



# Public Document Pack

## Bletchley and Fenny Stratford Town Council

The annual meeting of the council will be held in the community hall at Newton Leys Pavilion, Furzey Way on Tuesday, 7th May, 2024 commencing at 7.30 pm to transact the items of business set out in the agenda below.

*Delia Shephard*

Delia Shephard  
Clerk to the Council  
Monday, 29 April 2024

### AGENDA

1. Election of chair of council and declaration of acceptance of office
2. Election of vice-chair of council
3. Declarations of acceptance of office (from councillors who have not already made such declarations)
4. Councillors' apologies for absence
5. To note councillors' declarations of interest in matters on the agenda  
*(Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, councillors are required to declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting)*
6. Minutes of meeting Tuesday, 30 April 2024 of Full Council (Pages 1 - 6)
7. To consider co-option to any of the casual vacancies on the town council
  - i Ismail Hussein
8. To review and approve the committee structure and scheme of delegations (including the terms of reference for committees) (Pages 7 - 42)
9. To appoint members to committees and sub-committees
  - i Finance and Governance Committee
  - ii Community and Environment Committee
  - iii Employment Policy Committee
  - iv Appeals Committee
  - v Events Working Group or Sub-committee
  - vi Clerk's Performance Management Sub-committee

(The agenda assumes that these committees will be approved earlier in the meeting but this may not be the case, if an alternative structure is adopted appointment to committees may be delayed or take place according to the alternative structure.)

Following election to committees, chair and vice-chairs will be elected.

10. To review and adopt the council's standing orders and financial regulations (Pages 43 - 86)
11. To review representation on external bodies and arrangements for reporting back
  - i Milton Keynes Parish Forum – 2 representatives required (Cllr Stephens and the clerk are prepared to continue as representatives)
  - ii Buckinghamshire and Milton Keynes Association of Local Councils – 2 representatives required
  - iii Lakes Estate Renewal Forum – clerk currently attending
  - iv Bletchley and Fenny Stratford Town Deal Board – the clerk is a member and

*Members of the public and representatives of the media are welcome to attend but are warned that items marked with an asterisk (\*) may involve discussion of confidential information and the council may resolve to exclude members of the public and press if this is deemed to be in the public interest*

- any change would need to be approved by the Town Deal Board
- v Salden Chase Sub-committee – two representatives
- vi Bletchley and Fenny Stratford Neighbourhood Plan Steering Group – 5 representatives or more

12. To review and approve the asset register and inventory of equipment (Pages 87 - 88)
13. To confirm existing arrangements for insurance cover in respect of all insurable risks (Pages 89 - 106)  
At the annual meeting on 24 May 2022, it was resolved that based upon the recommendation of the Finance and Governance Committee, the Council enter into a three year agreement for insurance cover with Zurich Municipal.
14. To review and approve subscriptions to other bodies (Pages 107 - 108)
- i Buckinghamshire & Milton Keynes Association of Local Councils (BMKALC) including NALC contribution
  - ii Society of Local Council Clerks (SLCC)
  - iii The Allotment Association (formerly National Association of Allotment and Leisure Gardeners)
15. To review and approve the council's policies and procedures as follows (Pages 109 - 214)
- i Complaints procedure
  - ii Data protection and Freedom of Information policies
  - iii Press and media policy
  - iv Employment policies and procedures (documents currently under review)
16. To approve a revised annual calendar of meetings (Pages 215 - 216)
17. To note that the general power of competence will be unavailable to the council and S137 of the Local Government Act 1972 may be used for activities for which there is not an alternative power provided the relevant test is met  
Expenditure under S137 (4)(a) of the Local Government Act 1972 is limited to £10.81 per elector for the financial year 2024-2025.
18. Public Speaking  
To receive representations from members of the public on items on the agenda and to hear questions from members of the public about council business which may not be listed on the agenda.

Members of the public who wish to present a spoken or written representation should contact the Clerk no later than 12 noon on the day before the day of the meeting in order to register to be heard or to obtain a link to join the meeting remotely.

The public speaking session will generally last no more than 15 minutes and individuals will be permitted to speak for a maximum of 3 minutes.

Requests to speak or ask questions will be dealt with in the order in which they have been received by the Clerk.

For more information or to register to speak please contact:

Delia Shephard

Town Clerk

01908 649469

[clerk@bletchleyfennystratford-tc.gov.uk](mailto:clerk@bletchleyfennystratford-tc.gov.uk)

Please be aware that meetings may be recorded and live streamed including the representations made by members of the public.

Meetings may be viewed on the town council's YouTube channel at

[https://www.youtube.com/channel/UCuEj3-xDT\\_faeAxDSZ8sySg](https://www.youtube.com/channel/UCuEj3-xDT_faeAxDSZ8sySg)

19. Banking Hub (Pages 217 - 220)  
To consider the motion that Bletchley and Fenny Stratford Town Council
- i supports the principle of the establishment of a Banking Hub in Central Bletchley, and
  - ii agrees to request that MKCC identifies premises and facilitates the creation of a Hub if deemed to be viable.

<https://www.cashaccess.co.uk/hubs/>

20. Financial Matters
- (i) Summary financial report showing income and expenditure against budget to 30 April 2024 (Pages 221 - 222)
  - (ii) Ratification of payments made or due to be made before the next meeting of the Finance and Governance Committee (Pages 223 - 228)
21. To approve arrangements for the Big Street Eat (Verbal Report)
22. \*To review and approve service proposals from independent providers for Employment Law and Health and Safety Advice for the town council and to determine the provider and contract length to be selected (To Be Tabled)

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## Bletchley and Fenny Stratford Town Council

### Minutes of a meeting of the Full Council of Bletchley and Fenny Stratford Town Council held at the Community Hall - Newton Leys Pavilion on Tuesday, 30th April, 2024 commencing at 7.30 pm

**Present:** Cllrs E Kelly-Wilson, R Graham, S Browne, K Ely, O Fernandes, R Haine, E Hume, I Hussein, A Khanom, E O'Rourke, A Segebrecht, T Stephens and M Wymer

**Absent:** Cllrs L Campbell and J Joshi

**Apologies:** Cllrs G Bedford, U Osumili and A Palmer

**In attendance:** Delia Shephard (Town Clerk) John Fairclough (Deputy Clerk) and Alison Brown (RFO/Finance Manager)

#### Min Ref

FC24/25-1 **Councillors' apologies for absence**  
It was RESOLVED to note the apologies for absence and absences without apologies as listed above. It was further RESOLVED to accept Cllr Palmer's apologies for absence for reasons known to the councillors.

FC24/25-2 **Councillors' declarations of interest in matters on the agenda**  
Cllr Kelly-Wilson drew attention to his residence in Newton Leys with regard to agenda item 8 (feedback to Milton Keynes City Council on street names in Newton Leys) but did not have a pecuniary interest in the matter.

Cllr Hume drew attention to his role as a member of Milton Keynes City Council (MKCC) through which he had a disclosable pecuniary interest in the agenda item concerning heads of terms for a lease of Albert Street WCs from MKCC.

FC24/25-3 **Minutes of meeting Tuesday, 26 March 2024 of Full Council**  
It was RESOLVED that the draft minutes of the meeting held on 26 March 2024 be approved as a correct record of proceedings.

FC24/25-4 **Public Speaking**  
There were no representations from members of the public.

FC24/25-5 **Draft minutes of recent meetings of committees of the council and consideration of any recommendations contained therein**

FC24/25-5.i **Minutes of meeting Tuesday, 16 April 2024 of Community Committee**  
There were no recommendations for consideration and it was RESOLVED that the draft minutes be noted.

FC24/25-5.ii **Minutes of meeting Tuesday, 23 April 2024 of Finance and Governance Committee**  
It was RESOLVED that the draft minutes be noted.

There were several recommendations in the draft minutes most of which were specified separately on the agenda. The following recommendation was not included in the agenda in its own right.

**Minute reference FC24/25-13 Funding of refurbishment of Albert Street Public**



## Bletchley and Fenny Stratford Town Council

### **Conveniences:**

“It was RESOLVED to recommend to full council that half of the underspend for the financial year 2023-2024 be set aside to go towards this project when the year end adjustment to reserves were approved.”

It was agreed that the council would note this recommendation and consider it when the matter of the lease of Albert Street public conveniences was discussed later.

FC24/25-6

### **Financial matters**

FC24/25-6.i

#### **Approval of the final internal audit report for the financial year 2023-2024 as recommended by the Finance and Governance Committee on 23 April 2024**

It was RESOLVED that the final internal audit report circulated with the agenda be noted and approved as recommended by the Finance and Governance Committee on 23 April 2024.

It was further noted that there were no questions and no matters brought to the attention of the council within the report and members thanked officer for their work during the year.

FC24/25-6.ii

#### **Revisions to Financial Regulations as recommended by the Finance and Governance Committee**

It was RESOLVED that the revised Financial Regulations be adopted as recommended by the Finance and Governance Committee on 24 April 2024.

FC24/25-6.iii

#### **Approval of the Annual Governance and Accountability return as recommended by the Finance and Governance Committee on 23 April 2024**

Members reviewed the completed Annual Governance and Accountability Return which had been recommended to them by the Finance and Governance Committee on 23 April 2024. Members were reminded by the RFO and the Chair that they were all responsible for the council's governance and financial controls and should not approve the prefilled document which had been circulated with the agenda unless they agreed that the information recorded was correct.

It was unanimously RESOLVED to approve both the Annual Governance Statement and the Accountability Return.

FC24/25-6.iv

#### **Approval of the town council's continued use of MKCC's framework offered by the Laser Energy Buying Group for supply of gas and electricity**

Discussion took place on whether the suppliers within the Laser Energy Buying Group framework were offering sustainable supplies in line with the town council's own climate change and sustainability goals. Officers were not aware of the full details of MKCC's procurement policy and therefore could give no definite information about the criteria used in the framework other than price.

It was RESOLVED that the town council would continue to be included in the Laser Energy Buying Group framework offered by MKCC for the supply of gas and electricity. It was further RESOLVED that officers would undertake investigations as to the sustainability of the supplies offered and to report back on this. It was agreed that future procurement decisions should take into account both price and carbon emissions.



## Bletchley and Fenny Stratford Town Council

FC24/25-7

### **Annual report of the town council for the year 2023-2024 and arrangements for the annual meeting of electors on Tuesday 14 May 2024**

A copy of the draft annual report for the year 2023-2024 had been tabled at the meeting. The report would be published and made available at the annual meeting of electors on 14 May 2024. Meanwhile it was RESOLVED that members would read the draft report after the meeting and contact the Clerk or the Deputy Clerk with suggestions for any revisions or insertions.

The published agenda of the annual meeting of electors was also tabled and members were invited to take part in the presentation of the annual review of the town council's work over the past year. It was RESOLVED that this year chairs and vice-chairs of committees would take part in the presentation of the council's work with the chair of council. The clerk offered to assist with production of any presentation materials on request.

FC24/25-8

### **Request for feedback from MKCC on street names for planned new development in Newton Leys**

Members had been consulted by MKCC about street names for the new development in Newton Leys and a list of pre-approved and unapproved names had been provided.

It was RESOLVED to respond to MKCC that the town council approved the use of any of the following island street names suggested below:

- Singapore
- Finey
- Puerto Rico
- Jamaica
- Pewit
- Burrow
- Horsea.

but that the council objected to the use of the unapproved names "Coral" and "Moonstone" which were generic and were not in keeping with the agreed theme of "islands of the world". The town council also objected to the use of the street name "Mersea" as a street name because it believed this could lead to confusion with the existing Mersey Way in West Bletchley.

FC24/25-9

### **Application to list Bletchley Working Mens Club as an asset of community value under powers conferred in the Localism Act 2011**

It was RESOLVED to advise MKCC that the town council supported the application made by ReturnMK for the Bletchley Working Mens Club to be listed as an asset of community value.

FC24/25-10

### **Progress update on the Sycamore Buildings project and review of a separate community consultation report to determine whether the council has sufficient support to proceed with the project**

A report on the community consultation work undertaken by Breakthrough Communications for the town council had been circulated with the agenda.

In addition, a written report from the clerk was tabled summarising progress with the project since the resolution made on 30 January 2024 (Minute reference FC23/24-111) to proceed with the next stage of the project. This had involved a 12-week period of detailed pre-contract survey, design and tender specification work. It was noted that most of the specification work was completed; the independent project lead would be meeting with the quantity surveyors on 4 May 2024 and it was expected that a



## Bletchley and Fenny Stratford Town Council

revised programme of work would be produced after that meeting. (The timetable had slipped slightly due to additional necessary investigations.) Officers had met with the architects (SOA) on two occasions to discuss progress (notes available to members on request). There had also been an informal meeting of councillors to discuss potential changes to the building design though no changes had been agreed to be brought forward to council at this stage.

It was RESOLVED that the detailed outcome of the community consultation in the report be noted and that the council believed it had sufficient community support to proceed to the next stage of the project.

The clerk and RFO had undertaken further work in preparation for a resolution to borrow and this would be brought to council at the earliest opportunity. The clerk reminded the council that there were no delegated powers allocated in respect of this project and all future decisions would continue to be made at either the Finance and Governance Committee or Full Council.

FC24/25-11

### **Approval of heads of terms for a 5-year lease of Albert Street Public Conveniences with Milton Keynes City Council**

(Cllr Hume left the meeting for discussion of this item of business and took no part in debate or voting.)

Revised draft heads of terms for a 5-year lease with MKCC for continued occupancy of Albert Street public conveniences had been circulated with the agenda.

The chair drew attention to the changes negotiated in the draft heads of terms document following the resolution at the Finance and Governance Committee on 23 April 2024 (Minute reference FC/2425-13).

Following discussion it was unanimously RESOLVED that the draft heads of terms be approved and the clerk to proceed with the necessary work as quickly as possible.

(Cllr Hume returned to the meeting following the voting on the resolution.)

FC24/25-12

### **Outcome of the town council nomination process for the 2024-2028 council term and arrangements for filling casual vacancies**

The chair of council thanked Cllrs Bedford, Khanom, Palmer and Segebrecht for their public service as members of the town council. These councillors were now standing down from the council for different reasons and the council expressed their appreciation of their work and wished them well in future ventures.

It was RESOLVED to note that due to an insufficiency of candidates for election the following vacancies now existed on the council with effect from 7 May 2024

- i Eaton North Ward (single vacancy)
- ii Eaton South Ward (two vacancies)
- iii Fenny Stratford Ward (single vacancy)
- iv Manor North and Eaton Leys (single vacancy)
- v Manor South Ward (single vacancy)
- vi Newton Leys (single vacancy)
- vii Queensway and Denbigh North (single vacancy)

and the new council would be free to co-opt to the council from that date onwards.





## Bletchley and Fenny Stratford Town Council

Arrangements had been made to advertise the vacancies and co-option would remain as a standing item on the agenda until the seats were filled.

Cllr Khanom and Segebrecht noted that they had enjoyed their time on the town council and thanked their colleagues for their support.

FC24/25-13

### **Discussion of potential changes to the council's committee structure and scheme of delegations in preparation for the annual meeting of the council on 7 May 2024**

The clerk noted that owing to the casual vacancies the current committee structure in use by the council might not be appropriate during the next year. One option for the new council to consider was to return to full council meetings every month but there were drawbacks to this. An alternative was to persist with the current scheme but to amalgamate the Community and Environment and Planning committees. The committee membership could be reduced to 7 with a quorum of 3 or to 9 with a quorum of 3. These options were discussed and a potential draft calendar based on this was tabled. There was broad agreement to the amalgamation of committees and the clerk agreed to develop a new structure and scheme of delegations document based on this option for discussion and approval at the annual meeting of the new council on 7 May 2024.

FC24/25-14

### **Reports on work with external bodies**

- i Cllr Hussein (Chair of NP Steering Group) gave an oral report on work on the Neighbourhood. As previously notified to councillors it had been decided to extend the timetable for the delivery of the plan to synchronize with the development of the New City Plan. The steering group was taking note of the technical information now being provided by AECOM and a site visit for work on design codes was due to be confirmed shortly. Cllr Hussein noted that officers were working hard on the project but that more input from councillors and residents was needed and he encouraged councillors to support this work.

There were no questions and it was RESOLVED to note the report.

- ii The clerk gave an oral report on progress with the Town Deal. The last board meeting had been held on 22 April 2024 and the substantive issues discussed were two projects from the investment plan: the Transport Hub and the Public Realm Improvement Project. Public consultation on both these projects was planned for the period 17 June to 8 September 2024 (dates not final). It was likely that there would be a high-level display of what the future Bletchley will look like and a focus on a "whole picture"/vision for Bletchley following advice community engagement consultants Hemingway. The board had been positive about what was proposed for the projects and for the consultation and the advisory group would be involved in determining how the consultation would be undertaken.

Network Rail was now doing more work on costing an eastern entrance to the station but there was still no commitment to fund this aspiration

A Bletchley parking study with recommendations for future actions had been completed for MKCC by AECOM and the findings of this work had been taken into account in the planning for the public realm project. It was not yet clear whether a formal Bletchley parking strategy would be adopted by MKCC as requested by the town council.



## Bletchley and Fenny Stratford Town Council

There would be presentations at the annual meeting of electors on 14 May 2024 on the work of the Town Deal and on parking and traffic management and members and residents were encouraged to raise their questions with the relevant spokespeople at the meeting.

There were no questions and it was RESOLVED to note the report.

- iii The clerk gave an oral report on involvement with Bletchley Pathfinder. As well as work on Bletchley Clubs and public health interventions on stopping smoking and healthy eating, the Pathfinder delivery board was currently developing a model for a pilot to support complex families through a joined up multi disciplinary service approach. The clerk has been involved in this strand of work in a sub-group looking at the involvement of voluntary and community sector services. There was considerable enthusiasm for the project within the delivery board and the next meeting was scheduled for 15 May 2024.

There were no questions and it was RESOLVED to note the report.

- iv An oral report from the last meeting of MKCC Parishes Forum on 14 March 2024 was given and the clerk noted that minutes and presentations would be forwarded when available. Topics covered at the meeting included Green Roofs and Carbon Offset fund, a presentation from Ernie Boddington of Centre for Integrated Living on accessibility in the public realm. Also there was a transport update on buses, MK Connect and the All-in-One Card and then information about MK University Hospital. The next meeting was scheduled for 13 June 2024 and would be an in-person event at Civic.

There were no questions and it was RESOLVED to note the report.

The meeting closed at 8.42 pm

Signed by Chair of Council  
7 May 2024



**DRAFT**

## Committee Structure & Scheme of Delegations

<b>Version:</b> 2024-25v1	<b>Status:</b> Draft	<b>Adopted:</b> 7 May 2024?	<b>Review date:</b> Annual meeting 2025
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## Decision Making

### Full Council

The following matters are reserved to the full council for decision although appropriate committees may make recommendations to the council for consideration.

- i Approval of the annual budget
- ii Setting the precept
- iii Borrowing money
- iv Approving the council's annual accounts
- v Authorising any expenditure over £20,000
- vi Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- vii Making, amending or revoking by-laws
- viii Making of orders under any statutory powers
- ix Matters of principle or policy
- x Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings).
- xi Any proposed new undertakings
- xii Prosecution or defence in a court of law
- xiii Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee
- xiv Creation or dissolution of standing committees and sub committees
- xv Adopting or revising the council's code of conduct
- xvi Confirming (by resolution) that it has satisfied the statutory criteria to exercise the general power of competence

The full council may also exercise any of the powers it has delegated to committees or sub-committees. Council meetings are formal meetings held in public and all decisions made are recorded in formal minutes.

### Committees

Standing committees have delegated powers to make decisions on specific matters, subject to legal requirements, financial regulations, policies, and budgets. The council can revoke any delegated authority to a committee through a resolution of full council. Committees lacking decision-making power on a specific matter can make recommendations to the full council. Committees may also choose to make recommendations instead of exercising their delegated decision-making power. Committee minutes, including any recommendations, will be reported to full council as soon as possible. Spending by committee is restricted to items included within the approved budget of up to £20,000 per item.

Committee meetings are formal meetings held in public and all decisions and recommendations made are recorded in formal minutes.

### Sub-committees

Sub-committees have no spending powers but can make recommendations on relevant matters to parent committees which may also delegate specific issues to them for more detailed consideration.

Sub-committee meetings are formal meetings held in public and all decisions and recommendations are recorded in formal minutes.

Standing orders apply at all formal meetings

### Working Groups

Committees have the power to create and appoint members to informal working groups or task and finish groups which by law can have no delegated decision-making powers and which report their findings to the body which created them.

Working group meetings are informal, their meetings are private and have no quorum requirement. If officers are present they will produce notes, not formal minutes.

Standing orders need not apply at informal meetings

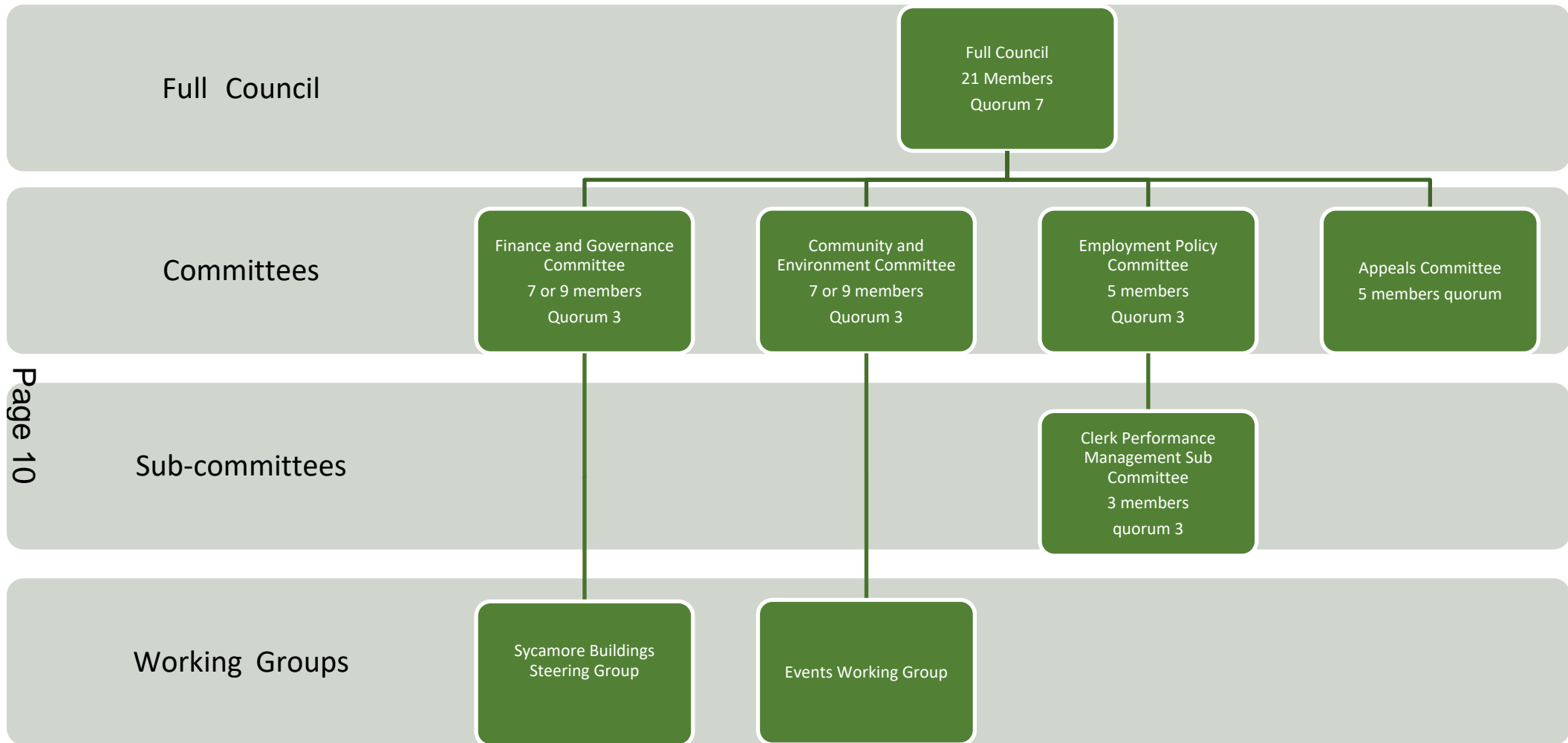
### Officers

The role of officers is to advise the council and to implement its decisions. Key officers are delegated to make specified day to day decisions on behalf of the council.

### Councillors

Individual councillors have no delegated decision-making powers on behalf of the council.

## Committee Structure



Page 10

**NB** Bletchley and Fenny Stratford Neighbourhood Plan Steering Group is an independent body with its own terms of reference.

## Summary of Committee Responsibilities

Finance and Governance Committee	Community and Environment Committee	Employment Policy Committee	Appeals Committee
Contribute to the development and implementation of the council's policies, strategies and business plans	Contribute to the development and implementation of the council's policies, strategies and business plans	Contribute to the development and implementation of the council's policies, strategies and business plans	-
Oversee management of the council's finances	Consider environmental matters and work in partnership with other agencies and groups to secure improvements in the physical environment of Bletchley and Fenny Stratford.	Oversee the implementation of the Town Council's arrangements for employment and management of staff	Determine any appeal under the council's Complaint Procedure which is delegated to this Committee
Oversee Council's risk management procedures, insurance arrangements and banking	Consider any matters relating to the education, health and well-being of the community and oversee management of approved well-being services including counselling, subsidized swimming	Oversee the Council's health and safety at work responsibilities in relation to employees and councillors	Hold appeal hearings under the town council's Human Resources policies if delegated to this Committee
Oversee the Council's agreed corporate governance arrangements	<p>Work in partnership with other councils, agencies and groups to encourage and secure an improved level of community engagement and develop initiatives which support the community, the economy and social infrastructure of Bletchley and Fenny Stratford.</p> <p>Develop and oversee the council's community engagement strategy and</p>	-	-

	action plans including planning and delivery of an annual programme of community events (to be approved by full council)		
Oversee the maintenance and management of all the Town Council's Town Council buildings and licenses/leases and provide recommendations to full council on acquisition and disposal of assets	Oversee the management and maintenance of allotments, community orchard, football pitches and any other outdoor spaces in which the council has a responsibility or a designated interest including the town council's in-house landscaping service.  Consider and award (within an approved budget) financial grants to local organisations within the town council's agreed criteria and policies	-	-
Oversee the Council's agreed corporate governance arrangements	Consider and comment on all Highways matters and contribute towards improving local transport infrastructure	-	-
Consider any other matter falling outside the remit of the Council's other standing committees	Oversee the management of the Town Council's street furniture and fittings, including dog bins, seats etc.	-	-
Consider and comment on planning applications for comment unless the applications are for more than 6 dwellings	Consider and comment on planning applications for comment unless the applications are for more than 6 dwellings	Consider and comment on planning applications for comment unless the applications are for more than 6 dwellings	-
Assemble and submit annual budget estimate in accordance with policy and agreed financial plan including	Assemble and submit annual estimates to the Finance & Governance Committee in	Assemble and submit annual estimates to the Finance & Governance Committee in	-



review of all charges for services eg allotments, room hire, pitch hire etc	accordance with policy and agreed financial plan	accordance with policy and agreed financial plan	
Authorise expenditure of up to £20,000 within budget allocated to committee	Authorise expenditure of up to £20,000 within budget allocated to committee	Authorise expenditure of up to £20,000 within budget allocated to committee	-

## Appendix 1 Detailed terms of reference for council and committees

### Full Council

Function of the Council	Delegation of Function
<b>General Governance</b>	
Adoption and amendment of any strategies and policies.	HR policies and pensions discretions policy delegated to Employment Policy Committee  Otherwise no delegation but council may receive advice from committees as appropriate.
Comments on Milton Keynes city council's strategic plans, community plans or strategies	None but to receive advice from relevant committee
Comments on strategic plans and strategies of other public sector bodies, at national, regional or sub-regional level.	None
Endorsement of plans or strategic documents produced by the community or partner organisations, including principal council.	None
Consulting with the Police and other outside bodies on matters pertaining to the Town	To individual committees within their terms of reference.
Approval or amendment of Neighbourhood Plan	None
Adopting and changing the constitution, standing orders, any standing orders for contracts, financial regulations or business delivery plan	None
Approval of annual budget, precept, and medium-term financial plan	None, but to receive advice from Finance & Governance Committee
Any delegated decision which may mean a breach of council policy or budget devolution rules	None, but to receive advice from Finance & Governance Committee re budget

Election of the chair, appointment of vice chair, and appointment of chairs of committees established by council.	None
Agreeing and/or amending the terms of reference for committees, deciding on their delegation limits, composition and making appointments to them.	None
Appointment of members or officers to outside bodies.  Members reporting back from outside bodies	None  Reports to relevant committee or full council as agreed at time of appointment
Adopting an allowance scheme for chair or other members.	None
Changing the name of the Town Council.	None
Deciding on honorary titles or awards such as outstanding service.	None except judging of Community Pride awards delegated to panel elected by Council
Making, amending, revoking, re-enacting or adopting Bylaws	None
Making, amending, revoking, re-enacting or adopting Bylaws.	None
To represent the view of the local community on matters of significance.	None
Power to make payments or provide other benefits in cases of fault or maladministration.	Finance & Governance Committee up to £5,000  Appeals Committee up to £500  Clerk up to £250
Appeals against any decision made on behalf of the authority	As set out in complaints procedures, employment policies and Appeals Committee terms of reference
Decisions on issues relating to data protection, access to information, freedom of information & human rights.	Town Clerk to renew Data Protection Registration and make amendments if necessary  Town Clerk to respond to requests from the public and matters raised by the Information Commissioner, taking advice as necessary.  Council or Finance & Governance Committee will determine refusal of information for vexatious reasons

To monitor the council's ethical framework	Clerk to obtain register of interests forms and give annual reminder to Members and to act for the Monitoring Officer as necessary  Granting of dispensations is reserved to council but delegated to the Town Clerk where a decision is required in advance of a committee meeting when no council meeting is due to take place
To institute or defend legal proceedings including proceedings for an injunction, to authorise the conducting of works in default of a notice, and to lodge an appeal against any court decision.	None generally but in cases of urgency the clerk in consultation with two of the chair, vice-chair or another committee chair
All powers of the council in the case of a civil emergency	The clerk in consultation with two of the chair, vice-chair or chair of another committee subject to reporting justification to next council meeting up to £5,000 expenditure outside approved budget
All powers of the council in the case of urgency	The clerk in consultation with two of the chair, vice-chair or another committee chair (subject to reporting justification to next council meeting) up to £5000 expenditure outside approved budget
Election issues and filling of vacancies, including co-option of councillors	None
Power to direct as to the custody of town documents	None
All duties of the Proper Officer under legislation, standing orders, financial regulations or regulations for contracts including issue of notifications and signing of documents	Clerk or in their absence the nominated deputy to have authority after seeking relevant advice if necessary
All duties of the Responsible Financial Officer under legislation, standing orders financial regulations or any regulations for contracts including issue of notifications and signing documents	Finance Manager and Town Clerk to deputise
To do anything calculated to facilitate or conducive or incidental to the discharge of any function	Council unless specifically delegated to a committee
<b>Human Resources</b>	
To direct which postholders will be designated Proper Officer and Responsible Financial Officer and Data Compliance Officer	None – but on recommendation of Employment Policy Committee
To determine overall staffing structure and approval of additional posts	None – none but on recommendation of Employment Policy Committee

Confirming the appointment of the Town Clerk	Interviewing is delegated to the Employment Policy Committee (or panel of) and the Chair of Council.
Other personnel matters	As set out in the terms of reference of the Employment Policy Committee.
Health and Safety Policy – General Statement	None  Policy implementation to Clerk and reporting to the Employment Policy Committee (employee health and safety) and the Finance and Governance Committee (overall health and safety matters)
<b>Quality and Integrated Management</b>	
Matters relating to quality and integrated management and the Local Council Award Scheme	<ul style="list-style-type: none"> <li>Resolutions regarding Local Council Awards reserved to Council</li> <li>Town Clerk to manage any applications for awards</li> </ul>
Administration of complaints procedure	As set out in complaints procedure and terms of reference for Appeals Committee
Customer care and equality in service delivery and access	None but on advice of relevant committees
<b>Delegated Services</b>	
To take on services from other local authorities or public bodies (LGA 1972 S101,111 & 112 or Localism Act 2011)	None, but <ul style="list-style-type: none"> <li>Service overview to specific committees as set out in individual committee terms of reference</li> <li>Town Clerk to manage operations</li> </ul>
To undertake services for another public body or local authority	None but <ul style="list-style-type: none"> <li>Service overview to specific committees as set out in individual committee terms of reference</li> <li>Town Clerk to manage operations</li> </ul>
<b>Powers of all Committees</b>	
To undertake all functions within their terms of reference.  NB The committee may choose not to use its delegated power eg because of uncertainty as to whether the function is delegated or because of sensitivity, controversy or seriousness of a matter.	See TOR

To arrange extra meetings	Committee Town Clerk or nominated deputy in consultation with Chair or Vice-Chair
To make spending or income recommendations to Council during the budget process	Committee
To monitor actions on minutes of the Committee or relevant Delivery Plan actions	Committee
To manage services for which they are responsible within an approved budget and policy	Committee
To authorise spending/issue works orders within budgets delegated to a committee up to £20,000	Committee up to £20,000 Town Clerk up to £3,000
To contribute to the Annual Report and other publicity materials relation to the responsibilities of the committee	Committee Town Clerk
To appoint to sub-committees including chair of sub-committee	Parent committee
<b>Stand</b>	
Power to acquire by agreement, to appropriate to dispose of – Local Government Act 1972 S124, 126, 127	None
Power to accept gifts of land – LGA 1972 S139	None
Power to acquire land for open spaces - Public Health Act 1875 s164; Open Spaces Act 1906 S9 and 10	None for acquisition <ul style="list-style-type: none"> <li>• Relevant committee for management and maintenance in accordance with terms of reference</li> </ul>
<b>Finance and audit</b>	
Authorisation of payment of accounts	<ul style="list-style-type: none"> <li>• Council/Finance and Governance Committee/other committees/Town Clerk/RFO in accordance with regulations</li> </ul>
Approval of annual return and statement of accounts (AGAR)	None

Power to approve capital projects on recommendation from standing committees within or without budget	Council only if not approved in principle <ul style="list-style-type: none"> <li>• Relevant committee if within policy and budget and to implement</li> </ul>
Approval of banking arrangements and selecting insurers	None
Approval of orders for work, goods or services	<ul style="list-style-type: none"> <li>• Council/committees/Town Clerk/RFO in accordance with Financial Regulations or delegation to committees</li> </ul>
Audit arrangements	<ul style="list-style-type: none"> <li>• Town Clerk/RFO to manage in accordance with financial regulations</li> </ul> <p>Council to approve annual external audit report, internal audit reports and to agree responses</p> <ul style="list-style-type: none"> <li>• Finance &amp; Governance Committee to consider and action interim internal audit reports and to make known any internal audit matters which require consideration</li> </ul> <p>Council to appoint external auditor</p> <p>Council to appoint internal auditor</p>
Power to accept gifts, Local Government Act 1972 S139	None
Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11	None
Power to borrow – Local Government Act 1972 S111 and Sch 13	None
Writing off bad debts	Council or Finance & Governance Committee in accordance with Standing orders or Financial Regulations
Proceedings or other steps to recover debt owing to the Council	Town Clerk or RFO
<b>Planning and Development Control</b>	
To make observations on major or controversial planning applications referred to it by another committee	None

To make observations on planning consultation documents from the Milton Keynes council or other bodies.	None for local plan but to receive recommendations from other committees where appropriate
All other Planning and Building Control matters.	<ul style="list-style-type: none"> <li>• Planning &amp; Environment Committee and other committees in accordance with their terms of reference</li> </ul>
<b>Housing</b>	
Policy of the Town Council	None
All other housing matters	None
<b>Emergency Planning</b>	
To prepare an Emergency Plan for the Town which supports that of Milton Keynes Council and the Buckinghamshire Resilience Forum	<p>Council (for approval)</p> <ul style="list-style-type: none"> <li>• Operational management by Town Clerk</li> </ul>
<b>Young People</b>	
Support public & community services and facilities for the young and support young people in their communities.	<ul style="list-style-type: none"> <li>• Community and Environment Committee for budgeted activities and overview.</li> <li>Town Clerk for operational management</li> </ul>
Co-ordinate the involvement of young people in decision making and governance	None
<b>Community Engagement</b>	
To promote the social wellbeing of the Town	<ul style="list-style-type: none"> <li>• Community and Environment Committee for management overview.</li> <li>• Town Clerk for Operational management</li> </ul>
To facilitate and support local community and voluntary organisations.	<ul style="list-style-type: none"> <li>• Community and Environment Committee for management overview.</li> <li>• Town Clerk for Operational management</li> </ul>
To support Citizens Advice for the Town, Local Government Act 1972, s 142	<ul style="list-style-type: none"> <li>• Community and Environment Committee for management overview if budgeted</li> </ul>

Page 20



	<ul style="list-style-type: none"> <li>• Town Clerk for operational management if relevant</li> </ul>
To promote social inclusion within communities.	<ul style="list-style-type: none"> <li>• Community and Environment Committee for management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To provide website and publish information about the council its services and the services provided in the council's area by other local authorities, government departments, charities and other voluntary organisations (Local Government Act 1972 S142)	<ul style="list-style-type: none"> <li>• Community and Environment Committee for management overview.</li> <li>• Town Clerk for operational management</li> </ul>
<b>Civic Functions</b>	
To administer and oversee civic functions and community events of the Town Council in consultation with other committees where appropriate	<ul style="list-style-type: none"> <li>• Community and Environment Committee for management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To administer the office of the Chairman	<ul style="list-style-type: none"> <li>• Finance and Governance Committee for management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To maintain, repair and protect war memorial (War Memorials (Local Authorities' Powers) Act 1923)	<ul style="list-style-type: none"> <li>• Finance and Governance Committee for management overview.</li> <li>• Town Clerk for operational management</li> </ul>

NB. Any actions delegated to the Town Clerk/Proper Officer may in their absence be undertaken by the nominated Deputy, after seeking advice if appropriate, if the matter cannot wait until the Town Clerk's return

Definition of "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to.

Definition of "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget

## Committees

### Finance and Governance Committee Terms of Reference

Function of the Committee	Delegation of Function
<b>Resources</b>	
To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Operational management to Town Clerk and RFO in accordance with financial regulations and standing orders.</li> </ul>
<b>Governance</b>	
To advise council on Financial Regulations, Standing Orders and any Standing Orders for Contracts.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk to advise and implement</li> </ul>
To advise council on the Constitution, Corporate Strategy and other policy documents not specifically allocated to other standing committees	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk to advise and implement</li> </ul>
To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review" dates,	<ul style="list-style-type: none"> <li>• Town Clerk</li> </ul>
<b>Civic Functions</b>	
To administer the office of the Chair	<ul style="list-style-type: none"> <li>• Committee for management overview within policy and budget.</li> <li>• Town Clerk for Operational Management</li> </ul>
To administer the payment of councillor allowances and expenses	<ul style="list-style-type: none"> <li>• Committee for management overview within policy and budget.</li> <li>• Town Clerk for Operational Management</li> </ul>
To arrange the annual Remembrance Sunday ceremony and any other civic ceremonies required	<ul style="list-style-type: none"> <li>• Committee for management overview within policy and budget.</li> <li>• Town Clerk for Operational Management</li> </ul>
<b>Finance</b>	
Under the direction of Council to be responsible for the overall management and control of the finances of the Council.	<ul style="list-style-type: none"> <li>• Council to approve banking arrangements • Committee for managerial overview • RFO/Town Clerk in accordance with Financial Regulations and for operational management</li> </ul>
To monitor the Council's capital and revenue budgets	<ul style="list-style-type: none"> <li>• Committee/ RFO in accordance with Financial Regulations.</li> </ul>
Approval of variation, overspend, and virement in accordance with financial regulations	<ul style="list-style-type: none"> <li>• Committee, Town Clerk &amp; RFO as set out in Financial Regulations</li> </ul>
To authorise payments in accordance with financial regulations	<ul style="list-style-type: none"> <li>• Committee, Town Clerk &amp; RFO as set out in Financial Regulations</li> </ul>

Approval of Orders for work, goods or services & acceptance of tenders	Council/ Committee/ RFO/Town Clerk in accordance with Financial Regulations & Standing Orders for Contracts. • Town Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing Orders
To make recommendations to the Council on Budget & Precept requirements.	• Committee • RFO/Town Clerk to prepare draft Budget & Budget Report with accountancy support as necessary.
To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue.	• Committee
To advise Council on borrowing policy, investment & treasury management	• Committee
To regularly monitor the performance of all funds invested.	• Committee, Town Clerk, RFO
To supervise the Council's insurance arrangements	Town Clerk/RFO for renewal & operational matters. • Committee for overview, tendering & changes of cover.
To supervise the Council's banking arrangements.	RFO/Town Clerk • Authorised signatories to authorise Mandate & payments in accordance with Financial Regulations
To be responsible for all matters related to the full range of financial and accountancy functions.	• Committee for management overview • RFO/Town Clerk for operational management
Approval of all fees and charges annually	• Committee to recommend with ratification from full Council.
To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	• Committee for aged debt in accordance with financial regulations. • RFO for routine actions to recover
Authorisation of investments and debt repayment in accordance with the Council's Policy	• Committee
To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	• Committee/Town Clerk in accordance with Financial Regulations
To approve all security of the Council in respect of information technology and finance	• Committee/Town Clerk/ RFO in accordance with Financial Regulations
<b>Procurement</b>	
To co-ordinate and oversee the Council's corporate procurement and advise it on policy.	• Committee for management overview • Town Clerk and RFO for operational management in accordance with financial regulations, & any standing orders for contracts & procurement policy
<b>Information Technology Services</b>	
To oversee the use of information and other technology in support of the Council's business and service commitments.	• Management overview to Committee & to let contracts within approved budget & policy. • Town Clerk for operational management

Procurement of website	<ul style="list-style-type: none"> <li>• Committee for new websites &amp; contracts within budget.</li> </ul>
To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> <li>• Committee/Town Clerk/RFO in accordance with financial regulations</li> </ul>
<b>Performance Management</b>	
To be responsible for monitoring the overall performance of the Council	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management.</li> </ul>
Approval of Corporate Business/Delivery Plan	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk to determine underlying action &amp; project plans</li> </ul>
Approval of operating procedures	<ul style="list-style-type: none"> <li>• Committee for initial financial procedures</li> <li>• Town Clerk for other procedures and updating financial procedures</li> </ul>
<b>Asset Management</b>	
To have oversight of assets and the transfers of assets	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
Maintenance of the Asset Register	<ul style="list-style-type: none"> <li>• RFO to update at least annually</li> <li>• Chairman to verify</li> <li>• Committee to monitor</li> </ul>
Corporate property owner management, repair & maintenance, leasing & licensing of Council land & buildings	<ul style="list-style-type: none"> <li>Council for acquisition and disposal</li> <li>• Management overview to Committee within budget &amp; policy</li> <li>• Town Clerk for operational management</li> </ul>
Provision and management of office accommodation, other corporate property, land and relevant fixtures and fitting	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
Responsibility for energy conservation and disabled access.	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings & halls. Local Government Act 1972, S215 Power to provide and equip community buildings, Local Government Act 1972, s 133	<ul style="list-style-type: none"> <li>Council for acquisition</li> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>

Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	
<b>Audit</b>	
To receive, and formulate a response to interim internal audit reports	<ul style="list-style-type: none"> <li>• Committee</li> <li>• RFO and Town Clerk to support.</li> </ul>
To make recommendations to Council in respect of the appointment of the Council's internal auditor	<ul style="list-style-type: none"> <li>• Committee</li> <li>• RFO and Town Clerk to support with operating procedures</li> </ul>
To agree any matters to be referred to internal audit for inclusion in the annual internal audit plan	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
To prepare the Council's annual business risk assessment	<ul style="list-style-type: none"> <li>• Town Clerk</li> <li>• Committee to approve it and monitor recommended actions are implemented.</li> </ul>
To agree an annual programme of Member audit checks on financial procedures, other governance and operational procedures, to undertake these audits (and to establish subcommittees for this purpose if necessary) and to receive reports on those audits	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk for operational management</li> <li>Council to approve creation of any sub-committees</li> </ul>
Final Internal and External Audit Reports	<ul style="list-style-type: none"> <li>• Council to receive external audit report and final internal audit report.</li> <li>• Committee to advise Council on response as necessary • Town Clerk/ and RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns.</li> </ul>
<b>Information and Data Protection</b>	
Policy on Data Protection, Access to Information, Freedom of Information & Human Rights.	<ul style="list-style-type: none"> <li>• Advice to Council</li> </ul>
Decisions on issues relating to Data Protection & Human Rights.	<ul style="list-style-type: none"> <li>• Managerial overview and monitoring to Committee as well as decisions concerning vexatious requests</li> <li>• Town Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the Information Commissioner or Data Protection Compliance Officer.</li> <li>• Town Clerk to update Privacy notices of all categories</li> </ul>
Decisions on issues relating to Access to Information, & Freedom of Information.	<ul style="list-style-type: none"> <li>• Managerial overview and monitoring to Committee as well as decisions concerning vexatious requests</li> </ul>

	<ul style="list-style-type: none"> <li>• Town Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation &amp; policy and respond to matters raised by the Information Commissioner.</li> </ul>
<b>Ethical Framework</b>	
To monitor and control the Council's ethical framework, Member Code of Conduct and related protocols	<ul style="list-style-type: none"> <li>• Management overview &amp; monitoring to Committee. (For officer delegation see Council TOR)</li> </ul>
<b>Communications/Public Relation and Marketing</b>	
To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
. To promote customer care and equality in service delivery and access	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
<b>Planning and Development Control</b>	
To make observations on all Milton Keynes Council's Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations	<ul style="list-style-type: none"> <li>• Committee if planning cycle does not permit consideration at Environment &amp; Planning Committee</li> <li>• Town Clerk may respond on behalf of the Council to the following types of applications: - certificates of existing or proposed lawful use or development, display of advertisements, development applications restricted to telecommunications, discharge of conditions of approved applications and prior notification determinations provided that all Members of the committee are notified in advance and can ask for the matter to be referred to a committee with delegated planning powers</li> <li>• Committee may decide that a major or particularly controversial application be referred to full Council and may make recommendations for Council's consideration</li> </ul>
<b>Use of Community Buildings</b>	
Power to provide and equip community buildings, Local Government Act 1972, s 133	<ul style="list-style-type: none"> <li>• Committee for management overview and maintenance within council policy and budget</li> </ul>

Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	<ul style="list-style-type: none"> <li>• Town Clerk for operational management</li> </ul>
Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144	<ul style="list-style-type: none"> <li>• Committee for management overview and maintenance within council policy and budget</li> <li>• Town Clerk for operational management</li> </ul>
Power to provide public buildings & halls. Local Government Act 1972, S215	<p>Council for acquisition Committee for management overview and maintenance within council policy and budget</p> <ul style="list-style-type: none"> <li>• Town Clerk for operational management</li> </ul>
To consult with users of community services provided from Town Council community buildings and to propose new services and policies	Committee to make recommendations to council or community and environment committee as appropriate
Power to provide & maintain public conveniences, Public Health Act 1936, s87.	<p>Council for acquisition</p> <ul style="list-style-type: none"> <li>• Committee for management overview within budget &amp; policy</li> <li>• Town Clerk for operational management</li> </ul>
Power to maintain, repair, protect & alter war Memorials; War Memorials (Local Authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133.	<ul style="list-style-type: none"> <li>• Committee for management overview within policy and budget</li> <li>• Operational management to Town Clerk</li> </ul>
To deal with issues involving ancient monuments and areas of archaeological interest,	<ul style="list-style-type: none"> <li>• Committee for management overview within policy and budget</li> <li>• Operational management to Town Clerk</li> </ul>

Page 27

### Community and Environment Committee Terms of Reference

Function of the Committee	Delegation of Function
<b>Community Engagement</b>	
To promote the social wellbeing of the area.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To develop, facilitate, implement and update any community plan developed in partnership with the community to promote and improve the health, social and cultural wellbeing of those who live, work, study or visit within the town.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>

To support the development and implementation of Milton Keynes Council's Community Development Strategy and Strategic Partnership Action Plans when they benefit the town.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for Operational Management</li> <li>• Finance &amp; Governance Committee for grants</li> </ul>
To facilitate and support statutory, community, voluntary and faith sector organisations to deliver improvements for the area	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To promote social inclusion within communities	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To support, promote and lobby for public, community and wellbeing services and facilities within the town.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To maximise the benefit to the town of external funding directly or in partnership for matters which fall within the remit of the committee.	<ul style="list-style-type: none"> <li>• Committee.</li> <li>• In the case of urgency for an application, the Town Clerk in consultation with the Chairman and Vice Chairman of Committee.</li> </ul>
To develop, facilitate and implement matters related to community engagement and support for community assets	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To support a Citizens Advice/information and advice service for the area and other information or advice services for the benefit of the community, (Local Government Act 1972, s 142).	<p>Council to determine financial contribution to new services</p> <ul style="list-style-type: none"> <li>• Committee to have management overview within budget and policy.</li> <li>• Town Clerk for operational management</li> <li>• Committee for allocation of grants within budget</li> </ul>
<b>Personal Health</b>	
To collaborate with partner organisations to improve the health of people in the town	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
To lobby for improved access to services which can contribute to health	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
To promote healthy living through the Council's communication channels	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
Support the development and co-ordination of NHS services	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
<b>Young People</b>	
Support and promote public & community services and facilities for young people.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget</li> <li>• Town Clerk for operational management</li> </ul>



Coordinate and facilitate the involvement of young people in the decision making of the Council.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget and to recommend policy to Council</li> <li>• Town Clerk for operational management</li> </ul>
Provide and coordinate services and events for young people in their communities	<ul style="list-style-type: none"> <li>• Committee for management overview within policy and budget</li> <li>• Town Clerk for operational management</li> </ul>
To have oversight of the Council's involvement with outside bodies which support young people	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget</li> <li>• Town Clerk for operational management</li> </ul>
<b>Grant Scheme</b>	
To administer the Council's Community Grant Scheme in accordance with its grant policy and corporate strategic priorities	Committee for management overview within Policy & Budget. Town Clerk for operational management <ul style="list-style-type: none"> <li>• Committee for approvals up to £5000.</li> <li>• Recommend grants above £5000 to Council</li> </ul>
To advise on the formulation and amendment to Grant Policy to ensure alignment with Corporate Strategy.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
<b>Projects &amp; Events</b>	
To approve and deliver environmental, community and economic projects and events	Committee for management overview within Policy and Budget. Town Clerk for operational management
To organise, support or promote events which promote the environmental, community or economic well-being of the Town.	Committee to have management overview. Town Clerk for Operational Management
To collaborate with partners to develop a "brand" for the Town	Committee to have management overview. Town Clerk for Operational Management
To support local business associations and consult with local businesses regarding projects, events and communications	Committee to have management overview. Town Clerk for Operational Management
<b>Communications/Public Relation and Marketing</b>	
To co-ordinate and promote access to Council services and public information and to advise Council on communications policy	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
To prepare annual communications plan and oversee delivery	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
To monitor social media communications, website and digital and printed newsletters and to provide feedback to officers	Management overview to Committee <ul style="list-style-type: none"> <li>• Town Clerk for operational management</li> </ul>

<b>Community Safety</b>	
To install & maintain CCTV equipment for detection & prevention of crime. (Local Government & Rating Act 1997, S31.)	<ul style="list-style-type: none"> <li>• Committee to have management overview</li> <li>• Town Clerk for operational management</li> </ul>
To support initiatives of the Community Safety/ Crime Reduction Partnership, which benefit the Town.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To lobby for road safety improvement schemes	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To consult with the Thames Valley Police and Crime Commissioner.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To collaborate with the Police to maintain a presence and service in the Town and to support rehabilitation of offenders.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To support home safety initiatives in the town and work with Buckinghamshire and Milton Keynes Fire authority on fire safety initiatives.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To use the Council's communication channels to provide information on improving home, fire, community, road and water safety	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
<b>Annual Estimates</b>	
Assemble and submit annual estimates to the Finance & Governance Committee (Including recommendations for charges)	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
<b>Planning and Development Control</b>	
To make observations on all Milton Keynes Council's Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk may respond on behalf of the Council to the following types of applications: - certificates of existing or proposed lawful use or development, display of advertisements, development applications restricted to telecommunications, discharge of conditions of approved applications and prior notification determinations provided that all Members of the committee are notified in advance and can ask for the matter to be referred to a committee with delegated planning powers</li> <li>• Committee may decide that a major or particularly controversial application be referred to full Council and may make recommendations for Council's consideration</li> </ul>
Referring any planning enforcement issue to the principal Council	<ul style="list-style-type: none"> <li>• Town Clerk</li> </ul>

To comment on Tree Preservation applications or the making of Orders.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
To respond to consultations from adjoining authorities outside of Milton Keynes.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
To make observations on Planning policy consultation documents from Milton Keynes Council or other bodies.	• Committee except Local Plan which is reserved for Council
To make observations at the time of planning appeals and to authorise witnesses (officers, councillors or consultants) on behalf of the Council.	• Committee
To make observations on Hazardous Substance applications.	• Committee
To make observations on applications for amendments to planning and other related consents previously granted by any authority.	• Committee
To make observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by Milton Keynes Council.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk may respond on behalf of the Council provided that all Members of the committee are notified in advance and can ask for the matter to be referred to a committee with delegated planning powers instead</li> </ul>
Making observations on applications and other actions in relation to hedgerows.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
Making observations and recommendations on Street naming or numbering	• Committee
To consult with the Milton Keynes Council on any matter relating to building control.	• Town Clerk
To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.	• Committee
To request Milton Keynes Council or one of their Members to “call in” applications to be determined at their Development Control Committee.	• Committee
To undertake the Council’s role in the making, review or management of conservation area	• Committee

<b>Licensing</b>	
Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if insufficient time for reference to Committee, subject to reporting the matter to the next meeting</li> </ul>
Making observations on applications and other matters under the Licensing legislation.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if insufficient time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
<b>Strategic Highways &amp; Transportation</b>	
To take policy lead on the Local Transport Plan and general transportation issues.	<ul style="list-style-type: none"> <li>• Committee for Management overview &amp; to advise Council.</li> <li>• Town Clerk for operational management</li> </ul>
To respond to consultation on any temporary or permanent highways changes.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members if consensus view</li> </ul>
Consent for ending maintenance at public expense or stopping up or diversion of highway	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
<b>Non-Strategic Highways &amp; Transport</b>	
Power to maintain footpaths & bridleways.	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy</li> <li>• Town Clerk for operational management</li> </ul>
Powers to provide parking places for vehicles & cycles.	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy</li> <li>• Town Clerk for operational management</li> </ul>
Improve off street parking & on street parking enforcement.	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy</li> <li>• Town Clerk for operational management</li> </ul>
Power to provide roadside seats & shelters	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy &amp; budget</li> <li>• Town Clerk for operational management</li> </ul>
Power to enter into agreement as to dedication & widening of highways.	<ul style="list-style-type: none"> <li>• Committee within budget &amp; policy.</li> </ul>
Power to contribute financially to traffic calming schemes. (Highways Act 1980, S274A.)	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy &amp; budget</li> <li>• Town Clerk for operational management</li> </ul>

Power to provide traffic signs and other objects or devices warning of danger.	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy &amp; budget</li> <li>• Town Clerk for operational management</li> </ul>
Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy &amp; budget</li> <li>• Town Clerk for operational management</li> </ul>
Powers relating to car sharing schemes, taxi fare concessions & information about transport; Local Government & Rating Act 1997, S26, 28, 29	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy &amp; budget</li> <li>• Town Clerk for operational management</li> </ul>
To support approved community transport schemes	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy &amp; budget</li> <li>• Town Clerk for operational management</li> </ul>
Power to erect flagpoles in highway land. Highways Act 1980 s 144	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy &amp; budget</li> <li>• Town Clerk for operational management</li> </ul>
<b>Environment &amp; Sustainability</b>	
To promote the environmental wellbeing of the Town.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
Conservation of the built & natural environment	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
To lead on the sustainability of the Council as an organisation and to approve and action environmental audits.	<ul style="list-style-type: none"> <li>• Committee for management overview and to recommend Policy</li> <li>• Town Clerk for operational management</li> </ul>
To monitor the steps which the Council needs to control its carbon footprint and help reduce climate change.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
To promote environmental awareness.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
To lead the Town and partner the community in addressing climate change, sustainability and transition.	<ul style="list-style-type: none"> <li>• Committee for management overview and to recommend Policy</li> <li>• Town Clerk for operational management</li> </ul>
<b>Housing</b>	
Town Council Policy or response to consultation on Milton Keynes Council's Policy.	None but Committee may provide advice
To lobby for a suitable mix of housing and adequate affordable homes.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget and to recommend policy to Council</li> <li>• Town Clerk for operational management</li> <li>• Planning Committee through the Planning system.</li> </ul>

Page 33

To collaborate with partners to tackle other housing matters which may affect Bletchley & Fenny Stratford, including property owner supervision, design guidance, homelessness and rough sleeping.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget</li> <li>• Town Clerk for operational management</li> </ul>
<b>Economic Wellbeing &amp; Tourism</b>	
To promote the economic wellbeing of the Town through partnership with the businesses, the community sector and with the principal council.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management</li> </ul>
To promote tourism within the Town and power to encourage visitors. Local Government Act 1972, s144. (See power to provide conference and other facilities- Services Committee).	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management</li> </ul>
To promote regeneration in the Town and coordinate/support the work of partner organisations.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management</li> </ul>
To lobby for sufficient high quality employment sites in the Town & support initiatives promoting inward investment.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management.</li> <li>• Planning Committee through the Planning system.</li> </ul>
To support skills & training for local businesses and to improve the skills of the unemployed.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management.</li> </ul>
Provision directly or indirectly of Christmas lights. Local Government Act 1972, s144.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management.</li> </ul>
<b>Leisure &amp; Recreation</b>	
Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch. 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54.)	<p>None (for acquisition refer to Council)</p> <ul style="list-style-type: none"> <li>• Committee for management overview &amp; development within budget &amp; policy</li> <li>• Town Clerk for operational management</li> </ul>
Management and enhancement of parks, playing fields, play areas and public open spaces.	<ul style="list-style-type: none"> <li>• Committee for management overview &amp; development within budget &amp; policy</li> <li>• Town Clerk for operational management</li> </ul>

Liaison or partnership with other organisations which have an interest in recreational facilities in the town	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
<b>Public Realm and Public Facilities</b>	
To contribute to the improvement of the public realm, both directly and by supporting and coordinating the contribution of other partners.	<ul style="list-style-type: none"> <li>• Committee for management overview within budget.</li> <li>• Town Clerk for operational management.</li> </ul>
To manage the landscaping service ensuring that delivery of the service enhances the environment	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management.</li> </ul>
Matters relating to street cleaning, litter, fly posting, graffiti.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management.</li> </ul>
Fixed penalty notices for littering, graffiti & fly posting (adoptive). PSPO monitoring.	<ul style="list-style-type: none"> <li>• Committee for management overview within budget &amp; policy</li> <li>• Operational Management to Town Clerk.</li> </ul>
Dog fouling prevention and provision of dog bins	<ul style="list-style-type: none"> <li>• Committee for management overview within budget &amp; policy</li> <li>• Operational Management to Town Clerk.</li> </ul>
Provision of litter receptacles, Litter Act 1983, S5 & 6	<ul style="list-style-type: none"> <li>• Committee for management overview within budget</li> <li>• Town Clerk for operational management.</li> </ul>
Provision and maintenance of street furniture and signs	<ul style="list-style-type: none"> <li>• Committee for management overview within budget</li> <li>• Town Clerk for operational management.</li> </ul>
To promote and support floral and planting Initiatives, Local Government Act 1972. s 144	<ul style="list-style-type: none"> <li>• Committee for management overview within policy and budget</li> <li>• Operational management to Town Clerk</li> </ul>
Waste and recycling	<ul style="list-style-type: none"> <li>• Committee for management overview within budget &amp; policy</li> <li>• Town Clerk for operational management</li> </ul>
<b>Bus Shelters</b>	
Power to provide & maintain bus shelters, Local Government(Miscellaneous Provisions) Act 1953 S4.	<ul style="list-style-type: none"> <li>• Committee for management overview within budget &amp; policy</li> <li>• Town Clerk for operational management</li> </ul>
<b>Allotments and Community Orchard</b>	
To provide allotments where there is a proven need, improve land and let rights under S 23, 26, &42 of the Small Holding & Allotments Act 1908.	None for acquisition or disposal but advice to Council
To oversee management and development of allotments and orchard	<ul style="list-style-type: none"> <li>• Committee for management overview &amp; development within budget</li> <li>• Town Clerk for operational Management</li> </ul>

	<ul style="list-style-type: none"> <li>Recommendations to Finance &amp; Governance Committee for setting of charges</li> </ul>
<b>Market</b>	
To lead on market town initiatives.	<ul style="list-style-type: none"> <li>Committee to have management overview.</li> <li>Town Clerk for operational management</li> </ul>
To oversee the power to operate and protect the town's markets under the Food Act 1984 s50-61 or Charter Rights	<ul style="list-style-type: none"> <li>Management overview to Committee within policy &amp; budget</li> <li>Operational management to Town Clerk</li> </ul>
Setting of all fees and charges relation to the Markets.	To make recommendations to Finance & Governance Committee
To maximise the benefit to the Town of external funding directly or in partnership for matters which fall within the remit of the committee	<ul style="list-style-type: none"> <li>Committee.</li> <li>In the case of urgency for an application, the Town Clerk in consultation with the Chair and Vice Chair of Committee.</li> </ul>
<b>Environmental &amp; Public Health</b>	
Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125 and power to deal with ponds & ditches, Public Health 1936, S260.	<ul style="list-style-type: none"> <li>Committee for management overview</li> <li>Town Clerk for operational management</li> </ul>
To consult with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, or animal welfare issues.	<ul style="list-style-type: none"> <li>Petitions to Committee</li> <li>Town Clerk in other cases</li> </ul>
To consult with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, or animal welfare issues.	<ul style="list-style-type: none"> <li>Committee</li> </ul> Town Clerk in consultation with Chairman in cases of urgency
<b>Annual Estimates</b>	
Assemble and submit annual estimates to the Finance & Governance Committee (Including recommendations for charges)	<ul style="list-style-type: none"> <li>Committee</li> </ul>



## Employment Policy Committee Terms of Reference

Function of the Committee	Delegation of Function
<b>Staffing and employment policy</b>	
To recommend to Council the overall employee structure and the approval of any additional posts	None – approval remains with Council
To agree pay and conditions of service for staff	• Annual increments within agreed budget to Committee.
To approve Human Resources policies and Employee Handbook	Committee, including discretionary provisions of National Joint Agreement.
Management and Appointment of Staff (Local Government Act 1972 s112-119)	<ul style="list-style-type: none"> <li>• Recommend appointment of Town Clerk to be endorsed by Council.</li> <li>Selection of long list and preliminary interview by Recruitment Panel from Employment Policy Committee +Council Chair</li> <li>Final Interview-Committee + Council Chair</li> <li>• Appointment of members of management team to Committee</li> <li>• Appointment of non managers, casual and temporary staff is delegated to Town Clerk</li> <li>• Decision on whether to fill vacant positions is delegated to Town Clerk.</li> <li>• Decision on recruitment of consultants to committee subject to identifying budget.</li> <li>• Recruitment of Locum or Acting Town Clerk after decision in principle by Council or Committee is delegated to Chairman of Council, Deputy Chair and Employment Policy Chair</li> <li>• Management of staff in accordance with Council policy, procedures and budget to Town Clerk.</li> </ul>
Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> <li>• Town Clerk with appeal to Employment Policy Committee</li> <li>• Employment Policy Committee in the case of the Town Clerk with appeal to Appeals Committee (only members not on Human Resources Committee)</li> <li>• Dismissal of Town Clerk to be ratified by Council</li> </ul>
Determination of individual grading issues and job evaluation	• Committee
Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	Committee <ul style="list-style-type: none"> <li>• Administration of retirement in cases of permanent ill health, after appropriate advice via Buckinghamshire Local Government Pensions to Committee</li> <li>• Pensions Discretions Policies to Committee</li> </ul>
Absence issues under the Council's Attendance Management Guidelines.	• Town Clerk
Appeals Procedure.	• Appeals Committee

To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> <li>• Committee (Council in case of Town Clerk)</li> </ul>
Competence Procedure	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> <li>• Appeals to Appeals Committee</li> </ul>
Issue of Contracts of Employment	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> <li>• Model Contract approved by Committee</li> </ul>
Redundancy & Redeployment.	Committee (Council to ratify in case of Town Clerk)
Training and Development	<ul style="list-style-type: none"> <li>• Policy to Council</li> <li>• Annual staff and member Plan to Committee</li> <li>• Implementation to Town Clerk</li> </ul>
Approval of Officer Codes of Conduct, supplements & Member-Officer Protocol	Council
Health & Safety	<ul style="list-style-type: none"> <li>• Committee for approval of p other than General Statement which is reserved for Council</li> <li>• Committee to oversee responsibilities for Council within budget and policy</li> <li>• Town Clerk for routine management</li> </ul>
Grievance Procedure	<ul style="list-style-type: none"> <li>• Hearing Panel from Committee</li> <li>• Appeals to Appeals Committee.</li> </ul>
Administration of other Human Resources procedures	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> </ul>
Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> <li>• Town Clerk for all staff, often delegated to direct manager.</li> <li>• Clerk performance management sub-committee for Town Clerk</li> </ul>
Consultation and negotiation with Trade Unions	<ul style="list-style-type: none"> <li>• Committee (Council to ratify for Town Clerk)</li> </ul>
Volunteers Policy	<ul style="list-style-type: none"> <li>• Town Clerk to administer</li> <li>• Committee to monitor &amp; recommend policy to Council</li> </ul>
Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> <li>• Town Clerk to administer</li> <li>• Committee to monitor &amp; recommend to Council</li> </ul>
To administer the Council's Equality Policy	<ul style="list-style-type: none"> <li>• Town Clerk to administer for employees, services, volunteers and democratic processes</li> <li>• Committee to monitor &amp; recommend to Council</li> </ul>
First line of contact for Town Clerk.	<p>Hierarchy:</p> <ul style="list-style-type: none"> <li>• Chair of Council</li> <li>• Vice Chair of Council</li> <li>• Chair of Employment Policy Committee</li> </ul>
Assemble and submit annual estimates to the Finance & Governance Committee (Including recommendations) Cost Centre 501	<ul style="list-style-type: none"> <li>• Committee</li> </ul>

## Appeals Committee Terms of Reference

Function of the Committee	Delegation of Function
<b>Appeals</b>	
To determine whether any appeal made by an employee under any of the Council's Human Resources policies are valid. ·	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
To hold appeal hearings under the disciplinary, grievance, competence, redundancy and redeployment policies ·	<ul style="list-style-type: none"> <li>• Committee to determine the appeal under the appropriate procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.) ·</li> <li>• Only Council may uphold a decision to dismiss the Town Clerk</li> </ul>
To determine any appeals under the Council's Complaint Procedure which is delegated to it. ·	<ul style="list-style-type: none"> <li>• Committee to determine the appeal under the procedure. (NB. Any Councillor who has previously been involved in the procedure prior to the appeal may not sit on the Appeal hearing.)</li> <li>• Committee to make redress up to the value of £500.</li> <li>• Town Clerk to make redress up to value of £250</li> </ul>

## Delegations to Officers

Function	Delegation of Function
Proper Officer and conduct the functions of the Proper Officer as provided by the Local Government Act 1972.	Town Clerk
Manage all employees (not including any variation of employment contracts and not any matters relating to grievances lodged against him/her) of the council and has the authority to take disciplinary action excluding termination of employment under agreed procedures.	Town Clerk
To the first instance, handle and acknowledge all complaints regarding the council (except where the complaint relates to the clerk).	Town Clerk
Arrange and call meetings of the council, its committees and subcommittees in consultation with the relevant Chair.	Town Clerk
Monitor and be responsible for all incoming and outgoing council correspondence including items of publicity, news releases, newsletters etc.	Town Clerk
The Clerk shall, in the first instance, be responsible for conducting and implementing any council, committee or sub-committee decision.	Town Clerk
The Clerk shall, in the first instance, manage all requests for information under Freedom of Information Act 2000.	Town Clerk
Operational management responsibility for all the activities of the Council as laid out in the scheme of delegations above.	Town Clerk

Respond to development control planning applications on behalf of the Council	<ul style="list-style-type: none"> <li>Town Clerk may respond on behalf of the Council to the following types of applications: - certificates of existing or proposed lawful use or development, display of advertisements, development applications restricted to telecommunications, discharge of conditions of approved applications and prior notification determinations provided that all Members of the committee are notified in advance and can ask for the matter to be referred to a committee with delegated planning powers</li> </ul>
Respond to consultations	Town Clerk may respond on behalf of the Council to consultation documents as specified above
In the event of a major incident preventing the Council from holding meetings, the Town Clerk shall have delegated authority to take all necessary decisions to keep the Council functions running and shall have authority to delegate decisions and responses to Council staff as required. The Clerk shall keep the Chair/Committee Chairs/Vice chair informed and shall take advice from these Members as required.	Town Clerk
Approval and issuing of news releases on behalf of the Town Council.	Town Clerk
Function as the Responsible Financial Officer to the Council and shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.	Finance Manager
The Responsible Financial Officer shall have delegated financial authority to authorise spend of up to £5000 ex VAT on emergency repairs in consultation with the Clerk and the Chair of Council, and up to £3000 ex VAT on any one invoice on normal running functions of the Council, subject to budget availability and approval from the Clerk	Finance Manager
The Finance Manager shall have responsibility for any debit card issued to the Council which must be restricted to a single transaction maximum value of £1,500 unless a larger amount is authorised by the Council or Finance committee in writing before order is placed. On-line purchases for software that are in excess of £1,500, delegated officer powers should be used (RFO or	Finance Manager

Proper Officer) in consultation with the Chair and Vice-Chair of Finance and Governance whose approval would be sought in advance.	
The Finance Manager shall have de minimis capital expenditure authority to spend up to £2,000 ex VAT or to sell off assets to the same value with the agreement of the Clerk.	Finance Manager
On instruction from the Clerk the Finance Manager shall arrange to pay salaries and wages to all employees of the council (subject to the council's financial regulations).	Finance Manager
The Finance Manager shall have authority to make virements of up to £2,000 within the approved budget with the agreement of the Clerk.	Finance Manager

NB. Any financial, operational or managerial action delegated to the Town Clerk may in their absence be undertaken by the Deputy Town Clerk if the matter cannot wait until the Town Clerk returns. Use of delegated powers by the Clerk and the RFO will be recorded.



# **BLETCHLEY & FENNY STRATFORD TOWN COUNCIL STANDING ORDERS 2024**

Adopted 23 May 2023

Reviewed: 7 May 2024

Next review date: Annual Meeting 2025

<b>INTRODUCTION .....</b>	<b>3</b>
<b>1. RULES OF DEBATE AT MEETINGS .....</b>	<b>4</b>
<b>2. DISORDERLY CONDUCT AT MEETINGS .....</b>	<b>5</b>
<b>3. MEETINGS GENERALLY .....</b>	<b>6</b>
<b>4. COMMITTEES AND SUB-COMMITTEES.....</b>	<b>8</b>
<b>5. ORDINARY COUNCIL MEETINGS .....</b>	<b>9</b>
<b>6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES .....</b>	<b>11</b>
<b>7. PREVIOUS RESOLUTIONS.....</b>	<b>12</b>
<b>8. VOTING ON APPOINTMENTS.....</b>	<b>12</b>
<b>9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER .....</b>	<b>13</b>
<b>10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE .....</b>	<b>13</b>
<b>11. MANAGEMENT OF INFORMATION .....</b>	<b>14</b>
<b>12. DRAFT MINUTES.....</b>	<b>15</b>
<b>13. CODE OF CONDUCT AND DISPENSATIONS.....</b>	<b>15</b>
<b>14. CODE OF CONDUCT COMPLAINTS.....</b>	<b>16</b>
<b>15. PROPER OFFICER.....</b>	<b>17</b>
<b>16. RESPONSIBLE FINANCIAL OFFICER.....</b>	<b>18</b>
<b>17. ACCOUNTS AND ACCOUNTING STATEMENTS .....</b>	<b>19</b>
<b>18. FINANCIAL CONTROLS AND PROCUREMENT.....</b>	<b>20</b>
<b>19. HANDLING STAFF MATTERS .....</b>	<b>21</b>
<b>20. RESPONSIBILITIES TO PROVIDE INFORMATION .....</b>	<b>22</b>
<b>21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION .....</b>	<b>22</b>
<b>22. RELATIONS WITH THE PRESS/MEDIA.....</b>	<b>22</b>
<b>23. EXECUTION AND SEALING OF LEGAL DEEDS.....</b>	<b>23</b>
<b>24. COMMUNICATING WITH UNITARY COUNCILLORS.....</b>	<b>23</b>
<b>25. RESTRICTIONS ON COUNCILLOR ACTIVITIES .....</b>	<b>23</b>
<b>26. STANDING ORDERS GENERALLY.....</b>	<b>23</b>



## INTRODUCTION

These standing are based upon the National Association of Local Council (NALC) Model Standing Orders 2018 (England) updated on April 2022.

## HOW TO USE STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. Standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

Bletchley and Fenny Stratford Town Council's standing orders do not include all its financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures. The financial regulations a opposed to the standing orders of the council include most of the requirements relevant to the council's Responsible Financial Officer. These are available in a separate document which should be read in conjunction with these Standing Orders.

## NOTES

Standing orders that are in bold type contain legal and statutory requirements. **It is recommended that councils adopt them without changing them or their meaning.** Standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements.

For convenience, the word "councillor" is used in these standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

1. RULES OF DEBATE AT MEETINGS
  - a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
  - b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
  - c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
  - d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
  - e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
  - f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
  - g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
  - h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
  - i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
  - j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
  - k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
  - l A councillor may not move more than one amendment to an original or substantive motion.
  - m The mover of an amendment has no right of reply at the end of debate on it.
  - n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
  - o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( 3 ) minutes without the consent of the chair of the meeting.
2. DISORDERLY CONDUCT AT MEETINGS
- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the

meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3. MEETINGS GENERALLY

Full Council meetings                      ●  
Committee meetings                        ●  
Sub-committee meetings                    ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

- i A person shall raise their hand when requesting to speak.
  - j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
  - k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
  - l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
  - m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
  - n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
  - o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
  - p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
  - q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
  - r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not they gave an original vote.**
- See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.**

- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a**
- **disclosable pecuniary interest or another interest as set out in the**
- **Council's code of conduct in a matter being considered at a meeting is**  
**subject to statutory limitations or restrictions under the code on their**  
**right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of**  
**the whole number of members of the Council are present and in no case**  
**shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted**  
**and the meeting shall be closed. The business on the agenda for the meeting**  
**shall be adjourned to another meeting.**

- x A meeting shall not exceed a period of 2 hours.

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a**  
**sub-committee whose terms of reference and members shall be**  
**determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a**  
**committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory**  
**committee and a sub-committee of the advisory committee may be non-**  
**councillors.**

- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ( 5 ) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee and the vice-chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council**

shall be held on such day in May as the Council decides.

- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;



- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary**

**meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.
- c It is noted that in the event of new/alternative information being received it is right and proper for a previous decision to be revisited and/or rescinded. In these circumstances, a resolution may be reversed according to the following process:
  - i A majority agreement to first discuss and review this resolution
  - ii A majority agreement to then change the decision already reached

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory

functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;

- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## 11. **MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12. **DRAFT MINUTES**

- Full Council meetings ●
- Committee meetings ●

## Sub-committee meetings

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
  - 
  -
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of

conduct. They may return to the meeting after it has considered the matter in which they had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

#### 14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined

and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least four days before the meeting confirming their withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in this office;**
  - iv. **facilitate inspection of the minute book by local government electors;**

- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. respond to or refer a planning application received by the Council to the appropriate committee as laid out in the Town Council's committee structure and scheme of delegations and if necessary facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council
- xvi. manage access to information about the Council via the publication scheme;

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.



17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in an appropriate manner;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or by pdf document to a specified email address;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## 19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the Employment Policy committee or the Clerk Performance Management Sub-committee is subject to standing order 11.
- b. The Chair of the Clerk Performance Management Sub-committee shall make arrangements for the review of the performance and annual appraisal of the work of the Town Clerk A summary of the review and appraisal shall be reported in writing and is subject to approval by resolution by the Employment Policy Committee
- c. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chair of the Employment Policy committee in respect of an informal or formal grievance matter, and this matter shall be reported back to the Employment Policy Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by any employee relates to the chair of the Employment Policy committee this shall be communicated to another member of the Employment Policy committee which shall be reported back and progressed by resolution of the Employment Policy committee.
- e. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a **The Council may appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. **COMMUNICATING WITH UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillors of the Unitary Council representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a Unless duly authorised no councillor shall:
  - i inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

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# **BLETCHLEY & FENNY STRATFORD TOWN COUNCIL**

# **FINANCIAL REGULATIONS 2024**

**Adopted: Annual Meeting of Council May 2024**

**Review date: Annual Meeting of Council May 2025**

## INDEX

1. GENERAL.....	3
2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL) .....	6
3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING .....	7
4. BUDGETARY CONTROL AND AUTHORITY TO SPEND .....	8
5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS .....	9
6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS .....	10
7. PAYMENT OF SALARIES .....	12
8. LOANS AND INVESTMENTS .....	13
9. INCOME .....	14
10. ORDERS FOR WORK, GOODS AND SERVICES .....	15
11. CONTRACTS.....	15
12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS) .....	17
13. STORES AND EQUIPMENT .....	17
14. ASSETS, PROPERTIES AND ESTATES.....	18
15. INSURANCE.....	18
16. RISK MANAGEMENT .....	19
17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS.....	19



## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Finance Manager has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

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<sup>1</sup> Standing Orders for Bletchley and Fenny Stratford Town Council 2024 are contained in a separate document available on our website

- determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference. In other words salaries of employees may be delegated to a nominated committee.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Smaller Authorities in England A Practitioners' Guide to Proper Practices to be applied to the preparation of statutory annual accounts and governance statements* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the council;
  - initiate or approve accounting transactions; or

- direct the activities of any council employee, except to the extent those such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors unless this correspondence is purely an administrative matter (eg confirms receipt of information).

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the finance committee not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committees and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £20,000;
  - a duly delegated committee of the council for items over £3,000; or
  - the Clerk, for any items below £3,000 for routine expenditure (and £5,000 for emergency expenditure see below).

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement'). The Clerk is authorised to vire monies within budgets to a maximum of £2,000.
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in December for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the finance committee. The finance committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Finance Committee meeting.
- 5.5. The Clerk shall have delegated authority to authorise the payment of items only in the following circumstances:
  - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk /RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee;

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
  - c) fund transfers within the councils banking arrangements up to the sum of £50,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council ,or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk /RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by internet bank transfer or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or a duly delegated committee. Evidence should be retained showing which members approved the payment. A member who is a bank signatory, having a connection by virtue of



family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member[s] of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil if relevant.
- 6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.8. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.9. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.10. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.11. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

- 6.12. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.13. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a Member. A programme of regular checks of standing data with suppliers will be followed.
- 6.14. Any Debit Card issued for use will be specifically restricted to the Clerk [and will also be restricted to a single transaction maximum value of £1,500 unless authorised by council or finance committee in writing before any order is placed. On-line purchases for software that are in excess of £1,500, delegated officer powers should be used (RFO or Proper Officer) in consultation with the Chair and Vice-Chair of Finance and Governance whose approval would be sought in advance.
- 6.15. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any authorised employee and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.16. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
  - a) The RFO shall maintain a petty cash float of £500 for the purpose of defraying operational and other expenses.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and

on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee. Changes to monthly payments following payment of authorised overtime and the like are to be authorised by the Clerk.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council and/or the relevant committee acting under delegated powers.
- 7.8. Before employing interim staff the council must consider a full business case. This may then be considered and approved by either a Committee or the Clerk in conjunction with the Chair or Vice-chair of the Council.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be

subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person

is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The Clerk shall verify the lawful nature of any proposed purchase before the issue of any order.

## **11. CONTRACTS**

- 11.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds specified by the Office of Government Commerce is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement)<sup>2</sup>.
  - c. Where the value of a contract is likely to exceed the threshold specified by the Office of Governments Commerce , the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Regulations 2016 apply to the contract and, if either of those regulations apply, the Council must comply with procurement rules When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
  - d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
  - e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
  - f. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18d, and shall refer to the terms of the Bribery Act 2010.
  - g. When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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<sup>2</sup> Thresholds currently applicable are:

Public supply and public service contracts £214,904 (inclusive of VAT)

Public works contracts £5,372,609 (inclusive of VAT)

- h. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- i. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## **13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The Clerk and other employees shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.



- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

## **16. RISK MANAGEMENT**

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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**SUMMARY OF ASSETS BY LOCATION**

<u>Location</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
Albert Street Toilets	2,733.99	2,733.99	3,191.91
Barton Road Depot	27,379.55	27,400.84	27,400.84
Bletchley and Fenny Stratford	56,313.65	56,313.65	61,121.55
Community Allotments	1.00	1.00	0.00
Community Orchard	1,732.60	1,732.60	2,033.78
Elizabeth Square	29,172.00	28,119.00	35,133.12
Fenny Chapel	13,448.06	13,448.06	123,945.05
Fenny Stratford Community Centre	11,075.42	437,033.42	393,573.02
Larch Grove Allotments	89.35	89.35	106.02
Manor Fields Allotments	1.00	1.00	0.00
Newton Leys Pavilion	54,455.93	54,454.93	4,612,347.19
Orchardside Allotments	947.59	947.59	946.59
Spotlight	10,631.41	10,631.41	12,561.02
Stanier Square	34,927.98	34,927.98	43,553.02
Sycamore Hall	9,672.49	9,672.49	1,544,340.30
Sycamore House	435,048.54	435,143.54	597,341.76
<b>TOTAL</b>	<u>687,630.56</u>	<u>1,112,650.85</u>	<u>7,457,595.17</u>

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Ms Delia Shephard  
Bletchley & Fenny Stratford Town Council  
Sycamore House  
Drayton Road  
Bletchley  
Milton Keynes  
Buckinghamshire  
MK2 3RR

## Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720430313
Insured	Bletchley & Fenny Stratford Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 <sup>st</sup> June 2023
To	31 <sup>st</sup> May 2024
and any other period for which cover has been agreed.	
Adjustment Premium	£ 0.00
Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.	
Schedule Number	115023666
Long term agreement active until	01 <sup>st</sup> June 2025
Preparation Date	18 <sup>th</sup> May 2023
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACF07

### Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Important information

### **Taking reasonable care**

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

## Lines of Cover applying

### Part A – Material Damage

#### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

#### Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Fenny Stratford Community Centre, Address, George Street, Bletchley, Milton Keynes, Buckinghamshire, MK2 2NR	£533,150.14	N/A	£14,471.92	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. The Chapel, Address, Manor Road, Bletchley, Milton Keynes, Buckinghamshire, MK2 2HW	£152,328.61	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Address, Newton Leys Pavilion, Furzey Way, Bletchley, MILTON KEYNES, MK3 5SP	£6,339,712.84	N/A	£196,035.23	£0.00	£10,184.64	£0.00	£0.00	£0.00	£0.00
4. Address, Sycamore House, Drayton Road, Bletchley, Milton Keynes, Buckinghamshire, MK2 3RR	£720,072.00	N/A	£177,891.29	£1,311.28	£10,490.18	£0.00	£0.00	£0.00	£0.00
5. Address,	£830,448.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Sycamore Hall, Drayton Road, Bletchley, Milton Keynes, Buckinghamshire, MK2 3RR									
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**For Premises: 1, 2, 4, 5**

**Insured Perils applicable to Material Damage : 1-13, 15 & 16**

**For Premises: 3**

**Insured Perils applicable to Material Damage: 1-16**

**Excesses Applicable to Premises 1, 2, 3, 4 & 5**

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

**Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9** (please refer to the Endorsement section of the policy wording)



**Part B – Business Interruption**

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
George Street, Bletchley, Milton Keynes, Buckinghamshire, MK2 2NR	£76,500	18	N/A		N/A	
Newton Leys Pavilion, Furzey Way, Bletchley, MILTON KEYNES, MK3 5SP	N/A		N/A		£60,000	18

**For Premises: 1, 2, 4, 5**

**Insured Perils applicable to Business Interruption : 1-13, 15 & 16**

**For Premises: 3**

**Insured Perils applicable to Business Interruption: 1-16**

**Operative Endorsements:**

None

**Part C – All Risks**
**Table Headings**

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Item Description	Premises Address (if applicable)	Sum Insured	Excess
Contents (a)	Public Toilets, Albert Street, Bletchley, Milton Keynes, Buckinghamshire, MK2 2UG	£13,112.72	£100
Contents (a)	Spotlight Office, 114 Serpentine Court, Bletchley, Milton Keynes, Buckinghamshire, MK2 3QL	£14,328.62	£100
Contents (a)	21 Barton Road, Bletchley, Milton Keynes, Buckinghamshire, MK2 3JP	£7,500.00	£100
Contents (b)	Public Toilets, Albert Street, Bletchley, Milton Keynes, Buckinghamshire, MK2 2UG	£1,432.87	£100
Contents (c)	Spotlight office, 114 Serpentine Court, Bletchley, Milton Keynes, Buckinghamshire, MK2 3QL	£10,184.64	£100

**Additional Items:**

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Art Sculptures	£4,298.59	£100
Street Furniture inc Bandstand	£143,286.28	£100
Fencing	£13,506.11	£100
Walls and gates	£26,100.54	£100
Civic Regalia	£16,888.58	£100
Tools and Equipment	£13,112.72	£100
Computers and IT equipments	£10,184.64	£100
War Memorial	£202,591.58	£100
Street Gum Cleaning machine (Gladiator MV700)	£47,205.80	£100
CCTV	£11,457.72	£100
Landscaping Equipment	£150,000.00	£100

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

**Part D – Money**

	<b>Limit any one loss</b>
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any <b>Member</b> or <b>Employee</b> or in transit by registered post (limit £250), or in a Bank Night Safe	£10,000
(b) in the private residence of any <b>Member</b> or <b>Employee</b>	£500
(c) in the <b>premises</b>	
(i) in the custody of or under the actual supervision of any <b>Member</b> or <b>Employee</b>	£10,000
(ii) in locked safes or strongrooms	£10,000
(iii) in locked receptacles other than safes or strongrooms	£500

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

## Part E – Public Liability

**Limit of Indemnity:** £10,000,000

**Excess:** £100 each and every claim in respect of Section 2(d)(ii)

### Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

#### Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

#### Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

#### Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

#### Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

## Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

**Part F – Hirers' Liability**

**Limit of Indemnity:** £2,000,000

**Excess:** £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

**Operative Endorsements**

None

**Part G – Employers Liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

None

**Part H – Libel and Slander**

**Sum Insured**

£500,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower

**Operative Endorsements**

None

## Part N – Fidelity Guarantee

<b>Persons Guaranteed:</b>	<b>Sum Guaranteed</b>
All members and employees	£2,000,000

**Excess:** £100 each and every loss

## Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

### Persons Insured:

#### Employees

Capital	5.00 times annual earnings
Weekly	1.00 times weekly earnings
Cover	Sections 2 and 3 - Accident and Assault Cover

#### Volunteers

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

#### Directors/Councillors

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

#### Key Personnel

Key Personnel	Delia Shephard, John Fairclough, Will Allen, Alison Brown
Capital Sum	£100,000.00
Weekly Sum	£500 for up to 10 weeks and £100 per week thereafter
Cover	Sections 2 and 3 - Accident and Assault Cover

### Operative Endorsements:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

### 2) Key Personnel endorsement

It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.



and

Section 4 - Exclusions is amended to read;

Section 4 - Exclusions

The **insurer** will not be liable to pay compensation in respect of death or disablement or provide indemnity for **damage** caused directly or indirectly by:

- a) intoxication of, or the illegal use of drugs by any Person Insured, or through sexually transmitted disease
- b) deliberate exposure to unnecessary danger (except in an attempt to save human life)
- c) racing of any kind other than on foot
- d) air travel other than as a passenger in a licensed passenger carrying aircraft
- e) with effect from the 2004 renewal date the **insurer** will not be liable for any actual loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon.
- f) motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus

## Part P – Legal Expenses

### Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
<b>Limit of Indemnity:</b>	£200,000

### Operative Endorsements

The following is also operative: Debt Recovery

#### Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- the amount of the debt exceeds £250 (incl VAT)
- the claim under this Part is made within 90 days of the money becoming due and payable
- the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

#### Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- the recovery of money and interest due from another party where the other party intimates that a defence exists
- any claim relating to:
  - any settlement payable under an insurance policy
  - any lease, licence or tenancy of land or buildings
  - any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing [Customers.team@uk.zurich.com](mailto:Customers.team@uk.zurich.com). Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

### 3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

## Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	<a href="mailto:farnboroughpropertyclaims@uk.zurich.com">farnboroughpropertyclaims@uk.zurich.com</a>
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	<a href="mailto:fnlc@uk.zurich.com">fnlc@uk.zurich.com</a> (new claims) <a href="mailto:zmflc@uk.zurich.com">zmflc@uk.zurich.com</a> (subsequent correspondence)
Personal assault under Money			
Personal accident		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Financial and administrative liability			
Professional negligence			
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock			
Business travel			
Motor	Motor Claims		
		Email:	<a href="mailto:zmmotorclaimsoffice@uk.zurich.com">zmmotorclaimsoffice@uk.zurich.com</a>
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

## General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

**DAS Head and Registered Office:**

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH  
Registered in England and Wales | Company Number 103274 Website: [www.das.co.uk](http://www.das.co.uk)  
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority  
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

**DAS Law Limited Head and Registered Office:**

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL  
Registered in England and Wales | Company Number 5417859 Website: [www.daslaw.co.uk](http://www.daslaw.co.uk)  
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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	£	
i Buckinghamshire & Milton Keynes Association of Local Councils (BMKALC) including NALC contribution	3,099.60	
ii Society of Local Council Clerks (SLCC)	503.00	23/24 Cost
iii The National Allotment Association	55.00	
	3,657.60	

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## Complaints Policy

Filename and version	Status	Date adopted	Review date
Gov_2024-25ComplaintsPolicyV1	<b>Adopted</b>	<b>24 May 2022</b>	<b>Annual Meeting 2025</b>

- 1 Bletchley and Fenny Stratford Town Council is committed to providing a good standard of service to people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council or are unhappy about an action or lack of action by this council, this complaints procedure sets out how you may complain to the council and how we will try to resolve your complaint.
  
- 2 We define a complaint as *“an expression of dissatisfaction .... about the council’s action or lack of action or about the standard of a service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council.”*
  
- 3 This complaints policy and procedure applies to complaints about **council administration and procedures** and may include complaints about how council employees and/or council contractors have dealt with your concerns.
  
- 4 The Complaints Procedure does **not** apply to:

<b>Type of Complaint</b>	<b>Refer to</b>
Complaints about alleged financial irregularity	<p>Local electors have a statutory right to object to a Council’s audit of accounts. Our auditors are:</p> <p><b>PKF Littlejohn LLP</b>  <b>SBA Team,</b>  <b>1 Westferry Circus,</b>  <b>Canary Wharf,</b>  <b>London E14 4HD</b>  <b>sba@pkf-littlejohn.com</b></p> <p><b>020 7516 2200</b></p>

<p>Complaints about alleged criminal activity</p>	<p>The police.</p> <p><b>Thames Valley Police</b>  <b>302 North Row,</b>  <b>Witan Gate East,</b>  <b>Milton Keynes</b>  <b>MK9 2DS</b></p> <p><a href="http://thamesvalley.police.uk">http://thamesvalley.police.uk</a></p> <p><b><u>Tel: 101</u></b></p>
<p>Complaints about alleged misconduct by councillors</p>	<p>Standards of conduct expected of town councillors are covered by the code of conduct adopted by the town council and alleged breaches of the code will be referred to the Standards Committee of Milton Keynes City Council.</p> <p>Complaints should ordinarily be made direct to the Monitoring Officer at Milton Keynes Council. (If the town council receives a complaint it will be referred to the Standards Committee.)</p> <p>Information about the process for making a complaint against a councillor can be obtained from:</p> <p><b>The Standards Committee</b>  <b>c/o The Monitoring Officer</b>  <b>The Civic Offices</b>  <b>Milton Keynes City Council</b>  <b>Civic Offices</b>  <b>1 Saxon Gate East</b>  <b>Central Milton Keynes</b>  <b>MK9 3EJ</b></p> <p><b><a href="http://www.milton-keynes.gov.uk">www.milton-keynes.gov.uk</a></b></p>

Complaints by one council employee about another or between a council employee and the Council	This type of complaint is dealt with under the Council's staff disciplinary and grievance procedures and the detail of such proceedings remain confidential.
Complaints about decisions of the Town Council	The complaints procedure is not designed to deal with objections to policy and other decisions which have been properly made by the Town Council within council meetings with no failures of administration or procedures. Disagreement with decisions of council should be made known by letter or discussion with council members and will be considered but will not be subject to this complaints procedure.

- 5 The appropriate time for influencing council decision-making is by raising your concerns before the council debates and votes on a matter. You may do this by writing to the council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of council meetings. If you are unhappy with a council decision, you may raise your concerns with the council, but our standing orders prevent the council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary.
  
- 6 You may make your complaint about the council's procedures or administration to the clerk. You may do this by writing or emailing the clerk. The address is set out below. To assist the council to deal with your complaint as efficiently as possible a standard form is available on our website.

- 7 Wherever possible, the clerk will try to resolve your complaint immediately. If this is not possible, the clerk will normally try to acknowledge your complaint within five working days.
- 8 If you do not wish to report your complaint to the town clerk, you may make your complaint directly to the chair of the council who will report your complaint to the appropriate officer or committee within the council according to the nature of the complaint
- 9 The town clerk will also report all formal complaints and their outcome to the town council.
- 10 Complaints will be investigated by the clerk to the council or by the chair of the employment policy committee on behalf of the clerk performance management sub-committee if the complaint is about the town clerk. The council may seek to obtain further information as necessary from you and/or from contractors, staff or members of the Council.
- 11 The clerk or chair of council will notify you within 20 working days of the outcome of your complaint explaining what action (if any) the council proposes to take because of your complaint. (In exceptional cases the twenty working day timescale may be extended; if so you will be kept informed.)
- 12 If you are dissatisfied with the response to your complaint, you may apply in writing for your complaint to be referred to the appeals committee or to full council. The letter notifying you of the outcome will explain how to make your appeal. If the complaint is to be referred for appeal it will be dealt with as soon as possible. You will be notified of the outcome of the review of your original complaint in writing as soon as possible and no later than 8 weeks after you first asked for the matter to be reviewed.
- 13 To ensure compliance with our obligations under the Data Protection Act 2018 the town council will not disclose the identity, contact details or other personal data about an individual complainant unless he/she consents to this or disclosure is otherwise fair

and lawful under the 2018 act. The identity of the complainant will be made known only to those in the council who are considering the complaint.

**Contacts:**

Chair of Council/Clerk to the Council  
c/o Bletchley and Fenny Stratford Town Council  
Sycamore House  
Bletchley  
Milton Keynes  
MK2 3RR

[clerk@bletchleyfennystratford-tc.gov.uk](mailto:clerk@bletchleyfennystratford-tc.gov.uk)

[info@bletchleyfennystratford-tc.gov.uk](mailto:info@bletchleyfennystratford-tc.gov.uk)

**01908 649469**

[www.bletchleyfennystratford-tc.gov.uk](http://www.bletchleyfennystratford-tc.gov.uk)



## COMPLAINT REPORT FORM

Full name of person  
complaining:

Postal address  
and/or email and  
telephone number:

Date of Complaint:

Date of event(s) resulting  
in complaint:

**Description of the complaint** (Please include relevant events, names of councillors, staff or contractors involved and as much information as possible to help us to investigate your complaint and continue on separate sheets if necessary):

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## **Guide to information available from Bletchley and Fenny Stratford Town Council under its publication scheme**

<b>Filename and version</b>	<b>Status</b>	<b>Date adopted</b>	<b>Review date</b>
Gov_2024-25GuidetoPublicationScheme	<b>Adopted</b>	7 May 2024	Annual Meeting 2025

This document is a guide to the information Bletchley and Fenny Stratford Town Council publishes to meet its commitments to proactively publish information. This guide is not an exhaustive list of all information held by the council. Other information may be available and requests should be submitted to the town clerk (details at the end of the guide).

The town council will make available information described in this “definition document” or information which is not included in this document unless:

- it does not hold the information
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf (The council will provide a direct link to that information)
- the information is archived, out of date or otherwise inaccessible
- it would be impractical or resource-intensive to prepare the material for routine release.

### **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use."

Page 119

The town council is working toward publication of datasets.

**Information to be published**

**How the information can be obtained**

**Cost**

**Class1 - Who we are and what we do**

(Organisational information, structures, locations and contacts)

Who's who on the council and its committees

Website

Free

Contact details for clerk and council members (named contacts where possible with council telephone number and email address)	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free

## **Class 2 – What we spend and how we spend it**

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Current and previous financial year as a minimum

Page 120

Annual return form and report by auditor (AGAR)	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing approval letter	N/A	
Financial standing orders and financial regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' expenses	Website	Free
Expenditure over £500	Website	Free
Monthly management reports showing income and expenditure against budget	Website	Free
Lists of payments	Website	Free

**Class 3 – What our priorities are and how we are doing**

(hard copy or website)

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current and previous year as a minimum

Lakes Neighbourhood Plan

Website

Free

Annual Reports

Website

Free

Strategic priorities and council values 2021-2025

Website

Free

2022-2023 Delivery Plan

**Class 4 – How we make decisions**

(Decision making processes and records of decisions)

Current and previous council year as a minimum

Timetable of meetings (Council and any committee/sub-committee meetings and meetings of electors)

Website

Free

Agendas of meetings (as above)

Website

Free

Minutes of meetings (as above)

Website

Free

Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Milton Keynes City Council Website	Free
Byelaws	N/A	

### **Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

#### **Policies and procedures for the conduct of council business:**

Procedural standing orders	Website	Free
Scheme of delegations and committee structure	Website	Free
Delegated authority in respect of officers	Website	Free
Members code of conduct	Website	Free
Policy statements	Website	Free

**Policies and procedures for the provision of services and about the employment of staff:**

Internal instructions to staff and policies relating to the delivery of services	Hard copy	10p per page
Equality policy	Website	Free
Health and safety policy	Website	Free
Recruitment policies (including current vacancies)	Hard copy	10p per page
Policies and procedures for handling requests for information	Website	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Information security policy	Hard copy	10p per sheet
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges	Website	Free

## Class 6 – Lists and Registers

Currently maintained lists and registers only

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)

N/A

Assets register

Website

Free

Register of members' interests

Website

Free

Register of gifts and hospitality

Website

Free

## Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Allotments

Website

Free

Community centres (Fenny Stratford, Newton Leys, Spotlight)

Website

Free

Community orchard

Website

Free

Community grants

Website

Free



Counselling services	Website	Free
Dog bins, litter bins and street furniture	Website	Free
IT suite and job clubs (Spotlight)	Website	Free
Market stalls	Website	Free
Public conveniences (Albert Street)	Website	Free
Services for which the council is entitled to recover a fee, together with those fees	Website	Free
Subsidised swimming scheme	Website	Free
Youth activities and play sessions	Website	Free
Digital newsletters	Website	Free
Printed newsletters	Website	Free
Foodbank collection centre information	Website	Free
What the Town Council does	Website	Free
What Milton Keynes Council does	Website	Free

**Council Contact details:**

Delia Shephard

Town Clerk

Bletchley and Fenny Stratford Town Council

Sycamore House

Drayton Road

Bletchley

Milton Keynes

MK2 3RR

01908 649469

[info@bletchleyfennystratford-tc.gov.uk](mailto:info@bletchleyfennystratford-tc.gov.uk)

Page 126

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost*</b>	Photocopying @ 5p per sheet (black & white)	Actual cost 5p
	Photocopying @ 10p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the council



## Data Protection and Privacy Policy

Bletchley and Fenny Stratford Town Council is registered with the ICO

Registration Number: ZA088495

Data Controller: Bletchley and Fenny Stratford Town Council

Version :	Status:	Review due:
23_DPPolicy2024	<b>Adopted</b>	Annual Meeting May 2025

### **Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the Data Protection Act 2018, the General Data Protection Regulation (the “GDPR”) and other local legislation relating to personal data and rights such as the Human Rights Act.

### **Council information**

This Privacy Policy is provided by Bletchley & Fenny Stratford Town Council which is the data controller for your data. Our website is at [www.bletchleyfennystratford-tc.gov.uk](http://www.bletchleyfennystratford-tc.gov.uk) and our main address is Bletchley & Fenny Stratford Town Council, Sycamore House, Drayton Road, Bletchley, Milton Keynes MK2 3RR.

### **Other data controllers**

We also work with other data controllers such as

- Milton Keynes City Council and other local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

### **The Council will process some or all of the following personal data where necessary to perform its tasks**

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The data we process may include sensitive personal data or other special categories of data such as racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning sex life or sexual orientation.
- With our website provider we collect and use data from our website for example using cookies and the way we do this is described in our website privacy statement which is displayed on our website.
- Personal data in the form of images recorded by CCTV cameras from security systems at Town Council premises<sup>1</sup>

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<sup>1</sup> A separate CCTV policy provides more detailed information about the use of CCTV cameras and can be found on the Town Council's website

**The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

**We use your personal data for some or all of the following purposes:**

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council including hire of premises
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

**What is the legal basis for processing your personal data?**

The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you in detail.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of our premises, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### **Sharing your personal data**

The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures eg in relation to facilities or events for the community.

### **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed. The council has a detailed document retention policy which is available on request.

### **Your rights and your personal data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- (i) The right to access personal data we hold on you*
- (ii) The right to correct and update the personal data we hold on you*
- (iii) The right to have your personal data erased*
- (iv) The right to object to processing of your personal data or to restrict it to certain purposes only*
- (v) The right to data portability*
- (vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*
- (vii) The right to lodge a complaint with the Information Commissioner's Office.* You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

### **Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

**Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**Changes to this policy**

We keep this Privacy Policy under regular review and we will place any updates on our website [www.bletchleyfennystratford-tc.gov.uk](http://www.bletchleyfennystratford-tc.gov.uk)

**Responsibility for implementing this policy**

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated the day to day implementation of the policy to the Town Clerk.

**Contact Details**

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints.

- Phone: 01908 649469
- Correspondence: The Town Clerk, Bletchley and Fenny Stratford Town Council, Sycamore House, Drayton Road, Bletchley, Milton Keynes MK2 2RA
- Email: [clerk@bletchleyfennystratford-tc.gov.uk](mailto:clerk@bletchleyfennystratford-tc.gov.uk)

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## General Privacy Notice

### Your personal data - what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a list a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

### Who are we?

This Privacy Notice is provided to you by the Bletchley and Fenny Stratford Town Council which is the data controller for your data.

### Other data controllers the council works with:

- Milton Keynes Council
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

**The council will process some or all of the following personal data where necessary to perform its tasks:**

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

**How we use sensitive personal data**

- We may process sensitive personal data including, as appropriate:
  - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

## **Do we need your consent to process your sensitive personal data?**

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

### **The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

### **We use your personal data for some or all of the following purposes:**

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;

- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

### **What is the legal basis for processing your personal data?**

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### **Sharing your personal data**

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

## How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

## Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

### The right to access personal data we hold on you

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

1. **The right to correct and update the personal data we hold on you.** If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
2. **The right to have your personal data erased.** If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold. When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
3. **The right to object to processing of your personal data or to restrict it to certain purposes only.** You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
4. **The right to data portability.** You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

5. **The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.** You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
6. **The right to lodge a complaint with the Information Commissioner's Office.** You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

### **Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Bletchley and Fenny Stratford Town Council, Sycamore House, Drayton Road, Bletchley Tel: 01908 649469 Email: [clerk@bletchleyfennystratford-tc.gov.uk](mailto:clerk@bletchleyfennystratford-tc.gov.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.



# Councillor-Officer Protocol



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Filename and version	Status	Date adopted	Review date
Councillor-Officer Protocol	Adopted	January 2023 Reviewed May 2024	Annual meeting May 2025

## Contents

INTRODUCTION .....	3
BACKGROUND .....	4
ROLES OF COUNCILLORS AND OFFICERS .....	4
Councillors.....	4
Chairs and vice-chairs of council and committees .....	6
Officers .....	6
The Relationship: General .....	7
Expectations.....	8
Some general principles.....	9
COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS .....	9
CORRESPONDENCE .....	10
PRESS AND MEDIA.....	10
IF THINGS GO WRONG .....	11
Procedure for officers .....	11
Procedure for councillors: .....	11



## INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. Councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

Councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In turn officers should respect a councillor's democratic mandate as the people accountable to the public

for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships.”

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

## BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other’s roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

## ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one and other, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council’s work under the direction and control of the council and relevant committees.

### Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally;

and

- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
  - to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
  - to treat them fairly and with respect, dignity and courtesy
  - to act with integrity, to give support and to respect appropriate confidentiality
  - to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
  - to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
  - not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.

- to respect the impartiality of officers and do not undermine their role in carrying out their duties
- not to ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- not to ask officers to exceed their authority where that authority is given.

#### Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

#### Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol

- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- comply, at all times, with the Officers' Code of Conduct, and such other policies or procedures approved by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

### The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in

public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

### Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively; • Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;

- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

### Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment. Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

### COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

## CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "silent copies" should not be employed.

Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding "CC councillor X."

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked "confidential". In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

## PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council's Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.



Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 ("the Act") regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code -

<https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

## IF THINGS GO WRONG

### Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work-related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

### Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the

officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.



## Press and Social Media Policy

<b>Version</b>	<b>Status</b>	<b>Date adopted</b>	<b>Review date</b>
Gov_2024-25PressandmediapolicyV2	<b>Adopted</b>	<b>23 May 2023</b> (Reviewed 7 May 2024)	Annual Meeting May 2024

## **Introduction**

Bletchley and Fenny Stratford Town Council welcomes enquiries from the press and media and recognises that its relationship with the press helps communication with residents. The town council seeks to be as transparent as possible, always cooperating with the press and using the opportunities of the media to publicise events being organised. Members of the press are permitted to attend all meetings of the council and its committees, unless excluded under the Public Bodies Admission to Meetings Act 1960. They are not, however, invited to attend any working group meetings which are informal fact-finding sessions only and are not official council meetings.

## **Purpose**

The aim of the policy is to ensure that Bletchley and Fenny Stratford Town Council is seen to communicate in a professional and objective manner and reflect the corporate view of the council. The council wishes to respond to the growth of social media channels and recognises that posts and comments made by members of the council could reflect directly on the organisation. This policy sets out the required protocol for councillors who communicate their thoughts and views through social media channels.

## **Scope**

The press and media policy includes:

- official council news releases
- individual councillor comments to the press
- freedom of information requests
- press protocol
- social media

### **1 Official council news releases**

Responsibility for preparation and release of all official council news statements rests with the town clerk in consultation with the chair and/or other councillors as required. The town clerk will act as the council's senior press officer. Any official contact with the media concerning the council's policies, the decisions it makes and services it provides are to be initiated through the town clerk. Councillors who identify a media opportunity should discuss this with the town clerk who will, in consultation with other councillors as appropriate, decide

how this will be followed up. If a councillor or an employee receives an approach or enquiry from the media about any matter relating to the town council, it should be referred to the town clerk.

## **2 Councillors' press and media comments**

Individual councillors may make their own statements relating to local issues and this policy is not designed to prevent any councillor expressing a personal opinion through the media. Councillors must make it clear however, that any view expressed which differs from council policy is their own personal view and should be recorded as such. Councillor comments which may or may not be political, should bear no reference whatsoever to the council or any officer and must not use the council logo. Neither the council address, telephone number or website should be included as a point of contact. If a journalist wishes to confirm what was said by an individual councillor during a council meeting, they will be referred to the town clerk.

## **3 Freedom of information requests**

All requests for information under the Freedom of Information Act are to be referred to the town clerk who, in routine cases will arrange for the information request to be satisfied in accordance with the legislation.

## **4 Press protocol**

The town clerk is responsible for issuing official press releases on behalf of the town council. Official press releases will not identify the political party or group affiliation of any councillor(s) quoted in the release. When the media seeks information on an issue that is, or is likely to be, subject to legal proceedings then legal advice should be obtained before any response is made.

During election year, from the issue of the notice of election until the day following the election the town council will not normally issue press releases unless necessary.

All press releases and other materials are copied and filed for reference by the town clerk.

## **5 Social media**

### **5.1 Engaging with the council on social media**

Bletchley and Fenny Stratford Town Council encourages members of the public, local organisations and community groups, members of the press, local councillors and others in our wider community to follow and engage with the council through social media accounts.

We also encourage everyone in our community to share content from our corporate social media accounts with their own social media networks. This is especially important during emergency situations or where sharing timely information is essential.

Councillors may choose to engage with the community on their own 'councillor' social media accounts.

Individuals and organisations are responsible for the content that they choose to post to their social media accounts. This includes content created by others that individuals or organisations choose to report, retweet or share.

## **5.2 Conduct on social media**

The Town Council will treat everyone with courtesy and respect on its social media channels, and we therefore ask for the same in return from those who choose to engage with us.

We ask that council staff and councillors are treated courteously. Council staff and councillors should never be subjected to bullying or other forms of abuse or harassment

Council staff and councillors have the right to carry out their civic duties and work without fear of being attacked and abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or staff to feel uncomfortable, embarrassed or threatened is unacceptable.

## **5.3 Reporting a civility and respect-related issue**

Council staff and others operating the council's social media accounts will always be mindful of the council's relevant policies, procedures and processes, including the codes of conduct for councillors and officers.

The council will record and report abuse directed at the council. The council may for example create screenshots of comments and keep a record of abusive or threatening communications and may take further action as appropriate.

Council staff and councillors should not have to put up with abusive or threatening behaviour. When subjected to such behaviour the council reserves the right to enact its relevant social media policies and may for example, delete content, block individuals or report individuals to social media platforms when appropriate to do so.

The council reserves the right to report criminal matters it notices on social media to the police. For instance, hat crime/speech or threats of violence.

Please contact the council if you feel that a councillor, member of staff or user of our social media has failed to act in a civil and respectful way on our social media.

You can contact:

John Fairclough

Deputy Clerk, Bletchley and Fenny Stratford Town Council

[John.fairclough@bletchleyfennystratford-tc.gov.uk](mailto:John.fairclough@bletchleyfennystratford-tc.gov.uk)

01908 649469

## **6 Social media protocol for councillors\***

Councillors should be aware of the council's adopted code of conduct, the council's member/officer protocol and any legal implications if they are posting comments or views on social media about individual councillors or employees of council or sharing information about the council. Social media should not be used as a platform to discuss council policy and councillors who wish to challenge the council's procedures must refer their concerns to the town clerk in the first instance.

Councillors are not permitted to share the outcomes of closed working groups or fact-finding sessions on social media.

Defamation is the act of making a statement about a person or a company that is considered to harm reputation. If the defamatory statement is written (in print or online) it is known as libel. Defamatory statements are most likely to constitute a breach of the adopted code of conduct and the council may refer members to the Standards Committee of Milton Keynes City Council via the Monitoring Officer if it becomes aware of any defamatory statements made by members in their capacity as councillors.

\*NB Social media protocol for employees is dealt with in the employee handbook and through in house training.

## **7 Civility and Respect**

In January 2023 Bletchley and Fenny Stratford Town Council pledged to support the Civility and Respect project run by the National Association of Local Councils, the Society of Local Council Clerks and One Voice Wales.

The town council has adopted the Social Media Civility and Respect Guide produced by Breakthrough Communications for and on behalf of the Civility and Respect project. This guide is adopted for use by all councillors and employees in support of the council's commitment to promoting civility and respect..





## **Employee Handbook**

**AUGUST 2022**

## **Welcome and Introduction**

Welcome to Bletchley and Fenny Stratford Town Council.

We look forward to a long and successful working relationship with you and sincerely hope that your time with us is enjoyable and rewarding.

### **This handbook**

This handbook is designed to explain the way in which we work and to set out the key procedures, rules and policies designed to ensure an efficient workplace and a safe and supportive environment for all employees. We hope that all staff will enjoy working with us and feel able to raise any concerns or suggest improvements in the workplace to the Council.

The policies and rules set out in this handbook are expressed in formal language for the sake of clarity. We do expect you to comply with the requirements set out in this handbook and failure to do so may lead to disciplinary action; in appropriate cases, up to and including dismissal. But we also expect that it should rarely be necessary to invoke these procedures. We aim to work in partnership with staff to address any problems as soon as they arise and before they become difficult to resolve.

The Council recognises the 'Green Book' which includes enhancements above the statutory minimum to certain employee benefits. These additional benefits are mainly detailed within your contract of employment, however if detailed within this handbook, they will be clearly identifiable.

You are required to act in accordance with all of our policies and procedures and comply with local rules that are in place in your area of work.

These include

- BFSTC Financial Regulations
- BFSTC Procurement Rules
- BFSTC IT Policies ie computer misuse policy, internet policy, email policy, mobile device policy
- BFSTC Health and safety policy and procedures laid out in the Health and Safety Handbook – including the Drug Alcohol and Substance Misuse policy
- Anti-Money Laundering and Anti-Fraud Policy

The contents of this handbook do not form part of the terms of your contract of employment. We may need to alter or amend any policy or procedure contained in this handbook to ensure that it remains relevant and consistent with the needs of the business. Any such change will be notified to all employees and an up-to-date copy of this handbook can be obtained from the Town Clerk or from your line manager.

# **Contents**

## **Section 1: KEY PRINCIPLES**

- 1.1 Health and safety
- 1.2 Ethical conduct
- 1.3 Declaring relevant interests
- 1.4 Whistleblowing
- 1.5 Good faith and loyalty

## **Section 2: HOW WE DO THINGS**

- 2.1 Proof of identity
- 2.2 Data Protection
- 2.3 Dress code
- 2.4 Timekeeping
- 2.5 Severe weather and traffic disruption
- 2.6 Rest breaks
- 2.7 Smoking
- 2.8 Computer use
- 2.9 Councillors
- 2.10 Driving
- 2.11 Alcohol and drugs
- 2.12 Contact with the media

## **Section 3: CODE OF CONDUCT**

- 3.1 Misconduct
- 3.2 Gross misconduct
- 3.3 Allegations of misconduct and gross misconduct
- 3.4 Conduct outside of working hours

## **Section 4: ABSENCE**

- 4.1 Unauthorised absence
- 4.2 Medical appointments
- 4.3 Ante-natal care
- 4.4 Sickness absence
- 4.5 Time off
- 4.6 Compassionate leave and domestic emergencies
- 4.7 Parental Bereavement Leave
- 4.8 Annual leave
- 4.9 Reserve forces

## **Section 5: FLEXIBLE WORKING AND FAMILY-RELATED LEAVE**

- 5.1 Flexible working
- 5.2 Maternity leave

- 5.3 Adoption leave
- 5.4 Paternity leave
- 5.5 Parental leave
- 5.6 Shared parental leave
- 5.7 Keeping in touch days
- 5.8 During maternity and parental leave
- 5.9 Time off to care for dependants

## **Section 6: HOW WE RESOLVE ISSUES**

- 6.1 Performance improvement procedure
- 6.2 Sickness absence procedure
- 6.3 Disciplinary procedure
- 6.4 Grievance procedure

## **Section 7: EQUAL OPPORTUNITIES & BULLYING AND HARASSMENT POLICY**

- 7.1 Equal Opportunities Statement
- 7.2 Bullying and Harassment
- 7.3 Procedure
- 7.4 Monitoring equal opportunities and dignity at work

## **SECTION 1 – KEY PRINCIPLES**

*This section sets out some of the key commitments made by the Council to its employees – and the key commitments expected from employees in return.*

### **1.1 Health and safety**

The primary duty owed to you by the Council is to ensure that you are safe while you are at work. Similarly all employees are obliged to carry out their duties in a safe and responsible manner that does not risk harm to either themselves, their colleagues or any other person.

A detailed health and safety policy/handbook identifying the roles and responsibilities of key staff members for ensuring that the Council meets its commitment to health and safety is available in the main office at Sycamore House or on the Company Server.

Detailed risk assessments have been carried out on all aspects of the Council's activities and steps have been taken to ensure that all work can be done safely. Any employee who is concerned that any aspect of the Council's activities poses a risk to health and safety should report this to the nearest available manager immediately. Genuine concerns about health and safety will always be treated with the utmost seriousness and be thoroughly investigated.

Employees are required to comply with all instructions rules and procedures concerning matters of health and safety. Failure to do so may amount to gross misconduct. In particular, where employees are required to wear personal protective equipment such as hard hats, protective footwear or high visibility clothing then failure to do so will be treated as gross misconduct which will usually result in dismissal.

### **1.2 Ethical conduct**

The Council aims for the highest possible standards of ethical conduct in all of its activities and expects the conduct of individual employees to reflect this. Dishonesty of any kind will be treated as a serious matter, which may amount to gross misconduct and therefore to dismissal without notice.

#### **Gifts and hospitality**

The acceptance of gifts and hospitality from members of the public, developers, suppliers and potential suppliers must not give the appearance that employees or the Council may be unduly influenced in the decisions that they make or in any other aspect of their work.

All gifts and hospitality given or received, of whatever value, must be entered in the Register kept by the Town Clerk.

No personal gifts of a value in excess of £20 should be accepted from members of the public, developers, suppliers and potential suppliers without express permission from the Town Clerk or your manager. Acceptance of hospitality, such as lunch or drinks receptions, should be kept within common sense limits and should always be authorised by the Town Clerk. Offers of hospitality to others must always be authorised by the Town Clerk or your manager.

You may also be instructed to return any gifts which the Town Clerk or your manager considers to be inappropriate, or to refuse to accept hospitality from a particular supplier or potential supplier. Failing to obey such an instruction will be treated as misconduct.

Allowing gifts or hospitality to influence any purchasing or other decisions that you may make on behalf of the Council or to otherwise influence the way in which you perform your duties is an act of gross misconduct which will usually result in dismissal.

It is also an act of gross misconduct to seek to influence any other person to behave in an improper way or to confer an advantage on you or the Council through the giving of any gift or hospitality.

We expect you to communicate openly and honestly with your line manager about your work.

We expect you to submit accurate claims for expenses and allowances. If you receive any payment in error, for example an overpayment of salary or expenses, you must notify your manager as soon as possible.

You must keep accurate records of your working time where this is required.

You must not order goods for your own personal use through a Council account.

You are not permitted to use your position to obtain a discount for goods or services unless this is part of a recognised employee discount scheme.

### **1.3 Declaring relevant interests**

You are required to declare any private interests that you have and any work that you undertake elsewhere. The table below provides examples, if you have any doubts please contact your manager

<b>Situation</b>	<b>Action Required</b>
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<p>Potential conflicts of interest For example</p> <ul style="list-style-type: none"> <li>• Involvement with clubs or societies that we work with or fund</li> <li>• Involvement with organisations that provide similar services to the Council</li> <li>• Relationships with elected members (Councillors)</li> </ul>	<p>Declare any interests that you have outside of work and discuss with your manager and agree how any conflicts can be avoided.</p> <p>You must also declare if your partner or a close relative had a potential interest (eg if you partner is involved with an organisation that is tendering for work with the Council).</p> <p>Mutual respect between employees and councillors is essential. Close personal familiarity however can damage the relationship. It can also be embarrassing to other employees. Such familiarity should therefore be avoided.</p>
<p>Undertaking private work (paid or unpaid) or secondary employment. or consultancy work</p>	<p>Members of the Management Team must obtain written permission from the Council to undertake any other jobs. They will also be required to discuss with their line manager the potential impact of additional work on their role with the Town Council. All employees undertaking additional employment must ensure that work does not conflict with the interest of the Town Council, or impact on their ability to perform their Town Council duties.</p>

## 1.4 Whistleblowing

The Council encourages employees to raise any concerns that they may have about any wrongdoing at any level within the organisation. Wrongdoing in this context means any breach of a legal obligation, risk to health and safety or damage to the environment.

Any initial concern should be raised with the Town Clerk or your manager. However, if this is not appropriate then you should contact the Chair of the Council who will ensure that your concern is properly addressed.

Employees who raise a concern under this policy are entitled not to be subjected to any detriment as a result. Even if your concern proves to be unfounded you will be protected against any reprisals from your manager, colleagues or any other employee of the organisation. Making

a deliberately false allegation, however, against the Council, a fellow employee or any other person will be treated as an act of gross misconduct which will usually result in dismissal.

If you are the subject of an allegation of wrongdoing then you will be informed of the allegation and given every opportunity to explain the situation and put your side of the story. Disciplinary action will only be taken following a full investigation in accordance with the disciplinary procedure.

## **1.5 Good faith and loyalty**

The employment relationship is one built on trust and we all have a mutual interest in making the relationship a success. The Council has a duty to provide reasonable support to employees and employees have a duty of good faith towards the Council.

In practice this means not doing anything that undermines the Council's position by acting against its interests or undermining the Council's standing with the people of Bletchley and Fenny Stratford, other authorities and fellow employees.



## **SECTION 2 – HOW WE DO THINGS**

*This section deals with some important administrative requirements to do with your employment and sets out the standards the Council expects of employees in various situations.*

### **2.1 Proof of identity**

The Council is legally obliged to ensure that all employees are permitted to work in the UK. It is a condition of your employment that you comply with all reasonable requests to provide details of your identity, right to work in the UK and place of residence. This will include allowing the Council to take copies of your passport or other appropriate documents and to check their authenticity. Copies of any such documents will be kept in your personnel file indefinitely.

The Council may dismiss any employee who cannot demonstrate that they are legally entitled to work in the United Kingdom.

### **2.2 Data Protection**

We will process personal data and sensitive personal data (also known as 'special categories' of personal data') relating to you in accordance with our Data Protection Policy and our Data Protection Privacy Notice (provided to you separately), as well as in accordance with the relevant data protection legislation.

We may monitor staff in accordance with our policies relating to email, internet, CCTV and communications systems and monitoring at work, as detailed in this Employee Handbook and in accordance with the relevant data protection legislation.

You will comply with your obligations under our data protection policy and relevant policies as directed.

### **2.3 Dress code**

All employees should dress in a manner appropriate to the work that they do. Key factors include whether or not the employee meets members of the public and whether the requirements of health and safety require particular clothing. This is largely a matter of common sense. If your manager feels that you are dressing in an inappropriate way they may ask you to dress differently the next time you come into work. A persistent refusal to comply with a reasonable standard set by a manager will amount to misconduct.

Where an employee dresses in a completely inappropriate way, for example by wearing clothing with offensive images or slogans, then they

may be sent home to change. Any time taken to go home and change will be unpaid.

## **2.4 Timekeeping**

Good timekeeping is essential in any team. A late arrival at work can put unfair pressure on colleagues and affect the smooth running of the organisation. The Council therefore requires all employees to take responsibility for attending work promptly in accordance with their contract of employment or work roster. You should arrive in time to begin working at your appointed start time.

Where you depend on public transport to come to work you should allow adequate time, including likely delays, for your journey so that you can arrive on time. Similarly, employees who drive to work should make themselves familiar with the level of traffic to be expected and make adequate allowance for rush hour congestion.

Where it is clear that you are going to be late for work you must contact the Town Clerk or your manager as soon as possible to explain the situation and give an estimate of your arrival time. You must make every effort to talk to the Town Clerk or your manager directly rather than leave a message with colleagues or send an email or text message.

If personal or domestic circumstances make it difficult for you to attend work on time then you should discuss this with the Town Clerk or your manager. In some cases, the Council may be able to accommodate a reasonable need for flexibility, but this will be subject to the needs of the organisation and the need to avoid placing an unfair burden on your colleagues (see Section 5).

The Council may ask you to record your arrival and departure times and may keep such records of your working time as it thinks appropriate.

Persistent lateness without proper excuse will be treated as misconduct under the disciplinary procedure.

## **2.5 Severe weather and traffic disruption**

The Council's primary duty is to provide a safe place of work. If severe weather means that this cannot be achieved and the workplace needs to close then all employees will be sent home or told not to come in. In these circumstances employees will be paid in full for any working time that they have lost. However, if the need to close the workplace persists, the Council may invoke the lay-off clause in employees' contracts (where applicable).

If the workplace remains open, it is the responsibility of employees to attend work if they possibly can. While the Council understands that this

is not always possible, additional paid leave will not be provided for employees who are unable, for whatever reason, to travel into work.

Where it is clear that you are not going to be able to get to work you must contact the Town Clerk or your manager as soon as possible to explain the situation. You must make every effort to talk to the Town Clerk or your manager directly rather than leave a message with colleagues or send an email or text message.

If you are unable to attend work due to severe weather or other travel difficulties then you will be required to take time from your annual leave allowance to cover any absence, or to take unpaid time off by agreement with the Town Clerk or your manager. There may be circumstances in which employees are able to work at home, but this will be entirely at the discretion of the Council.

## **2.6 Rest breaks**

The Council encourages all employees to take full advantage of scheduled rest breaks. These are provided not only for comfort, but also to protect the health of employees and prevent excessive fatigue from causing accidents.

A rest break should be taken away from your workstation wherever possible. If you leave the premises you should bear in mind the time that it will take you to return from the break so that you can ensure that you begin work again on time.

Different areas of the organisation may have different arrangements for ad hoc breaks such as to make a cup of tea or coffee. These arrangements are in place to ensure the smooth running of the organisation and to prevent putting unfair pressure on colleagues. You are required to comply with any requirements relating to such breaks as may be in place from time to time.

## **2.7 Smoking**

The Council operates a smoke-free workplace. Smoking (which includes the use of e-cigarettes and personal vaporisers) is only permitted in clearly designated outside areas. Smoking in any undesignated place is an act of gross misconduct that will usually result in dismissal.

Smoking is only permitted during designated break times. Smoking at any other time is an act of gross misconduct that will usually result in dismissal.

## 2.8 Computer use

It is very important that the Council is able to keep its data secure. To assist with this, all employees are required to comply with instructions that may be issued from time to time regarding the use of Council-owned computers or systems.

In particular, you must lock your terminal or log off whenever you leave it for more than a moment; you must not attach any device to Council IT equipment without authorisation from your manager and you must not open attachments or click on links unless you know you can trust the source.

Council portable IT devices must be kept secure and password protected at all times.

Your computer password is an important piece of confidential information and you should treat it that way. Do not share it with others, and make sure that it is not written down anywhere where an unauthorised person can find it.

Unauthorised access to any of the Council's systems will amount to gross misconduct.

### **Email**

All email correspondence should be dealt with in the same professional and diligent manner as any other form of correspondence.

If you have a Council email account you should be mindful of the fact that any email that you send will be identifiable as coming from the Council. You should therefore take care not to send anything via email that may reflect badly on the Council. In particular, you must not send content of a sexual or racist nature, junk mail, chain letters, cartoons or jokes from your work email address.

Using a work email address to send inappropriate material, including content of a sexual or racist nature, is strictly prohibited and may amount to gross misconduct. Should you receive any offensive or inappropriate content via email you should inform your manager of this as soon as possible so that they can ensure that it is removed from the system.

You should also take care that emails will be seen only by the person intended. Particular care should be taken when sending confidential information that the email has been correctly addressed, marked 'private' and not copied in to those not authorised to see the information. Sending confidential information via email without proper authorisation or without taking sufficient care to ensure that it is properly protected will be treated as misconduct.

While a reasonable amount of personal use of email is perfectly acceptable, your email remains the property of the Council and you should not use your Council email to send or receive any information that you regard as private. The Council may, in the course of its operation, read emails that you have sent or received - although in the absence of evidence of wrongdoing the Council will try to avoid reading personal emails if possible.

### **Internet use**

Employees with access to the internet on Council-owned devices should use that access responsibly. Excessive personal use during working hours will be treated as misconduct. From time to time the Council may block access to sites which it considers inappropriate but whether or not a specific site has been blocked, employees must not use the internet to view or download offensive or sexually explicit material. Any attempt to do so may, depending on the circumstances, amount to gross misconduct leading to dismissal.

Employees must not download any software, plug-ins or extensions on to Council-owned devices unless this is first cleared by the IT Support Officer. Nor must employees use Council-owned devices to download music, video or any other entertainment content.

Firewalls and anti-virus software may be used to protect the Council's systems. These must not be disabled or switched off.

### **Social media**

An employee's behaviour on any social networking or other internet site must be consistent with the behaviour required of employees generally. Where it is possible for users of a social media site to ascertain who you work for, then you should take particular care not to behave in a way which reflects badly on the Council. Inappropriate or disparaging comments about the Council, colleagues or the town will be treated as misconduct. Because social media interactions can be copied and widely disseminated in a way that you may not be able to control, the Council will take a particularly serious view of any misconduct that occurs through the use of social media.

You must not operate a social media account or profile that purports to be operated on or on behalf of the Council without express permission to do so from your manager.

## **2.9 Councillors**

You are expected to work in a professional manner with all Councillors regardless of their political affiliation. If you have or enter into a close personal relationship with a Councillor (sometimes referred to as an Elected Member) you need to disclose this.

## 2.10 Driving

Where driving is required as part of your job, it is your responsibility to ensure that you are legally qualified to drive. The Council may require you at any time to allow a copy of your full driving licence to be made and kept in its records. If you receive any points on your licence you must inform the Council of this immediately.

If you use your own vehicle to drive on Council business, it is your responsibility to arrange to be insured for that business use. The Council may require you at any time to allow a copy of your insurance and any MOT test certificate to be made and kept in its records.

You are responsible for any driving offences committed while driving as part of your duties, including any parking fines. Dangerous, careless, inconsiderate or aggressive driving as well as causing a risk to others can be damaging to the Council's reputation and can amount to gross misconduct. If you are banned from driving for any reason, the Council is not obliged to find alternative work for you and may choose to dismiss you if the ban renders you incapable of performing your duties as required.

Employees should never use their mobile phone while driving on Council business unless they do so on a properly installed hands-free system and traffic conditions mean that it is safe to do so. In most cases, it would be preferable to make any calls when the vehicle is stationary.

Any journey carried out on Council business must be scheduled in such a way as to allow adequate rest breaks – usually one break of 15 minutes for two hours of driving. Where possible, driving on Council business should be avoided either late at night or very early in the morning.

Safety is the Council's prime responsibility and you should not be required to compromise safety in any way when driving on Council business. If you are concerned about any driving requirements you may have, then you should discuss these with the Town Clerk or your manager and appropriate arrangements will be made to ensure that any work-related journey can be completed safely.

### **Council vehicles**

If a Council vehicle is provided to you as part of your contract of employment or you are required to drive a Council vehicle as part of your job, it is your responsibility to take care of the vehicle, keeping it in a clean and roadworthy condition. You should report any damage or fault immediately. The Council will arrange for appropriate maintenance or servicing to be carried out. If you incur any reasonable expenses in connection with the vehicle then these will be reimbursed, but you must check with the Town Clerk or your manager and comply fully with our expenses policy. The Council will not be obliged to reimburse any expenses incurred without authorisation.

Express permission is required for any personal use of a Council vehicle.

The Council understands that accidents and collisions may happen from time to time. However, the Council cannot tolerate high levels of incidents and as such unacceptable accident/collision levels will be dealt with through the Company Disciplinary Procedure.

If you have possession of a Council vehicle overnight or at the weekend then you must ensure that it is securely parked in an appropriate location. In general, Council equipment should not be left in a vehicle overnight. Where this is unavoidable then you must ensure that the vehicle is parked in a locked garage. If this is not possible then you should discuss appropriate parking and security arrangements with the Town Clerk or your manager.

## **2.11 Alcohol and drugs**

The Council's approach to the consumption of alcohol and drugs is based on the need to ensure a safe and productive working environment. Because of the serious nature of the risks posed by the abuse of alcohol and drugs in the workplace, any breach of the rules in this area will be treated as gross misconduct which will usually result in dismissal.

An employee will be regarded as 'under the influence' of alcohol or drugs if their behaviour, speech, ability to concentrate or otherwise perform their duties is in any way affected. An employee will also be regarded as under the influence if they fail a drug or alcohol test.

### **Dependency**

Employees who have a dependency on alcohol or drugs may be offered support and encouraged to seek appropriate counselling or medical help. Absence arising from treatment or counselling related to drug and alcohol abuse will be treated as sickness absence under the Council's absence management policy. However, while the Council will always try to be supportive toward employees with a drug or alcohol problem, this will not prevent disciplinary action being taken when employees act in breach of the rules laid out in this policy.

Wherever an employee informs the Council that they have a drug or alcohol problem this will, as far as possible, be treated in the utmost confidence. However the Council may need to disclose particular circumstances to managers, regulatory authorities or others should this be necessary to ensure safety or compliance with legal requirements.

### **Drugs**

The consumption, storage, distribution or sale of illegal drugs or any other behaviour-altering substance on Council premises or during

working time is strictly prohibited. The Council will report any illegal activities to the police or other relevant authorities.

You must not present yourself for work under the influence of illegal drugs or any other substance taken for non-medical purposes.

### **Medicines and Prescription drugs**

If you are taking prescription drugs or any other medicine that may affect your performance at work or your ability to carry out any of your duties, then you must inform the Town Clerk or your manager of this so that steps can be taken to ensure that the work can be done safely. It is your responsibility, when beginning any course of medication, to check whether it may adversely affect your ability to work.

### **Alcohol**

Consumption of even a small amount of alcohol may be sufficient to adversely affect the work of an employee and could pose a risk to health and safety. Remember that alcohol remains in the bloodstream for up to 24 hours following consumption and that the consumption of a significant amount of alcohol in the evening may leave you unfit to work in the morning.

You must not present yourself for work under the influence of alcohol.

You must not consume any alcohol during working time, lunchtime or during any break unless this has been specifically authorised by the Town Clerk or your manager.

Employees who need to drive or operate any machinery during the working day must not consume any alcohol during working time, lunchtime or during any break.

Where alcohol is available at Council organised events or occasions when you are representing the Council – even outside working hours - it is important to behave responsibly and not drink to excess. Behaviour that reflects badly on the Council will be a disciplinary matter and in serious cases may amount to gross misconduct.

### **Drug and alcohol testing**

The Council may require you to submit to drug or alcohol testing where there is reason to believe that you may have acted in breach of this policy.

This may include a standard breathalyser test administered by the Town Clerk or your manager. Arrangements for blood or urine testing may vary from time to time, but such tests will always be carried out by suitably qualified, independent professionals.

An employee will be treated as having failed a drug or alcohol test if the test shows the presence of illegal drugs or a level of alcohol in excess of



the UK drink driving limit (80 mg of alcohol per 100 ml of blood, 35 mcg per 100 ml of breath or 107 mg per 100 ml of urine).

Refusal, without proper excuse, to undergo a test will be treated as gross misconduct.

Whether a test needs to be conducted is a matter for the Council to decide. In cases where an employee is clearly under the influence of alcohol or drugs or there is other clear evidence of a breach of this policy then disciplinary action may still be taken even if no test is carried out.

## **2.12 Contact with the media**

You must not make statements to the media on behalf of the Council unless it is your job to do so. All media enquiries should be referred to the Town Clerk.

## SECTION 3 – CODE OF CONDUCT

*The behaviour of employees is central to the continued success of the Council. This section sets out what is expected of all employees in terms of their personal conduct when at work and their behaviour towards colleagues.*

### 3.1 Misconduct

Behaviour which is disruptive, disrespectful to colleagues, councillors or members of the public or which falls short of the requirements set out in this handbook will be treated as misconduct under the disciplinary procedure. While employees will not usually be dismissed for a first offence unless in their first two years of employment, a failure to remedy the behaviour or to adhere to required standards may ultimately lead to dismissal once appropriate warnings have been given.

### 3.2 Gross misconduct

Gross misconduct is behaviour which is fundamentally at odds with an employee's duty to the Council and their colleagues. In accordance with the disciplinary procedure, gross misconduct will usually result in dismissal without notice or payment in lieu even in cases of a first offence.

It is not possible to list every example of gross misconduct which may arise, but the following provides an illustration of the sort of conduct that will fall into this category – some of which are then explained in more detail below:

- Theft
- Dishonesty
- Deliberate acts of discrimination or harassment
- Refusal to carry out reasonable instructions
- Violent or intimidating behaviour
- Wilful damage to property
- Reckless behaviour posing a risk to health and safety
- Any illegal act during working time or on Council premises
- Any act described as gross misconduct elsewhere in this handbook

#### **Dishonesty**

It is important to stress that any form of dishonesty, however minor, will be regarded as gross misconduct. This includes theft of property, whether belonging to the Council, colleagues or any third party. However it also includes an employee seeking to gain any advantage through deception - such as making a false claim for expenses or overtime,

falsely claiming to be sick or falsely claiming to have completed a particular task.

It does not matter if any amount of money at issue is small. The Council regards any dishonesty by employees as gross misconduct which will usually result in dismissal.

### **Refusal to carry out instructions**

The Council expects employees to work in a spirit of cooperation with their colleagues and manager for the good of the organisation as a whole. Employees are required to carry out their manager's instructions and a deliberate and wilful refusal to do so will be gross misconduct.

If you believe that you have been instructed to do something that does not fall within your duties or which is in some other way unreasonable then the appropriate way of dealing with this is to raise a grievance under the grievance procedure set out in Section 6. However doing so will not prevent a refusal to carry out an instruction from amounting to gross misconduct if it is found to have been a reasonable one in all the circumstances.

### **Breach of a requirement set out in this handbook**

This handbook sets out a number of requirements aimed at ensuring the smooth running of the Council and the fair treatment of all employees. A number of these are so important that any breach of them will amount to gross misconduct and these are clearly identified throughout the handbook. Your attention is drawn in particular to the following:

- The rules on gifts and hospitality (Section 1.4)
- The policies on smoking (Section 2.7) and alcohol and drugs (Section 2.10)
- The rules on the use of computers, the internet, email and social media (Section 2.8)
- The policies on driving and the use of Council vehicles (Section 2.9)

## **3.3 Allegations of misconduct and gross misconduct**

The Council is committed to treating all employees fairly and allegations of misconduct and gross misconduct will be dealt with in accordance with the disciplinary procedure set out in Section 6.4.

## **3.4 Conduct outside of working hours**

Normally the Council has no jurisdiction over employee activity outside working hours. Behaviour outside working hours will only become an issue if the activities adversely affect the Council.

Adverse publicity, bringing the Council name into disrepute, or actions that result in loss of faith in the Council, resulting in loss of business, or

loss of faith in the integrity of the individual, will result in the disciplinary procedure being instigated.

The detriment suffered by the Council will determine the level of misconduct and it will also determine which disciplinary stage is most appropriate to suit the circumstances.

If the actions cause extreme embarrassment or serious damage to the Council's reputation or image, a decision may be taken to terminate the employment.

The Council's procedures covering disciplinary hearings and appeals still apply.

## **SECTION 4 – ABSENCE**

*This section sets out the approach the Council takes when you are unable to attend work, are taking annual leave or need time off.*

### **4.1 Unauthorised absence**

The obligation on an employee to attend work at the times agreed is a fundamental part of the contract of employment. Employees who deliberately fail to attend work without proper excuse or in breach of management instructions will be committing gross misconduct which could result in dismissal without notice or payment in lieu.

### **4.2 Medical appointments**

In general, appointments to see a GP, dentist or optician should be made for outside working hours. Paid leave will not normally be granted for non-emergency visits.

The Council appreciates that it is not always possible to avoid appointments during the working day and will judge each case individually in deciding whether any paid time off should be granted. In most cases, employees will be required either to use part of their annual holiday entitlement or to make up any lost time.

Employees who have a medical condition which will require regular appointments during the working day should discuss their situation with their manager so that appropriate arrangements can be made.

You may be required to provide evidence of any appointment for which time off is needed.

Necessary paid time off will be granted for cancer screening.

### **4.3 Ante-natal care**

Employees who are pregnant are entitled to paid-time off to attend ante-natal appointments provided that attendance is based on medical advice. For second and subsequent appointments you may be required to produce an appointment card or similar evidence of the date and time of the appointment.

While there is no limit on the number of appointments that an employee can attend, the Council does have the right to refuse time off where it is reasonable to do so. Employees are therefore expected to take reasonable steps to arrange antenatal appointments at a time that will require the minimum amount of time off. Part-time workers should attempt to arrange appointments for days when they are not required to

work and all employees should try to avoid appointments in the middle of the working day in order to minimise disruption.

If your partner is pregnant, you are entitled to unpaid time off for up to two antenatal appointments. If you wish to exercise this right you should notify your manager of the date and time of the appointment. You may be asked to provide written evidence that an appropriate appointment has in fact been made.

#### **4.4 Sickness absence**

Regular and reliable attendance at work is an important commitment that the Council asks all employees to make. Unjustified or excessive absence can put unfair pressure on colleagues and seriously damage the Council's operation, to everybody's detriment.

Nevertheless the Council will always try to be supportive when an employee is genuinely too ill to attend work. This policy sets out the Council's approach and the steps that you need to take if you are off sick.

##### **Reporting sickness absence**

If you are too ill to come into work you should personally inform the Town Clerk or your manager of this fact as soon as possible and in any event by no later than 10.00am. When you phone in sick you must make every effort to speak to the Town Clerk or your manager directly. Do not simply leave a message with a colleague or send an email or text. If you need to leave a message for the Town Clerk or your manager then they may contact you during the day to discuss your absence with you.

It is important that you keep in touch with the Town Clerk or your manager about the likely length of your absence so that appropriate arrangements can be made for cover and you should phone in sick on every day of your absence unless either you have previously informed the Town Clerk or your manager that you will be off sick for a particular period of time or your absence is certified by a GP (Form Med 3)..

Falsely claiming to be sick is an act of gross misconduct that will normally result in dismissal. It is also misconduct to put yourself in a position where it is likely that you will be unfit to attend work. Hangovers are not regarded as legitimate reasons to take sickness absence and you may be required to take a day's unpaid leave to cover any such absence. Repeated absence by reason of hangovers will be regarded as a disciplinary offence which may result in dismissal without notice or payment in lieu. You should also be aware of the rules governing the consumption of alcohol set out in the Alcohol and Drugs Policy.

The Council requires any absence of more than a week to be certified by Forms Med 3 or Med 10 issued by your GP or hospital doctor. Uncertified absence may be treated as misconduct and will not be paid.

Where any period of sickness absence occurs immediately before or immediately after a period of annual leave then the Council may require such absence to be certified by a GP at your own expense.

Where you are absent for an extended period of time (three weeks or more) the Council may refer you to an occupational health professional or seek a medical report from your GP. The purpose of this will be to ascertain when you are likely to be able to return to work and to identify any measures that can be taken to help you return as soon as possible.

Employees who are off sick should not undertake any activities likely to be detrimental to their recovery and should cooperate with the appropriate medical professionals in taking steps to ensure that their recovery is as swift as possible.

The Council will maintain regular contact with employees who are off sick for an extended period.

#### **Annual leave and sickness absence**

Employees may request annual leave during any period of sickness absence in the normal way. If you intend to spend any time away from home during your sickness absence you should inform the Town Clerk or your manager of this fact in advance and provide contact details. The Council does not expect employees to take holidays while off sick. In exceptional cases only, where this may assist in an employee's recovery, the Council may agree to holidays being taken during sick leave. It is essential however that any such holidays are agreed in advance with the Council following the normal holiday request procedure.

#### **Phased return to work**

As an employee recovers from illness or injury it may be possible for them to undertake a limited range of duties as a preparation for returning to normal work. The Council will try whenever appropriate in light of medical advice to allow for a phased return to work from any long-term illness. This may involve reducing the employee's hours, or the scope of their duties or both. The purpose of a phased return, however, is to provide a bridge between sickness absence and normal working and so any such arrangements will be time-limited and will not normally extend over more than three months.

#### **Alternative work**

The Council may consider agreeing changes to an employee's duties or other working arrangements when it becomes clear that due to sickness or injury they will not be able to return to normal working. Any such changes will be subject to the needs of the organisation and there is no guarantee that permanent arrangements of this sort will be possible.

Where duties or working hours are varied in this way then the job being done by the employee will need to be reassessed to determine the appropriate level of remuneration. This will then need to be agreed with the employee. If an agreement is not reached then the Council may proceed to dismiss the employee in accordance with the procedure for long-term sickness absence.

### **Disability and reasonable adjustments**

The Council is committed to making reasonable adjustments to an employee's duties or working arrangements where they would otherwise suffer a disadvantage arising from any disability.

In order to make appropriate adjustments the Council needs to know about any disability the employee may have. Employees who feel that they may require an adjustment should discuss their situation with the Town Clerk or their manager. Any such discussions will be in the strictest confidence although when an adjustment is made it may be necessary to inform other employees of the reason for this. The extent to which details of any disability will be discussed with other employees will be agreed as part of the process of making the adjustment itself.

The purpose of any adjustment will be to ensure that the employee can work effectively in an appropriate role and on appropriate terms and conditions. The Council is not obliged to maintain an employee's level of pay if hours are reduced or the employee is moved to a less senior role as a result of any adjustment. Nor will the Council agree to an adjustment which will not result in a practicable working arrangement.

### **Council sick pay**

In addition to Statutory Sick Pay (SSP) the Council also offers an enhanced Sick pay scheme in line with the Green book provisions. An employee's entitlement under this scheme is linked to their length of service, and will be as follows:

During 1st year of service: 1 month's full pay, which after having completed 4 months continuous service, also increases by 2 months' half pay;

During 2nd year of continuous service: 2 months' full pay and 2 months' half pay;

During 3rd year of continuous service, 4 months' full pay and 4 months' half pay;

During 4th and 5th years of continuous service, 5 months' full pay and 5 months' half pay; and

After 5 years' continuous service, an employee would be entitled to 6 months' full pay and 6 months' half pay.



NB: 'Full Pay' period = Sick Pay shall include SSP and any Incapacity Benefit

'Half Pay' period = Half pay plus SSP and Incapacity Benefit, so long as this total does not exceed an employee's normal pay.

#### Statutory Sick Pay

If you are sick the Council will pay you Statutory Sick Pay (SSP), if you are eligible. Further details of this are contained within your contract of employment.

The payment of Council sick pay is dependent on you keeping the Council informed in relation to your absence and complying with the requirements of this policy. You will not be entitled to Council sick pay if you refuse to cooperate with referrals to occupational health or other measures aimed at helping you to return to work. The fact that an employee has not exhausted Council sick pay will not prevent the Council from proceeding to dismissal under the procedure for dealing with long-term absence described in Section 6.2.

If your sickness absence is the result of reckless behaviour on your own part – such as participation in a high-risk sport or arising from disorderly conduct - then any payment of Council sick pay will be entirely at the Council's discretion.

Where your sickness or injury is caused by any unlawful act (such as negligence) on the part of a third party, then any Council sick pay paid to you will be by way of a loan refundable to the Council and must be recovered from that third party in any claim made by you against them.

Any such loan will only be repayable in the event of damages being successfully recovered and will be limited to the amount of damages recovered.

## 4.5 Time off

There are a number of circumstances in which employees have a right to time off from work either with or without pay. These include jury service and certain public duties such as serving as a local councillor, magistrate or school governor. Where a need for such time off arises you should discuss the matter with the Town Clerk or your manager who will consider what arrangements should be put in place.

While the Council will do its best to accommodate time off in these circumstances, the requirements of an employee's role may mean that the amount of time off granted may be limited. Where serving on a jury would lead to a level of absence that would be detrimental to the organisation, the Council may require you to seek a deferment.

## **4.6 Compassionate leave and domestic emergencies**

If you suffer bereavement or face some other personal emergency you should talk to the Town Clerk or your manager who will discuss what arrangements can be made to grant you compassionate leave. These arrangements will always be at the discretion of the Council and will depend on the circumstances of the case and the impact that any absence on your part may have on the organisation. However, the Council will be sympathetic to your need for time off (which may be paid or unpaid at our discretion) to deal with the situation and make any arrangements that may be necessary.

Once you have discussed the matter with the Town Clerk or your manager, the arrangements will be confirmed to you in writing. If paid time off has been granted, then the amount of time that will be paid will be clearly set out. While on compassionate leave you should wherever possible inform the Town Clerk or your manager of any developments that will affect your needs.

If an emergency occurs and it is not possible for you to inform the Town Clerk or your manager in advance of any absence you should contact the Town Clerk or your manager as soon as possible to inform them of the situation. Appropriate arrangements may then be put in place.

## **4.7 Parental Bereavement Leave**

Employees are entitled to statutory parental bereavement leave (SPBL) if a child for whom they have or were due to have parental responsibility has died or been stillborn after 24 weeks of pregnancy, on or after 6 April 2020.

Leave can be taken as one week, two consecutive weeks, or two separate weeks, at any time within the first 56 weeks after the child's death.

### **Notification**

During the first eight weeks after a child has died, you, or someone on your behalf as necessary, need only give notice to the Council to take SPBL before you are due to start work on the first day of leave. If you have already started work, then officially your SPBL period will start on the following day. If you want to cancel it at any time during the first seven weeks you can do so as long as it has not started.

After eight weeks, you need to give at least a week's notice to the Council to take SPBL. You can cancel it with a week's notice, or re-book it by giving a week's notice.

When giving notice to take SPBL, you must tell the Council: the date of the child's death; when you want your leave to begin; and whether you want to take 1 or 2 weeks leave). You can give notice by telephone or by email or by letter.

### **Parental Bereavement Pay**

To qualify for statutory parental bereavement pay (SPBP) during such leave you must have at least six months' continuous employment and normal weekly earnings of at least the lower earnings limit. It is paid at the same rate as other statutory family leave pay, which is subject to change every year. You can check the most up-to-date figure with your line manager.

To claim SPBP, you must confirm the following information in writing within 28 days of starting any period of SPBL: your name; your entitlement to SPBP; the dates of SPBL you want to claim the pay for; the date of the child's death; and your relationship to the child. You can provide this information at the same time as giving notice to take SPBL, as set out above, so long as it is in writing.

### **Other leave entitlements**

In addition to parental bereavement leave, if you qualified for: maternity or paternity leave and pay and your child has died or been stillborn, you are still entitled to such leave and pay. adoption leave and pay, then the adoption leave entitlement runs for another eight weeks from the end of the week in which the child died (unless it would already have ended sooner).

If your planned period of SPBL coincides with another statutory family leave right, your SPBL will end at the start of that other leave. If you wish to take SPBL at the end of the other statutory family leave period, then a fresh notice to take the leave will be required, as per the above notice requirements.

Compassionate or Dependants leave may be available under our Compassionate or Dependants Leave Policy at our discretion. Please speak to your manager if you require time off in addition to parental bereavement leave.

## **4.8 Annual leave**

Your individual holiday entitlement, including the calculation of any holiday pay, is set out in your contract of employment. This section of the handbook outlines the general approach taken by the Council to requests for annual leave.

All annual leave must be agreed in advance with your the Town Clerk or your manager. You should not make firm travel plans or commitments until a request for leave has been granted and the Council will not take such plans into account when dealing with conflicting holiday requests.

All requests for leave should be made at least 7 days in advance. The means of requesting leave may change from time to time and you should comply with whatever procedure is in place at the time of the request.

The Council may refuse any request for leave if it would result in the workplace being understaffed or otherwise prejudice the organisation. Leave is likely to be refused if it is requested for a particularly busy period or a time when other employees have already had leave approved.

Certain times of year are particularly popular times for requesting holiday. Generally, subject to the needs of the organisation, leave will be granted on a first come first served basis, but exceptions may be made in the interests of ensuring that holiday is spread through the year on a fair and equitable basis.

All employees are encouraged to take their full holiday entitlement during the holiday year which runs from 1<sup>st</sup> April to 31<sup>st</sup> March. However it is your responsibility to schedule your holiday so that it can be taken at an appropriate time. Employees may be permitted to carry over up to five days of their holiday entitlement into the following holiday year.

Employees who leave their employment during the course of a holiday year will be entitled to a pro-rata payment reflecting leave accrued but not taken. Where an employee has, at the time their employment ends, taken a larger proportion of their leave entitlement than the proportion of the holiday year that has expired, then a deduction will be made from the final payment of salary to reflect the holiday which has been taken but not accrued.

The Council may insist on annual leave being taken at particular times depending on the needs of the organisation and you will be given reasonable notice of any such requirement (the length of the notice given will be at least twice the duration of the leave the Council requires the employee to take). The Council may require annual leave to be taken during the notice period of any employee who has resigned or been dismissed.

## **4.9 Reserve forces**

The Council supports employees who are also member of the reserve forces. Such employees have specific entitlements relating to time off including arrangements for them returning to work after a period of deployment. Employees who are members of the reserve forces or who are considering joining should discuss the implications with the Town Clerk or your manager.

## **SECTION 5 – FLEXIBLE WORKING AND FAMILY-RELATED LEAVE**

*The Council understands the particular issues faced by employees trying to balance their work and family life. This section sets out the Council's policies in this area and the specific rights given to new parents.*

### **5.1 Flexible working**

The Council will try, subject to the needs of the organisation, to accommodate requests from employees who wish to make changes to their working hours or place of work.

Requests for a change in working arrangements can be made by any employee with at least 26 weeks' continuous service with the Council at the time the request is made.

The request should be made in writing and set out the change requested. The request should also describe the impact that the change will have on the operation of the organisation and how any difficulties caused by the change may be addressed.

When a request is received, the employee will be invited to a meeting to discuss the potential change. The meeting will normally be conducted by the Town Clerk or your manager.

The Council will refuse a request if doing so would adversely affect the organisation or create a burden on other employees. In refusing any request the Council will explain the reasons for the refusal in writing and may make an offer of an alternative arrangement. Discussions may then take place to try to agree a way forward. If no agreement is reached then the employee's terms and conditions will remain unchanged, subject to the right of employees to appeal the decision

Any meetings should take place in a spirit of cooperation with both sides seeking to reach agreement on an appropriate way forward.

Any change in working arrangements which results from this process will be confirmed to you in writing.

This policy will not prevent the Town Clerk or your manager agreeing to ad hoc arrangements from time to time. However, any such arrangement will not amount to a variation in your terms and conditions of employment unless specifically agreed to the contrary and confirmed in writing. The Council may terminate any such ad hoc agreement at any time and require you to revert to your agreed working arrangements.

As there will inevitably be a limit to the amount of flexibility the Council can tolerate without detriment to its interests, employees must accept

that the fact that a particular working arrangement has been granted to one employee does not oblige the Council to grant it to another.

## **5.2 Maternity leave**

All employees who give birth are entitled to take maternity leave which lasts for a maximum of 52 weeks. Employees with at least six months' service will also be entitled to be paid Statutory Maternity pay (SMP) for up to 39 weeks of their absence. Because this is a statutory payment there are a number of procedural requirements that must be met in order to make sure that an employee qualifies. The most important requirements are set out below, but If you have any doubts about the rules that apply you should speak to the Town Clerk or your manager who will make sure that you have all the appropriate information.

### **Notification**

To qualify for maternity leave you must notify the Council that you are pregnant, giving the date of the week your baby is due (your expected week of childbirth or EWC) and indicating when you intend your maternity leave to start (this date can be changed later – see below).

You should give the Council this information no later than the end of the 15<sup>th</sup> week before your EWC (when you are approximately 6 months pregnant). If this is not possible then you should give the information as soon as is practicable.

You must also give the Council the Maternity Certificate (MATB1) that will be issued to you by your doctor or midwife some time after the 20<sup>th</sup> week before your EWC. In some circumstances the Council may be able to accept other medical evidence of when your baby is due, so if there is any difficulty in providing the MATB1 certificate you should discuss this with your manager.

If you intend to take advantage of the right to shared parental leave, you should inform the Council of this fact at the same time as you notify the intended start date of your leave.

### **Start of maternity leave**

Generally it is up to you to decide when to start your maternity leave. However, your leave cannot begin any earlier than the beginning of the 11<sup>th</sup> week before your EWC.

Where it is safe to do so, you may choose to continue working right up to your child's birth. However, your maternity leave will begin automatically if you are off sick for a pregnancy-related reason at any stage in the four weeks immediately before your EWC.

If your baby is born before the date that you have notified as the start date for your maternity leave, then your maternity leave will begin on the day following the birth.

You may change the date on which you intend to start your maternity leave, but you must notify the Council of your new start date at least 28 days before the original date given (or the new date, if that is sooner). If there is a reason why you cannot give this notice then you should explain the situation to the Town Clerk or your manager and the Council will attempt to accommodate your changed circumstances. However, the Council may need to insist on delaying the start of your leave until at least 28 days have passed since your notification of a changed date.

When your baby is born you should inform the Council of this fact as soon as is reasonable practicable.

### **Duration of maternity leave**

The standard length of maternity leave is 52 weeks. Once you indicate the intended start date of your leave, the Council will send you a written notification of your expected date of return.

Unless you give due notice to the Council of an earlier date of return, it will be assumed that you intend to take your full 52-week entitlement and you will not be expected back at work before your leave ends. You do not then have to give any notice of your return although it would be sensible to contact your manager some time in advance to discuss any arrangements that may need to be made.

At the end of your maternity leave you are generally entitled to return to the same job as you had before your leave began. If you are away for more than 26 weeks, however, there may be circumstances in which that is not reasonably practicable. In that case, the Council will provide you with a suitable and appropriate role at the same level of seniority and on no-less favourable terms and conditions.

### **Dismissal or resignation**

While on maternity leave you remain employed by the Council and bound by your contract of employment. If you decide that you want to leave your employment you will need to submit your resignation in the normal way.

The Council will not dismiss you for any reason related to your pregnancy or your exercise of any right which arises from it. However, if separate circumstances require your dismissal (for instance, because of redundancy) then that will bring your maternity leave to an end.

If your position becomes redundant during your maternity leave then you will be offered any suitable alternative work that is available.

### **Maternity pay**

Statutory Maternity Pay (SMP) is paid to employees who have at least 26 weeks' service immediately before the 15<sup>th</sup> week before the expected week of childbirth and whose pay is above the Lower Earnings Limit for

paying National Insurance Contributions (this changes each year). Employees who earn below that amount may be entitled to a state benefit called Maternity Allowance (MA). The Council will provide you with an appropriate form to help you claim this, where appropriate. However, if you have more than one year's continuous local government service immediately before the 11<sup>th</sup> week before your expected week of childbirth, additional rights apply, see below.

To pay SMP, the Council needs to be given at least 28 days' notice that you intend to claim it. This will normally be given when you inform the Council of your intended start date for maternity leave. If it is not possible to give 28 days' notice, you should give as much notice as is reasonably practicable.

SMP is paid for a maximum total of 39 weeks. The first 6 weeks are paid at 90 per cent of your normal weekly earnings<sup>1</sup> and the remaining 33 weeks are paid at a flat rate specified in legislation. This changes from year to year. Where you have more than one year's continuous local government service as referred to above, you will be eligible to be paid by the Council 90 per cent of your normal weekly pay<sup>2</sup> for the first six weeks (offset against any MA payable) even if you are not eligible to be paid SMP.

Where you have more than one year's continuous local government service as referred to above, and you declare in writing to the Council an intention to return to work after your maternity leave for at least three months, then, after the first six weeks of maternity leave, you will be paid for the next 12 weeks half a week's pay per week in addition to SMP or MA, subject to a maximum payment per week of your normal weekly earnings. In the event that you do not return to work for three months following your leave period, you will be required to repay the Council any payments made to you in the 12-week period in excess of SMP or MA, or such part thereof as the Council may decide.

Your entitlement to SMP will be affected if you undertake any paid work (other than Keeping in Touch days, described below) or are taken into legal custody at any time during your period of SMP entitlement. You should inform the Council immediately of any such change in your circumstances.

### **Returning to work early**

Not every employee will want to take the full 52 weeks of maternity leave. Some may simply want to return to work early and others may wish (with their partner) to take advantage of the right to shared parental leave (see below).

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<sup>1</sup> This is based on an average of your total earnings in the eight weeks immediately preceding the 14<sup>th</sup> week before your expected week of childbirth

<sup>2</sup>For these purposes, a week's pay is as stated in the contract of employment for normal working hours or, where there are no normal working hours, the average over the last 12 working weeks.



In order to make arrangements to accommodate an early return the Council is entitled to ask for 8 weeks' notice of the new date, and if that is not given may delay your return until 8 weeks have passed since your notification.

In any event the law requires that you must not be permitted to return to work during the two weeks immediately following the birth.

### **Returning to work late**

Following your maternity leave, you are required to return to work on the date notified to you as your expected date of return. If you are unwell on that date then you should follow the sickness absence procedure set out in Section 6.2 of this handbook.

If you are entitled to begin some other period of leave (such as annual leave or parental leave) then you should ensure that you have followed the appropriate procedure for taking such leave as set out in this handbook.

### **Maternity suspension (health and safety reasons)**

Depending on the nature of your job, there may be circumstances in which it is unsafe for you to continue working while you are pregnant. In some circumstances the law requires a pregnant employee to be suspended on full pay or transferred to alternative duties. Jobs which may come under this category are identified in the risk assessments that the Council has carried out under its health and safety policy. If you are affected by any health and safety issues connected with your pregnancy then the Council will discuss any detailed arrangements that need to be made until it is safe for you to return to your original duties.

## **5.3 Adoption leave**

Employees who are matched with a child for adoption may be entitled to take up to 52 weeks' adoption leave. Where two parents are adopting a child, only one of them may take adoption leave, and the other (whether a man or woman) is entitled to take paternity leave. If both adoptive parents qualify, they may each take shared parental leave.

The arrangements for taking adoption leave are similar to the arrangements for taking maternity leave, but there are several important differences. The key ones are set out below, but if you believe you are entitled to adoption leave you should discuss the situation with your manager who will ensure that you have all the necessary information.

If you intend to take adoption leave you should notify the Council of this within seven days of being notified that you have been matched with a child for adoption (or as soon as is reasonably practicable).

Your notification should set out the date when the child is expected to be placed with you and the date when you want to start your adoption

leave. You can change your mind about the start date provided the Council is given at least 28 days – or as much notice as is reasonably practicable.

The Council is entitled to require proof of the adoption which usually takes the form of a matching certificate provided by the agency placing the child.

Adoption leave will last for 52 weeks unless you choose to return early or take advantage of shared parental leave. You may choose to start the leave from the date when the child is placed with you or at any time in the preceding two weeks.

If, for any reason, the placement is brought to an end – for example because the match turns out to be unsuitable – then adoption leave will continue for 8 weeks beyond the end of the placement. After that period you will be expected to return to work as normal.

The arrangements for statutory adoption pay are the same as those for SMP.

Your return to work at the end of your adoption leave is on the same basis as for the end of maternity leave (set out above).

## **5.4 Paternity leave**

Employees with six months' service will be entitled to take paternity leave if they expect to have parental responsibility for a child and they are either the mother's partner or one of the adoptive parents. The purpose of the leave must be either to care for the child or to provide support for the child's mother or adoptive parent.

There are a number of administrative requirements that must be met in relation to taking paternity leave and employees should discuss their plans with their line manager at as early a stage as possible. The following paragraphs set out the basic requirements, but there are additional requirements that must be met when adopting a child from overseas and employees in this position should talk to their manager who will make sure that full information is provided.

Employees entitled to take paternity leave are entitled to take either one or two weeks of leave. If two weeks are taken they must be consecutive and no individual days can be taken except with the agreement of the Council.

Paternity leave cannot start before a child is born and must be taken at some stage within the first eight weeks following birth (except when the child is born prematurely in which case the leave must be taken within the eight weeks following the expected week of childbirth).

Most new parents choose to begin paternity leave on the date their child is born, but you may if you wish begin the leave at any time you choose provided that the whole of the leave is taken by the end of those eight weeks.

In order to qualify for paternity leave you must notify the Council at least 15 weeks before the expected week of your child's birth or within 7 days of having been notified that a child will be placed for adoption. Your notification should specify how much leave you intend to take and when you intend the leave to begin. Should your plans change, you will need to give the Council 28 days' notice of any revision.

Paternity leave is payable at the statutory rate, which is subject to change every year. You can check the most up-to-date figure with the Town Clerk or your manager.

Where an expectant mother nominates a Council employee to assist in the care of her child and to provide support to the mother at or around the time of birth, the Council may grant the employee paid Maternity Support Leave. The employee may take up to 5 days paid time off at or around the time of childbirth, as agreed with the Town Clerk or their manager. There is no requirement to have a specific period of service to be eligible for this leave.

## **5.5 Parental leave**

Parental leave is a flexible form of unpaid leave designed to help employees spend time caring for children. It can be taken in instalments over the first eighteen years of a child's life and is available to employees who have at least one year's service and who have formal parental responsibility for a child.

The basic entitlement is to 18 weeks of unpaid leave in respect of each child. It must be taken before each child's eighteenth birthday.

Parental leave must usually be taken in blocks of one week or more and no more than four weeks' leave will be granted in a single year. However, more flexibility is available in respect of disabled children and you should discuss your requirements with the Town Clerk or your manager if this applies to you.

A request to take parental leave should be submitted 21 days in advance. While the Council will always try to accommodate requests for parental leave, it has the right to postpone any leave for up to six months in order to accommodate the needs of the organisation.

No postponement will be required if you choose to take your first instalment of leave immediately after the birth or adoption of your child. In such circumstances you need only inform the Council of your intention

21 days before the expected date of birth or placement. The leave will then begin automatically when your child is born or placed with you.

Parental leave is an entitlement that can be transferred from one employment to another. You may therefore join the Council with some outstanding parental leave attaching to a particular child. In such circumstances you should be aware that the qualifying period for taking parental leave still applies and you will need to have been employed for at least one year before you can resume taking parental leave.

## **5.6 Shared parental leave**

Shared parental leave is a flexible form of leave available to both parents designed to encourage shared parenting in the first year of a child's life. It allows a more flexible pattern of leave than the traditional arrangement under which the mother takes extensive maternity leave and the father takes a short period of paternity leave.

Employees who give birth or adopt remain entitled to take the full 52 weeks of leave if they choose to do so and the arrangements described above for maternity and adoption leave continue to apply. However, an employee may choose to share part of that leave with their partner provided that certain qualifying conditions are met. When leave is shared in this way, there is no need for the 'primary' leave taker to have returned to work. Both parents can be on leave at the same time, provided that the combined amount of leave taken by the parents does not exceed 52 weeks and provided that all of the leave is taken before the end of 52 weeks following the birth of the child or its placement for adoption.

Generally, parents will qualify for shared parental leave provided that both are working and that each has at least 26 weeks' service with their respective employers. To exercise the right, both parents must inform their employer that they intend to take shared parental leave – usually at the same time as the employer is notified that an employee is pregnant or plans to adopt. They must also give an indication of the pattern of leave that they propose to take.

A parent proposing to take a period of shared parental leave must give the Council 8 weeks' notice of any such leave. Depending on the circumstances, it may be possible for the Shared Parental Leave to be taken in intermittent blocks, with one parent returning to work for a time before taking another period of shared parental leave. Such an arrangement can only be made with the agreement of the Council. While every effort will be made to accommodate the needs of individual employees, the Council may insist on shared parental leave being taken in a single instalment. Any decision as to whether to permit intermittent periods of leave is entirely at the Council's discretion.

An employee absent on shared parental leave will be entitled to a weekly payment equivalent to the lower fixed rate of SMP. The number of weeks

for which payment will be made will vary depending on the amount of SMP paid to the mother while on maternity leave. Essentially, if the mother ends (or proposes to end) her leave with 10 weeks of SMP entitlement remaining, the parent taking shared parental leave will be entitled to be paid for the first 10 weeks of leave.

Because of the number of options available, shared parental leave can be quite a complicated entitlement. If you want to take advantage of shared parental leave you should discuss this with the Town Clerk or your manager who will check that you qualify and help guide you through the procedure.

## **5.7 Keeping in touch days**

We may agree, during your period of maternity or shared parental leave, that you will come into work to catch up on the latest developments, undergo training or some other development activity or to take part in important meetings. These 'keeping in touch days' are entirely voluntary and employees will not be required to take part. Nor is the Council under any obligation to arrange for keeping in touch days. Any payment for attending work on such days will be agreed between the Council and the employee at the time the keeping in touch day is arranged.

## **5.8 During maternity or shared parental leave**

The Council is keen to keep in touch with employees who are on extended periods of leave, to inform them of any news and consult them over any changes which may take place in the organisation. However, we appreciate that many employees would prefer to be left alone at this very important time in their lives. In order to get the balance right, the Town Clerk or your manager may, before your leave begins, discuss with you how best we can keep in touch while you are away.

Please be aware, however, that if an important issue arises on which you need to be consulted, the Council may have a legal obligation to discuss the issue with you and keep you informed.

## **5.9 Time off to care for dependants**

All staff will be entitled to take a reasonable period of time off work to deal with emergencies and to make any necessary longer term arrangements, in the emergency circumstances outlined below:

For these purposes, an emergency is an unexpected situation that arises where someone who depends on you:

- is ill and needs your help
- is involved in an accident or assaulted

- needs you to arrange their longer term care
- needs you to deal with an unexpected disruption or breakdown in care, such as a childminder or nurse failing to turn up
- goes into labour

For this purpose a dependant is defined as: the partner, child or parent of the member of staff, or someone who lives with you as part of your family. For example, this could be an elderly aunt or grandparent who lives in the household. It does not include tenants or borders living in the family home, or someone who lives in the household as you, e.g. a live-in housekeeper.

In these situations you are entitled to take a reasonable amount of time-off – which is unpaid. In most cases the amount of leave will be one or two days at the most, but this will depend on individual circumstances. For example, if a child falls ill, the leave should be enough to you cope with the initial crisis: to deal with the immediate care of the child, visiting the doctor if necessary, and to make longer term care arrangements. It does not mean that you may take two weeks unpaid leave to look after a sick child.

You should apply to your line manager for leave, giving the reason for absence and how long you expect to be away from work. This should be done as soon as possible, preferably before leaving work and exceptionally immediately upon return to work.

These provisions are intended to cover unforeseen matters. If you know in advance that you are going to need time off, you may be able to arrange to take this time as annual leave, or if the reason you need leave relates to your child you may be entitled to take parental leave.

## SECTION 6 – HOW WE RESOLVE ISSUES

*When problems arise in the employment relationship it is important that they are dealt with fairly and promptly. This section sets out the procedures that the Council will follow in such cases.*

### 6.1 Performance improvement procedure

It is in everybody's interests for employees to perform well at their jobs and the Council aims to ensure that all employees are given the support needed to ensure that they do so. Where there are issues with performance then the employee should receive feedback from their manager setting out any concerns. Discussions should take place about how that performance can be improved. This procedure is designed to be used when such informal discussions do not lead to the employee's performance improving to an acceptable level.

Where an employee's poor performance is believed to be the result of misconduct the disciplinary procedure will apply.

#### **The right to be accompanied**

Employees are entitled to be accompanied at any meeting held this procedure by a fellow employee or trade union official of their choice. The Council will provide any chosen companions with appropriate paid time off to allow them to attend the meeting. It is, however, up to the employee in question to arrange for a companion to attend the meeting.

If your chosen companion cannot attend on the day scheduled for the meeting then the Council will agree a new date. This will usually be within 5 working days of the date originally scheduled. If your companion is not available within that timescale then you may need to find someone else to take their place.

The Companion's role is to advise you during the meeting and make representations on your behalf. However, both you and your companion are required to cooperate in ensuring a fair and efficient meeting.

#### **Stage one**

The Town Clerk or line manager will inform the employee of the nature of the problem and confirm this in writing. The employee will be invited to a meeting to discuss the issues raised by the Town Clerk or manager's concerns. The meeting will be conducted by the Town Clerk or line manager and will consider any representations the employee may make about their performance, whether it needs to be improved, and if so what steps can be taken to help the employee reach the appropriate level.

Following discussion of the problem, the Town Clerk or line manager may choose to take no further action; to refer the matter for investigation under the disciplinary procedure or to issue a formal Performance Improvement Plan.

## **Performance Improvement Plan**

A Performance Improvement Plan (PIP) is a series of measures designed to help improve the employee's performance. Each measure will ideally be agreed with the employee, though the Council reserves the right to insist on any aspect of the PIP in the absence of such agreement.

Each PIP will be tailored to the particular situation, but will contain the following elements:

**Timescale:** the overall timescale in which the necessary improvement must be achieved will be set out, together with the timescale for reaching individual milestones where appropriate.

**Targets:** The PIP will specify the particular areas in which improvement is needed and set out how and on what criteria the employee's performance will be assessed. Where appropriate, specific targets will be set which will need to be achieved either by the end of the plan or at identifiable stages within it.

**Measures:** The PIP will specify what measures will be taken by the Council to support the employee in improving their performance. Such measures may include training, additional supervision, the reallocation of other duties, or the provision of additional support from colleagues.

**Feedback:** As part of the PIP the employee will be given regular feedback from the Town Clerk or their line manager indicating the extent to which the employee is on track to deliver the improvements set out in the plan

If at any stage the Council feels that the PIP is not progressing in a satisfactory way, a further meeting may be held with the employee to discuss the issue. As a result of such a meeting the employer may amend or extend any part of the plan.

### **Review**

At the end of the PIP the employee's performance will be reviewed. If satisfactory progress has been made the employee will be notified of this fact in writing. If the Town Clerk or line manager feels that progress has been insufficient then they may decide to extend and /or amend the PIP to such extent as seems appropriate. Alternatively the Town Clerk or line manager may refer the matter to a meeting under Stage two of this procedure.

Following the successful completion of a PIP the employee's performance will continue to be monitored. If at any stage in the following 12 months, the employee's performance again starts to fall short of an



acceptable standard, the Town Clerk or their line manager may decide to institute stage two of this procedure.

### **Stage two**

If a PIP has not led to sufficient improvement in the employee's performance, the employee will be invited to attend a formal performance management hearing. The invitation will set out the respects in which the line manager believes that the employee's performance still falls short of an acceptable standard.

At the hearing, the employee will be given an opportunity to respond to any criticism of their performance and to make representations about any aspect of the way in which the process has been managed.

If the hearing concludes that reasonable steps have been taken which should have allowed the employee to perform to an acceptable standard but that these measures have not worked then a **formal warning** may be issued. The warning will explain the nature of the improvement which is required in the employee's performance and state that the improvement must be immediate and sustained. It will also explain that if this improvement does not take place then the employee may be dismissed. Where it is appropriate, the warning may be accompanied by an extended or revised PIP.

The warning will remain current for a period of 12 months, after which time it will cease to have effect.

### **Stage three**

If an employee has been issued with a warning under stage two which remains current, and the Town Clerk or line manager believes that the employee's performance is still not acceptable then the matter may be referred to a further performance management hearing.

The employee will be informed in writing of the grounds of which the hearing is being convened and in particular will be told of the respects in which their performance continues to fall below an acceptable standard.

At the meeting the employee will be able to respond to any criticisms made of their performance and make representations about how the situation should be treated.

The person conducting the meeting may take such action as is judged appropriate up to and including a decision to dismiss the employee.

Any dismissal under this procedure will be with notice or payment in lieu of notice and the decision to dismiss together with the reasons for dismissal will be set out in writing and sent to the employee.

### **Appeals**

An employee may appeal against any decision taken under this procedure. The appeal should be submitted in writing within one week of the action complained of. An appeal hearing will then be convened to consider the matter. Any PIP that is in force, together with any measures or objectives included within it, will continue in place during the appeal process.

The outcome of the appeal will be confirmed to the employee in writing explaining the grounds of which the decision was reached. The outcome of the appeal will be final.

### **Redeployment**

There may be circumstances in which it becomes clear that an employee would be better suited to a different role within the Council. However, any offer to redeploy the employee will be entirely at the Council's discretion and will only be made when the Council is confident that the employee will be able to perform well in the redeployed role and where there is a suitable available vacancy.

Redeployment may be offered as an alternative to dismissal where the Council is satisfied that the employee should no longer be allowed to continue to work in their current role. While the employee is free to refuse any offer of redeployment, the only alternative available in these circumstances will usually be dismissal.

## **6.2 Sickness absence procedure**

The Council may need to dismiss an employee whose attendance does not meet an acceptable standard either because of a long-term absence or because of a series of short-term absences. Such dismissals do not depend on any wrongdoing on the employee's part and do not mean that the Council does not accept that their absences are genuinely due to illness or injury. Rather, dismissal is recognition that unfortunately the employee is no longer able to perform their role, or attend work on a sufficiently regular basis to make their continued employment a viable option.

### **Short-term absence**

An employee who is deemed to have an excessive amount of sickness absence will be invited to a meeting to discuss their attendance. The meeting will usually be conducted by the Town Clerk or employee's line manager and the employee will have a right to be accompanied by a fellow employee or a trade union official on the same basis as set out in the performance management procedure.

At the meeting the employee will be asked to explain the level of their absence. Where there is any indication that the absences are caused by an underlying medical condition then the matter may be dealt with under the procedure for long-term absence set out below. The Council may also, with the employee's consent seek medical evidence from either the

employee's doctor or an occupational health specialist in which case the meeting will be adjourned for a report to be obtained

Subject to any medical evidence, the person conducting this first-stage meeting may decide to issue a warning to the employee setting out the Council's expectations regarding attendance and indicating the level of improvement needed. A review period will normally be set which may range from one month to 12 months depending on the circumstances.

If the employee's attendance does not improve to the extent required they may at any stage in the review period be invited to attend a second-stage meeting to discuss the matter. The meeting will again be conducted by the Town Clerk or employee's line manager and the employee will be entitled to be accompanied by a fellow employee or trade union official. This meeting may result in an extension of the review period or the issuing of a final written warning requiring the employee's attendance to improve and setting out the level of improvement required over a specified period of up to one year.

If the employee does not meet this standard and there is no underlying condition where reasonable adjustments would assist the employee to attend then they may be dismissed. A final meeting will be convened and will consider any representations made by or on behalf of the employee who will once again have the right to be accompanied by a fellow employee or trade union official.

Any dismissal arising out of this meeting will be with notice.

There is a right of appeal against a decision to dismiss which must be exercised within five working days of the decision being communicated.

### **Long-term sickness absence**

Where an employee is absent for an extended period – or it is clear that their absence is likely to continue for some time – then the Council will want to investigate the prospects for their return and consider what actions can be taken to facilitate this. The extent to which the Council can continue to accommodate an employee's absence will depend on a range of factors, including the role of the employee and the prevailing circumstances of the organisation.

The Council will, with the employee's agreement, seek medical advice as to the employee's condition either from the appropriate professionals caring for the employee or from a specialist occupational health practitioner. The focus will be on ascertaining when the employee will be able to return to work and what steps the Council can take to facilitate this.

An employee is not obliged to consent to any medical reports or records being shared with the Council as part of this process. However, in the absence of medical evidence the Council will have to work on the basis

of what information is available in reaching its decision. The Council will meet the full cost of any medical reports it requires under the sickness absence procedure.

One or more meetings will be arranged with the employee to discuss their condition, the prospects for any return to work, and whether anything more can be done by the Council to help. The employee will be entitled to be accompanied at the meeting by a fellow employee or trade union official.

Every effort will be made to make suitable arrangements for the meeting to allow the employee to attend. Where the employee is simply too ill to take part in the process, however, the Council may proceed to dismissal in the absence of a meeting taking into account any representations made on the employees behalf.

Where it appears that the employee will be unable to return to work within a reasonable time frame then the Council may need to consider dismissal. Any dismissal will be with notice.

There is a right of appeal against a decision to dismiss which must be exercised within five working days of the decision being communicated.

### **6.3 Disciplinary procedure**

The Council always tries to deal with disciplinary issues fairly and promptly. This procedure sets out the framework under which allegations of misconduct will be investigated and considered. While the procedure set out in this policy will be appropriate in most cases, there may be situations in which it is not practicable to comply with a particular requirement of it. When this happens the Council will do its best to deal with the matter fairly and will pay particular attention to the need to give the employee every opportunity to explain their version of events.

#### **Informal action**

Most minor acts of misconduct can be dealt with informally through discussions between an employee and the Town Clerk or their line manager. This may consist of management guidance or an informal warning given orally or in writing. These steps are an everyday part of the management process and no formal procedure needs to be followed in respect of them.

Where informal action of this kind fails to resolve an issue, or where the misconduct alleged is considered too serious, then the matter will be dealt with formally under this procedure.

#### **Investigation**

If it is alleged that you have committed misconduct, an appropriate investigation will be carried out aimed at gathering all of the relevant

evidence. You may be interviewed as part of this investigation and will have the opportunity to point the investigator towards any evidence that you feel is relevant.

### **Suspension**

If an allegation of misconduct is made against you, then you may be suspended from your duties on full pay while the matter is being dealt with. The Council will make every effort to ensure that any period of suspension is kept as short as possible. Suspension is not a disciplinary sanction but its purpose is either to allow an investigation to take place, or to protect the interests of the Council and its employees. During any period of suspension you may be instructed not to contact other members of staff except for the purposes of preparing for any disciplinary hearing, where specific arrangements will be made with you.

### **Hearing**

Once the investigation has been carried out, the investigating officer will make a decision about whether there is sufficient evidence to warrant a disciplinary hearing. If there is you will be informed of this and an appropriate date for the hearing will be arranged. This will take place within normal working hours wherever possible.

To ensure that you have adequate time to prepare for the hearing, the Council will provide you in advance with a copy of all of the written evidence that will be considered at the hearing. In exceptional cases the Council may need to redact information and/or withhold the identities of certain witnesses or the sources of its evidence. This will only be done where it is considered necessary to protect individuals or the essential interests of the Council and every effort will be made to ensure that you are given as much information as possible so that a fair hearing can be conducted.

You will be given sufficient notice of any hearing to allow you to prepare for it. While this will vary from case to case, the Council will generally try to give at least two days' notice of any hearing (if there are difficulties in preparing or arranging for the employee to be accompanied at short notice a further five days' notice will be given). In complicated cases a longer period of notice may be given.

The purpose of the hearing will be to consider the evidence gathered during the investigation and to consider any representations made by you or on your behalf. The hearing will be conducted by an appropriate manager (or panel) who, wherever possible, has not previously been involved in the case and who was not responsible for carrying out the investigation.

### **The right to be accompanied**

Employees are entitled to be accompanied at any disciplinary hearing by a fellow employee or trade union official of their choice. The Council will provide any chosen companion with appropriate paid time off to allow

them to prepare for and attend the hearing. It is, however, up to the employee in question to arrange for a companion to attend the hearing.

If your chosen companion cannot attend on the day scheduled for the hearing then the Council will agree a new date. This will usually be within 5 working days of the date originally scheduled. If your companion is not available within that timescale then you may need to find someone else to take their place.

The companion's role is to advise you during the hearing and make representations on your behalf; it is not to answer questions for you. However, both you and your companion are required to cooperate in ensuring a fair and efficient hearing.

### **Evidence**

The hearing will consider any evidence you choose to present. Evidence from all parties will normally be provided in advance in written form, new evidence should not normally be presented at the hearing by either party. However if it is necessary the hearing will adjourn to consider any new evidence. Should witnesses be prepared to appear on your behalf they will be permitted to do so provided that their evidence is relevant to the issues that need to be decided. The Council will not compel or require any employee to appear as a witness on your behalf. You will be entitled to challenge any of the evidence presented but will not be entitled to cross-examine witnesses.

### **Disciplinary action**

After considering all of the evidence, including any submissions made by you or on your behalf, the person conducting the hearing will decide on the outcome. If misconduct is found to have taken place then the usual outcome will be a **written warning** which will be placed on your personnel file.

A warning will stay active for a period of one year, after which it will not be taken into account in any future disciplinary action.

If however a further instance of misconduct is found to have occurred (in accordance with this procedure) during the currency of a warning – or if any misconduct is considered to be serious enough to warrant it – then, subject to the formal process above being followed, you will be issued with a **final written warning**.

A final written warning will usually remain active for one year, but a longer period may be specified if the manager conducting the hearing feels that the circumstances warrant it.

An employee who is found to have committed further misconduct during a period covered by a final written warning will, following a hearing conducted in accordance with this procedure, generally be dismissed.

## **Dismissal**

An employee will not normally be dismissed under this procedure for a single instance of misconduct unless a final written warning is already in place. However, where gross misconduct is found to have occurred then dismissal without notice or payment in lieu will be the usual outcome.

Gross misconduct is misconduct that is so serious that it fundamentally undermines the relationship between employer and employee. If you are accused of gross misconduct this will be made clear in writing when you are invited to a disciplinary hearing. A wide range of behaviours can amount to gross misconduct but the most common involve dishonesty, violent or aggressive behaviour, the wilful destruction of Council property or a deliberate refusal to obey a reasonable instruction. Further details of what constitutes gross misconduct are found in the Code of Conduct (Section 3).

## **Notification of outcome**

Employees will be notified in writing of the outcome of a disciplinary hearing, normally within 5 working days. If notification cannot be issued within 5 working days the employee will be advised at that time and the notification will be provided within 10 working days of the outcome of the hearing. This notification will set out the reasons for the decision and – in cases of dismissal – the date of dismissal. It will also set out the right to appeal and the deadline for doing so.

## **Appeal**

An employee may appeal against the outcome of a disciplinary hearing by doing so in writing within one week of being notified of the outcome. The person to whom an appeal should be directed will be detailed in the disciplinary outcome letter. An appeal hearing will be convened and conducted by the nominated appeals panel.

The appeal will be heard by someone not previously involved in the case where possible and will consider any grounds the employee chooses to put forward and they will have the same right to be accompanied as at a disciplinary hearing. The result of the appeal hearing will be final.

## **Employee absence**

It is important that disciplinary issues are dealt with promptly. The Council may therefore need to proceed with a disciplinary hearing even if the employee is absent due to ill health or simply does not attend.

If the employee is absent due to ill health before hearing the matter in an employee's absence, the Council will attempt to arrange the hearing in such a way that the employee will be able to attend or to submit written representations to the hearing and/or to arrange for an appropriate representative to attend the hearing on their behalf. The Council, with the employee's consent, may seek medical advice as to the employee's

condition either from the appropriate professionals caring for the employee or from a specialist occupational health practitioner.

## **6.4 Grievance Procedure**

The Council aims to be responsive to concerns raised by employees and if you are unhappy with something affecting you at work you are encouraged to raise this with the Town Clerk or your manager. If that is not possible then you should speak to the Chair of the HR Committee who will try to assist you in resolving any issue you may have. The following procedure is designed to be used when these informal attempts to resolve any dispute have not been successful.

### **Raising a grievance**

If you feel that the matter needs to be raised formally you should raise a grievance by making a written complaint, stating that it is being made under this procedure. You should give as much information about your grievance, including any relevant dates and times, as you can, so as to allow for any investigation into your concerns to take place.

A grievance will normally be dealt with by the Town Clerk or your manager and should be addressed to them directly. Where the grievance is directly concerned with the Town Clerk or line manager's behaviour (or, if the grievance is raised by the Town Clerk), however, you should submit your grievance to the Chair of the HR Committee who will arrange for somebody who is not directly involved in the issue to deal with it (or, a panel of Councillors) .

### **Status Quo**

Until all stages in a dispute resolution procedure (e.g. a grievance procedure) have been resolved, the "status quo" will be maintained. This means that parties will continue to follow the management rules and practices that were in place prior to the dispute resolution procedure being invoked.

In exceptional cases the status quo will be temporarily deviated from if necessary, such as to provide a separation between two parties who are in conflict. In such cases all parties to the dispute resolution procedure will be able to comment on the temporary arrangements to be put in place whilst the dispute resolution procedure is followed. In these situations the temporary arrangement will remain in place until completion of the appeal, if one is lodged, after which the previous arrangements will resume unless agreed otherwise.

### **Grievance hearing**

A grievance hearing will then be arranged so that you can explain the issue and suggest how it can be resolved. You will have the right to be accompanied by a fellow employee or trade union official as described in Section 6.1, above. The person conducting the hearing will consider what you have said and may either deal with the matter immediately or



decide to carry out further investigations. In that case the hearing will be adjourned until the investigation has been completed.

Once the investigations are concluded the meeting will then be reconvened and you will have the opportunity to consider and respond to the findings of the investigation. Only then will a decision on the outcome of your grievance be made.

### **Allegations of misconduct**

Where an employee is making allegations of misconduct on the part of other employees then the Council may need to carry out an investigation into the allegations and pursue the matter through the disciplinary procedure. Where this happens the grievance may be held over until the disciplinary process has been concluded.

### **Relationship with other procedures**

Where your grievance relates to the conduct of other procedures such as the disciplinary or performance management procedures then the Council may hear the grievance before completing those other procedures. However in some circumstances it may be necessary to delay the consideration of the grievance until that procedure has been completed or to deal with the grievance in the course of that procedure or by way of appeal if that appears to be a fairer or more straightforward way of dealing with the issue.

### **Notification of outcome**

Employees will be notified in writing of the outcome of a grievance hearing, normally within 5 working days. If notification cannot be issued within 5 working days the employee will be advised at that time and the notification will be provided within 10 working days of the outcome of the hearing. This notification will set out the reasons for the decision, the right to appeal and the deadline for doing so.

### **Appeals**

If you are dissatisfied with the outcome of a grievance then you may appeal. You should submit your appeal in writing within one week of being informed of the outcome of your grievance. Your appeal should be directed to the Chair of the Council. An appeal hearing will then be convened and conducted by the nominated appeals panel. You will have the right to be accompanied at the appeal by a fellow employee or trade union official as described in Section 6.1.

The outcome of any appeal will be final.

## **SECTION 7: EQUAL OPPORTUNITIES & BULLYING AND HARASSMENT POLICY**

### **7.1 Equal Opportunities Statement**

We are equal opportunity employer and are fully committed to a policy of treating all of our employees and job applicants equally in all aspects of employment including: recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, selection for redundancy and dismissal.

We will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications, without regard to race, religion or belief, sex, sexual orientation, pregnancy or maternity, gender reassignment, age, marriage and civil partnership or disability. In this Policy these are known as the "Protected Characteristics".

We will appoint, train, develop and promote on the basis of merit and ability alone. We will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment based upon any of the Protected Characteristics. We will not condone any form of harassment, whether engaged in by employees or by outside third parties who do business with us, such as clients, customers, contractors and suppliers.

Employees have a duty to co-operate with us to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying. Action will be taken under our Disciplinary Procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal.

Employees must not harass, bully or intimidate other employees for reasons related to one or more of the Protected Characteristics. Such behaviour will be treated as potential gross misconduct under our Disciplinary Procedure. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

You should draw to the attention of your line manager any suspected discriminatory acts or practices or suspected cases of harassment. You must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct. Employees

should support colleagues who suffer such treatment and are making a complaint.

## **Discrimination**

You must not unlawfully discriminate against or harass other people, including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

- Direct discrimination – when someone is treated less favourably than another person because of a Protected Characteristic.
- Associative discrimination or discrimination by association – direct discrimination against someone because they associate with another person who possesses a Protected Characteristic.
- Discrimination by perception – direct discrimination against someone because it is thought that they possess a particular Protected Characteristic even if they do not actually possess it.
- Indirect discrimination - occurs where an individual's employment is subject to an unjustified provision criterion or practice which e.g. one sex or race or nationality or age group finds more difficult to meet, although on the face of it the provision, criterion or practice is 'neutral'.
- Harassment – unwanted conduct related to a relevant Protected Characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. You may complain of such offensive behaviour even if it is not directed towards you personally.
- Victimisation – when an employee is treated less favourably because they have made or supported a complaint or raised a grievance about unlawful discrimination or are suspected of doing so.
- Disability discrimination: this includes direct and indirect discrimination, any unjustified unfavourable treatment because of something arising in consequence of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

## **Our Commitment**

### **Recruitment**

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant abilities and qualifications. We are committed to applying our equal opportunities policy statement at all stages of recruitment and selection.

Recruitment publicity will aim to positively encourage applications from all suitably qualified people when advertising job vacancies, in order to attract applications from all sections of the community.

Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees with a particular Protected Characteristics. However, where having regard to the nature and context of the work, having a particular Protected Characteristics is an occupational requirement and that occupational requirement is a proportionate means of achieving a legitimate aim, we will apply that requirement to the job role and this may therefore be specified in the advertisement.

The selection process will be carried out consistently for all jobs at all levels. We will ensure that this equal opportunities policy is available to all staff, and in particular is given to all staff with responsibility for recruitment, selection and promotion.

The selection of new staff will be based on job requirements and the individual's suitability and ability to do, or to train for, the job in question. Person specification and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment, promotion or transfer will be assessed objectively against the requirements of the job.

With disabled job applicants, we will have regard to our duty to make reasonable adjustments to work provisions, criteria and practices or to physical features of work premises or to provide auxiliary aids or services in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

All applications will be processed consistently. The staff responsible for short listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. All questions that are put to the applicants will relate to the requirements of the job.

### **Training, transfer and promotion**

We will take such measures as may be necessary to ensure the proper training, supervision and instruction for all line managers in order to familiarise them with our policy on equal opportunities, and in order to help them identify discriminatory acts or practices and to ensure that they promote equal opportunity within the departments for which they are responsible. The training will also enable line managers to deal more effectively with complaints of bullying and harassment.

We will also provide training to all employees to help them understand their rights and responsibilities under the equal opportunities and anti-harassment policies and what they can do to create a work environment that is free of bullying and harassment.

All persons responsible for selecting new employees, employees for training or employees for transfer or promotion to other jobs will be instructed not to discriminate because of one or more of the Protected Characteristics. Where a promotional system is in operation, the assessment criteria will be examined to ensure that they are not discriminatory. The promotional system will be checked from time to time in order to assess how it is working in practice.

When a group of workers who predominantly have a particular Protected Characteristic appear to be excluded from access to promotion, transfer and training and to other benefits, our systems and procedures will be reviewed to ensure there is no unlawful discrimination.

### **Terms of employment, benefits, facilities and services**

All terms of employment, benefits, facilities and service will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of one or more of the Protected Characteristics.

### **Equal pay and equality of terms**

We are committed to equal pay in employment. We believe our male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, we will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

### **Disabilities**

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

If you experience difficulties at work because of your disability, you may wish to contact your line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your line manager may wish to consult with you and your medical adviser about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

We will monitor the physical features of our premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

## **7.2 Bullying and Harassment**

We are committed to providing a working environment free from harassment and bullying and ensuring all staff are treated, and treat

others, with dignity and respect. This includes harassment or bullying which occurs at work and out of the workplace, such as on business trips or at work-related events or social functions.

Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to a Protected Characteristic. Harassment is unacceptable even if it does not fall within any of these categories.

Harassment may include (this is a non-exhaustive list), for example:

- (a) unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
- (b) unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- (c) offensive e-mails, text messages or social media content;
- (d) mocking, mimicking or belittling a person's disability.

A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.

Bullying can take the form of physical, verbal and non-verbal conduct.

Bullying may include (this is a non-exhaustive list), by way of example:

- (a) physical or psychological threats;
- (b) overbearing and intimidating levels of supervision;
- (c) inappropriate derogatory remarks about someone's performance;

Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

### **7.3 Procedure**

If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should speak

to your line manager who can provide confidential advice and assistance in resolving the issue formally or informally. If informal steps are not appropriate, or have not been successful, you should raise the matter formally under our Grievance Procedure.

We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. We will consider whether any steps are necessary to manage any ongoing relationship between you and the person accused during the investigation.

Once the investigation is complete, we will inform you of our decision. If we consider you have been harassed or bullied by an employee the matter will be dealt with under the Disciplinary Procedure as a case of possible misconduct or gross misconduct. If the harasser or bully is a third party such as a customer or other visitor, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned. Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure.

Information about a complaint by or about an employee may be placed on the employee's personnel file, along with a record of the outcome and of any notes or other documents compiled during the process. These will be processed in accordance with our Data Protection Policy.

#### **7.4 Monitoring equal opportunities and dignity at work**

We will regularly monitor the effects of selection decisions and personnel and pay practices and procedures in order to assess whether equal opportunity and dignity at work are being achieved. This will also involve considering any possible indirectly discriminatory effects of its working practices. If changes are required, we will implement them. We will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

##### **Breaches of this Policy**

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or Bullying & Harassment Procedure. Complaints will be treated in confidence and investigated as appropriate.

You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately will be treated as misconduct and dealt with under our Disciplinary Procedure.

### **Related Policies**

This policy is supported by the following other policies and procedures (in the Employee Handbook):

- (a) Grievance Procedure.
- (b) Disciplinary Procedure.
- (c) Flexible Working Procedure.
- (d) Maternity, Paternity, Adoption and Shared Parental Leave Policies.
- (e) Parental Leave Policy.
- (f) Time Off for Dependants Policy.
- (g) Data Protection Policy.



## EMPLOYEE HANDBOOK RECEIPT

This Handbook has been drawn up by the Council to provide you with information on employment policies and procedures.

The policies and procedures contained within this handbook do not form part of your contract of employment; therefore the Council reserves the right to make amendments as necessary, for example reflecting changes to the law. Any change will be communicated to all staff. However, you are expected to read and comply with the policies and procedures contained within this handbook. Failure to do so could result in disciplinary action.

If you have any questions or any part of the Handbook is unclear to you, please do not hesitate to raise any queries with a member of management.

I acknowledge I have read and understood the policies and procedures contained within this handbook

Received by ..... (Employee)

Signed .....

Date .....

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# Agenda Item 16

## Bletchley and Fenny Stratford Town Council Meeting Dates 2024\_25

Draft calendar based on 3 standing committees			
Day	Date	Year	Meeting
Tuesday	07 May 2024	24-25	Annual Meeting of Council
Tuesday	14 May 2024	24-25	Annual Meeting of Electors
Tuesday	21 May 2024	24-25	
Tuesday	28 May 2024		
	4 June		Finance and Governance
Tuesday	11 June 2024	24-25	
Tuesday	18 June 2024	24-25	Community and Environment
Tuesday	25 June 2024	24-25	
	2 July		Employment Policy Committee
Tuesday	09 July 2024	24-25	Full Council
	16 July		
Tuesday	23 July 2024	24-25	
	30 July		
	6 August		Finance and Governance
Tuesday	13 August 2024	25-26	
	20 August		Community and Environment Committee
Tuesday	27 August 2024	24-25	
Tuesday	03 September 2024	25-26	
Tuesday	10 September 2024	24-25	Full Council
	17 September 2024		
Tuesday	24 September 2024	24-25	Employment Policy Committee
	1 October 2024		
Tuesday	08 October 2024	24-25	Finance and Governance (1 <sup>st</sup> draft budget)
	15 October 2024		
Tuesday	22 October 2024	24-25	Community and Environment Committee
	29 October 2024		
Tuesday	5 November 2024		
Tuesday	12 November 2024	24-25	Full Council
Tuesday	19 November 2024	25-26	
Tuesday	26 November 2024	24-25	Employment Policy Committee
	3 December		
Tuesday	10 December 2024	24-25	Finance and Governance 2 <sup>nd</sup> draft budget
Tuesday	17 December 2024	24-25	Community and Environment Committee
	7 January 2024		
Tuesday	14 January 2025	24-25	Full Council (Budget and Precept)
	21 January 2025		
Tuesday	28 January 2025	24-25	
Tuesday	04 February 2025	24-25	Finance and Governance
Tuesday	11 February 2025	24-25	
Tuesday	18 February 2025	24-25	Community and Environment
Tuesday	25 February 2025	24-25	

## Bletchley and Fenny Stratford Town Council Meeting Dates 2024\_25

Tuesday	04 March 2025	24-25	Employment Policy Committee
Tuesday	11 March 2025	24-25	Full Council
Tuesday	18 March 2025	24-25	
Tuesday	25 March 2025	24-25	
Tuesday	01 April 2025	25-26	Community and Environment Committee
Tuesday	8 April 2025		
Tuesday	15 April 2025	25-26	Finance and Governance Committee (1 <sup>st</sup> after year end)
Tuesday	22 April 2025	25-26	
Tuesday	29 April 2025	25-26	
Tuesday	6 May 2025	25-26	Annual Meeting of Council
Tuesday	13 May 2025	25-26	Annual Meeting of Electors
Tuesday	20 May 2025	25-26	
Tuesday	27 May 2025	25-26	
Tuesday	3 June 2025	25-26	Community and Environment Committee
Tuesday	10 June 2025	25-26	Finance and Governance Committee
Tuesday	17 June 2025	25-26	
Tuesday	24 June 2025	25-26	
Tuesday	1 July 2025	25-26	Employment Policy Committee
Tuesday	8 July 2025	25-26	Full Council
Tuesday	15 July 2025	25-26	
Tuesday	22 July 2025	25-26	
Tuesday	29 July 2025	25-26	
Tuesday	5 August 2025	25-26	Community and Environment Committee
Tuesday	12 August 2025	25-26	Finance and Governance Committee
Tuesday	19 August 2025	25-26	
Tuesday	26 August 2025	25-26	

## **Buckingham temporary Banking Hub opens**

Cash Access UK, the organisation set up to protect nationwide access to cash, has partnered with Buckinghamshire Council **through its Community Board, with the support of** Buckingham Town Council and community representatives to open a temporary Banking Hub in Buckingham. The temporary Banking Hub provides local people with access to banking services, while plans for the permanent Hub continue to make headway. The temporary Banking Hub is located at Buckingham Library.

The temporary Hub is open Tuesday to Friday, 9.30am to 4.30pm, and will remain available until the new permanent Banking Hub opens. The temporary Banking Hub offers a counter service operated by the Post Office, where customers of all major banks and building societies can carry out regular cash transactions. It also offers a Community Banker service where customers can talk to their own banking provider about more complicated issues.

Community Bankers will work on rotation, with a different bank or building society available on each day of the week:

Tuesday – NatWest

Wednesday Nationwide

Thursday – Lloyds Banking Group

Friday – Barclays (coming soon)

Cash Access UK is committed to delivering a permanent Banking Hub in Buckingham and, in a significant step forward, the location for the new permanent Hub has now been confirmed. This will be located at 19 Market Square, Buckingham. The team at Cash Access UK are now working hard to get the new premises ready.

The Banking Hub team looks forward to welcoming residents to the temporary Banking Hub at Buckingham Library and supporting them with their everyday banking needs. They will also be able to keep residents up to date with progress on the permanent Banking Hub.

The Buckingham & Villages Community Board, Buckinghamshire Council, Buckingham Town Council, and Cash Access UK have worked together throughout the process to ensure that Buckingham residents and business voices were heard and to support the provision of access to banking in a suitable location as quickly as possible.

**Gareth Oakley, CEO at Cash Access UK:** “We’re committed to protecting nationwide access to cash, therefore I am pleased to announce that a temporary Banking Hub in Buckingham is now open. The temporary Banking Hub will ensure residents’ access to cash needs are supported, while work progresses on the permanent location. This is an important step on the journey to a permanent solution and we look forward to updating the community on our progress when we are able.”

**Buckinghamshire Council’s Cabinet Member for Culture and Leisure, Councillor Clive Harriss said:**

*"I am really happy to see our library playing such an important part in ensuring that Buckingham residents have local access to banking services. Buckinghamshire Council is proud to have played such a key role in making this happen and the partnership with CashAccessUK is a great example of the importance of libraries as safe and accessible community spaces. Libraries sit at the heart of their communities and we are always looking for opportunities to work with partners to enhance the services available at the library"*

**Councillor Howard Mordue, Buckingham and Villages Community Board, Chairman said**

*"The Community Board has been pleased to co-ordinate with our partners to bring this fantastic new facility to the town. We hope this will make life easier for local people who want to withdraw cash easily and I'm delighted it is paving the way for a permanent facility in Buckingham. It's a great example of how our community boards make a real difference on the ground by co-ordinating projects like this on behalf of local residents."*

**Cllr. Anja Schaefer, Mayor of Buckingham** "Town Council quote to follow..."

**Ross Borkett, Head of Banking at Post Office said:** "We're delighted to be providing every day banking services to residents and businesses in Buckingham with our counter staffed by an experienced Postmaster and their team. We know that where cash is withdrawn locally, it tends to be spent locally, supporting the local community. It's great that a temporary Banking Hub is now open and we look forward to serving customers from the permanent location when it opens."

If you would like to know more about the Banking Hubs please contact: [adam.f.taylor@h-advisors.global](mailto:adam.f.taylor@h-advisors.global)

**ENDS**

**Notes to editors:**

The full address for the temporary Banking Hub is Buckingham Library, Verney Cl, Buckingham MK18 1JP

Cash Access UK is a not-for-profit company established by ten major banks and building societies. Their work is part of a new, collective approach to protecting access to cash. They provide shared services - available to the customers of ten firms - in communities where they are needed most. For more information, visit [cashaccess.co.uk](http://cashaccess.co.uk).

**Who owns Cash Access UK?**

Cash Access UK is owned and funded by ten of the UK's biggest banking providers: Bank of Ireland, Barclays, Danske Bank, HSBC UK, Lloyds Banking Group, Nationwide Building Society, NatWest Group, Santander, TSB and Virgin Money. These firms have come together to provide shared services available to all their customers.

**What is a Banking Hub?**

A Banking Hub is a shared banking space on the high street. Hubs offer a counter service operated by the Post Office, where customers of all major banks and building societies can

carry out regular cash transactions, Monday to Friday. The Hubs also offer a Community Banker service where customers can talk to their own banking provider about more complicated banking issues. The Community Bankers work on rotation, with a different banking provider available on each day of the week. Community Bankers are usually provided by the banks or building society with the most customers in the local area.

***Cash use is in decline. Why are you setting up new Banking Hubs?***

Cash is still important to millions of people in the UK. Between 5 and 6 million adults say they rely on cash in their day-to-day lives. Digital or online solutions don't yet work for everyone all the time. We've found that Banking Hubs can make a real difference to individuals, small businesses and the communities they live in.

***Can small businesses use the Banking Hubs to do their banking?***

Business customers are welcome to use the counter services to make cash withdrawals, cash and cheque deposits and other cash services including floats and coinage.

***How long does it take to open a Banking Hub?***

Opening a Banking Hub can take several months from start to finish. These are the steps involved:

- Find a suitable property that meets our requirements. These include size, condition and location.
- Negotiate terms with the landlord.
- Once an offer is agreed, solicitors carry out the legal work so the lease can be signed. We may need to get planning approval from the local authority before we work with our architects on the layout and design. Where the building is listed or in a conservation area, we make sure our design and the building work complement the area.
- Post Office appoints a Banking Hub Operator and the bankers identify Community Bankers so they are ready to serve customers on the day we open.
- Carry out final checks to make sure everything is working so we can open the doors.

***Who decides where to set up a Banking Hub?***

LINK, the UK's cash machine network, decides where new services are needed. LINK is an independent, regulated company with many years' experience in assessing communities' cash needs. LINK reviews the impact of every proposed branch closure by our Member firms. A community can also ask to LINK to carry out an assessment of the community if they feel they need better access to cash.

***Why isn't every bank and building society involved in this?***

Cash Access UK's ten Member firms cover the vast majority of personal and business customers. Cash Access UK is open to any bank or building society to join as long as they meet certain criteria.

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Budget Summary April 2024

	<u>2024/25</u>		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>REVENUE EXPENDITURE</b>			
Community Grants	5,294	37,000	<b>31,706</b>
Democratic Services	14,241	21,650	<b>7,409</b>
Planters	-	3,000	<b>3,000</b>
Youth Work	5,480	11,000	<b>5,520</b>
Dog Bins	-	17,700	<b>17,812</b>
Senior Youth Club	6,279	22,500	<b>16,221</b>
Spotlight	5,536	20,180	<b>14,644</b>
Bandstand	49	1,500	<b>1,451</b>
Community Engagement	-	63,340	<b>63,397</b>
Christmas Lights Overhead Exp	-	32,600	<b>33,200</b>
Christmas Event	250	17,000	<b>16,750</b>
Albert St Toilets	-	36,030	<b>36,749</b>
Allotments & Community Orchard	380	9,260	<b>8,880</b>
The Chapel	462	2,250	<b>1,788</b>
Fenny Stratford Community Centre	5,825	38,030	<b>32,205</b>
Professional Fees	-	11,500	<b>11,500</b>
Community Infrastructure Fund	-	40,000	<b>52,500</b>
Community Projects/Services	-	30,200	<b>30,200</b>
Well-being	5,930	52,200	<b>46,270</b>
Landscaping	5,337	67,550	<b>62,213</b>
Sycamore House (Office)	6,822	18,490	<b>11,668</b>
Sycamore Hall	5,218	8,650	<b>3,432</b>
Staff Costs	50,551	678,236	<b>627,685</b>
Council Support Services	6,625	103,819	<b>97,194</b>
Rolling Capital Programme Contribution	-	158,000	<b>158,000</b>
Town Council Vehicle	4,156	10,130	<b>5,974</b>
Neighbourhood Plan	3	7,000	<b>6,997</b>
Newton Leys Pavilion	9,974	108,135	<b>98,161</b>
Market	1,870	3,280	<b>1,410</b>
	<u>126,294</u>	<u>1,630,230</u>	<u><b>1,503,936</b></u>
<b>INCOME</b>			
Spotlight	3,852	7,930	<b>4,078</b>
Community Engagement	5,000	12,300	<b>7,300</b>
Xmas Event	-	3,000	<b>3,000</b>
Precept/Grant	649,035	1,298,070	<b>649,035</b>
Albert St Toilets	12,950	12,950	-
Allotments & Community Orchard	36	10,660	<b>10,624</b>
Landscaping	131,148	121,040	- <b>10,108</b>
Community Infrastructure Fund	-	20,000	<b>20,000</b>
Fenny Stratford Community Centre	2,750	37,000	<b>34,250</b>
Council Support Services	-	30,000	<b>30,000</b>
Newton Leys Pavilion	7,836	75,580	<b>67,744</b>
Market	170	1,700	<b>1,530</b>
	<u>812,777</u>	<u>1,630,230</u>	<u><b>817,453</b></u>
<b>NET REVENUE EXPENDITURE</b>	- <b>686,483</b>	-	<b>686,483</b>

**ROLLING CAPITAL PROGRAMME**

	<u>2024/25</u>		
	<u>Actual</u>	<u>Budget</u>	<b>Variance</b>
Balance Brought Forward	567,786	567,786	- <b>0</b>
Revenue Contribution	-	158,000	<b>158,000</b>
Transfer General Reserve		150,000	
Sycamore House/Hall	13,500	650,000	<b>636,500</b>
Cyclical Maintenance		6,100	<b>6,100</b>
Albert Steet Toilets		7,000	<b>7,000</b>
Carbon Audit Recommendations		8,000	<b>8,000</b>
			-
Sub Total	13,500	671,100	
Balance Carried Forward	554,286	204,686	

01/05/2024

## Bletchley & Fenny Stratford Town Council

Page 1

11:56

### Invoices Due for Payment by 31 May 2024

For Purchase Ledger

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
<b>Auditing Solutions Ltd [AUDITINGSO]</b>									
17/04/2024	A8403		A8403/Auditing Solutions Ltd		15/05/2024	600.00		600.00	
Telephone :01380 850588						<b>Total of Invoices Due (AUDITINGSO)</b>	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>
<b>Blackburn IT Services Ltd [BBITS]</b>									
14/04/2024	2010-12004		2010-12004/Blackburn IT Servic		14/05/2024	180.00		180.00	
						<b>Total of Invoices Due (BBITS)</b>	<b>180.00</b>	<b>0.00</b>	<b>180.00</b>
<b>Civica UK Limited [CIVICA]</b>									
17/04/2024	C/MG301761		C/MG301761/Civica UK Limited		17/05/2024	13,603.39		13,603.39	
						<b>Total of Invoices Due (CIVICA)</b>	<b>13,603.39</b>	<b>0.00</b>	<b>13,603.39</b>
<b>D2D Distribution Ltd [D2D]</b>									
25/04/2024	004580		004580/D2D Distribution Ltd		25/04/2024	954.00		954.00	
						<b>Total of Invoices Due (D2D)</b>	<b>954.00</b>	<b>0.00</b>	<b>954.00</b>
<b>Eastern Shires Purchasing Organisation [ESPO]</b>									
18/04/2024	7288462		7288462/Eastern Shires Purchas		18/05/2024	253.50		253.50	
Telephone :0116 2657095 orders						<b>Total of Invoices Due (ESPO)</b>	<b>253.50</b>	<b>0.00</b>	<b>253.50</b>
<b>Ganmerz Mega Bus [GAMERZ]</b>									
05/03/2024	27/07/2024		27/07/2024/Ganmerz Mega Bus		05/03/2024	450.00		450.00	
						<b>Total of Invoices Due (GAMERZ)</b>	<b>450.00</b>	<b>0.00</b>	<b>450.00</b>
<b>Hygeniq Solutions [HYGENIQ]</b>									
28/06/2023	E250623		E250623/Hygeniq Solutions		30/07/2023	0.20		0.20	
						<b>Total of Invoices Due (HYGENIQ)</b>	<b>0.20</b>	<b>0.00</b>	<b>0.20</b>
<b>LGRC Associates [LGRC]</b>									
14/11/2022	ON ACC 266		P/Ledger Electronic Payment		14/11/2022	8.00		8.00	
Telephone :01404 45973						<b>Total of Invoices Due (LGRC)</b>	<b>8.00</b>	<b>0.00</b>	<b>8.00</b>
<b>Little Cherubs Face Painting [LITTLECHER]</b>									
17/04/2024	16		16/Little Cherubs Face Paintin		31/05/2024	100.00		100.00	
						<b>Total of Invoices Due (LITTLECHER)</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Milton Keynes Security [MK SECURIT]</b>									
01/04/2024	B836/0424-22		B836/0424-22/Milton Keynes Sec		23/05/2024	722.20		722.20	

## Invoices Due for Payment by 31 May 2024

## For Purchase Ledger

## Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Telephone :01908 644007						Total of Invoices Due (MK SECURIT)	<b>722.20</b>	<b>0.00</b>	<b>722.20</b>
<b>MK Council [MKCOUNCIL]</b>									
11/03/2024	69003054722		69003054722 24/25/MK Council		10/04/2024	4,977.00		4,977.00	
11/03/2024	69002910350		69002910350 24/25/MK Council		10/04/2024	1,710.00		1,710.00	
11/03/2024	69003200714		69003200714 24/25/MK Council		10/04/2024	10,880.00		10,880.00	
11/03/2024	69003279287		69003279287 24/25/MK Council		10/04/2024	5,416.00		5,416.00	
11/03/2024	69003279296		69003279296 24/25/MK Council		10/04/2024	4,152.00		4,152.00	
11/03/2024	69003248987		69003248987 24/25/MK Council		10/04/2024	3,000.00		3,000.00	
11/03/2024	69003312842		69003312842 24/25/MK Council		10/04/2024	4,152.00		4,152.00	
Telephone :01908 252502						Total of Invoices Due (MKCOUNCIL)	<b>34,287.00</b>	<b>0.00</b>	<b>34,287.00</b>
<b>City Glass Stony Stratford [MKGLAZIER]</b>									
04/10/2023	ADJUSTMENT		ADJUSTMENT/City Glass Stony St		04/10/2023	-22.84		0.00	
Telephone :01908 760544						Total of Invoices Due (MKGLAZIER)	<b>-22.84</b>	<b>0.00</b>	<b>0.00</b>
<b>Nomix Enviro Ltd [NOMIX]</b>									
11/04/2024	SI/04428536		SI/04428536/Nomix Enviro Ltd		11/05/2024	646.80		646.80	
Telephone :+44 (0)800 0324352						Total of Invoices Due (NOMIX)	<b>646.80</b>	<b>0.00</b>	<b>646.80</b>
<b>NPower</b>									
16/04/2024	IN10306539		IN10306539/NPower		16/05/2024	31.15		31.15	
16/04/2024	IN10306536		IN10306536/NPower		16/05/2024	25.02		25.02	
16/04/2024	IN10306488		IN10306488/NPower		16/05/2024	30.94		30.94	
16/04/2024	IN10306484		IN10306484/NPower		16/05/2024	267.29		267.29	
26/04/2024	IN10353050		IN10353050/NPower		26/05/2024	38.31		38.31	
26/04/2024	IN10353051		IN10353051/NPower		26/05/2024	24.99		24.99	
Telephone :0845 070 9494						Total of Invoices Due (NPOWER)	<b>417.70</b>	<b>0.00</b>	<b>417.70</b>
<b>OVO Energy [OVO]</b>									
12/02/2024	CREDIT ADJ		CREDIT ADJ/OVO Energy		12/02/2024	-364.43		0.00	
11/03/2024	11/03/24		11/03/24/OVO Energy		11/03/2024	91.39		0.00	
10/04/2024	10/04/2024		10/04/2024/OVO Energy		10/04/2024	91.89		0.00	
						Total of Invoices Due (OVO)	<b>-181.15</b>	<b>0.00</b>	<b>0.00</b>
<b>The Parish Noticeboard Company [PARISHNOTI]</b>									
29/04/2024	11364		11364/The Parish Noticeboard C		29/04/2024	1,590.00		1,590.00	
Telephone :01606871188						Total of Invoices Due (PARISHNOTI)	<b>1,590.00</b>	<b>0.00</b>	<b>1,590.00</b>

## Invoices Due for Payment by 31 May 2024

## For Purchase Ledger

## Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
14/02/2024	S-SIN1460160		S-SIN1460160/Securitas Securit		15/03/2024	609.58		0.00
16/02/2024	ON ACC 386		P/Ledger Electronic Payment		16/02/2024	-609.59		0.00
09/04/2024	S-SIN1473443		S-SIN1473443/Securitas Securit		09/05/2024	52.80		52.79
09/04/2024	S-SIN1473442		S-SIN1473442/Securitas Securit		09/05/2024	52.80		52.80
10/04/2024	S-SIN1474880		S-SIN1474880/Securitas Securit		10/05/2024	609.58		609.58
14/04/2024	S-SIN1475044		S-SIN1475044/Securitas Securit		12/05/2024	699.01		699.01
Total of Invoices Due (SECURITAS)						<b>1,414.18</b>	<b>0.00</b>	<b>1,414.18</b>
<b>SES Business Water [SES]</b>								
20/12/2023	974421-611		974421-611/SES Business Water		20/12/2023	-177.14		0.00
26/04/2024	974421-616		974421-616/SES Business Water		26/04/2024	37.58		0.00
Total of Invoices Due (SES)						<b>-139.56</b>	<b>0.00</b>	<b>0.00</b>
<b>Stenton Obhi Architects [SOA]</b>								
30/04/2024	06363/1626		06363/1626/Stenton Obhi Archit		30/05/2024	5,850.00		5,850.00
Telephone :01908 732100						Total of Invoices Due (SOA)		
Contact :Mr N Stenton						<b>5,850.00</b>	<b>0.00</b>	<b>5,850.00</b>
<b>Stuart Thomas Associates Ltd [STUART]</b>								
29/04/2024	15844		15844/Stuart Thomas Associates		29/05/2024	900.00		900.00
Total of Invoices Due (STUART)						<b>900.00</b>	<b>0.00</b>	<b>900.00</b>
<b>Total Gas &amp; Power Ltd [TOTALGAS]</b>								
12/04/2024	337034791/24		337034791/24/Total Gas & Power		10/05/2024	177.53		177.53
Telephone :01737 275800						Total of Invoices Due (TOTALGAS)		
						<b>177.53</b>	<b>0.00</b>	<b>177.53</b>
Total of Invoices Due (Purchase Ledger)						<b>61,810.95</b>	<b>0.00</b>	<b>62,154.50</b>
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>61,810.95</b>	<b>0.00</b>	<b>62,154.50</b>

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## Invoices Due for Payment by 31 May 2024

## For Purchase Ledger

## Pay by Direct Debit

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
<b>Wave - Anglian Water Business [ANGLIANWAT]</b>									
15/01/2024	13035345		13035345/Wave - Anglian Water		14/02/2024	-178.23		0.00	
13/02/2024	13147074		13147074/Wave - Anglian Water		04/03/2024	-58.96		0.00	
15/02/2024	ON ACC 393		Purchase Ledger DDR Payment		15/02/2024	-119.00		0.00	
15/03/2024	ON ACC 398		Purchase Ledger DDR Payment		15/03/2024	-119.00		0.00	
01/04/2024	13371447		13371447/Wave - Anglian Water		24/04/2024	72.12		0.00	
15/04/2024	ON ACC 403		Purchase Ledger DDR Payment		15/04/2024	-64.00		0.00	
15/04/2024	13435316		13435316/Wave - Anglian Water		15/05/2024	-233.96		0.00	
17/04/2024	13442668		13442668/Wave - Anglian Water		15/05/2024	87.84		0.00	
24/04/2024	ON ACC 405		Purchase Ledger DDR Payment		24/04/2024	-130.00		0.00	
Telephone :0345 070 4158						<b>Total of Invoices Due (ANGLIANWAT)</b>	<b>-743.19</b>	<b>0.00</b>	<b>0.00</b>
<b>Fuelcard Services Ltd [BPFUEL]</b>									
28/04/2024	9007284233		9007284233/Fuelcard Services L		05/05/2024	82.42		82.42	
Telephone :01282 838800						<b>Total of Invoices Due (BPFUEL)</b>	<b>82.42</b>	<b>0.00</b>	<b>82.42</b>
<b>Trade UK Ltd [BQ]</b>									
28/03/2024	1481276158		1481276158/Trade UK Ltd		31/05/2024	27.00		27.00	
Telephone :0845 6038389						<b>Total of Invoices Due (BQ)</b>	<b>27.00</b>	<b>0.00</b>	<b>27.00</b>
<b>British Gas Business [BRITISHGAS]</b>									
23/04/2024	804939416		804939416/British Gas Business		13/05/2024	204.37		204.37	
28/04/2024	7507979		7507979/British Gas Business		12/05/2024	83.96		83.96	
Telephone :0845 072 3875						<b>Total of Invoices Due (BRITISHGAS)</b>	<b>288.33</b>	<b>0.00</b>	<b>288.33</b>
<b>BT Telephone Payment Services Ltd [BT]</b>									
28/04/2024	M012 SB		M012 SB/BT Telephone Payment S		09/05/2024	36.86		36.86	
						<b>Total of Invoices Due (BT)</b>	<b>36.86</b>	<b>0.00</b>	<b>36.86</b>
<b>George Browns [GEORGEBROW]</b>									
18/04/2024	173721		173721/George Browns		20/05/2024	88.01		88.01	
Telephone :01525 372062						<b>Total of Invoices Due (GEORGEBROW)</b>	<b>88.01</b>	<b>0.00</b>	<b>88.01</b>
<b>Konica Minolta Business Sol. (UK) Ltd [KONICAMIN]</b>									
23/04/2024	1200239515		1200239515/Konica Minolta Busi		23/05/2024	125.00		125.00	
25/04/2024	1200275017		1200275017/Konica Minolta Busi		25/05/2024	154.22		154.22	
Telephone :01268 534444 A/cs						<b>Total of Invoices Due (KONICAMIN)</b>	<b>279.22</b>	<b>0.00</b>	<b>279.22</b>

## Invoices Due for Payment by 31 May 2024

## For Purchase Ledger

## Pay by Direct Debit

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
26/04/2024	150303		150303/Payroll Options		31/05/2024	143.41		143.41	
Telephone :01908 630 777						<b>Total of Invoices Due (PAYROLLOPT)</b>	<b>143.41</b>	<b>0.00</b>	<b>143.41</b>
<b>PHS Group plc [PHS]</b>									
31/03/2024	70479309		70479309/PHS Group plc		30/04/2024	22.93		22.93	
19/04/2024	70520430		70520430/PHS Group plc		19/05/2024	46.42		46.42	
Telephone :029 2085 1000						<b>Total of Invoices Due (PHS)</b>	<b>69.35</b>	<b>0.00</b>	<b>69.35</b>
<b>Trade UK [SCREWFIX]</b>									
05/03/2024	1472184238		1472184238/Trade UK		30/04/2024	16.31		16.31	
06/03/2024	1472642392		1472642392/Trade UK		30/04/2024	14.98		14.98	
06/03/2024	1472643313		1472643313/Trade UK		30/04/2024	6.79		6.79	
15/03/2024	1475796641		1475796641/Trade UK		30/04/2024	4.69		4.69	
15/03/2024	1475796633		1475796633/Trade UK		30/04/2024	5.84		5.84	
18/03/2024	1476446113		1476446113/Trade UK		30/04/2024	31.48		31.48	
26/03/2024	1479494178		1479494178/Trade UK		30/04/2024	22.98		22.98	
27/03/2024	1479949183		1479949183/Trade UK		30/04/2024	25.96		25.96	
26/04/2024	1489499377		1489499377/Trade UK		31/05/2024	4.22		4.22	
29/04/2024	1490571671		1490571671/Trade UK		31/05/2024	4.68		4.68	
Telephone :01908 630213						<b>Total of Invoices Due (SCREWFIX)</b>	<b>137.93</b>	<b>0.00</b>	<b>137.93</b>
<b>Tatry Group Ltd [TATRY]</b>									
01/04/2024	INV-3077		INV-3077/Tatry Group Ltd		30/04/2024	2,795.95		2,795.95	
						<b>Total of Invoices Due (TATRY)</b>	<b>2,795.95</b>	<b>0.00</b>	<b>2,795.95</b>
<b>Vodafone Ltd [VODAFONE]</b>									
11/04/2024	B10-322612486		B10-322612486/Vodafone Ltd		05/05/2024	461.34		461.34	
Telephone :08704 500010						<b>Total of Invoices Due (VODAFONE)</b>	<b>461.34</b>	<b>0.00</b>	<b>461.34</b>
<b>Total of Invoices Due (Purchase Ledger)</b>						<b>3,666.63</b>	<b>0.00</b>	<b>4,409.82</b>	
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>3,666.63</b>	<b>0.00</b>	<b>4,409.82</b>	