

Uppingham Town Council

Report to: F&GP Committee

Date: 18th October 2017

Subject: Governance Health Check Actions

Agenda Item: 6 - Consider an update on the Governance Health Check action plan in relation to:

- a) A second draft revision of the Financial Regulations recommended ahead of submission at Full Council in November 2017.
- b) A revised and updated version of the Standing Orders to support the amendments to the Financial Regulations in a)
- c) A draft framework for capturing decisions and delegated decisions in committees as per action 7 of the Governance Health Check.
- d) Consider adopting the Uppingham Community Emergency Plan established by Uppingham Neighbourhood Forum to address action 15 of the Governance Health Check.

Report Objective(s): Provide members with draft revisions of key documents for feedback and recommendation resulting from the Governance Health Check.

Background: Attached is the Governance Health Check action tracker. Following an initial review of our Financial Regulations in September I'm now able to provide that revised version and also supporting changes in the Standing Orders which should be aligned so that the documents tie up. In addition there are two other actions from the tracker that can receive your feedback and recommendations ahead of submission to full council. These relate to a decision log framework which would be a document held by Council and populated after each meeting. This would be a quick resource for clarification of decisions reached outside of and potentially during meetings. The final item is the suitability of the potential adoption of a new emergency plan for the Town.

Risks & Issues:

- Failure to maintain standing orders and financial regulations leave Council open to poor governance, decision making and procedures. (This can be mitigated by having a regular review in place and making the necessary changes ahead of adoption by Council).

Consultation & Feedback: Seek member input through committee and then full council ahead of recommending for adoption.

Options:

- 6a) All revisions made to the document as per feedback received and in addition;
 - the due diligence guidance via NALC sets out the steps required for the procurement approach for items over £25,000 which is contained in Local Government Association document 'Local Transparency Guide – publishing spending and procurement information' 1st June 2015 Version 1.3 These are the guidelines Council will use to deliver the requirements in the Financial Regulations draft and the updated Standing Orders presented tonight.
 - The insurance we have currently allows for up to £500, so our proposed limit of £250 is not an issue in the Financial Regulations draft.

6b) The standing order changes are those contained in actions 1 to 6 of the Governance Health Check which are amends and updates to bring the document in line or correct typing errors. Action 1 specifically looks to ensure that the Financial Regulations align on the same topic to the Standing Orders. The Clerk also seeks for action 6 member views on the most appropriate time of year to undertake a review of the whole document.

6c) The spreadsheet extract shows the headings in a new document that will be updated post meetings with any resolutions and decision by Council or committees. This can then

be used to publish on the website to enhance transparency and also find key decisions and resolutions quickly. It may also be used in time during meetings to reference or understand previous resolutions and decisions.

6d) Attached is the new Uppingham Community Emergency Plan developed by Uppingham Neighbourhood Forum. It is not suitable to develop a separate plan as per action 15 and given work has been done it would make sense to reference this plan as it becomes embedded locally.

Finance Required: None

Timeline: Take to Full Council on 1st November or 6th December 2017 for adoption or otherwise.

Powers Required: None

Recommendation(s) / Resolution in draft:

1. Take amendments and then add to Full Council agenda
2. Recommend as set out and then add to Full Council agenda
3. Do nothing

Next Steps and Actions for the Town Clerk: Clerk to action the outputs of the item post meeting.