

Our Ref: MD

23 December 2011

To: All Members of the Best Value Committee
(Councillors Constable, Drinkwater, Mrs Fisher, Humphreys, Isaacs and Mrs Woodward)

Dear Councillor

BEST VALUE COMMITTEE

The Best Value Committee will meet in the **Meeting Room, rear of Burntwood Library, Sankeys Corner** on **Thursday 05 January 2012** immediately following the Burial Grounds Sub-Committee meeting to discuss the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

AGENDA

1. APOLOGIES

2. DECLARATION OF INTERESTS

3. MINUTES

To approve the Minutes of the Meeting of the Best Value Committee held on 01 November 2011 (Minute Nos. 5 - 9) (presented to the Town Council at its meeting on 10 November 2011 - **GREEN ENCLOSURE**).

4. BURNTWOOD TOWN STRATEGY (BTS)

To receive an update on the Working Groups progress to date.

5. SCHEDULED REVIEW OF SELECTED BURNTWOOD TOWN COUNCIL POLICES

Members are requested to review the following policies (attached) and to recommend to the Town Council any amendments for approval and implementation:

- CCTV Code of Practice
- CCTV Policy
- Complaints Procedure
- Confidential Reporting Policy
- Data Protection Policy
- Data Protection Policy Guidelines
- Display Screen Equipment (DSE): Health and Safety for Users
- Information Technology Policy
- Members and Officers Subsistence/Mileage Policy
- Member/Officer Relations Protocol
- Standing Orders

6. QUALITY TOWN COUNCIL STATUS – RE-ACCREDITATION

The Town Council was awarded Quality Town Council status in June 2008 – such status being valid for four years at which time an application with the appropriate evidence must be made.

The re-accreditation criterion which must be met has been expanded and the Town Council must now provide proof that it has adopted and implemented a Training and Development Policy and a Community Engagement Strategy. Draft copies of these two documents are attached (**BLUE ENCLOSURE AND SALMON ENCLOSURE RESPECTIVELY**) and Members are requested to consider these with a view to making a recommendation to the January 2012 Town Council meeting that they be adopted and implemented with immediate effect.

7. QUALITY TOWN COUNCIL STATUS – RE-ACCREDITATION LOCAL CODE OF CONDUCT

The Town Council is requested to confirm its adoption of the Local Code of Conduct as part of the evidence requirement for Quality Council status re-accreditation.

The Town Council adopted the Local Code of Conduct on 17 May 2007 (**LILAC ENCLOSURE**) and at that time agreed not to adopt para. 12(2), the text of which reads:

“(2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose

of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.”

The Best Value Committee is requested to make a recommendation to the January 2012 Town Council meeting that:

a) The Local Code of Conduct be re-adopted as it stands

or

b) The Local Code of Conduct be re-adopted including para. 12(2)

**MINUTES OF A MEETING OF THE BEST VALUE COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON TUESDAY 01 NOVEMBER 2011 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Constable (in the Chair)
Councillors Drinkwater, Mrs Fisher, Humphreys, Isaacs and Mrs Woodward

In attendance

Mrs M Danby, Town Clerk
One member of the public

5. APOLOGIES FOR ABSENCE

None – all Members present.

6. DECLARATIONS OF INTEREST

None.

7. MINUTES

RESOLVED That the Minutes of a Meeting of the Best Value Committee held on 08 June 2011 (Minute Nos. 1 - 4) be approved as a correct record.

8. BURNTWOOD TOWN STRATEGY (BTS)

The Committee was requested to agree guidance to advise the Lead Councillors for the BTS Working Groups in how they might form their respective Working Groups and indicative timescales that they are asked to work to and report back to the Best Value Committee.

It was agreed that there was potentially a lot of work involved in taking each Action Area forward and that guidance should be provided to the Working Group Lead Members.

Members asked that this item be put for discussion at the November Town Council meeting to enable the following **RECOMMENDATIONS** to be considered and taken forward:

- Elected Members to be asked to volunteer to work with the Lead Members of the current seven Action Area Working Groups to assist them in working with the community and voluntary groups in taking those Areas forward.
- Working Groups need to be established under each Lead Member.

- Lead Members to liaise with Burntwood-based voluntary groups to ascertain what expertise they may have which would assist the Working Groups.
- A template crib sheet be produced suitable for all the Action Areas to give basic guidance in starting work, e.g. What are we doing? Why are we doing it? Who can we approach and how? Etc. The crib sheet should also set out a timeline, i.e. where do we want to be by, say, Easter and the summer?
- Lead Members need to share contacts.
- Simple positive steps need to be taken; there is no necessity to over-complicate the work.
- The Working Groups need to be remain focussed and not go off on a tangent.
- Lead Members and their shadow elected Member(s) should attend a meeting with the Chairman of the Council, the Leader of the Majority Group and the Leader of the Minority Group – such meeting to be held in early December 2011.
- The Leader of the Majority Group and the Leader of the Minority Group to be aware of developments with regard to the District Council’s Local Development Framework as these will impact on the Burntwood Town Strategy - they should liaise with the individual Lead Members and the Chairman of the Council as these occur.

9. SCHEDULED REVIEW OF SELECTED BURNTWOOD TOWN COUNCIL POLICES

9.1 Control of Substances Hazardous to Health Regulations 1988 (COSHH)

RESOLVED That no amendments were required to the document.

9.2 Health and Safety Regulations

RESOLVED That:

- a)** Minor amendments be made to reflect staff responsibilities and elected Members responsibilities (specifically Paragraphs 3.0 (i) and 5.0 (c)).
- b)** All elected Members and staff be required to sign a statement stating that they have received and read the revised Health and Safety Policy when it has been published following incorporation of the amendments as set out in 9.2 (a) above

(The Meeting closed at 7.55 p.m.)

Signed

Dated