

REPORT TITLE: MINUTE EXTRACTS FROM WINCHESTER TOWN FORUM HELD  
14 NOVEMBER AND PERSONNEL COMMITTEE HELD 22 NOVEMBER 2018

12 DECEMBER 2018

REPORT OF PORTFOLIO HOLDERS: BUSINESS PARTNERSHIPS AND  
PROFESSIONAL SERVICES

Contact Officer: Nancy Graham Tel No: 01962 848 235 Email  
[ngraham@winchester.gov.uk](mailto:ngraham@winchester.gov.uk)

WARD(S): GENERAL

PURPOSE

To note the contents of the minute extract from Winchester Town Forum held 14 November and Personnel Committee held 22 November 2018.

RECOMMENDATIONS:

That the contents of the minute extract from Winchester Town Forum held 14 November and Personnel Committee held 22 November 2018 be noted and the recommendations for Cabinet therein be considered.

Appendices:

Appendix 1 – Minute extract from Winchester Town Forum, 14 November 2018

Appendix 2 – Minute extract from Personnel Committee, 22 November 2018

**Minute Extract from Winchester Town Forum held 14 November 2018**

7. **COMMUNITY AND VOLUNTARY SECTOR GRANTS REVIEW**

(Report CAB3079 refers)

The following personal (but not prejudicial) interests were declared by members before consideration of this item:

- Councillor Berry as a member of the Town Forum (Town Account Grants) Informal Group.
- Councillor Mather as a member of the Trinity Advisory Committee
- Councillor Tod as a volunteer at the Night Shelter and due to his role as Hampshire County Councillor and his provision of community grants
- Councillor Murphy as a volunteer for Home-Start
- Councillor Green due to his involvement with the Rainbow Club
- Councillor Weir as a Trustee with WinACC
- Councillor Hiscock as a member of Hyde 900 and as a fundraiser for Trinity

The Committee considered the report of the Corporate Head of Engagement which proposed changes to the current funding programme, which, if agreed will be introduced in 2019/20. The Grant Review, which started in June 2018, was instigated due to three key issues: the need to meet the financial challenges facing the Council; to work with partners on service provision that meet the needs of residents, businesses and visitors; and to simplify the various funding streams for different organisations.

The recommendations had been arrived at following extensive analysis, internal review and external benchmarking. A full programme of consultation and engagement with members, currently funded organisations and other interested parties was undertaken and the report was considered by The Overview and Scrutiny Committee at its meeting on 15 October 2018. Details and results of the full engagement programme were included in the report, as set out from paragraph 11.16 and in Appendices 1 and 2.

The key findings from the engagement showed that organisations value the partnership of the Council, that processes need to be simpler and that organisations valued having a relationship with a lead officer within the Council. In addition, it was noted that there was a range of financial support that the Council made available to organisations. The revised new programme would comprise five elements; a strategic fund, a priority outcomes fund, small local grants, crowdfunding and a flexible grant pot. The Corporate Head of Engagement outlined each element of the framework and advised that further work was being undertaken on the processes that support these proposals.

Members of the Forum raised questions on a range of issues which were responded to as summarised below:

It was clarified that an online survey had been issued previously to all Ward

Councillors and Parish Councils and that following the discussion at The Overview & Scrutiny Committee on the 15 October 2018, several issues were being worked on.

Following concerns that organisations may see large, sudden reductions in funding, it was clarified that, where possible, step reductions in funding would be made. Where this happens, this would run in parallel to the Council supporting and advising organisations on how to seek funding from other sources.

Several questions were asked regarding the crowdfunding element of the scheme. The Forum was advised that organisations would place the project on the online platform to attract funding and that the City Council could match fund it within certain limits. If the purpose of the crowdfunding grant was not connected with any existing grant, then it should not affect an organisation's current grant.

In response to a question concerning funding to support organisations or projects involved with supporting mental health, the Corporate Head of Engagement confirmed that this would be a priority area.

The Forum debated at some length the issues connected to how funds from the Town Forum can be accountable and separate from District funding and also how the priorities of the Town Forum could best be reflected in the process. These issues had previously been raised by the Overview and Scrutiny Committee and the Forum was advised that the matter had been highlighted formally with the Monitoring Officer and a response was awaited. Two potential proposals discussed could be to capture information from the grant application that would show the numbers and locations of residents to benefit from the grant. In addition, it could be possible for Town Forum members to be part of the decision-making process. The Corporate Head of Engagement advised that officers were working on the issues raised and that this issue would form part of the final report taken to Cabinet.

Councillor Humby provided an update regarding several points that had been raised and assured members that officers were working through the comments from the Overview and Scrutiny Committee and the feedback from the Forum. He stated that he understood the points raised and advised that the intention of the review was to provide a transparent, fair and equitable process that helped partners deliver on their objectives. He stated that all comments would be fed back into the preparation of the final report to be considered by Cabinet.

In conclusion, the Forum welcomed the clarity and consistency set out in the report.

**RESOLVED:**

That the views of the Town Forum set out above be taken to Cabinet for consideration.

Minute extract from Personnel Committee held 22 November 2018

1. **REVIEW OF TERMS AND CONDITIONS OF EMPLOYMENT**

(Report PER318 refers)

The Strategic Director: Resources introduced the Report. Councillor Godfrey added that the proposals were intended to have a positive effect on staff retention and the attractiveness of Winchester as a place to work. The addition to annual leave was a significant benefit and the changes to pay an acknowledgement that staff were valued.

Members asked questions of the information presented and the responses given are summarised below:

- (i) Christmas leave and office closure would be introduced this year.
- (ii) Additional leave could be bought after six months service when the probationary period had expired. The purchase of annual leave would usually be discussed with managers at appraisal time so that office cover could be arranged, but the scheme could be flexible to respond to unforeseen circumstances.
- (iii) There were currently no core working hours, but Heads of Teams ensure that teams are adequately staffed in normal opening hours (8:30am to 5:00pm Monday to Thursday and 8:30am to 4:30pm on Fridays).
- (iv) There was a clear gap for employees on Scale 4 from the lower pay scales (1 – 3), which would be positive in that it retained clear breaks between grades and all scales would see an uplift of 2% at least.

RESOLVED:

1. That the Head of Human Resources (Interim) be given delegated authority to:
  - a. implement the revisions to annual leave set out in this Report with effect from 01 April 2019;
  - b. implement the revisions to the Council's Flexible Working ("Flexi-Time") arrangements as set out in this Report;
  - c. amend the Council's Policies accordingly.
2. That the commitment to ensure the Council sets its salaries at market median is supported.
3. That the salary scales set out in Appendix C which meet the requirements of the 'national assimilation requirement be approved and recommended to Cabinet for the financial implications.

To Cabinet:

4. To approve the financial implications of the Personnel Committee's proposals for the Council's pay scales of an estimated £227k, as set out in Appendix C, and recommend the increased budget provision to Council.