

GOVERNANCE COMMITTEE

6 JUNE 2017

APPENDIX A

REPORT OF HEAD OF COMMUNICATIONS

SUBSISTENCE ARRANGEMENTS

1.0 PURPOSE OF REPORT

- 1.1 At the request of the Full Council, the Committee is to consider whether to provide refreshments before evening meetings and if so the budget implications of doing so and refer its recommendations back to the Full Council.

2.0 RECOMMENDATIONS

- 2.1 **Members recommend to Full Council whether refreshments be provided before evening meetings starting after 5.30pm and if so the scope of meetings and the level of refreshment to be provided**
- 2.2 **Subject to 2.1 above to approve a supplementary estimate to cover the cost for 2017/18.**

3.0 KEY ISSUES

- 3.1 At the Full Council Meeting held on 26 April 2017, it was resolved that

‘...a further report be brought back to Council on the budget implications for providing refreshments before meetings of committees and Full Council.’

This report brings the relevant matters and costs together for the Committee’s consideration so that recommendations can be made to Full Council on the way forward.

- 3.2 There was a discussion at the Full Council meeting held on 26 April 2017 which was instigated by Members and debated the previous practice of having sandwiches before evening meetings. The benefits of the service were outlined as providing an opportunity for Members to interact and catch up with each other on Council matters on a regular basis, it helped participants to remain focused when meetings went on longer than expected, it provided refreshments for Members who had come directly from work to a Council meeting and it also assisted Officers required to support such meetings who had mostly completed a full working day before an evening meeting started.

It was noted that the previous Efficiency Task Group had recommended that sandwiches before meetings were not continued due to the potential for a cost saving to the Council. However it was mentioned that the cost was small in comparison to the Council’s overall budget.

- 3.3 The cost of providing a simple buffet before evening meetings has been requested from two local catering suppliers who are regularly used by the Council for other events. They were asked to quote for a basic menu of a selection of sandwiches per person and a slightly enhanced menu of sandwiches, fruit and

cake. Both suppliers gave the same cost for the enhanced menu at £4 per person and one cost so far has been received for the basic menu being £3 per person.

- 3.4 It is noted that there are other evening meetings besides Council and Committee meetings such as Task Groups and Workings Groups and these amount to approximately 20 per year involving up to 12 people. Therefore it is proposed that refreshments may also be available before these meetings provided they start after 5.30 p.m.
- 3.5 The cost of reintroducing the provision of refreshments before evening meetings scheduled on the approved Calendar of Meetings for 2017/18 is as follows :-

Meeting(s)	No. of mtgs per year	*No. of People	Basic Menu (£3 pp) per mtg	Enhanced Menu (£4 pp) per mtg	Total for year – Basic menu	Total for year – Enhanced menu
Full Council	6	31	93	124	558	744
CSA	5	13	39	52	195	260
Governance	5	13	39	52	195	260
Licensing	5	13	39	52	195	260
PFA	5	13	39	52	195	260
Planning	17	14	42	56	714	952
REEA	5	14	42	56	210	280
Town Area	11	18	54	72	594	792
Totals					2856	3808

*Based on Committee membership and 3 Support Officers

- 3.6 It should be noted that there are Extraordinary Council and ad hoc Committee meetings held in the evenings which are additional to the approved Calendar of Meetings and these would also require the same level of refreshments.
- 3.7 The following costs relate to ad hoc Task Groups and Working Groups arranged to be held in the evening after 5.30 p.m. based on 20 meetings per year involved up to 12 people.

Meeting(s)	No. of mtgs per year	*No. of People	Basic Menu (£3 pp) per mtg	Enhanced Menu (£4 pp) per mtg	Total for year – Basic menu	Total for year – Enhanced menu
Ad hoc Task Groups and Working Groups	20	12	36	48	720	960
Totals					720	960

It is noted that the majority of evening working group meetings are related to the business of the Melton Local Plan Working Group.

4.0 POLICY AND CORPORATE IMPLICATIONS

- 4.1 The service supports the well-being of Councillors and the Council's Officers who

attend evening meetings and contributes to the Council's priority for being a 'Well run Council'.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

5.1 As there is no current budget provision for sandwiches before meetings, it is proposed that a supplementary estimate would be needed for this service in the sum of £4,076 for 2017/18 to provide a basic sandwich menu and £5,268 to provide a slightly enhanced menu before meetings as detailed below :-

Meetings	Total for year – Basic menu (£3 pp)	Total for year – Enhanced menu (£4 pp)
Total cost for all Council & Committee meetings scheduled on the Calendar of Meetings for 2017/18	2856	3808
20 x Ad hoc Task Groups and Working Groups involving up to 12 people at each meeting	720	960
Contingency for Extraordinary Council and Ad hoc Committee meetings	500	500
Totals	4076	5268

5.2 Should it be approved to go ahead with this service in 2017/18, a growth bid will be put forward for the 2018/19 budget.

6.0 LEGAL IMPLICATIONS/POWERS

6.1 There are no legal implications in this report.

7.0 COMMUNITY SAFETY

7.1 There are no community safety implications relating to this report.

8.0 EQUALITIES

8.1 An Equalities Impact Assessment is to be drafted.

9.0 RISKS

9.1

L I K E L I H O O D	A Very High				
	B High				
	C Significant				
	D Low				
	E Very Low		1		
	F Almost Impossible				
		Negligible 1	Marginal 2	Critical 3	Catastrophic 4
		IMPACT			

Risk No	Risk Description
1	Impact on health and well-being due to no opportunity to eat before meetings

10.0 CLIMATE CHANGE

10.1 There are no climate change implications.

11.0 CONSULTATION

11.1 There has been consultation with Unison as the proposal affects the well-being of staff.

12.0 WARDS AFFECTED

12.1 No wards are affected by this report.

Contact Officer: Angela Roberts/Sarah Evans
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 Appendices: None
 Background Papers: Calendar of Meetings 2017 18
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