

**MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON MONDAY 30
MAY 2022 AT THE TOWN HALL, YORK STREET, SELBY**

**PRESENT: Cllrs F Matthews (Chair), M Davis, C Laskey, S Shaw-Wright,
M Dyson, J Proud, T Beharrell and K Franks**

IN ATTENDANCE: Finance Manager

FS1 TO APPOINT A CHAIR AND VICE CHAIR

Councillor F Matthews was nominated and seconded as Chair and Councillor C Laskey as Vice Chair.

RESOLVED: That Councillor Matthews be appointed Chair and Councillor Laskey Vice Chair.

FS2 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Nichols

FS3 DISCLOSURE OF INTEREST

There were no Disclosures of Interests.

FS4 MINUTES OF THE LAST MEETING

FS4.1 Minutes of the Finance & Staffing Meeting held on Monday 7 February 2022 were received. These minutes had previously been ratified at Council on 28 February 2022.

RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 7 February 2022 be noted.

FS4.2 Notes of the Health, Safety and Welfare Working Group held on Monday 21 March 2022 were considered.

RESOLVED: That the notes of the Health, Safety and Welfare Working Group held on 21 March 2022 be approved.

FS5 ALLOCATED BALANCES 2021/22

The Finance Manager presented the allocated balance report for 2021/22 for consideration. The Finance Manager was asked if the predicted figures for the following quarter could be included in the report at year end, as they are through the year.

RESOLVED: That the report be noted.

FS6 BUDGET POSITION 2021/22

FS6.1 The Finance Manager provided the Income and Expenditure and Budget Narrative reports for consideration. The finance Manager was asked to include an explanation of low income on the budget narrative in future.

RESOLVED: That the reports be noted.

FS6.2 The Finance Manager provided the Budget Alignment report for consideration.

RESOLVED: That the update be noted.

FS7 INVESTMENT UPDATE

FS7.1 The Finance Manager presented the investment report.

RESOLVED: That the report be noted.

FS7.2 It was noted that the Investment Options Report would be presented to the Finance and Staffing Committee at the next meeting in July.

FS8 DIRECT DEBIT & STANDING ORDER LIST

The Direct Debit & Standing Order List was considered.

RESOLVED: That the Direct Debit & Standing Order List be approved.

FS9 POLICY REVIEWED

FS9.1 The committee considered the responses to the Sickness Policy following Staff Consultation. The following amendments were agreed:

Section 7 – Replace “the reporting procedure” with “section 8 of this policy”.

Section 15 – “is likely to materially affect your continued employment”

RECOMMENDATION TO COUNCIL THAT:

- i. The Sickness Policy be approved with the above amendments, and**
- ii. The Review date be agreed at May 2025**

FS9.2 The committee considered the responses to the Capability Policy following Staff Consultation. The following amendments were agreed:

Section 3.2 – “at least monthly, with at least three days’ notice, and then at mutually agreed intervals”.

Section 5 – “asking their own NHS doctor for a medical report, the reasonable cost of which will be paid by the council”.

RECOMMENDATION TO COUNCIL THAT:

- i. **The Capability Policy be approved with the above amendments, and**
- ii. **The Review date be agreed at May 2025**

FS10 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE

It was noted that the next meeting of the Health, Safety and Welfare Working Group is to be held on Monday 21 September 2022 at 7pm

RESOLVED: That the update be noted.

FS11 SECTION 106 & CIL UPDATE

FS11.1 It was noted that the balance of S106 is NIL.

FS11.2 The committee noted the update from the Finance Manager.

FS12 PRIVATE SESSION

A motion was agreed to move to Private Session.

FS13 STAFFING 2021/22

The Finance Manager provided a staffing update report. The Finance Manager was asked if 2019/20 could be kept as a comparison in the new financial year.

RESOLVED: That the report be noted.

FS14 INCIDENT ON THE FARMERS & CRAFT MARKET

The update was noted. It was agreed that the Health and Safety Working Group would review the incident and suggest ways to avoid similar issues in future.

FS15 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 6 June 2022	Land & Property Committee
Monday 27 June 2022	Council
Monday 18 July 2022	Finance & Staffing Committee