

# SANDBACH TOWN COUNCIL

## LLR and Governance Sub-Committee

Minutes for the meeting held on Tuesday 27 June 2017 at 7.00pm at the Sandbach Literary Institution, Hightown.

In Attendance: Cllr K Haines  
Cllr M Forster (Chairman)  
Cllr P Eaton  
Cllr R Hovey  
Cllr S Corcoran  
Cllr G Merry (arrived 7.02pm)

There was one member of the public in attendance.

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Supplementary Item

### **CO-OPTION OF CLLR HAINES**

**RESOLVED:** that Cllr Haines is co-opted to the Sub-Committee with immediate effect.

### **1. APOLOGIES FOR ABSENCE**

Cllr B Davies

### **2. DECLARATIONS OF INTEREST**

There were none.

There were no declarations of interest.

#### Presentation by Alan Matthew, Prism IT Services

Mr Matthew outlined a standardised email solution which uses Outlook 365. He explained that 365 offered a more secure service, with many other features and benefits. 365 enables the user to store information off-site in a 'cloud', this also makes sharing of information much easier.

There are few drawbacks to using this system and it is highly recommended that Sandbach Town Council should move to 365, as have many other local councils. There is however a cost implication, a quotation was shared and discussed, with members understanding that a large element of the quotation was 'commodity based' and as such seeking alternatives would not see any reduction.

Mr Matthew informed members that consideration should be given to the Council's current server arrangements. The server is presently supported by a piece of hardware, which is approaching the end of its useful life. Migration to 365 and the cloud would provide the first step towards a remote server, something which the Council should consider in due course.

Members asked a number of questions relating to the following:

- Individual Councillor access of email, is a new device required?
- Recommended time to retain documentation.
- Transfer of contact information.
- Amount of data to be held.
- Multi-device access.
- Archiving.
- File sharing.
- The need for hardware to support in-house software e.g. RBS.
- Access to member email.
- Administrator.
- Editorial Controls.
- Prism support to assist transition.
- Timetable.

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The Chairman adjourned the meeting to allow questions from members of the public.

Ms Lyndsey McDade

Ms McDade referred to the presentation saying that the talk was informative and the price quoted seemed reasonable. Outlook is easy to use and the support aspect being offered by Prism is invaluable.

Following the questions, the Chairman reconvened the Meeting.

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### 3. **MINUTES OF THE MEETING HELD 30 MAY 2017**

**RESOLVED:** that the minutes of the meeting held 30 May 2017 are approved as an accurate record.

### 4. **GOV EMAIL [LLR ITEM 19]**

Lead: Martin Forster

Mr Alan Matthew was thanked for his presentation and for providing answers to the questions raised by members.

The proposals to migrate all Council email to Outlook 365, with cloud storage were discussed. It was felt sensible that the proposal and quotation from Prism should be recommended to Council, without the need to seek additional

quotations. The service is regarded as a 'bolt-on' service to that already provided by Prism. It is to be noted that there is no budget allocation for the work to be undertaken this financial year, therefore the matter has to be approved by full Council.

Should the proposal be accepted by Council, Prism will be able to implement the transition within two weeks of confirming the order.

**RESOLVED:** that Sandbach Town Council be recommended to approve the proposal to migrate all Council email to Outlook 365, with cloud back up. The move will be undertaken by Prism IT Services, with full IT support being provided to officers and councillors during the transition period. Subject to approval, transition to be completed by the end of August 2017.

**5. STANDING ORDERS AND FINANCIAL REGULATIONS REVIEW [LLR ITEM 3]**

Lead: Town Clerk

Draft amended Standing Orders and Financial Regulations have been subject to several levels of scrutiny and discussion. The final draft was presented to the meeting for final review, with some slight amendments being agreed.

There was a query regarding the retention of handwritten notes which the Clerk is asked to investigate.

The Clerk will make the amendments, check formatting and numbering, and then re-circulate to the sub-committee members for final review, before both documents are presented to Council for adoption.

**RESOLVED:** that the amended Standing Orders and Financial Regulations are presented to Council for adoption.

**6. SCHEDULE OF WORK**

Lead: Ann Banks

The amended schedule of work was reviewed. It is considered that good progress has been made against the actions.

**RESOLVED:** that the schedule be noted.

**7. NEXT MEETING**

Tuesday 25 July 2017 at 7pm at the Sandbach Literary Institution.

Meeting Closed at 8.45pm  
Cllr M Forster  
Chairman  
ALB

## LESSONS LEARNED REVIEW

RECOMMENDATIONS AS AGREED BY STC 15.11.16

### Review of Recommendations by Sub-Committee 27.6.17

	RECOMMENDATION / ACTION	To be actioned by:	Progress Review 1: 31.1.17	Progress Review 2: 28.2.17	Progress Review 3: 28.3.17	Progress Review 4: 25.4.17	Progress Review 5: 30.5.17	Progress Review 6: 27.6.17
3	That Councillors be reminded of the importance of working within the Standing Orders and that the Council implements a review of the standing orders and schemes of delegation to ensure that weaknesses highlighted in this review are properly addressed. This should include a review of the financial regulations and these should be reviewed regularly as per the standing orders.	GWG	No Progress	No Progress	No Progress	SO/FR reviewed – discuss 30.5.17. ToR and SoD to be reviewed next.	Further draft to next meeting. Members of Lessons Learned Review invited to comment.	Final revision to Sandbach Town Council 20.7.17.
7	The practice of all Councillors meeting behind closed doors without published agendas or minutes should be for the purpose <u>only</u> to report recommendation to Full Council or appropriate Committee to enable full discussion in public.	GWG	Not reviewed	Not reviewed.		WG Rules adopted. Item 26 below. Review of SO to be reported to next meeting	Action: Agenda and Minutes of Wkg Groups to be available on website.	Resolved by STC 20.4.17
8	Where an item needs, for valid reasons, to be considered by the Council confidentially the letter of the	GWG	Not reviewed	Not reviewed.		To consider 30.5.17	Document 'Closed Meetings'	Dealt with. Item included

	Public Bodies (Admissions to Meeting Act) 1960 should be followed; the council should resolve in public to defer the agenda item to part II, giving reasons for doing so. Clear records of the justification for items being considered in part II must be kept to assist future auditing of those decisions.					MF lead	to be recommended to Council.	on all agenda.
11	That any spend of public money should be authorised by a clear decision from an officer or body authorised to spend it. Where, by reason of value, the spend requires the approval of a Committee or the Council, that authorisation must take the form of a minute of that body.	GWG	Not reviewed	Not reviewed.		FR Review	FR Review	FR to Sandbach Town Council 20.7.17
12	That no statement by a third party be used in Council communication without that person's written approval.	GWG	Comms Protocol	No. 16 below to be reviewed	Doc back to LLR	No progress	No progress	Awareness only. No procedures to adopted.
13	That financial figures issued in the name of the Council be appropriately scrutinized; where possible, they should be approved by the Finance Committee, or by the Council itself. If approval by the Finance Committee, or by the Council is not possible, the Chair of the Finance Committee or RFO should be consulted and proper records of that consultation be made.	GWG	Not reviewed	Not reviewed.	Not reviewed	No progress Monitor via FR/SO	No further progress	To refer to Bleddyn
14	That urgency powers should not be	GWG	Not	Not	Not	SO	SO	To refer to

	used for contentious decisions, and where they are used, strong and robust reasoning must be recorded, along with a record of alternative courses of action considered.		reviewed	reviewed	reviewed	Review	Review	Bleddyn
16	Good communication is key to healthy public perception of the work of the Council. All Council staff and Councillors should be mindful at all times to communicate in a respectful and professional manner towards members of the public and stakeholders. Communication training may be appropriate.	GWG	Not reviewed	Guideline for Successful Engagement Doc to FPG 9.3.17	Doc back to LLR	No progress Cllr/Staff doc developed to Sandbach Town Council 8.6.17	Cllr/Staff document approved 1.6.17. No external engagement document approved.	Internal document approved. External document not yet approved. Sent to monitoring officer for comment.
18	That the Council review its document storage and management policies with a view to introducing a numerical record keeping system with proper version control mechanisms to allow more rapid recovery of information.	AB	Ongoing	Ongoing	Ongoing	Ongoing Doc Retention Policy to Lessons Learned Review 30.5.17	Filing systems are being implemented. Document Retention policy to LLR 27.6.17.	New filing system implemented. Document Retention policy being drafted.
19	All email communication regarding council business is conducted using council provided email addresses to ensure a complete and visible audit	BD	No progress	No progress. To be considered with 23	No progress. To be considered with 23	To be considered 30.5.17	Action: .gov email addresses to be set up via	Gmail .gov addresses issued to all members.

	trail.			below.	below.		gmail.	Sandbach Town Council to consider use of Outlook 20.7.17.
20	It is recommended Finance committee look into how accounts can be easily presented and managed. A simple income and expenditure spreadsheet with breakdowns of costings would be clearer and easier to understand.	FPG	Fin WG to re-form	No progress	No progress	WG meeting.	No Progress	

**ADDITIONAL ITEMS TO BE CONSIDERED BY THE SUB-COMMITTEE (ARISING THROUGH NORMAL BUSINESS)**

**Town Councillors are asked to review this list and to submit any comments to the LLR Sub-Committee via the Clerk or Chairman.**

23	Use/issue of tablet devices, to reduce paperwork and improve member access to information.	KH	Further work required.	No progress to be considered with 19 above.	No progress	No progress	No Progress	No budget - remove
26	Criteria for the Legitimate closure of meetings to the public/press.	MF/BD	No progress	No progress	No progress	To be reported 30.5.17	Item to Sandbach Town Council 20.7.17	Approved doc – 1.6.17 STC