

EXMOUTH TOWN COUNCIL

Quality Council

Notes of the meeting held via Zoom on 24 September 2020 at 6pm

Present

Councillor Tim Dumper (Chairman)	TD	Exmouth Town Council
Councillor Lynne Elson	LE	Exmouth Town Council
Councillor Brian Bailey	BB	Exmouth Town Council
Lisa Bowman (Town Clerk)	LB	Exmouth Town Council

Apologies

Councillor Bruce De Saram

Councillor Steve Gazzard

1. Apologies

Apologies were noted as above.

2. Notes of the meeting held on 27 February 2020

Councillor Lynne Elson proposed, Councillor Brian Bailey seconded and it was agreed that the notes of the last meeting should be approved.

3. To review Exmouth Town Council's current status, progress being made towards a Quality (silver) Award and to note that updated scheme criteria are expected to be announced in 2021.

Members were provided with an update on progress being made towards accreditation for a Quality Award by LB. It was noted that the Town Council meets most of the criteria for a Quality Award, with the exception of the following:

- The Health and Safety policy of the Council needs publishing on the Council's website
- The Council's policy on equality needs publishing on the Council's website
- The draft community engagement policy needs adopting at Full Council

- An action plan in relation to the agreed budget for the current financial year needs to be published on the Council's website
- A scheme of delegation needs adopting at Full Council
- An annual report for 2019/20 needs to be produced
- The Council needs to adopt a training policy for all staff and councillors

Members agreed that the Council should press on with submitting its portfolio of evidence before any new criteria are agreed by NALC in the New Year and aim to get approval to do so at the October 2020 meeting of Full Council.

There was some debate about the format which the action plan should take but it was eventually agreed that it should be based on a spreadsheet and aim to capture all projects and initiatives which are being funded in the current financial year.

A draft training policy would need to be taken to the next HR Group for approval and other policies would be included with the meeting notes presented to Full Council as part of the recommendation to Full Council and associated affirmations.

Members also reviewed the criteria for the Gold Award and agreed that the associated criteria for a business plan covering a financial forecast for at least three years and linked to revenue and capital plans for the council and its community would be best addressed at the start of the next election term.

The meeting finished at 7.00 PM