



Notice is hereby given of

THE POLICY AND FINANCE COMMITTEE MEETING

on

Wednesday 16th October 2024 at 7pm at The Harlington

All Committee members are summoned to attend.

To Councillors:

P. Einchcomb, R. Fang, L. Holt, S. Neves, R. Richmond, R. Robinson, B. Schofield, D. Taylor, S. Tilley and G. Woods

Rita Tong, Executive Officer
9th October 2024

AGENDA

1.	APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
2.	DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	MINUTES OF PREVIOUS MEETING To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 24 th July 2024 (<i>copy attached</i>).
Part 1 – ITEMS FOR DECISION	
5.	GRANT APPLICATIONS To consider and agree the following applications for grant funding (<i>copy attached</i>): <ol style="list-style-type: none">1. Eclipse Allstars Cheerleading - £1,000 to go towards the cost of the entry fee for the Youth Summit 2025 in Florida, USA.2. Citizens Advice Hart - £2,000 to provide advice to residents on Fleet in a number of areas such as Benefits & Tax Credits, Housing and Debt.3. Girlguiding South West England – no amount specified but need to raise £2,700 for guide to go on a Girlguide international event in Gambia in 2025.

	<p>RECOMMENDATIONS To consider the grant requests.</p>
6.	<p>QUARTERLY FINANCIAL MONITORING REPORT To consider and agree the quarterly report for the periods ending 30 June 2024 and 30 September 2024.</p> <p>A) Reports for 2024/25 as at 30 June 2024:</p> <ol style="list-style-type: none"> a. Q1 Income & Expenditure Account b. Q1 Budget Monitoring Report c. Balance sheet as at 30 June 2024 d. List of Purchase Ledger Payments <p>B) Reports for 2024/25 as at 30 June 2024:</p> <ol style="list-style-type: none"> a. Q2 Income & Expenditure Account b. Q2 Budget Monitoring Report c. Balance sheet as at 30 September 2024 d. List of Purchase Ledger Payments e. List of Debtors f. Harlington Performance Totals <p>RECOMMENDATIONS To receive and accept the Quarterly Report and accounts for the periods ending 30 June 2024 and 30 September 2024.</p>
7.	<p>INVESTMENT REPORT To consider the quarterly investment report for the period ending 30th September 2024 (<i>copy attached</i>).</p> <p>RECOMMENDATION To note the balances held in the Fleet Town Council Accounts.</p>
8.	<p>IMPACT OF MARTYN'S LAW ON COUNCIL EVENTS To consider a report from the Executive Officer on the potential impact of Martyn's Law on Council events (<i>copy attached</i>).</p> <p>RECOMMENDATION To consider the report and determine what, if any, funds to allocate in the 2025/26 budget for compliance.</p>
9.	<p>NEW POLICY – SEXUAL HARASSMENT Following a change to the law made by the Worker Protection (Amendment of Equality Act 2010) Act, which will have effect from 26 October 2024, the Council needs to have a Sexual Harassment Policy. The Act introduces a new legal duty on employers to take reasonable steps to prevent sexual harassment of their workers (the 'preventative duty'). Previously there was no proactive legal obligation on employers to take steps to prevent sexual harassment at work.</p> <p>Employees cannot claim to an employment tribunal if the preventative duty is breached, but they can complain to the equality and human rights commission (EHRC) which has the power to take enforcement action against the employer. No allegations of sexual harassment are needed to raise this complaint.</p> <p>Enforcement includes:</p> <ul style="list-style-type: none"> • Investigating the employer • Issuing an unlawful notice if the employer is, or has been, the subject of an investigation, confirming that they have found an employer has breached the Equality Act and requiring the employer to prepare an action plan setting out how it will remedy any continuing breach of the law and prevent future breaches.

- Entering into a formal, legally binding agreement with an employer to prevent future unlawful acts.
- Asking the court for an injunction to restrain an employer from committing an unlawful act.
- A breach in the preventative duty could result in enforcement action by the Equality & Human Rights Commission (EHRC) and if a claim for sexual harassment is brought, the Employment Tribunal could increase compensation by up to 25%.

Accordingly, the following has been provided for Members to review:

- Draft Sexual Harassment Policy.
- Draft Sexual Harassment Procedures.

RECOMMENDATIONS

To approve the proposed Sexual Harassment Policy and Sexual Harassment Procedures.

10. 2025/26 DRAFT BUDGET

To consider the first draft of the 2025/26 budget (*copy attached*).

RECOMMENDATIONS

Members are to consider the first draft of the 2025/26 budget and provide guidance for the budget setting process.

Part 2 – ITEMS TO NOTE

11. ANNOUNCEMENTS

To receive and note announcements from the Executive Officer or any Member by permission of the Chair.

12. DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee is scheduled for Wednesday 19th February 2025 at 7pm in the Harlington.

Part 3 – CONFIDENTIAL ITEMS

Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.

The following types of business will be treated as confidential:

- Engagement, terms of service, conduct and dismissal of employees
- Terms of tenders, and proposals and counter-proposals in negotiations for contracts
- Receipt of professional legal advice and preparation of cases in legal proceedings
- The early stages of any dispute
- Matters of a commercial nature

There are no confidential matters for consideration.