code

### The Code of Practice for Local Authorities on Data Transparency

The Local Government Transparency Code 2015 is a code of practice on data transparency and applies to Parish and Town Councils with a gross income or expenditure in excess of £200,000.

The Government wants to increase transparency through publication of open data enabling tax payers to see how local authorities use public money.

The following items are required to be published online;

- Draft Minutes within 1 month of a meeting;
- Quarterly:
  - Payment lists which includes full details including date paid and VAT;(for items over £500, recommended over £250)
  - contracts and tender invitations over £5,000; contract register info and actual contract and tender documentation
  - substantial data
  - All spending on Government Procurement Card is mandatory
  - Recommended total amount on remuneration over reported period
  - The reporting of all transactions on all corporate credit cards and charge cards is recommended but not mandatory.
- Annually:
  - Staff Structure Chart
  - Staff Salaries ( any over £50,000 and others in pay multiples);
  - Procurement tenders over £5,000
  - All grants (given and received) (including those less than £500)
  - land and buildings assets (freehold and leasehold);
  - Constitution
  - Trade Union info;
  - Parking spaces;
  - Councillors and responsibilities
  - Fraud Occurrences
  - Key Inspections, Policies, Performance
- One off:
  - Waste contracts This is only for currently existing contracts as future contracts will appear on the contracts register

Whilst some of the required information was already on the Yate Town Council website it was included within minutes or appendices or within policies or not in the required format to comply with requirements of the legislation.

**Action taken to date:**

A new tab has been created on the Town Council website simply titled "Transparency" which links to one page. From this page there are several titles with simple "click here" instructions to access the required information.

The following information has been added to the website:

- Payment lists for 2016/17 & 2015/16 (all payments including grant payments);
- Staff Structure Charts;
- Senior Salaries;
- Pay multiples;
- Trade Union Information;
- Councillors Allowance & Expenses;
- Key Indicators: Conclusion of Audit, Annual Return, Standing Orders, Financial Regulations and Complaints Policy;
- A link to minutes of meetings.

**Outstanding work to do:**

The following information to be added to the website;

- Payment lists for 2014/15;
- Asset Register;
- Information in respect of Waste Contracts;
- Contracts and tender invitations over £5,000;
- Specific link to Fraud & Corruption Policy.

Whilst the set up of the Transparency website page and some of the gathering of historical information has been a one off lengthy exercise, the continuing maintenance and updating of the web page will be ongoing.

## South Gloucestershire Council

### Changes to Library Services – Consultation Spring 16

#### Representation by Yate Town Council

This paper is Yate Town Council's (YTC) response to South Gloucestershire Council's current consultation on changes to its library services, in relation to Yate Library.

This consultation puts forward three options to achieve **savings** targets within the library service and requests views on these options. It also invites alternative options from interested stakeholders.

It has to be stated at the very beginning of this response that it is difficult to ascertain exactly how these proposal will affect Yate Library in particular, as the Consultation Document is somewhat vague in this.

#### South Gloucestershire Council

At the outset, it is extremely important to remind South Gloucestershire Council that it needs to keep sight of its statutory duty to provide a 'comprehensive and efficient' library service, as required under the Public Libraries and Museums Act 1964.

In this regard, any planned reduction of library services will need to be robustly justified and clearly evidenced.

Furthermore, South Gloucestershire Council has set out a range of key strategic aims for its library service:

1. *To support and encourage reading and literacy;*
2. *Ensure people can access and make full use of digital resources;*
3. *Provide neutral and safe community venues offering an exciting experience through a vibrant activity programme and range of services delivered through a trained workforce;*
4. *Provide access to trusted sources of information and guidance on how people can access information both at a local and national level;*
5. *Support the health and well-being of individuals; and*
6. *Enable people to have a lifetime and lifelong learning.*

The Council is clearly at risk of breaching its core aims in reducing its support for library services.

## **Yate Town**

Yate Library is very popular and well situated in Yate Shopping Centre, which is a well used and vibrant retail centre.

The Shopping Centre is extremely busy and well used by not just Yate residents, but by other villages, towns and parishes around.

It has free parking and recorded, the weekend before Christmas 2015, a footfall of well over 90,000 users.

Yate Town has a growing, vibrant population, which is set to increase with additional development of an extra 5,000 by 2026.

Access to libraries is very important as it allows people to research for public services, health services, homework, whether adult or child, author talks, meeting places, refuges, learning areas.

They allow people to look for other jobs, especially those where they may not have internet services at home, or possibly in Priority Neighbourhoods.

## **Proposals**

To address each proposal individually:-

### **Option One**

**To close high-cost libraries/low use services and those close to existing main libraries and reduce other opening hours with a local opportunity to reduce impact.**

Firstly, a comment about the table for costs being used in the Consultation.

It seems to appear that the comparison tables to denote cost/usage of the libraries use the same formula across a set of very different libraries.

For example, the Mobile Library has no fixed premises, and yet has been included in a table with fixed premises libraries.

Chipping Sodbury Library pays a peppercorn rent for its premises, and therefore, is one of the cheapest, but is still scheduled to have its funding withdrawn.

Bradley Stoke Library is situated within a leisure complex and therefore, enjoys the



economies of scale not available to other libraries, therefore, makes realistic comparison with other libraries almost impossible to achieve.

All these individual factors for each library, which are very important and their unique selling point, do not reflect in the table appropriately.

Therefore, this table is somewhat flawed.

For Yate Library, the proposal seems to suggest that there is a reduction in opening hours, in order to achieve cost savings. The details are somewhat vague, but seem to suggest a reduction of 19% *may* apply.

However, as mentioned before, this is difficult to ascertain from the Consultation Document what the actual figures are.

There is a 'catch all' phrase referring to the Council deciding how that reduction will apply across the county in the future, so this Consultation throws little light on how they would action this.

It is worth remembering that the Mobile Library does make a stop at Abbotswood: St Nicholas Centre every alternate Monday.

The Mobile Library is ranked by its own customers as achieving 100% customer satisfaction.

It supports both SCG's stated strategic aims and Yate Library to ensure the library service is available to as many as the residents of Yate as it can.

The Consultation Document refers to the low number of 'unique users' associated with the Mobile Library. This appears to be an indicator that is being used by SGC to justify the withdrawal of funding for this important service.

However, this is not a reliable indicator. People may choose to use another library as the visiting times for the Mobile is not as frequent as other libraries.

While the fixed premises libraries may have longer opening hours, many users, such as the elderly, the very young, the vulnerable and the disadvantaged, will find it difficult to access/visit alternative facilities, such as lack of public transport.

This would seem to be at odds with SGC's own stated strategic aims to support reading and literacy across the county.

There is the additional question is that as there is only 101 'unique users', does that

make it acceptable to ignore their views and needs?

### **Materials Funds**

It is proposed the Materials Fund (Books, etc) will be reduced from £240,000 by £50,000 – in one year alone.

This will further hamper the ability of the Library Service in SGC to provide a meaningful and 'trusted' source of materials (Point 4 Strategic Aims) if:-

- a) they don't have the materials, or
- b) the information is so out of date as to be useless.

This is a significant reduction to the budget to have to absorb, and yet still be expected to provide a fit and proper service.

### **Use of External Funding and Volunteers**

This proposal is so vague as to be almost impossible to answer, and depending on which Library is being discussed, would vary greatly.

For Yate Library, until SGC have decided how they are going to reduce opening hours it is difficult to comment properly.

It very much depends on what the actual proposals are to deliver Yate library services.

However, there are many issues to have to overcome when dealing with such a proposal.

If volunteers are to step in, then there is a huge raft of support/management and training needed (training, ongoing training, maintaining appropriate level of volunteers, rotas, health & safety, insurance – professional indemnity, data protection, appropriate and regular checks with appropriate agencies, etc, ) – then, one would have to ask - where are the savings?

Additionally, if there were problems, e.g. volunteer creating an accident/someone injured, then consideration needs to be taken in to account as to who, ultimately, is responsible – the volunteer/volunteer group or the Council behind that volunteer group?

Put simply, who would the lawyers aim for? The poor volunteer/volunteer group, or the Council to which these volunteers are ultimately delivering the Council's statutory requirements? The saying 'follow the money' is never more apt and could/would

prove hugely costly to the tax paying resident and hugely embarrassing for South Gloucestershire Councillors.

If 'other organisations' were to step in, then that would depend on what this 'other organisation' is. For example, would it be a trust? Or a private company?

This would involve a whole raft of due diligence and governance, of which the council has little, or no experience of dealing with in the private sector.

This will most likely, and from experience seen from other 'privatised services', result to a loss of service, poor service levels, inappropriate staff, inappropriate opening hours, a loss of the ethos for libraries, together with a single minded focus on saving money rather than delivering a dedicated service.

The Council will find itself in a difficult position, either through financial scandals, or even worse, abuse/high profile cases such as volunteers not acting appropriately when dealing with the public, i.e. dealing with anti social behaviour, to name some probable examples.

Then, that would mean that SGC will have to bring in additional measures to monitor, review, audit and control these groups/trusts/private companies/etc, on an ongoing basis, and which is time consuming and demands appropriate experience within the Council.

It is doubtful that SGC could meet that need so would probably have to consider the hiring of expensive 'consultants' to overcome that deficit.

This rather beggars the question – so where will the savings be then?

## **Option Two**

**As per Option I with the provision of minimum staffing in satellite libraries with an opportunity to reduce the impact through external funding and the use of volunteers.**

In this proposal, Yate Library would be considered as a main library, although this, too, is for discussion.

It would appear that Yate Library *may* see its opening hours reduced by 8 hours per week.

It may seek to use volunteers to cover the shortage in hours, but again, for Yate Library, the Consultation Document is unclear how this would affect it.

The comments regarding the use of volunteers are mentioned above and apply equally here.

### **Option 3**

#### **Close all libraries excepted identified main libraries.**

This proposal would mean that if Yate Library was identified as one of the 5 'main libraries', it would remain open.

However, the library service across South Gloucestershire would be so decimated as to have a huge impact on Yate Library, and with corresponding cuts/reduction in budgets/staffing costs/etc, it is impossible to assess properly.

The Consultation Document does not appear to address this issue.

The Consultation Document does admit that this proposal would be difficult for the Council to demonstrate that it is delivering the comprehensive and efficient service as required under the Public Libraries and Museums Act 1964.

This response would concur with this opinion and see no benefits for Yate residents in this option.

Indeed, this option could allow for a legal challenge being mounted with costs being met by South Gloucestershire Council.

### **Summary**

In summary, to reduce the Library Service on what are purely arbitrary and apparently ill thought out cuts to budgets, and to disregard the views of Yate's tax paying residents, is penny pinching at its very worst.

Therefore, Yate Town Council do not believe that any cuts in the Library Service are appropriate and certainly not in the best interest of Yate residents.

Additionally, if Yate Library were to consider using volunteers, and at the moment, that is unclear whether that may, or may not, happen, Yate Town Council would urge caution in guiding and protecting these important people in our community.

However, Yate Town Council does agree that the opportunity to house certain council functions within Yate Library is not only a possible saving money option, but a way to also bring council services closer and contactable to the residents of Yate.

Certainly, the situating of the One Stop Shop within Yate Library would be seen as a natural progression of providing appropriate community services to the community.

Yate Town Council awaits the results of the Consultation with interest.

