



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor E Cooper**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis-tc.gov.uk

5th June 2024

To: Members of the Corporate Services Committee

Cllrs: D Jones (Chair), E Billington, J Carroll, E Costello, W Henderson, M Herber, C Rollins

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Corporate Services Committee** to be held at the Council Offices, Peel Street on **Monday 10th June 2024 at 7.00pm.**

Members of the public who wish to attend the meeting may do so in person or remotely through the meeting link below.

To attend remotely through Teams please follow this link: [MEETING LINK](#)

Please follow this guidance if attending the meeting remotely [LINK](#)

Clare Evans
Town Clerk

**THIS MEETING MAY
BE RECORDED ***

Agenda

- 1. APOLOGIES & SUBSTITUTIONS**
- 2. QUESTIONS FROM THE PUBLIC**

In accordance with approved Standing Orders 1(e)-1(l) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

- 3. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

**Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session
The use of images or recordings arising from this is not under the Council's control.*

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

4. ELECTION OF VICE-CHAIR

Members are invited to elect a Vice Chair for Corporate Services Committee for 2024/2025.

5. MINUTES

Pages 9 – 17

To approve the Minutes of the meetings held on 4th March 2024 and 30th April 2024.

Recommendation: **To approve the Minutes of the meetings held on 4th March 2024 and 30th April 2024 and for these to be signed by the Chairman.**

6. TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Pages 18 -21

Personnel Sub-Committee: 15th January 2024

Recommendation: **To receive the Minutes of the Personnel Sub-Committee meeting of the 15th January 2024.**

7. COMMITTEE FUNCTIONS & TERMS OF REFERENCE

Pages 22-23

In accordance with Standing Order 4.j.iv. Council is required to review its delegation arrangements to committees and sub committees.

These arrangements are set out in the Committee Functions & Terms of Reference. This document sets out the system of delegation to the Committees, Sub Committees and Working Groups of the Council.

Members will find attached the extract from the approved Committee Functions & Terms of Reference which relates to this committee.

This report is provided for information.

8. INCOME AND EXPENDITURE REPORT

Pages – 24- 31

Members will find attached, for information, the income and expenditure print out for the Corporate Services committee up to the end of the 2023/2024 financial year.

Members will also find attached, for information, the income and expenditure report for the Corporate Services committee for the month of April 2024.

9. BANK AND CASH RECONCILIATION STATEMENTS

Pages 32 - 34

Members are requested to receive the monthly bank and cash reconciliation statements for February, March and April 2024.

- Recommendations:**
- 1. To approve the monthly bank and cash reconciliation statement for February, March and April 2024.**
 - 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

10. LIST OF CHEQUE PAYMENTS

Pages 35 - 71

Members will find a list of payments for the period February to March 2024 and for April 2024.

This report is provided for information.

11. INVESTMENT REPORT

Pages 72 - 79

In accordance with Committee Functions, Financial Regulation 8 and Banking Arrangements, Investment Strategy & Investment Arrangements.

The Corporate Services Committee are to oversee and manage the financial obligations of the Council, including:

To receive quarterly reports on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where length and amount.

This report is provided for information.

12. RENEWAL OF DIRECT DEBIT, STANDING ORDER, BACS AND CHAPS PAYMENTS

Page 80

Members are advised, under Financial Regulation 6.8, the approval of the use of Direct Debit, Standing Order, BACS or CHAPS shall be renewed by resolution of the council every year.

Members will find a list of Direct Debits and Standing Orders as attached.

Members are informed that the town council uses BACs payment for staff salaries only.

Recommendations:

- 1. To approve the use of BACS method of payment.**
- 2. To approve the use of Direct Debit, Standing Order and CHAPS method of payment.**

13. PUBLIC WORKS LOAN BOARD ANNUAL REPORT

Page 81-83

In accordance with the committees Terms of Reference and Financial Regulation 8, For information Members are provided with an annual report of the council's loans.

Members will find a report attached.

14. INSURANCE CLAIMS

Members are advised that there have been no insurance claims since the last meeting.

Members are informed that this item will no longer appear on future agendas unless there is something to report.

15. APPOINTMENT OF INTERNAL AUDITOR

Pages 84 -86

At the Town Council meeting held on the 21st March 2022 (minute number 11984) members supported the recommendation from the Corporate Services meeting held on the 28th February 2022 that the Town Council appoint IAC Audit & Consultancy Ltd, for a period of 3 years, as the Town Council internal auditor provider. This appointment covered accounting years 21/22, 22/23 and 23/24.

Members are being requested to consider the appointment of the Internal Auditor for a period of 3 years (financial years 2024/25, 2025/26 and 2026/7).

Members will find a report attached.

Recommendation: **To recommend to Town Council, at the meeting to be held on the 17th June 2024, that IAC Audit & Consultancy Ltd be appointed as the Town Councils internal audit provider, for a period of 3 years (financial years 2024/25, 2025/26 and 2026/7), at a cost of £800 plus VAT per annum.**

16. TOWN COUNCIL INSURANCE PROVISION

In accordance with Financial Regulation 15 – Insurance.

Members are reminded that at the last Town Council meeting held on the 18th March 2024 members were advised that the Town Council's insurance provision was due for renewal

on 1st June 2024. It had been proposed to present a recommendation directly to Town Council in March; however, timescales set by insurance providers, meant that insurance quotes were not able to be obtained. Members were requested and subsequently agreed (minute number 12760) to delegate the appointment of the Town Council's insurer to the Town Clerk, in conjunction with the Head of Corporate Services, and for the outcome to be reported at the next Corporate Services Committee.

Following the outcome of enquires, members are informed that the Town Council has entered into a long term agreement with Zurich Municipal for a period of three years, starting from 1st June 2024, at a cost of £15,528.45 per annum. Entering into a long term agreement has brought with it a level of discount. For information, this cost does not include cover for the new Bidwell West Pavilion, as this building has not been transferred to the council, as yet.

Budget allocation for this provision is £17,000.

This report is provided for information.

17. COMMITTEE WORK PLAN – CORPORATE SERVICES COMMITTEE

Page 87

At the Town Council meeting held on the 11th December 2023 members approved the HRTC Corporate Strategy for 2024-2028 (minute number 12645). At the March meeting of the Town Council, members approved allocating the objectives to standing committees to enable more detailed consideration and progression. As members are aware the plan included 4 Pillars under which were a number of objectives along with some suggestions as to how these objectives may be achieved.

In order to progress the plan, members agreed that these objectives would then be presented as Committee Workplans to the respective committees for more detailed consideration of delivery mechanisms and subsequent monitoring.

Members will find attached the allocation of objectives for delivery by this committee. Members are asked to prioritise a number of objectives for future consideration/delivery in the next twelve months.

Recommendation: **To approve the Corporate Services Committee work plan and select those objectives for consideration/delivery in the next twelve months.**

18. VAT RETURNS

Page 88

Members are provided, for information, the Town Council VAT returns for quarters 1,2,3 & 4 of the financial year 2023-2024.

This report is provided for information.

19. POLICY REVIEW SCHEDULE

Pages 89 - 91

Policies and procedures play an important role in governing the Town Councils responsibilities. Policies and procedures set out what is to be expected, from both the Council and employees and confirms legal compliance.

This schedule is provided annually at the first Corporate Services meeting following the Town Councils Annual General Meeting.

Members will find attached a list of suggested policy review dates that coincide with dates of the meetings for this committee for the municipal year 2024-2025.

This report is provided for information.

20. POLICY UPDATES

Pages 92 – 163

Policies and procedures play an important role in governing the Town Councils responsibilities. Policies and procedures set out what is to be expected, from both the Council and employees and confirms legal compliance.

Members will find attached a report and details of any amendments for the following policies:

- 1) Family Friendly Policy
- 2) Flexible Working Policy
- 3) Capability Policy
- 4) Grievance Policy
- 5) Officer/Member Protocol
- 6) Training Agreement
- 7) Training Statement of Intent

Recommendations: **To recommend to Town Council, that the following policies be re-adopted:**

- 1) Family Friendly Policy**
- 2) Flexible Working Policy**
- 3) Capability Policy**
- 4) Grievance Policy**
- 5) Officer/Member Protocol**
- 6) Training Agreement**
- 7) Training Statement of Intent**

21. EXCLUSION OF PRESS AND PUBLIC

- **Staff Plan**
- **Council Offices**

Recommendation: **In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of**

the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

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HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
4th March 2024 at 7.00pm.

Present:	Councillors:	C Slough J Carroll E Cooper Y Farrell W Henderson M Herber C Rollins	Chairman (Sub) (Sub)
	Officers:	Clare Evans Amanda Samuels	Town Clerk Administration Officer
	Public:	0	
Apologies:	Councillors:	E Costello D Jones	

12722 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Costello (Cllr Cooper substituted) and Cllr Jones (Cllr Farrell substituted).

12723 QUESTIONS FROM THE PUBLIC

None.

12724 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12725 MINUTES

To approve the Minutes of the meeting held on 4th December 2023.

Resolved: To approve the Minutes of the meeting held on 4th December 2023 and for these to be signed by the Chairman.

12726 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Personnel Sub-Committee: 9th October 2023

Resolved: To receive the Minutes of the Personnel Sub-Committee meeting of the 9th October 2023.

12727 INCOME AND EXPENDITURE REPORT

Members were provided with a copy of the Income and Expenditure Report, highlighting significant variances, for Corporate Services Committee to date.

12728 BANK AND CASH RECONCILIATION STATEMENTS

Members were requested to receive the monthly bank and cash reconciliation statements for November and December 2023 and January 2024.

- Resolved:**
- 1. To approve the monthly bank and cash reconciliation statements for November and December 2023 and January 2024;**
 - 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

12729 LIST OF CHEQUE PAYMENTS

Members were provided with a list of payments for the period November 2023 to January 2024 (inclusive).

This report was provided for information.

12730 INVESTMENT REPORT

The Corporate Services Committee received the quarterly report on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount.

It was highlighted that the gross dividend yield from the property fund was 4.94% while the yield rate on the deposit account was 5.3%. This was something that Members might want to take into consideration when discussing the investment review report.

- Resolved:** **To receive the financial information provided for information purposes.**

12731 INVESTMENT REVIEW REPORT

At the Corporate Services meeting held on the 4th December 2023 Members were advised that a report on the review of the Town Councils investments would be presented at this meeting.

It was highlighted that the initial investment of £600,000 in the Property Fund in 2014, was currently valued at £595,000. While the capital value had, historically, been higher than this, it was worth noting that annual interest continued to be received on this investment in the region of £30,000-£40,000. Houghton Regis Town Council had been asked to assess its appetite for risk and to consider whether more secure investments would be advisable. A review had been carried out and it was felt that funds from the property fund should be withdrawn, and consideration given to options with a more secure rating. Members voted for the recommendations as follows:

Proposed by Cllr Herber

Seconded by Cllr Farrell

Members voted unanimously to accept all recommendations

- Resolved:**
- 1. To give notice to the CCLA Property Fund that the council wants to withdraw its funds.**
 - 2. To subsequently invest these funds in the CCLA Deposit account as it is a AAA rated investment.**
 - 3. To confirm that the Council has an investment risk appetite comparable to at least a AA-rating or higher.**
 - 4. To use the Property fund 6-month notice period to investigate government gilts and investment opportunities at local banks and building societies further and report back to Corporate Services in due course.**

12732 INSURANCE CLAIMS

Members were advised that there had been no insurance claims since the last meeting.

12733 REVIEW OF CHARGES 2024/2025

In accordance with Financial Regulation 9.3 Members were provided with a list of charges for 2023/24 which were under the control of the Committee. In order to support users of these facilities, it was suggested that Members consider applying the same charges for 2024/25.

Members were reminded, the information in regard to the hire of the small meeting room had been removed as this room was now occupied by office staff.

Resolved: To approve the charges for 2024/25 as attached.

12734 VAT RETURN & VAT ON SPORTING FEES - UPDATE

Members were provided with a copy of the VAT Return for quarters 1, 2 and 3 for financial year 2023/2024.

Members were advised that following this committee's decision to submit a reclaim of VAT for the period October 2019 to the end on the financial year 2023, a full refund had been received and had been distributed to those clubs who had paid VAT during this period.

12735 PHOTOCOPIER LEASE RENEWAL

The council's current photocopier lease was due to expire on the 30th June 2024. This lease agreement was for a period of 5 years.

Members were requested to agree to enter into a new lease agreement for a replacement copier.

Members were provided with a report with details of comparable quotes. The recommendation was to approve Company A to supply a quarterly lease at an amended figure of £127.80.

Cllr Henderson proposed an amendment to the recommendation to reflect the revised charge.

Seconded by Cllr Herber

Members agreed unanimously to the amendment

Cllr Henderson proposed the amended recommendation

Seconded by Cllr Herber

Members agreed unanimously to the amended recommendation

Resolved: To enter into a contract with Latent Digital Solutions for the supply, installation and maintenance of a Ricoh copier at a quarterly lease of £127.80 with copying charges of mono copies at £0.003 per copy and colour copies at £0.03 per copy, for a period of 5 years.

12736 DATA PROTECTION POLICY & DATE RETENTION POLICY

Members were provided with a report and advised that the Town Council's Data Protection Policy was last reviewed on the 25th November 2019. Since there had been no changes to Data Protection legislation the Data Protection Policy remained fit for purpose.

Houghton Regis Town Council was obliged to retain documentation for a number of purposes, in relation to data, and in order for the Town Council to comply with these obligations a Data Retention Policy had been produced.

It was confirmed that the retention period for data was six years, after which the information needed to be deleted. This was in line with NALC and SLCC best practice guidelines.

- Resolved:**
- 1) To recommend to Town Council the adoption of the Town Councils Data Protection Policy**
 - 2) To recommend to Town Council the adoption of the Town Councils Data Retention Policy**

DRAFT

12737 REFERENCES POLICY

Members were reminded that at the last meeting of Corporate Services meeting held on the 4th December 2023 Members deferred the adoption of the draft Town Council Reference Policy until further advice had been sought, in regard to whether a reference could be provided indefinitely. The adoption of the Town Council Safer Recruitment & Selection Policy, which would automatically guarantee an interview to a candidate with a disability who met the essential criteria of the post, had also been deferred while advice was sought.

Members were informed that the References Policy was a new policy, however, the Safer Recruitment & Selection Policy and the Equality, Diversity and Inclusion Policy were updated documents.

Members had been in favour of Houghton Regis Town Council providing references indefinitely; however, based on HR advice and Data Protection and Retention timelines, references should only be provided for 6 years. It was suggested that an open reference could be offered to employees as part of the exit process, which would confirm their term of employment with the Council.

The Safer Recruitment Policy and the Equality, Diversity and Inclusion Policy would enable Houghton Regis Town Council to guarantee an interview to disabled applicants who met the essential criteria for the role. It was felt that it would be a positive move if a logo to reflect this could be included on the application form.

Resolved:

- 1) **To recommend to Town Council the adoption of the Town Council's References Policy.**
- 2) **To recommend to Town Council the adoption of the revised Town Council's Safer Recruitment & Selection Policy.**
- 3) **To recommend to Town Council the adoption of the revised Town Council's Equality, Diversity and Inclusion Policy**

12738 EXCLUSION OF PRESS AND PUBLIC

- **Staff Salaries**
- **Staff appraisal outcomes**

Resolved: **In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.**

12739 PAY SCALES 2024/25

At the Personnel Sub-Committee meeting held on the 15th January 2024, members received a list of the Salary Point number for all staff along with overtime rates, additional payments, mileage rates and employer and employee pension contribution rates and to resolve (minute number PE305) to recommend to Corporate Services that these be noted and signed by the Chair Corporate Services at its meeting on 4th March 2024.

Resolved: To note the list of the Salary Point number for all staff along with overtime rates, additional payments, mileage rates and employer and employee contributions rates and for this list to be signed by the Chair of Corporate Services.

12740 STAFF APPRAISALS

Members were provided with a report on the outcomes of the autumn staff appraisal process.

Resolved:

- 1. To note the update on the Autumn staff appraisals;**
- 2. To receive and approve the summary of the Clerk's appraisal completed on 13th December 2023.**

**The Chairman declared the meeting closed at 8.25pm
Dated this 10th day of June 2024**

Chairman

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
30th April 2024 at 7.00pm.

Present: Councillors: C Slough Chairman
J Carroll
E Costello
Y Farrell (Sub)
W Henderson
M Herber
C Rollins

Officers: Clare Evans Town Clerk

Public: 0

Apologies: Councillors: D Jones

12810 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Jones (Cllr Farrell substituted).

12811 QUESTIONS FROM THE PUBLIC

None.

12812 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12813 EXCLUSION OF PRESS AND PUBLIC

Ongoing Staffing Matter

Resolved: In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

12814 ONGOING STAFFING MATTER

Members received a report in regard to an ongoing staffing matter.

Resolved: To agree the suggestion put forward.

**The Chairman declared the meeting closed at 7.30pm
Dated this 10th day of June 2024**

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
Minutes of the meeting held on
15th January 2024 at 6.00pm**

Present: Councillors: D Jones Chairman
Y Farrell (Substitute)
W Henderson
M Herber
T McMahan

Officers: Louise Senior Head of Democratic Services
Amanda Samuels Administration Officer

Public: 0

Apologies: Councillor: E Costello

PE293 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr E Costello (Cllr Farrell substituted).

PE294 QUESTIONS FROM THE PUBLIC

None.

PE295 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE296 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 9th October 2023 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 9th October 2023 be approved as a correct record and signed accordingly.

PE297 FREEDOM OF INFORMATION REQUESTS

For the period October to December no Freedom of Information requests had been received.

Resolved: To note the information.

PE298 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

QJJ

Sickness
1 day in December

Annual leave

From October to December the Clerk had 5 day's leave and 1 day's flexi leave. The following leave requests had been made:

- 23rd February 2024
- 8th – 12th April 2024
- 28th May – 30th May 2024

Overtime

The Clerk had attended 2 meetings or events outside of the normal working day within the previous quarter.

Resolved: To approve the Town Clerk's annual leave request.

PE299 2023/24 PAY AWARD

Members were informed that the £1,925 pay increase (as agreed by the National Joint Council for local government services) was paid to staff in their November salary, backdated to April 2023, as per staff contracts of employment.

Resolved: To request that Corporate Services Committee note the Pay Award for 2023/24 at its meeting on 4th March 2024.

PE300 STAFF APPRAISALS

Members were advised that most staff Appraisals had been completed with some to be followed up over the coming week.

During the appraisal process ILM Coaching & Mentoring Level 3 training had been offered to Heads of Service, all were keen to undertake the training. Budget provision would be sought for 24/25.

Resolved: To note the information

PE301 STAFF RECRUITMENT

Members were advised that all new members of staff recruited during the summer of 2023 had successfully completed their probationary period.

Resolved: To note the information.

PE302 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr Henderson Seconded by: Cllr Herber

DJT

Carried

The Administration Officer left the meeting.

- Staff sickness
- Staffing matters
- Payscales

Resolved: In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

PE303 STAFF SICKNESS

Members will find attached a rolling twelve-month record of sickness absence for all members of staff.

Resolved: To note the information

PE304 STAFFING MATTERS

Members will find attached a report highlighting a suggested amendment to the Contracts of Employment issued to staff.

Resolved: To support the recommendation in the report.

PE305 PAY SCALES 2024/25

Members were advised of the Councils statutory requirements as an employer under Financial Regulation 7.1

Members received a list of the Salary Point number for all staff along with overtime rates, additional payments, mileage rates and employer and employee pension contribution rates.

Resolved: To receive the list of the Salary Point number for all staff along with overtime rates, additional payments, mileage rates and employer and employee pension contribution rates and to recommend to Corporate Services that these be noted and signed by the Chair.

The Chairman declared the meeting closed at 6.37pm

Dated this 7th day of May 2024

Chairman



Corporate Services Committee

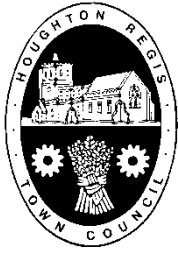
Terms of Reference

- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
- Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- Review of the Council's and/or employees' memberships of other bodies.
- To consider the suitability of the current office provision and the requirements of future office provision.
- To manage and maintain the Council Offices including office equipment and furniture.
- Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 (DPA 2018) and to take action to comply.
- To receive information relating to the number of Freedom of Information requests received by the Clerk
- Reviewing policies of the Council as required by the Policy Document Review Schedule
- To oversee and manage the financial obligations of the Council, including:
 - To receive quarterly reports on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount
 - To receive bank and cash reconciliation statements.
 - To receive an annual report (based on the previous financial year) on loans taken out, repayments made and outstanding liability.
 - To confirm the use of direct debits, standing orders, BACS, CHAPS
- Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- To recommend to Council the writing off of irrecoverable amounts.
- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30th November each year.
- To monitor periodically the income and expenditure of the Committee.
- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To set the level of charges for facilities in respect of all the services of this Committee.
- Monitor and review risk management issues.
- To exercise overall responsibility for staffing issues, excluding the appointment of the Town Clerk, who shall be appointed by the Town Council
- To determine staff conditions of service including salary scales, working hours, employee assessments and evaluations etc

- To determine all matters relating to staff including staffing resources and structures
- To consider, determine and approve staff and Member training requirements.

Functions

- The Corporate Services Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Corporate Services Committee shall consist of seven Councillors. The quorum shall be half of its members (four).
- To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.



CORPORATE SERVICES COMMITTEE

Agenda Item 8

Date:	10th June 2024
Title:	Income & Expenditure Report
Purpose of the Report:	To provide members with the Income & Expenditure report to date for the Corporate Services Committee.
Contact Officer:	Debbie Marsh, Head of Corporate Services

This report is provided for information.

1. BACKGROUND

In accordance with the committee functions a review of the income and expenditure of the committee should be undertaken periodically. Accordingly, this report is presented to each committee meeting detailing the income and expenditure for the specific committee.

The income and expenditure report is provided for reference.

2. ISSUES FOR CONSIDERATION

101-1076 – Precept

First instalment of the precept has been received.

101-1096 – Interest & Dividends received.

None

101-4051 Bank & Loan Charges

Charges to date.

101-4056 Audit Fees

No expenditure to date.

101-4057 – Accountancy & Software

Expenditure to date includes software support for the Omega, Allotment and Cemetery packages, as well as Rialtas Cloud software support.

101-4061 CCLA Management Fees

No expenditure to date.

102-4007 Member Conferences

No expenditure to date.

102-4008 Member Training

No expenditure to date.
102-4009 Travel
No expenditure to date.
102-4020 Misc. Establishment Costs
No expenditure to date.
102-4024 Subscriptions
Annual subscriptions have been made to date to NALC, SLCC, ICCM and CPRE.
102-4059 Other Professional Fees
No expenditure to date.
102-4104 Hospitality Allowance
No expenditure to date.
102-4131 – Election Costs
No expenditure to date.
190-1091 Income Misc.
No income to date.
190-1099 Insurance Claims
No income to date.
190-4007 Conference Costs
No expenditure to date.
190-4008 Training / Courses
This covers various online training completed by staff, including Leadership Course, ILCA and Garden of Remembrance.
190-4009 Travel
No expenditure to date.
190-4011 Rates
Annual rates settled in full.
190-4012 Water rates
No expenditure to date.
190-4014 Electricity
No expenditure to date.
190-4015 Gas
No expenditure to date.
190-4017 Health & Safety
No expenditure to date.
190-4020 Misc. Est Costs
Various small-scale expenditure incurred.
190-4021 Communication Costs
Land line and mobile charges.
190-4022 Postage
Expenditure to date.
190-4023 Stationery
No expenditure to date.
190-4025 Insurance
No expenditure to date. Invoice received and due for payment.
190-4026 Computer Costs
Expenditure to date
190-4027 Photocopier charges
No expenditure to date.
190-4031 Advertising
No expenditure to date.

190-4036 Property maintenance

No expenditure to date.

190-4038 Maintenance Contracts

No expenditure to date.

190-4042 Equip Main & Repairs

No expenditure to date.

190-4059 Other Professional Fees

No expenditure to date.

192-4001 Staff Salaries, 4002 NI, 4003 Superannuation

This expenditure relates to April to January inclusive.

192-4005 Staff overtime

This expenditure relates to April to January inclusive.

192-4059 Other Professional Fees

This budget covers HR retainer charge, payroll fees, EAP programme as well as some ad hoc other professional support.

3. COUNCIL VISION

Aspirations

A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

4. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from this report

Legal Implications

- There are no legal implications arising from this report

Financial Implications

- There are no financial implications arising from this report

Risk Implications

- There are no risk implications arising from this report

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project / issue does not discriminate.

Climate Change Implications

- There are no climate change implications arising from the recommendations

Press Contact

There are no press implications arising from this report.

5. CONCLUSION AND NEXT STEPS

Proactive monitoring of the budget will set the council in good stead going forwards and will help to ensure that expenditure and income targets are met. There are no issues or areas of concern to highlight in this report.

6. APPENDICES

Appendix A: Income and Expenditure cost centre report – 2023-2024

Appendix B: Income and Expenditure cost centre report – April 2024

Detailed Income & Expenditure by Budget Heading 29/05/2024

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Corporate Management</u>								
1076 Precept received	0	1,196,781	1,196,781	0			100.0%	
1096 Interest & Dividends Received	14,314	79,152	39,360	(39,792)			201.1%	
Corporate Management :- Income	14,314	1,275,933	1,236,141	(39,792)			103.2%	0
4051 BANK & LOAN CHARGES	59	609	840	231		231	72.5%	
4056 AUDIT FEES	3,335	3,770	3,200	(570)		(570)	117.8%	
4057 ACCOUNTANCY & SOFTWARE	525	4,626	5,000	374		374	92.5%	
4061 Financial Management Fees	940	3,816	4,800	984		984	79.5%	
Corporate Management :- Indirect Expenditure	4,858	12,821	13,840	1,019	0	1,019	92.6%	0
Net Income over Expenditure	9,456	1,263,112	1,222,301	(40,811)				
<u>102 Democratic Rep'n & Mgmt</u>								
4007 CONFERENCE COSTS	0	0	890	890		890	0.0%	
4008 TRAINING/COURSES	0	82	1,400	1,318		1,318	5.9%	
4009 TRAVEL	266	517	350	(167)		(167)	147.7%	
4020 MISC. ESTABLISH.COST	0	60	400	340		340	15.0%	
4024 SUBSCRIPTIONS	0	3,174	2,879	(295)		(295)	110.3%	
4059 OTHER PROFESSIONAL FEES	232	5,232	5,000	(232)		(232)	104.6%	
4104 HOSPITALITY ALLNCE	0	207	250	43		43	82.8%	
4131 ELECTION COSTS	8,983	30,063	10,000	(20,063)		(20,063)	300.6%	
4992 Trs from Earmarked Reserve	(11,080)	(11,080)	0	11,080		11,080	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	(1,600)	28,255	21,169	(7,086)	0	(7,086)	133.5%	0
Net Expenditure	1,600	(28,255)	(21,169)	7,086				
<u>190 Central Services</u>								
1082 INC-LETTINGS	0	30	30	0			100.0%	
1091 Income Miscellaneous	0	142	100	(42)			141.7%	
1099 Insurance Claims	0	7,708	0	(7,708)			0.0%	
Central Services :- Income	0	7,880	130	(7,750)			6061.3%	0
4007 CONFERENCE COSTS	0	859	800	(59)		(59)	107.4%	
4008 TRAINING/COURSES	14	2,250	4,000	1,750		1,750	56.3%	
4009 TRAVEL	0	28	500	472		472	5.6%	
4011 RATES	0	7,466	7,300	(166)		(166)	102.3%	
4012 WATER RATES	99	1,041	500	(541)		(541)	208.1%	
4014 ELECTRICITY	423	2,300	2,400	100		100	95.8%	
4015 GAS	916	1,241	1,200	(41)		(41)	103.4%	
4017 HEALTH & SAFETY	59	552	400	(152)		(152)	138.1%	
4020 MISC. ESTABLISH.COST	168	650	300	(350)		(350)	216.8%	

Detailed Income & Expenditure by Budget Heading 29/05/2024

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 COMMUNICATIONS COSTS	1,376	8,528	5,000	(3,528)		(3,528)	170.6%	
4022 POSTAGE	75	1,464	600	(864)		(864)	244.0%	
4023 STATIONERY	217	703	700	(3)		(3)	100.4%	
4025 INSURANCE	0	13,976	13,500	(476)		(476)	103.5%	
4026 COMPUTER COSTS	213	12,944	6,000	(6,944)		(6,944)	215.7%	
4027 PHOTOCOPIER CHARGES	207	1,508	1,600	92		92	94.2%	
4031 ADVERTISING	0	(44)	1,000	1,044		1,044	(4.4%)	
4036 PROPERTY MAINTENANCE	376	2,973	1,000	(1,973)		(1,973)	297.3%	
4038 MAINTENANCE CONTRACTS	0	670	600	(70)		(70)	111.7%	
4042 Equipment Repairs & Maintenance	0	1,418	1,000	(418)		(418)	141.8%	
4059 OTHER PROFESSIONAL FEES	3,300	3,300	5,000	1,700		1,700	66.0%	
5017 Tfr from Office Provison Reser	0	(7,301)	0	7,301		7,301	0.0%	
Central Services :- Indirect Expenditure	7,441	56,528	53,400	(3,128)	0	(3,128)	105.9%	0
Net Income over Expenditure	(7,441)	(48,648)	(53,270)	(4,622)				
<u>191 Personnel/Staff Costs</u>								
1071 YIF Grant	0	28,824	0	(28,824)			0.0%	
Personnel/Staff Costs :- Income	0	28,824	0	(28,824)				0
4001 STAFF SALARIES	46,931	542,094	526,440	(15,654)		(15,654)	103.0%	
4002 EMPLOYERS N.I	4,358	51,727	72,648	20,921		20,921	71.2%	
4003 EMPLOYERS SUPERANN.	11,861	142,912	141,085	(1,827)		(1,827)	101.3%	
4005 STAFF OVERTIME	607	12,334	10,000	(2,334)		(2,334)	123.3%	
4059 OTHER PROFESSIONAL FEES	1,981	12,007	20,000	7,993		7,993	60.0%	
4992 Trs from Earmarked Reserve	(35,000)	(35,000)	(35,000)	0		0	100.0%	
Personnel/Staff Costs :- Indirect Expenditure	30,737	726,074	735,173	9,099	0	9,099	98.8%	0
Net Income over Expenditure	(30,737)	(697,250)	(735,173)	(37,923)				
<u>199 Corp Serv Capital and Projects</u>								
4805 CAP - New Equipment (incl IT)	0	8,811	4,000	(4,811)		(4,811)	220.3%	
Corp Serv Capital and Projects :- Indirect Expenditure	0	8,811	4,000	(4,811)	0	(4,811)	220.3%	0
Net Expenditure	0	(8,811)	(4,000)	4,811				
Grand Totals:- Income	14,314	1,312,637	1,236,271	(76,366)			106.2%	
Expenditure	41,437	832,489	827,582	(4,907)	0	(4,907)	100.6%	
Net Income over Expenditure	(27,123)	480,148	408,689	(71,459)				
Movement to/(from) Gen Reserve	(27,123)	480,148	408,689	(71,459)				

Detailed Income & Expenditure by Budget Heading 30/05/2024

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Corporate Management</u>								
1076 Precept received	681,900	681,900	1,363,800	681,900			50.0%	
1096 Interest & Dividends Received	(8,020)	(8,020)	50,000	58,020			(16.0%)	
Corporate Management :- Income	673,880	673,880	1,413,800	739,920			47.7%	0
4051 BANK & LOAN CHARGES	87	87	1,000	913		913	8.7%	
4056 AUDIT FEES	0	0	3,200	3,200		3,200	0.0%	
4057 ACCOUNTANCY & SOFTWARE	3,645	3,645	7,250	3,605		3,605	50.3%	
4061 Financial Management Fees	(940)	(940)	4,000	4,940		4,940	(23.5%)	
Corporate Management :- Indirect Expenditure	2,792	2,792	15,450	12,658	0	12,658	18.1%	0
Net Income over Expenditure	671,089	671,089	1,398,350	727,261				
<u>102 Democratic Rep'n & Mgmt</u>								
4008 TRAINING/COURSES	0	0	1,100	1,100		1,100	0.0%	
4009 TRAVEL	0	0	350	350		350	0.0%	
4020 MISC. ESTABLISH.COST	0	0	400	400		400	0.0%	
4024 SUBSCRIPTIONS	1,116	1,116	3,600	2,484		2,484	31.0%	
4059 OTHER PROFESSIONAL FEES	0	0	1,000	1,000		1,000	0.0%	
4104 HOSPITALITY ALLNCE	0	0	250	250		250	0.0%	
4131 ELECTION COSTS	(8,983)	(8,983)	6,000	14,983		14,983	(149.7%)	
Democratic Rep'n & Mgmt :- Indirect Expenditure	(7,867)	(7,867)	12,700	20,567	0	20,567	(61.9%)	0
Net Expenditure	7,867	7,867	(12,700)	(20,567)				
<u>190 Central Services</u>								
1091 Income Miscellaneous	0	0	130	130			0.0%	
Central Services :- Income	0	0	130	130			0.0%	0
4007 CONFERENCE COSTS	0	0	1,300	1,300		1,300	0.0%	
4008 TRAINING/COURSES	538	538	5,000	4,462		4,462	10.8%	
4009 TRAVEL	0	0	350	350		350	0.0%	
4011 RATES	8,213	8,213	7,800	(413)		(413)	105.3%	
4012 WATER RATES	0	0	500	500		500	0.0%	
4014 ELECTRICITY	0	0	2,000	2,000		2,000	0.0%	
4015 GAS	0	0	900	900		900	0.0%	
4017 HEALTH & SAFETY	0	0	1,000	1,000		1,000	0.0%	
4020 MISC. ESTABLISH.COST	250	250	300	50		50	83.2%	
4021 COMMUNICATIONS COSTS	195	195	11,700	11,505		11,505	1.7%	
4022 POSTAGE	50	50	1,000	950		950	5.0%	
4023 STATIONERY	0	0	700	700		700	0.0%	
4025 INSURANCE	0	0	17,000	17,000		17,000	0.0%	

Detailed Income & Expenditure by Budget Heading 30/05/2024

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4026 COMPUTER COSTS	175	175	8,000	7,825		7,825	2.2%	
4027 PHOTOCOPIER CHARGES	(110)	(110)	1,600	1,710		1,710	(6.9%)	
4031 ADVERTISING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4038 MAINTENANCE CONTRACTS	0	0	600	600		600	0.0%	
4042 Equipment Repairs & Maintenance	0	0	1,000	1,000		1,000	0.0%	
4059 OTHER PROFESSIONAL FEES	0	0	15,000	15,000		15,000	0.0%	
Central Services :- Indirect Expenditure	9,310	9,310	77,250	67,940	0	67,940	12.1%	0
Net Income over Expenditure	(9,310)	(9,310)	(77,120)	(67,810)				
<u>191 Personnel/Staff Costs</u>								
4003 EMPLOYERS SUPERANN.	(59)	(59)	0	59		59	0.0%	
Personnel/Staff Costs :- Indirect Expenditure	(59)	(59)	0	59	0	59		0
Net Expenditure	59	59	0	(59)				
<u>192 Corp Serv Staff Costs</u>								
4001 STAFF SALARIES	18,097	18,097	262,000	243,903		243,903	6.9%	
4002 EMPLOYERS N.I	1,765	1,765	36,000	34,235		34,235	4.9%	
4003 EMPLOYERS SUPERANN.	3,987	3,987	70,000	66,013		66,013	5.7%	
4005 STAFF OVERTIME	0	0	1,000	1,000		1,000	0.0%	
4059 OTHER PROFESSIONAL FEES	725	725	7,400	6,675		6,675	9.8%	
Corp Serv Staff Costs :- Indirect Expenditure	24,573	24,573	376,400	351,827	0	351,827	6.5%	0
Net Expenditure	(24,573)	(24,573)	(376,400)	(351,827)				
Grand Totals:- Income	673,880	673,880	1,413,930	740,050			47.7%	
Expenditure	28,750	28,750	481,800	453,050	0	453,050	6.0%	
Net Income over Expenditure	645,131	645,131	932,130	286,999				
Movement to/(from) Gen Reserve	645,131	645,131	932,130	286,999				

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 29 February 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

29/02/2024	Liquidity Manager Account	204,740.83
29/02/2024	NatWest Current Account	1,000.00
29/02/2024	Business Reserve Account	270.99
29/02/2024	Natwest Youth Council	1,081.52

207,093.34

Other Cash & Bank Balances

1,219,721.26

1,426,814.60

Receipts not on Bank Statement

0.00

Closing Balance

1,426,814.60

All Cash & Bank Accounts

1	NATWEST CURRENT/RESERVE	205,740.83
2	NATWEST ONLINE ac 41172051	270.99
3	Natwest Yth Council	1,081.52
	Other Cash & Bank Balances	1,219,721.26
	Total Cash & Bank Balances	<hr/> 1,426,814.60 <hr/>

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2024

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/03/2024	Liquidity Manager Account	195,835.08
1	31/03/2024	NatWest Current Account	1,000.00
2	31/03/2024	Business Reserve Account	271.29
3	31/03/2024	Natwest Youth Council	551.24
			197,657.61
<u>Other Cash & Bank Balances</u>			
		CCLA Property Fund Acct	600,000.00
		CLERKS IMPREST ACCOUNT	200.00
		L A Deposit Fund Account	469,500.00
		PETTY CASH FLOAT	48.01
			1,069,748.01
			1,267,405.62
<u>Receipts not on Bank Statement</u>			
0	31/03/2024	All Receipts Cleared	0.00
			0.00
Closing Balance			1,267,405.62
<u>All Cash & Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	196,835.08
2		NATWEST ONLINE ac 41172051	271.29
3		Natwest Yth Council	551.24
		Other Cash & Bank Balances	1,069,748.01
Total Cash & Bank Balances			1,267,405.62

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 April 2024

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	30/04/2024	Liquidity Manager Account	43,910.40
1	30/04/2024	NatWest Current Account	1,000.00
2	30/04/2024	Business Reserve Account	271.65
3	30/04/2024	Natwest Youth Council	662.43
			45,844.48
<u>Other Cash & Bank Balances</u>			
		CCLA Property Fund Acct	600,000.00
		CLERKS IMPREST ACCOUNT	200.00
		L A Deposit Fund Account	1,069,500.00
		PETTY CASH FLOAT	45.51
			1,669,745.51
			1,715,589.99
<u>Receipts not on Bank Statement</u>			
0	30/04/2024	All Receipts Cleared	0.00
			0.00
Closing Balance			1,715,589.99
<u>All Cash & Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	44,910.40
2		NATWEST ONLINE ac 41172051	271.65
3		Natwest Yth Council	662.43
		Other Cash & Bank Balances	1,669,745.51
Total Cash & Bank Balances			1,715,589.99

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EE01 EE Limited							
1067-mobilephone chgs Jan 24	24/01/2024	V02190005631	1	353.98	0.00	353.98	0.00
					0.00	353.98	
Above paid on 01/02/2024 by Cheque DDR1							
BRI02 BT Payment Services Ltd							
1068-BT fixed charges Jan 24	21/01/2024	M024 06	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 05/02/2024 by Cheque DDR2							
TEC01 Techies Limited							
375-IT Support	01/08/2023	INV-4264	1	1,535.11	0.00	191.89	1,343.22
					0.00	191.89	
Above paid on 05/02/2024 by Cheque SO1							
TEC01 Techies Limited							
775-M'soft Annual Sub	04/10/2023	INV-4591	1	3,996.80	0.00	399.68	3,597.12
					0.00	399.68	
Above paid on 05/02/2024 by Cheque SO2							
WAV04 Anglian Water							
Purchase Ledger Payment	05/02/2024	ON ACC 1109	1	0.00	0.00	23.00	-23.00
					0.00	23.00	
Above paid on 05/02/2024 by Cheque DDR3							
WAV06 Anglian Water							
Purchase Ledger Payment	05/02/2024	ON ACC 1110	1	0.00	0.00	173.00	-173.00
					0.00	173.00	
Above paid on 05/02/2024 by Cheque DDR4							
WAV07 Anglain Water							
Purchase Ledger Payment	05/02/2024	ON ACC 1111	1	0.00	0.00	37.00	-37.00
					0.00	37.00	
Above paid on 05/02/2024 by Cheque DDR7							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
1076-Electricity - Depot	01/02/2024	01492082	1	503.21	0.00	503.21	0.00
					0.00	503.21	
Above paid on 08/02/2024 by Cheque DDR1							
YU001 Yu Energy							
1077-Electricity Orchard Close	01/02/2024	01492230	1	81.85	0.00	81.85	0.00
					0.00	81.85	
Above paid on 08/02/2024 by Cheque DDR2							
YU001 Yu Energy							
1078-Electricity Moore Cresc	01/02/2024	01492332	1	121.33	0.00	121.33	0.00
					0.00	121.33	
Above paid on 08/02/2024 by Cheque DDR3							
YU001 Yu Energy							
1079-Electricity P/side Dr Pav	01/02/2024	01492375	1	17.50	0.00	17.50	0.00
					0.00	17.50	
Above paid on 08/02/2024 by Cheque DDR4							
YU001 Yu Energy							
1083-Electricity Office	01/02/2024	01492441	1	249.67	0.00	249.67	0.00
					0.00	249.67	
Above paid on 08/02/2024 by Cheque DDR5							
YU001 Yu Energy							
1080-Electricity Parkside Rec	01/02/2024	01492442	1	42.13	0.00	42.13	0.00
					0.00	42.13	
Above paid on 08/02/2024 by Cheque DDR6							
YU001 Yu Energy							
1081-Electricity T/Farm Pav	01/02/2024	01492443	1	1,507.09	0.00	1,507.09	0.00
					0.00	1,507.09	
Above paid on 08/02/2024 by Cheque DDR7							

Continued over page

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
1082-Electricity Depot	01/02/2024	01492444	1	18.53	0.00	18.53	0.00
					0.00	18.53	
Above paid on 08/02/2024 by Cheque DDR8							
YU001 Yu Energy							
1084-Electricity Village Gn	01/02/2024	01492445	1	156.47	0.00	156.47	0.00
					0.00	156.47	
Above paid on 08/02/2024 by Cheque DDR9							
AMF01 AMF Services (Bedford) Ltd							
1088-Ransomes Super Certes rep	30/01/2024	30196	1	446.38	0.00	446.38	0.00
1089-Dennis mower service	31/01/2024	30245	1	400.49	0.00	400.49	0.00
					0.00	846.87	
Above paid on 09/02/2024 by Cheque FP1							
CDS01 The CDS Group							
1090-Grendell Ln monitoring	26/01/2024	74684	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 09/02/2024 by Cheque FP2							
CLO02 Cloudy Group							
1091-App Hosting package	01/02/2024	INV-6252	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 09/02/2024 by Cheque FP3							
CLP01 Community Link Project of HRBC							
1092-HRTC Project Grant	29/01/2024	PROJECT GRANT	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 09/02/2024 by Cheque FP4							
DUN01 Dunstable Plumbing Merchants Ltd							
1093-New taps for cemetery	22/01/2024	023443	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 09/02/2024 by Cheque FP5							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GIB01 Gibbs & Dandy PLC							
1094-soil	23/01/2024	3401/01029434	1	168.14	0.00	168.14	0.00
					0.00	168.14	
							Above paid on 09/02/2024 by Cheque FP6
HOU07 Houghton Regis Memorial Hall							
1095-Pride of Houghton 11/5/24	16/01/2024	16/01/2024/47	1	285.00	0.00	285.00	0.00
					0.00	285.00	
							Above paid on 09/02/2024 by Cheque FP7
HRS01 HR Solutions							
1096-HR Retainer	01/02/2024	INV-037396	1	270.30	0.00	270.30	0.00
					0.00	270.30	
							Above paid on 09/02/2024 by Cheque FP8
LAM01 Lamps & Tubes Illuminations Ltd							
1097-C'mas Lighting Display	09/01/2024	INV-71512	1	3,439.20	0.00	3,439.20	0.00
					0.00	3,439.20	
							Above paid on 09/02/2024 by Cheque FP9
LAN03 Latent Digital Solutions Ltd							
1098-P'copier charges Jan 24	30/01/2024	305099	1	65.05	0.00	65.05	0.00
					0.00	65.05	
							Above paid on 09/02/2024 by Cheque FP10
LEI001 Leighton-Linslade Town Council							
1099-Charity Dinner 5 Mar 24	05/02/2024	CHARITY DINNER	1	26.00	0.00	26.00	0.00
					0.00	26.00	
							Above paid on 09/02/2024 by Cheque FP11
LIG02 Ligna Consultancy Ltd							
1100-tree survey	31/01/2024	INV-3640	1	4,482.00	0.00	4,482.00	0.00
					0.00	4,482.00	
							Above paid on 09/02/2024 by Cheque FP12

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MCS01	MCS Contract Cleaning Limited						
1101-Cleaning toilets	30/01/2024	43067	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
Above paid on 09/02/2024 by Cheque FP13							
MOO01	Moonshine Entertainments						
1102-Santa'sGrotto model/magic	02/02/2024	002/FEB2024	1	350.00	0.00	350.00	0.00
					0.00	350.00	
Above paid on 09/02/2024 by Cheque FP14							
NPO01	NPORS Ltd						
1103-NPORS training - Ben	06/02/2024	477935	1	30.00	0.00	30.00	0.00
					0.00	30.00	
Above paid on 09/02/2024 by Cheque FP15							
SCR02	Trade UK Account						
1105-Gloves/spray/cable ties	29/01/2024	1459195647	1	33.43	0.00	33.43	0.00
					0.00	33.43	
Above paid on 09/02/2024 by Cheque FP17							
SCU01	Scutum South East Ltd						
1106-Maintenance Feb24-Jan 25	01/01/2024	NSSE-SINC24-00925	1	187.16	0.00	187.16	0.00
					0.00	187.16	
Above paid on 09/02/2024 by Cheque FP18							
TOT01	Right Fuelcard Company Ltd						
1104-Vehicle fuel January 24	31/01/2024	5560020	1	307.10	0.00	307.10	0.00
					0.00	307.10	
Above paid on 09/02/2024 by Cheque FP16							
WAT02	Waterways Experiences CIO						
1107-LLSG trip to Sheldrake	02/02/2024	K0430S3H	1	210.00	0.00	210.00	0.00
					0.00	210.00	
Above paid on 09/02/2024 by Cheque FP19							

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List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV03 Anglian Water							
682-M/Cres water charges	26/09/2022	11071164	1	27.07	0.00	27.07	0.00
683-M/Cres Water charges	26/09/2022	11071167	1	185.38	0.00	185.38	0.00
684-M/Cres Water charges	16/10/2022	11154579	1	133.05	0.00	133.05	0.00
685-M/Cres water charges	24/10/2022	11183182	1	49.84	0.00	49.84	0.00
697-M/Cres water charges	24/11/2022	11304412	1	189.97	0.00	189.97	0.00
1060-M/Cres water charges	24/12/2022	11432355	1	185.17	0.00	185.17	0.00
1061-M/Cres water charges	24/01/2023	11540388	1	189.97	0.00	189.97	0.00
1062-M/Cres water charges	24/02/2023	11670924	1	-783.21	0.00	-783.21	0.00
254-M/Cres Water charges	24/03/2023	11796535	1	21.80	0.00	21.80	0.00
255-M/Cres Water charges	16/04/2023	11898596	1	19.21	0.00	19.21	0.00
256-M/Cres Water charges	24/04/2023	11930535	1	6.59	0.00	6.59	0.00
257-M/Cres water charges	24/05/2023	12059019	1	26.01	0.00	26.01	0.00
258-M/Cres water charges	20/06/2023	12181139	1	121.76	0.00	121.76	0.00
259-M/Cres Water charges	24/06/2023	12191160	1	22.89	0.00	22.89	0.00
791-Water charges M/Cresc Pav	24/07/2023	12332532	1	285.60	0.00	285.60	0.00
792-Water charges M/Cresc Pav	24/08/2023	12460497	1	159.78	0.00	159.78	0.00
793-Water charges M/Cresc Pav	25/09/2023	12587990	1	-157.81	0.00	-157.81	0.00
794-Water charges M/Cresc Pav	16/10/2023	12677557	1	21.94	0.00	21.94	0.00
795-Water charges M/Cresc Pav	24/10/2023	12709068	1	6.59	0.00	6.59	0.00
825-Water Charges M/Cresc Pav	24/11/2023	12832128	1	26.20	0.00	26.20	0.00
948-Water Charges M/Cresc Pav	24/12/2023	12949398	1	26.01	0.00	26.01	0.00
1059-Water Charges M/Cresc Pav	24/01/2024	13065951	1	265.64	0.00	265.64	0.00
Purchase Ledger Payment	06/02/2023	ON ACC 1052	1	-115.00	0.00	-115.00	0.00
Purchase Ledger Payment	06/03/2023	ON ACC 1160	1	-115.00	0.00	-115.00	0.00
Purchase Ledger Payment	04/04/2023	ON ACC 117	1	-115.00	0.00	-115.00	0.00
Purchase Ledger Payment	04/10/2022	ON ACC 708	1	-115.00	0.00	-115.00	0.00
Purchase Ledger Payment	04/11/2022	ON ACC 803	1	-115.00	0.00	-115.00	0.00
Purchase Ledger Payment	06/12/2022	ON ACC 878	1	-115.00	0.00	-115.00	0.00
Purchase Ledger Payment	04/01/2023	ON ACC 930	1	-115.00	0.00	-115.00	0.00
					0.00	224.45	

Above paid on 09/02/2024 by Cheque FP

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YGP01 Yorkshire Gas and Power							
1112-Electricity Bidwell West	30/01/2024	714438	1	112.50	0.00	112.50	0.00
					0.00	112.50	
Above paid on 09/02/2024 by Cheque DDR							
TAR001 Tarkett Sports							
1065-Valuation 3 T/Farm	25/01/2024	1800022183	1	414,993.82	0.00	414,993.82	0.00
					0.00	414,993.82	
Above paid on 13/02/2024 by Cheque UTF							
HMR001 HMRC							
1066-PAYE and NI Jan 24	31/01/2024	PAYE/NI JAN 24	1	11,621.42	0.00	11,621.42	0.00
					0.00	11,621.42	
Above paid on 14/02/2024 by Cheque FP1							
POZ02 Positive Energy 135118							
1117-Gas Charges P/side Drive	08/02/2024	13511820245060601	1	8.18	0.00	8.18	0.00
					0.00	8.18	
Above paid on 15/02/2024 by Cheque DDR1							
POZ03 Positive Energy 135116							
1115-Gas Charges Depot	08/02/2024	13511620245060603	1	11.57	0.00	11.57	0.00
					0.00	11.57	
Above paid on 15/02/2024 by Cheque DDR2							
POZ04 Positive Energy 135119							
1116-Gas Charges M/Cresc	08/02/2024	13511920245060600	1	106.09	0.00	106.09	0.00
					0.00	106.09	
Above paid on 15/02/2024 by Cheque DDR3							
POZ05 Positive Energy 135117							
1118-Gas Charges Office	08/02/2024	13511720245060602	1	8.50	0.00	8.50	0.00
					0.00	8.50	
Above paid on 15/02/2024 by Cheque DDR4							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CAS10 Castle Water - 2597749							
1113-Water chgs P/side Pav	02/02/2024	10001286706	1	77.94	0.00	77.94	0.00
					0.00	77.94	
Above paid on 16/02/2024 by Cheque DDR							
YGP01 Yorkshire Gas and Power							
1142-Electricity Bidwell	11/02/2024	721829	1	801.30	0.00	801.30	0.00
					0.00	801.30	
Above paid on 21/02/2024 by Cheque DDR							
CAS02 Castle Water							
1114-Water chgs T/Farm Pav	05/02/2024	TE00585993	1	10.05	0.00	10.05	0.00
					0.00	10.05	
Above paid on 22/02/2024 by Cheque DDR1							
AMF01 AMF Services (Bedford) Ltd							
1122-Allett Shaver 24 repairs	08/02/2024	30275	1	630.80	0.00	630.80	0.00
					0.00	630.80	
Above paid on 23/02/2024 by Cheque FP1							
AYL01 Aylesbury Town Council							
1121-Mayor at Charity Event	08/02/2024	MAYOR CHAIRTY EVENT	1	5.00	0.00	5.00	0.00
					0.00	5.00	
Above paid on 23/02/2024 by Cheque FP2							
BATPC BATPC							
1120-E Costello Nuts&Bolts Trg	08/02/2024	NUTS & BOLTS TRG	1	35.00	0.00	35.00	0.00
					0.00	35.00	
Above paid on 23/02/2024 by Cheque FP3							
CDS01 The CDS Group							
1129-Grendall Ln monitoring	14/02/2024	74727	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 23/02/2024 by Cheque FP4							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHA01 Chapman Planning							
1130-Neighbourhood Plan final	15/02/2024	NEIGHBOURHOOD PLAN	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 23/02/2024 by Cheque FP5							
GAM01 Skybridge Albion Ltd							
1133-Galaxy Van Hire#KNIFEFREE	07/02/2024	030424	1	480.00	0.00	480.00	0.00
					0.00	480.00	
Above paid on 23/02/2024 by Cheque FP7							
HIG01 Highline Adventure Ltd							
1134-Hire of Spider Mountain	13/02/2024	INV-0225	1	268.50	0.00	268.50	0.00
					0.00	268.50	
Above paid on 23/02/2024 by Cheque FP8							
HOU03 Houghton Regis Helpers Community Org A/C							
1127-Donation Mayor allowance	09/02/2024	DONATION HRTC	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 23/02/2024 by Cheque FP9							
IWN01 Independent Water Networks							
1123-Water chgs Bidwell West	07/02/2024	23993153	1	139.40	0.00	139.40	0.00
					0.00	139.40	
Above paid on 23/02/2024 by Cheque FP10							
JCURL01 John Curl							
1132-EN68 VTG service and MOT	15/02/2024	247836	1	441.76	0.00	441.76	0.00
1138-EX67 KKW service and MOT	20/02/2024	247845	1	441.76	0.00	441.76	0.00
					0.00	883.52	
Above paid on 23/02/2024 by Cheque FP6							
KEE02 Keep Britain Tidy							
1141-Green Flag Awd applicatio	15/02/2024	SI007318	1	442.80	0.00	442.80	0.00
					0.00	442.80	
Above paid on 23/02/2024 by Cheque FP11							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NA001 The Nationa Allotment Society							
1140-Allotment membership 2024	18/02/2024	S21576 2024	1	66.00	0.00	66.00	0.00
					0.00	66.00	
Above paid on 23/02/2024 by Cheque FP13							
NAL01 NALC							
1119-Membership of LGA 24/25	06/02/2024	811370	1	696.00	0.00	696.00	0.00
					0.00	696.00	
Above paid on 23/02/2024 by Cheque FP12							
ORI001 Origin Amenity Solutions							
1137-Weed killer and paint	16/02/2024	OASI0093481	1	1,347.36	0.00	1,347.36	0.00
					0.00	1,347.36	
Above paid on 23/02/2024 by Cheque FP14							
PEA03 Mark Peachey							
1131-Artists graffiti events	09/02/2024	251	1	550.00	0.00	550.00	0.00
					0.00	550.00	
Above paid on 23/02/2024 by Cheque FP15							
PER03 Perfect Personalised Parties							
1125-Facepainting Easter Event	12/02/2024	INV-0424	1	190.00	0.00	190.00	0.00
					0.00	190.00	
Above paid on 23/02/2024 by Cheque FP16							
PRB01 Pete Rowe Building Services							
1126-electrical work at depot	12/02/2024	097	1	330.00	0.00	330.00	0.00
					0.00	330.00	
Above paid on 23/02/2024 by Cheque FP17							
SCO01 Scooter Coaching							
1135-Scooter and BMX sessions	12/02/2024	0001	1	4,600.00	0.00	4,600.00	0.00
					0.00	4,600.00	
Above paid on 23/02/2024 by Cheque FP18							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SET01	Setsquare Creative Solutions Limited						
1139-Website registration	21/02/2024	INV-3048	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 23/02/2024 by Cheque FP19							
THO01	Thomas Fattorini Ltd						
1124-works to Mayor's chain	13/02/2024	I284674	1	820.44	0.00	820.44	0.00
					0.00	820.44	
Above paid on 23/02/2024 by Cheque FP20							
DUN02	Biffa Waste Services Ltd						
1085-rental for trade waste	26/01/2024	614C42739	1	60.82	0.00	60.82	0.00
1086-Trade waste Jan 2024	26/01/2024	614C42740	1	2,413.87	0.00	2,413.87	0.00
					0.00	2,474.69	
Above paid on 26/02/2024 by Cheque DDR2							
PAYROLL	Payroll Options						
1087-Payroll fees January 2024	31/01/2024	149082	1	169.46	0.00	169.46	0.00
					0.00	169.46	
Above paid on 29/02/2024 by Cheque DDR 3							
Total Purchase Ledger Payments for Month 11					0.00	461,655.56	

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FRA02 Francotyp Postalia Ltd							
1249-Rental Mar-May 2024	01/03/2024	RENTAL FRANKING	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 01/03/2024 by Cheque DDR							
EE01 EE Limited							
1171-mobilephonecharges Feb 24	25/02/2024	V02199926973	1	361.09	0.00	361.09	0.00
					0.00	361.09	
Above paid on 04/03/2024 by Cheque DDR4							
TEC01 Techies Limited							
775-M'soft Annual Sub	04/10/2023	INV-4591	1	3,597.12	0.00	399.68	3,197.44
					0.00	399.68	
Above paid on 04/03/2024 by Cheque SO1							
TEC01 Techies Limited							
375-IT Support	01/08/2023	INV-4264	1	1,343.22	0.00	191.89	1,151.33
					0.00	191.89	
Above paid on 04/03/2024 by Cheque SO2							
WAV04 Anglian Water							
Purchase Ledger Payment	04/03/2024	ON ACC 1173	1	0.00	0.00	23.00	-23.00
					0.00	23.00	
Above paid on 04/03/2024 by Cheque DDR1							
WAV06 Anglian Water							
Purchase Ledger Payment	04/03/2024	ON ACC 1174	1	0.00	0.00	173.00	-173.00
					0.00	173.00	
Above paid on 04/03/2024 by Cheque DDR2							
WAV07 Anglain Water							
Purchase Ledger Payment	04/03/2024	ON ACC 1175	1	0.00	0.00	37.00	-37.00
					0.00	37.00	
Above paid on 04/03/2024 by Cheque DDR3							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BRI02 BT Payment Services Ltd							
1152-BT fixed charges Feb 24	20/02/2024	M025 4T	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 05/03/2024 by Cheque DDR							
AIT01 Aitchison Raffety Property Consultants							
1155-Valuation insurance cost	19/01/2024	BS002361	1	3,960.00	0.00	3,960.00	0.00
					0.00	3,960.00	
Above paid on 08/03/2024 by Cheque FP1							
BED02 Bedfordshire Pension Fund							
1153-Added years Dec 2024	18/01/2024	755310	1	58.67	0.00	58.67	0.00
1154-Added years Jan 2024	26/02/2024	755533	1	58.67	0.00	58.67	0.00
					0.00	117.34	
Above paid on 08/03/2024 by Cheque FP8							
BED07 Police & Crime Commissioner for Beds							
1159- Op Hana - January 24	27/02/2024	B0004175	1	2,908.20	0.00	2,908.20	0.00
1158-Op Hana - December 23	27/02/2024	B0004176	1	2,580.75	0.00	2,580.75	0.00
1157-Op Hana - November 23	27/02/2024	B0004177	1	3,574.20	0.00	3,574.20	0.00
					0.00	9,063.15	
Above paid on 08/03/2024 by Cheque FP9							
CEN04 Central Bedfordshire Council							
1170-HHP Project Contribution	29/02/2024	1800193139	1	22,732.70	0.00	22,732.70	0.00
					0.00	22,732.70	
Above paid on 08/03/2024 by Cheque FP3							
CLO02 Cloudy Group							
1169-App Hosting package	01/03/2024	INV-6380	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 08/03/2024 by Cheque FP4							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DES01 D E Signs							
1156-Recover advance signs	27/02/2024	19555	1	336.00	0.00	336.00	0.00
					0.00	336.00	
Above paid on 08/03/2024 by Cheque FP5							
FRE01 Fresh Air Fitness							
1196-Big Rig 50% payment	26/02/2024	24054	1	9,570.00	0.00	9,570.00	0.00
					0.00	9,570.00	
Above paid on 08/03/2024 by Cheque FP6							
GBI01 Geo Browns Implements Ltd							
1167-Trixmax blades / oil	06/02/2024	166346	1	258.80	0.00	258.80	0.00
1179-hedgecutter parts	04/03/2024	168624	1	43.32	0.00	43.32	0.00
1178-hedgecutter parts	04/03/2024	168625	1	80.96	0.00	80.96	0.00
					0.00	383.08	
Above paid on 08/03/2024 by Cheque FP2							
HRS01 HR Solutions							
1168-HR Retainer	01/03/2024	INV-037943	1	270.30	0.00	270.30	0.00
					0.00	270.30	
Above paid on 08/03/2024 by Cheque FP7							
MCS01 MCS Contract Cleaning Limited							
1161-Toilet cleaning u/chg	26/02/2024	43132	1	600.00	0.00	600.00	0.00
1164-Toilet clean Feb 24	29/02/2024	43152	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,820.00	
Above paid on 08/03/2024 by Cheque FP10							
SCR02 Trade UK Account							
1176-Somke alarm/clean product	04/03/2024	1471852024	1	73.00	0.00	73.00	0.00
					0.00	73.00	
Above paid on 08/03/2024 by Cheque FP13							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SLC02 SLCC Enterprises Ltd							
1162-Pleasure and the Pain	28/02/2024	ORD509557-1	1	12.45	0.00	12.45	0.00
					0.00	12.45	
Above paid on 08/03/2024 by Cheque FP12							
TOT01 Right Fuelcard Company Ltd							
1177-Vehicle fuel February 24	29/02/2024	5608678	1	102.32	0.00	102.32	0.00
					0.00	102.32	
Above paid on 08/03/2024 by Cheque FP11							
WAV03 Anglian Water							
1160-Water chgs M/Crescent Pav	24/02/2024	13195323	1	69.05	0.00	69.05	0.00
					0.00	69.05	
Above paid on 08/03/2024 by Cheque FP14							
YU001 Yu Energy							
1181-Electricity V/Green	01/03/2024	01548085	1	186.61	0.00	186.61	0.00
					0.00	186.61	
Above paid on 08/03/2024 by Cheque DDR1							
YU001 Yu Energy							
1188-Electricity Depot	01/03/2024	01548084	1	14.42	0.00	14.42	0.00
					0.00	14.42	
Above paid on 08/03/2024 by Cheque DDR2							
YU001 Yu Energy							
1184-Electricity T/Farm Pav	01/03/2024	01548083	1	3,325.75	0.00	3,325.75	0.00
					0.00	3,325.75	
Above paid on 08/03/2024 by Cheque DDR3							
YU001 Yu Energy							
1182-Electricity P/Side Rec	01/03/2024	01548082	1	38.85	0.00	38.85	0.00
					0.00	38.85	
Above paid on 08/03/2024 by Cheque DDR4							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
1180-Electricity Office	01/03/2024	01548081	1	218.02	0.00	218.02	0.00
					0.00	218.02	
Above paid on 08/03/2024 by Cheque DDR5							
YU001 Yu Energy							
1183-Electricity P/side Pav	01/03/2024	05418018	1	11.06	0.00	11.06	0.00
					0.00	11.06	
Above paid on 08/03/2024 by Cheque DDR6							
YU001 Yu Energy							
1186-Electricity M/Crescent	01/03/2024	01547980	1	101.65	0.00	101.65	0.00
					0.00	101.65	
Above paid on 08/03/2024 by Cheque DDR7							
YU001 Yu Energy							
1185-Electricity O/Close Pav	01/03/2024	01547879	1	133.89	0.00	133.89	0.00
					0.00	133.89	
Above paid on 08/03/2024 by Cheque DDR8							
YU001 Yu Energy							
1187-Electricity Depot	01/03/2024	01547737	1	404.09	0.00	404.09	0.00
					0.00	404.09	
Above paid on 08/03/2024 by Cheque DDR9							
HMR001 HMRC							
1144-PAYE/NI Feb 2024	29/02/2024	PAYE/NI FEB 24	1	12,090.32	0.00	12,090.32	0.00
					0.00	12,090.32	
Above paid on 14/03/2024 by Cheque FP1							
POZ02 Pozitive Energy 135118							
1198-Gas chgs P/side Dv	07/03/2024	13511820245245022	1	5.27	0.00	5.27	0.00
					0.00	5.27	
Above paid on 14/03/2024 by Cheque DDR4							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
POZ02	Pozitive Energy 135118						
1195-Gas chgs P/side Drive	07/03/2024	13511820245245023	1	2.37	0.00	2.37	0.00
					0.00	2.37	
	Above paid on 14/03/2024 by Cheque DDR5						
POZ03	Pozitive Energy 135116						
1194-Gas chgs Depot	07/03/2024	13511620245245025	1	18.45	0.00	18.45	0.00
					0.00	18.45	
	Above paid on 14/03/2024 by Cheque DDR3						
POZ04	Pozitive Energy 135119						
1196-Gas chgs M/Crescent Pav	07/03/2024	13511920245245021	1	439.54	0.00	439.54	0.00
					0.00	439.54	
	Above paid on 14/03/2024 by Cheque DDR2						
POZ05	Pozitive Energy 135117						
1197-Gas chgs Office	07/03/2024	13511720245245024	1	7.96	0.00	7.96	0.00
					0.00	7.96	
	Above paid on 14/03/2024 by Cheque DDR1						
CAS10	Castle Water - 2597749						
1190-Water chgs P/side Drive	04/03/2024	10001559027	1	35.56	0.00	35.56	0.00
					0.00	35.56	
	Above paid on 18/03/2024 by Cheque DDR2						
CAS09	Castle Water - 2597769						
1143-Water Chgs HR Cemetery	14/02/2024	10001460579	1	-1.59	0.00	-1.59	0.00
1191-Water chgs Cemetery	05/03/2024	10001589723	1	16.04	0.00	16.04	0.00
					0.00	14.45	
	Above paid on 19/03/2024 by Cheque DDR1						
YGP01	Yorkshire Gas and Power						
1193-Electricity Bidwell	11/03/2024	737717	1	558.51	0.00	558.51	0.00
					0.00	558.51	
	Above paid on 21/03/2024 by Cheque DDR1						

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED02 Bedfordshire Pension Fund							
1199-Added Years Feb 2024	19/03/2024	755668	1	58.67	0.00	58.67	0.00
					0.00	58.67	
Above paid on 22/03/2024 by Cheque FP1							
CAS02 Castle Water							
1192-Water chgs T/end Farm	05/03/2024	TE00600286	1	9.40	0.00	9.40	0.00
					0.00	9.40	
Above paid on 22/03/2024 by Cheque DDR2							
CEN04 Central Bedfordshire Council							
1201-CP Challenge Library Hire	14/03/2024	1800193491	1	231.75	0.00	231.75	0.00
					0.00	231.75	
Above paid on 22/03/2024 by Cheque FP3							
CIR01 The Cirdan Sailing Trust							
1202-Sailing voyage 8-10 Apr	08/03/2024	5433	1	3,563.00	0.00	3,563.00	0.00
					0.00	3,563.00	
Above paid on 22/03/2024 by Cheque FP4							
DCE01 DC Electrical Services							
1203-External lights at office	20/02/2024	677	1	451.67	0.00	451.67	0.00
					0.00	451.67	
Above paid on 22/03/2024 by Cheque FP5							
DES01 D E Signs							
1204-Signs update date/time	19/03/2024	19574	1	48.00	0.00	48.00	0.00
					0.00	48.00	
Above paid on 22/03/2024 by Cheque FP6							
DUN04 Dunstable Town Council							
1205-Market Licence 23/3/24	14/03/2024	GEN15667	1	24.50	0.00	24.50	0.00
					0.00	24.50	
Above paid on 22/03/2024 by Cheque FP7							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EME001	Emerald Events Hire Ltd						
1206-Pride Houghton decor hire	08/03/2024	0000540	1	360.00	0.00	360.00	0.00
					0.00	360.00	
	Above paid on 22/03/2024 by Cheque FP8						
HOU09	Houghton Regis Heritage Society						
1207-4 images #knifefree proj	18/03/2024	IMAGES #KNIFEFREE	1	12.00	0.00	12.00	0.00
					0.00	12.00	
	Above paid on 22/03/2024 by Cheque FP9						
IWN01	Independent Water Networks						
1208-Water chgs Bidwell Feb 24	08/03/2024	24346246	1	130.69	0.00	130.69	0.00
					0.00	130.69	
	Above paid on 22/03/2024 by Cheque FP10						
KEM001	Kempston Town Council						
1209-Charity Bingo Evening	07/03/2024	BINGO EVENING	1	16.00	0.00	16.00	0.00
					0.00	16.00	
	Above paid on 22/03/2024 by Cheque FP11						
LEI001	Leighton-Linslade Town Council						
1210-Charity Coffee Morning	07/03/2024	COFFEE MORNING	1	10.00	0.00	10.00	0.00
					0.00	10.00	
	Above paid on 22/03/2024 by Cheque FP12						
MMPC01	Marston Moreteyne Parish Council						
1211-ILM training session CE	12/03/2024	415	1	13.50	0.00	13.50	0.00
					0.00	13.50	
	Above paid on 22/03/2024 by Cheque FP13						
NEE01	Need 2 Succeed						
1212-YW C ourse deposit	29/02/2024	24112021-602506	1	900.00	0.00	900.00	0.00
					0.00	900.00	
	Above paid on 22/03/2024 by Cheque FP14						

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SCR02 Trade UK Account							
1200-Boards/paints YCouncil	06/03/2024	1472666917	1	80.00	0.00	80.00	0.00
					0.00	80.00	
Above paid on 22/03/2024 by Cheque FP2							
SCU01 Scutum South East Ltd							
1213-reactive maintenance	16/02/2024	NSSE-SINC24-01972	1	215.99	0.00	215.99	0.00
1214-reactice maintenance	14/03/2024	NSSE-SINC24-04076	1	143.62	0.00	143.62	0.00
					0.00	359.61	
Above paid on 22/03/2024 by Cheque FP15							
SET01 Setsquare Creative Solutions Limited							
1215-Website domain/hosting	28/02/2024	INV-3054	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 22/03/2024 by Cheque FP16							
TEC01 Techies Limited							
1216-SIP Line Jan-Mar 24	08/03/2024	INV-5325	1	145.12	0.00	145.12	0.00
					0.00	145.12	
Above paid on 22/03/2024 by Cheque FP17							
THR03 Three Star (Luton) Ltd							
1217-Coach Sailing Trip	15/03/2024	34947	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
Above paid on 22/03/2024 by Cheque FP18							
TIT002 Titan Tree Services Ltd							
1218-horse chestnut felling	13/03/2024	INV-0589	1	588.00	0.00	588.00	0.00
					0.00	588.00	
Above paid on 22/03/2024 by Cheque FP19							
DUN02 Biffa Waste Services Ltd							
1150-rental for trade waste	23/02/2024	614C45596	1	60.82	0.00	60.82	0.00
1151-Trade waste Feb 2024	23/02/2024	614C45597291	1	2,413.87	0.00	2,413.87	0.00
					0.00	2,474.69	
Above paid on 25/03/2024 by Cheque DDR							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DBS02 DBS Services							
1247-DBS U Tenga	27/03/2024	DBS-55788	1	63.20	0.00	63.20	0.00
					0.00	63.20	
Above paid on 27/03/2024 by Cheque FP							
ALL01 Allframe Ltd							
1222-Frame for Mayor's p'graph	25/03/2024	ORDER 8215	1	45.72	0.00	45.72	0.00
					0.00	45.72	
Above paid on 28/03/2024 by Cheque FP1							
BED07 Police & Crime Commissioner for Beds							
1230-Op Hana Feb 2024	22/03/2024	B0004260	1	2,464.20	0.00	2,464.20	0.00
					0.00	2,464.20	
Above paid on 28/03/2024 by Cheque FP9							
CAR02 Mr James William Carroll							
1226-Mayor travel expenses	20/03/2024	MAYOR TRAVEL EXPS	1	265.77	0.00	265.77	0.00
					0.00	265.77	
Above paid on 28/03/2024 by Cheque FP5							
CDS01 The CDS Group							
1224-Grendall Ln monitoring	22/03/2024	74800	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 28/03/2024 by Cheque FP3							
CEN04 Central Bedfordshire Council							
1238-Westbury Close Mar-Jun 24	25/03/2024	7100018302	1	3,875.00	0.00	3,875.00	0.00
					0.00	3,875.00	
Above paid on 28/03/2024 by Cheque FP15							
CRO01 Cromwell Group (Holdings) Ltd							
1225-mop heads / buckets	25/03/2024	0016358092	1	156.13	0.00	156.13	0.00
					0.00	156.13	
Above paid on 28/03/2024 by Cheque FP4							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GBI01	Geo Browns Implements Ltd						
1223-cordless brushcutter	21/03/2024	170389	1	7,734.00	0.00	7,734.00	0.00
					0.00	7,734.00	
	Above paid on 28/03/2024 by Cheque FP2						
HOU03	Houghton Regis Helpers Community Org A/C						
1228-Delivery T'Crier Spring24	19/03/2024	T/CRIER DELIVERY	1	502.86	0.00	502.86	0.00
					0.00	502.86	
	Above paid on 28/03/2024 by Cheque FP7						
JOA01	J Cross						
1227-Photograph the Mayor	25/03/2024	B00767	1	65.00	0.00	65.00	0.00
					0.00	65.00	
	Above paid on 28/03/2024 by Cheque FP6						
MCS01	MCS Contract Cleaning Limited						
1229-Cleaning equipment	25/03/2024	43192	1	60.36	0.00	60.36	0.00
					0.00	60.36	
	Above paid on 28/03/2024 by Cheque FP8						
PAYROLL	Payroll Options						
1172-Payroll fees Feb 24	29/02/2024	149541	1	169.46	0.00	169.46	0.00
					0.00	169.46	
	Above paid on 28/03/2024 by Cheque DDR						
PER01	Perfect Print						
1231-TownCrierSpring/Summer24	21/03/2024	24/5689	1	2,400.00	0.00	2,400.00	0.00
					0.00	2,400.00	
	Above paid on 28/03/2024 by Cheque FP10						
SPA01	Spaldings Limited						
1034-mower parts (credit)	12/01/2024	SC-2064912	1	-43.20	0.00	-43.20	0.00
1232-Hand tools	19/03/2024	SI-2934977	1	1,661.00	0.00	1,661.00	0.00
1233-Hand tools	20/03/2024	SI-2935348	1	86.40	0.00	86.40	0.00

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
1234-Hand tools	22/03/2024	SI-2936062	1	97.20	0.00	97.20	0.00
1246-Hand tools	25/03/2024	SI-2936399	1	64.80	0.00	64.80	0.00
					0.00	1,866.20	
Above paid on 28/03/2024 by Cheque FP11							
WAV03	Anglian Water						
1236-Water chgs Moore Crescent	24/03/2024	13334092	1	50.99	0.00	50.99	0.00
					0.00	50.99	
Above paid on 28/03/2024 by Cheque FP13							
WAV08	Anglian Wave 217902601						
1235-Sewerage chgs 2019-2024	17/03/2024	13304495	1	385.06	0.00	385.06	0.00
					0.00	385.06	
Above paid on 28/03/2024 by Cheque FP12							
YOU01	Your NRG Ltd						
1237-Diesel	15/03/2024	1139498	1	2,838.00	0.00	2,838.00	0.00
					0.00	2,838.00	
Above paid on 28/03/2024 by Cheque FP14							
Total Purchase Ledger Payments for Month 12					0.00	103,188.56	

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EE01 EE Limited							
1256-mobilephonecharges Mar 24	24/03/2024	V02210228467	1	357.09	0.00	357.09	0.00
					0.00	357.09	
Above paid on 02/04/2024 by Cheque DDR							
PWLB01 PWLB							
92-Loan repay M/Cresc Pav	02/04/2024	LOAN REPAY	1	12,034.37	0.00	12,034.37	0.00
					0.00	12,034.37	
Above paid on 02/04/2024 by Cheque DD1							
TAR001 Tarkett Sports							
57-Goals invoice projectT/Farm	01/04/2024	1800022330	1	12,978.74	0.00	12,978.74	0.00
					0.00	12,978.74	
Above paid on 02/04/2024 by Cheque FP							
TB001 T&B Contractors Ltd							
1221-Valuation 10 Tithe Farm	15/03/2024	34804	1	150,522.95	0.00	150,522.95	0.00
					0.00	150,522.95	
Above paid on 02/04/2024 by Cheque FP							
BRI02 BT Payment Services Ltd							
1255-Fixed line costs	20/03/2024	M026 8F	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 03/04/2024 by Cheque DDR2							
TEC01 Techies Limited							
775-M'soft Annual Sub	04/10/2023	INV-4591	1	3,197.44	0.00	399.68	2,797.76
					0.00	399.68	
Above paid on 03/04/2024 by Cheque S/O							
TEC01 Techies Limited							
375-IT Support	01/08/2023	INV-4264	1	1,151.33	0.00	191.89	959.44
					0.00	191.89	
Above paid on 03/04/2024 by Cheque S/O							

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List of Purchase Ledger Payments for Month 1

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV07 Anglain Water							
<i>Purchase Ledger Payment</i>	03/04/2024	ON ACC 87	1	0.00	0.00	37.00	-37.00
					0.00	37.00	
	Above paid on 03/04/2024 by Cheque ON ACC						
GRE05 Grenke Leasing Ltd							
<i>61-P/Copier lease Apr-Jun 24</i>	01/04/2024	0000176350/2024	1	118.80	0.00	118.80	0.00
					0.00	118.80	
	Above paid on 04/04/2024 by Cheque DDR1						
WAV04 Anglian Water							
<i>Purchase Ledger Payment</i>	04/04/2024	ON ACC 85	1	0.00	0.00	23.00	-23.00
					0.00	23.00	
	Above paid on 04/04/2024 by Cheque ON ACCOUNT						
WAV06 Anglian Water							
<i>Purchase Ledger Payment</i>	04/04/2024	ON ACC 86	1	0.00	0.00	173.00	-173.00
					0.00	173.00	
	Above paid on 04/04/2024 by Cheque ON ACC						
BRI02 BT Payment Services Ltd							
<i>90-BT quarter charge to May 24</i>	26/03/2024	Q038LK	1	697.39	0.00	697.39	0.00
					0.00	697.39	
	Above paid on 09/04/2024 by Cheque DDR2						
BLA01 Blain's Trailers & Tyres Ltd							
<i>1300-two tyres for mower</i>	18/03/2024	SI-81358	1	139.20	0.00	139.20	0.00
					0.00	139.20	
	Above paid on 11/04/2024 by Cheque FP1						
DCK01 DCK Accounting Solutions Ltd							
<i>1301-T/Farm funding works</i>	31/03/2024	TPC11208	1	1,104.00	0.00	1,104.00	0.00
					0.00	1,104.00	
	Above paid on 11/04/2024 by Cheque FP2						

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DES01 D E Signs							
<i>KnifeFree banners</i>	28/03/2024	19579	1	60.00	0.00	60.00	0.00
					0.00	60.00	
							Above paid on 11/04/2024 by Cheque FP3
FRE01 Fresh Air Fitness							
<i>1303-Big Rig final payment</i>	21/03/2024	24136	1	9,570.00	0.00	9,570.00	0.00
					0.00	9,570.00	
							Above paid on 11/04/2024 by Cheque FP4
HEN03 Henderson Management							
<i>1304-Deposit QE2 Carnival 24</i>	25/03/2024	HMI-27995	1	449.28	0.00	449.28	0.00
					0.00	449.28	
							Above paid on 11/04/2024 by Cheque FP5
HER01 Hertfordshire County Council							
<i>1305-Office stationery</i>	31/03/2024	H032407696	1	108.07	0.00	108.07	0.00
					0.00	108.07	
							Above paid on 11/04/2024 by Cheque FP6
HIG01 Highline Adventure Ltd							
<i>1306-Spider Mountain balance</i>	26/03/2024	INV-0250	1	805.50	0.00	805.50	0.00
					0.00	805.50	
							Above paid on 11/04/2024 by Cheque FP7
JEW01 Jewels Art Craft & Coffee							
<i>1307-Use of Jewels for PC Mtg</i>	30/03/2024	HRTC PEER MEETING	1	30.00	0.00	30.00	0.00
					0.00	30.00	
							Above paid on 11/04/2024 by Cheque FP8
MCS01 MCS Contract Cleaning Limited							
<i>1308-Toilet cleaning March 24</i>	31/03/2024	43207	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
							Above paid on 11/04/2024 by Cheque FP9

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PLA02 The Play Inspection Company Ltd							
1309-play area inspections	28/03/2024	67872	1	360.00	0.00	360.00	0.00
					0.00	360.00	
Above paid on 11/04/2024 by Cheque FP10							
SCU01 Scutum South East Ltd							
1312-Alarm monitoring	19/03/2024	NSSE-SINC24-05983	1	182.02	0.00	182.02	0.00
1313-Alarm maintenance M/Cresc	19/03/2024	NSSE-SINC24-05984	1	218.42	0.00	218.42	0.00
1314-alarm monitoring M/Cresc	19/03/2024	NSSE-SINC24-05985	1	429.53	0.00	429.53	0.00
1311-Alarm maintenance	19/03/2024	NSSE-SINC4-05982	1	218.42	0.00	218.42	0.00
					0.00	1,048.39	
Above paid on 11/04/2024 by Cheque FP12							
SPA01 Spaldings Limited							
1315-pruning lopper	26/03/2024	SI-2936732	1	54.00	0.00	54.00	0.00
					0.00	54.00	
Above paid on 11/04/2024 by Cheque FP13							
STR02 Strawberry Fieldz Ltd							
1316-deposit stage / PA system	26/03/2024	INV000558	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 11/04/2024 by Cheque FP14							
TIT002 Titan Tree Services Ltd							
1318-large stump grinder hire	28/03/2024	INV-0599	1	1,020.00	0.00	1,020.00	0.00
1317-stump grinder hire	28/03/2024	INV-0600	1	960.00	0.00	960.00	0.00
					0.00	1,980.00	
Above paid on 11/04/2024 by Cheque FP15							
TOT01 Right Fuelcard Company Ltd							
1310-Fuel for vehicles	31/03/2024	5673801	1	148.34	0.00	148.34	0.00
					0.00	148.34	
Above paid on 11/04/2024 by Cheque FP11							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
72-Electricity M/Cresc Mar 24	03/04/2024	01602268	1	104.24	0.00	104.24	0.00
71-Electricity P/Side Dve Mar	03/04/2024	01628117	1	10.97	0.00	10.97	0.00
68-Electricity Office Mar 24	03/04/2024	01628118	1	226.20	0.00	226.20	0.00
69-Electricity P/Side Dve Mar	03/04/2024	01628119	1	38.28	0.00	38.28	0.00
70-Electricity T/Farm Mar 24	03/04/2024	01628120	1	1,972.48	0.00	1,972.48	0.00
73-Electricity Depot Mar 24	03/04/2024	01628129	1	423.05	0.00	423.05	0.00
74-Electricity O/Close Mar 24	03/04/2024	01628130	1	123.19	0.00	123.19	0.00
75-Electricity Depot Mar 24	03/04/2024	01628133	1	15.54	0.00	15.54	0.00
76-Electricity V/Green Mar 24	03/04/2024	01628134	1	161.21	0.00	161.21	0.00
					0.00	3,075.16	
Above paid on 11/04/2024 by Cheque DDR8							
CEN04 Central Bedfordshire Council							
1-Rock of Ages Concert licence	04/04/2024	1800196392	1	116.00	0.00	116.00	0.00
					0.00	116.00	
Above paid on 12/04/2024 by Cheque FP1							
CLO02 Cloudy Group							
2-App Hosting Package	01/04/2024	INV-6508	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 12/04/2024 by Cheque FP2							
DUN06 Dunstable & District CA							
4-HRTC GRANT 2024	01/04/2024	HRTC GRANT	1	2,612.50	0.00	2,612.50	0.00
					0.00	2,612.50	
Above paid on 12/04/2024 by Cheque FP4							
FUL02 Full House Theatre Company							
6-HRTC Grant 2024	01/04/2024	HRTC GRANT	1	2,750.00	0.00	2,750.00	0.00
					0.00	2,750.00	
Above paid on 12/04/2024 by Cheque FP5							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HOU03 Houghton Regis Helpers Community Org A/C							
10-Civic Service serve refresh	02/04/2024	DONATION	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 12/04/2024 by Cheque FP6							
HOU09 Houghton Regis Heritage Society							
11-HRTC Grant 2024	01/04/2024	HRTC GRANT	1	800.00	0.00	800.00	0.00
					0.00	800.00	
Above paid on 12/04/2024 by Cheque FP1							
HRMEMORIAL Houghton Regis Memorial Hall Fund							
7-HRTC Grant 2024	01/04/2024	HRTC GRANT	1	2,200.00	0.00	2,200.00	0.00
					0.00	2,200.00	
Above paid on 12/04/2024 by Cheque FP7							
KEE01 Keech Hospice Care							
8-HRTC Grant 2024	01/04/2024	HRTC GRANT	1	2,750.00	0.00	2,750.00	0.00
					0.00	2,750.00	
Above paid on 12/04/2024 by Cheque FP8							
KRI01 Krisgar Entertainments							
12-Magic&Game Show Carnival 24	01/04/2024	2407132	1	205.00	0.00	205.00	0.00
					0.00	205.00	
Above paid on 12/04/2024 by Cheque FP9							
LUT01 Luton Borough Council							
13-Charity Dinner 13/4/24	03/04/2024	CHARITY DINNER	1	35.00	0.00	35.00	0.00
					0.00	35.00	
Above paid on 12/04/2024 by Cheque FP10							
PRI04 Vasile Prisecariu							
60-B/day Deposit Refund	10/04/2024	DEPOSIT REFUND	1	61.00	0.00	61.00	0.00
					0.00	61.00	
Above paid on 12/04/2024 by Cheque FP'							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SIN01 Singing Cafe							
5-HRTC GRANT 2024	01/04/2024	HRTC GRANT	1	2,200.00	0.00	2,200.00	0.00
					0.00	2,200.00	
Above paid on 12/04/2024 by Cheque FP3							
SLC01 SLCC							
14-ILCA qualification AG	03/04/2024	QL205087-1	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 12/04/2024 by Cheque FP11							
SOR01 SORTED							
9-HRTC Grant 2024	01/04/2024	HRTC GRANT	1	1,100.00	0.00	1,100.00	0.00
					0.00	1,100.00	
Above paid on 12/04/2024 by Cheque FP12							
SOU04 South Beds Dial A Ride							
3-HRTC GRANT 2024	01/04/2024	HRTC GRANT 24	1	1,375.00	0.00	1,375.00	0.00
					0.00	1,375.00	
Above paid on 12/04/2024 by Cheque FP13							
POZ02 Pozitive Energy 135118							
95-Gas P/Side part Apr24	10/04/2024	13511820245477225A	1	6.86	0.00	6.86	0.00
					0.00	6.86	
Above paid on 16/04/2024 by Cheque DDR							
POZ02 Pozitive Energy 135118							
79-Gas P/Side Dve Mar 24	10/04/2024	13511820245477224	1	1.32	0.00	1.32	0.00
80-gas P/side Dve Mar 24	10/04/2024	13511820245477225	1	6.86	0.00	6.86	0.00
81-Gas P/side Dve Mar 24	10/04/2024	13511820245494447	1	-6.86	0.00	-6.86	0.00
83-Gas Moore C/scent Mar 24	10/04/2024	13511920245477223	1	207.50	0.00	207.50	0.00
					0.00	208.82	
Above paid on 16/04/2024 by Cheque DDR11							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
POZ03 Positive Energy 135116							
77-Gas Depot Mar 24	10/04/2024	13511620245477226	1	15.04	0.00	15.04	0.00
					0.00	15.04	
Above paid on 16/04/2024 by Cheque DDR9							
POZ05 Positive Energy 135117							
78-Gas Office Mar 24	12/04/2024	13511720245512580	1	8.51	0.00	8.51	0.00
					0.00	8.51	
Above paid on 16/04/2024 by Cheque DDR10							
CAS10 Castle Water - 2597749							
65-Water chgs P/side Mar 24	03/04/2024	10001884136	1	37.47	0.00	37.47	0.00
					0.00	37.47	
Above paid on 17/04/2024 by Cheque DDR5							
CAS09 Castle Water - 2597769							
66-Water Chgs Cemetery Rd Mar	04/04/2024	10001923281	1	17.95	0.00	17.95	0.00
					0.00	17.95	
Above paid on 18/04/2024 by Cheque DDR6							
HMR001 HMRC							
1248-PAYE/NI March 2024	31/03/2024	PAYE/NI MARCH 24	1	12,042.77	0.00	12,042.77	0.00
					0.00	12,042.77	
Above paid on 18/04/2024 by Cheque FP							
FRA02 Francotyp Postalia Ltd							
64-Postage download	15/04/2024	25755933	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 19/04/2024 by Cheque DDR4							
CAS02 Castle Water							
84-Waterchgs T/send Farm (extra)	01/04/2024	TE00602919	1	21.09	0.00	21.09	0.00
67-Water Chgs T/Farm Pav Mar24	03/04/2024	TE00616985	1	10.05	0.00	10.05	0.00
					0.00	31.14	
Above paid on 22/04/2024 by Cheque DDR7							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CPR001 CPRE							
63-Membership Fee 2024	01/04/2024	MEMBERSHIP 2024	1	60.00	0.00	60.00	0.00
					0.00	60.00	
							Above paid on 22/04/2024 by Cheque DDR3
PWLB01 PWLB							
93-Loan repay T/Farm Pav	22/04/2024	LOAN REPAY	1	15,151.68	0.00	15,151.68	0.00
					0.00	15,151.68	
							Above paid on 22/04/2024 by Cheque DDR2
XA01 Flymine Xavier							
59-Dryclean sleeping bags	16/04/2024	DRY CLEAN	1	154.00	0.00	154.00	0.00
					0.00	154.00	
							Above paid on 23/04/2024 by Cheque FP
AKM01 AKM Hemel Ltd							
15-Pizzas&Side Order Knifefree	07/04/2024	469	1	160.00	0.00	160.00	0.00
					0.00	160.00	
							Above paid on 26/04/2024 by Cheque FP1
ALL06 Allens Catering Hire Services Ltd							
16-Civic Service crockery	12/04/2024	253517	1	665.36	0.00	665.36	0.00
					0.00	665.36	
							Above paid on 26/04/2024 by Cheque FP2
CEN04 Central Bedfordshire Council							
18-Office Rates 24/25	01/04/2024	3012142 2024	1	8,212.92	0.00	4,106.92	4,106.00
					0.00	4,106.92	
							Above paid on 26/04/2024 by Cheque FP4
CEN04 Central Bedfordshire Council							
19-Village Green Rates 2024	01/04/2024	3080213 2024	1	2,544.90	0.00	1,272.90	1,272.00
					0.00	1,272.90	
							Above paid on 26/04/2024 by Cheque FP5

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CEN04 Central Bedfordshire Council							
20-Depot Rates 2024	01/04/2024	33016488 2024	1	12,552.98	0.00	6,276.98	6,276.00
					0.00	6,276.98	
							Above paid on 26/04/2024 by Cheque FP6
CEN04 Central Bedfordshire Council							
21-Cemetery Rates 2024	01/04/2024	3016930 2024	1	1,167.10	0.00	583.10	584.00
					0.00	583.10	
							Above paid on 26/04/2024 by Cheque FP7
CEN04 Central Bedfordshire Council							
22-M/Crescent rates 2024	01/04/2024	3160492 2024	1	4,191.60	0.00	2,095.60	2,096.00
					0.00	2,095.60	
							Above paid on 26/04/2024 by Cheque FP8
COT01 The Cottage Garden Flower Shop							
23-PoH Flowers	02/04/2024	4064015	1	280.00	0.00	280.00	0.00
					0.00	280.00	
							Above paid on 26/04/2024 by Cheque FP9
CRO01 Cromwell Group (Holdings) Ltd							
25-Mop buckets	08/04/2024	0016359744	1	119.99	0.00	119.99	0.00
					0.00	119.99	
							Above paid on 26/04/2024 by Cheque FP10
FAL001 Falconeye Security Ltd							
27-Security Civic Service	15/04/2024	7	1	144.00	0.00	144.00	0.00
					0.00	144.00	
							Above paid on 26/04/2024 by Cheque FP11
GBI01 Geo Browns Implements Ltd							
26-Tools returned	08/04/2024	172376	1	-450.00	0.00	-450.00	0.00
28-Autocut 25-2 Head	10/04/2024	172638	1	54.00	0.00	54.00	0.00
30-Deflectors	11/04/2024	172785	1	26.14	0.00	26.14	0.00

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
29-Autocut and deflectors	16/04/2024	173350	1	108.80	0.00	108.80	0.00
31-Brushcutter-cordless	18/04/2024	173661	1	318.00	0.00	318.00	0.00
					0.00	56.94	
Above paid on 26/04/2024 by Cheque FP12							
HEA01	Health Assured Ltd						
32-EAP Provision Apr24-Mar25	01/04/2024	SF-201918	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 26/04/2024 by Cheque FP13							
HRCRA01	Houghton Regis Craft & Coffee						
33-Hire of Church Hall Apr 24	01/04/2024	HIRE OF HALL	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 26/04/2024 by Cheque FP14							
HRS01	HR Solutions						
34-HR Retainer April 24	01/04/2024	INV-038470	1	270.30	0.00	270.30	0.00
					0.00	270.30	
Above paid on 26/04/2024 by Cheque FP15							
ICCM01	Institute of Cemetery & Crematorium Mgmt						
35-GOR Training Course IH	18/04/2024	17964	1	108.00	0.00	108.00	0.00
36-Corporate Membership	01/04/2024	4686/2024/25	1	100.00	0.00	100.00	0.00
					0.00	208.00	
Above paid on 26/04/2024 by Cheque FP16							
JCURL01	John Curl						
37-EN68 VTG service	23/04/2024	247943	1	313.99	0.00	313.99	0.00
					0.00	313.99	
Above paid on 26/04/2024 by Cheque FP17							
MCS01	MCS Contract Cleaning Limited						
38-Toilet cleaner	02/04/2024	43220	1	26.40	0.00	26.40	0.00
					0.00	26.40	
Above paid on 26/04/2024 by Cheque FP18							

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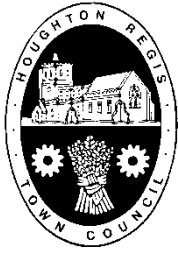
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PER03	Perfect Personalised Parties						
42-Inflatables and games 30/7	04/04/2024	INV-0485	1	950.00	0.00	950.00	0.00
					0.00	950.00	
Above paid on 26/04/2024 by Cheque FP20							
PHS01	PHS Group						
41-Towels/Toilet tissue	06/04/2024	70498069	1	157.32	0.00	157.32	0.00
					0.00	157.32	
Above paid on 26/04/2024 by Cheque FP22							
PPLPRS	PPL PRS Ltd						
43-Music Licensing for events	16/04/2024	SIN2691357	1	2,882.67	0.00	2,882.67	0.00
					0.00	2,882.67	
Above paid on 26/04/2024 by Cheque FP23							
PROWE01	Pete Rowe Building Services						
40-Water heater pump/floodligh	04/04/2024	PO8465	1	1,314.00	0.00	1,314.00	0.00
					0.00	1,314.00	
Above paid on 26/04/2024 by Cheque FP21							
RBS01	Rialtas Business Solutions Ltd						
44-Omega Annual Support	01/04/2024	SM29576	1	1,465.20	0.00	1,465.20	0.00
45-MTD for VAT	01/04/2024	SM29577	1	132.00	0.00	132.00	0.00
46-Cemetery software Support	01/04/2024	SM29578	1	498.00	0.00	498.00	0.00
47-Allotments Software support	01/04/2024	SM29579	1	298.80	0.00	298.80	0.00
48-Rialtas Cloud user	01/04/2024	SP29580	1	1,980.00	0.00	1,980.00	0.00
					0.00	4,374.00	
Above paid on 26/04/2024 by Cheque FP24							
SCR02	Trade UK Account						
49-Boots and show laces	05/04/2024	1482626209	1	50.98	0.00	50.98	0.00
50-Wall plugs carburetor clea	09/04/2024	1483744140	1	14.04	0.00	14.04	0.00
51-Extension lead 1m	09/04/2024	1483744159	1	11.39	0.00	11.39	0.00
					0.00	76.41	
Above paid on 26/04/2024 by Cheque FP25							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SCU01 Scutum South East Ltd							
52-Reactive maintenance	22/04/2024	NSSE-SINC24-06765	1	19.70	0.00	19.70	0.00
54-Service Contract O/Close	22/04/2024	NSSE-SINC24-07290	1	210.00	0.00	210.00	0.00
53-Service Contract P/Side	22/04/2024	NSSE-SINC24-07291	1	210.00	0.00	210.00	0.00
55-Service Contract T/Farm	22/04/2024	NSSE-SINC24-07292	1	210.00	0.00	210.00	0.00
					0.00	649.70	
							Above paid on 26/04/2024 by Cheque FP26
SLC01 SLCC							
56-Virtual Leadership Course	01/04/2024	ORD509096-1	1	27.98	0.00	27.98	0.00
					0.00	27.98	
							Above paid on 26/04/2024 by Cheque FP27
STE003 Nigel Steele							
39-Organist fee Civic Service	01/04/2024	CIVIC SERVICE	1	60.00	0.00	60.00	0.00
					0.00	60.00	
							Above paid on 26/04/2024 by Cheque FP19
WAV03 Anglian Water							
17-Water Charges M/Cresc Apr24	16/04/2024	13436589	1	39.00	0.00	39.00	0.00
					0.00	39.00	
							Above paid on 26/04/2024 by Cheque FP3
DUN02 Biffa Waste Services Ltd							
88-Trade Waste rental Mar 24	29/03/2024	614C48636	1	76.02	0.00	76.02	0.00
89-Trade Waste Mar 24	29/03/2024	614C48637	1	3,017.34	0.00	3,017.34	0.00
					0.00	3,093.36	
							Above paid on 29/04/2024 by Cheque DDR1
PAYROLL Payroll Options							
91-Payroll costs March 2024	31/03/2024	149995	1	169.46	0.00	169.46	0.00
					0.00	169.46	
							Above paid on 30/04/2024 by Cheque DDR3

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
STR04 Strong Soul Fitness CIC							
59-Boxing and Mentoring YIF	19/04/2024	108	1	720.00	0.00	720.00	0.00
					0.00	720.00	
					Above paid on 30/04/2024 by Cheque FP		
				Total Purchase Ledger Payments for Month 1	0.00	275,407.16	



CORPORATE SERVICES COMMITTEE

Agenda Item 11

Date:	10th June 2024
Title:	Investment Report
Purpose of the Report:	To provide to members a report on investments to date.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. BACKGROUND

In accordance with Committee Functions & Terms of Reference, Financial Regulations and Banking Arrangements, Investment Strategy & Investment Arrangements Policy, it is a requirement that the Corporate Services Committee receive quarterly reports on investments.

The Council has funds deposited in NatWest and in the Churches, Charities and Local Authorities Investment Management Company (CCLA) Public Sector Deposit Fund and the CCLA Property Fund.

2. CURRENT INVESTMENTS

Commencement of the short-term investment (Public Sector Deposit Fund) and the long-term investment (LAMIT Authorities Property Fund) were both during Financial Year 2014 - 2015.

In accordance with Minutes AC1113 and AC1121, two officers administrate both these accounts for supervision and audit trail purposes.

Both these investments have no fixed period of terms. Funds can be transferred into and out of the Deposit account without notice however, the transfer out of funds from the Property Fund requires a 6-month notice period.

At the Corporate Services meeting held on the 4th March 2024 members resolved (minute number 12731) to withdraw the Town Councils funds from the CCLA Property fund and to subsequently invest these funds in the CCLA Deposit account as it is a AAA rated investment. Members are informed that the Town Council gave notice to withdraw its funds from the CCLA Property Fund on the 26th March 2024. The 6 month notice period starts at the end of the month in which the redemption form was received.

3. LONG TERM INVESTMENT – LAMIT PROPERTY FUND ACCOUNT

Commencement of the LAMIT Property Fund was October 2014. This fund is designed to achieve long term capital growth from investments in the commercial property sector. Dividends are paid quarterly (in accordance with IAS 18 - Revenue) less fund management fees but without deduction of tax.

Members will find attached at Appendix A The Local Authorities Property Fund Fact Sheet – 30th April 2024.

Gross dividend yield rate as at:

31st March 2024 – 5.16%

31st December 2023 – 4.94%

30th September 2023 – 4.66%

30th June 2023 – 4.4%

Total fund size at:

31st March 2024 - £1,042m

31st December 2023 – £1,143m

31st October 2023 - £1,155m

30th June 2023 – £1,200m

Further detail is provided in the Chronological report attached at Appendix C.

4. SHORT-TERM INVESTMENT – PUBLIC SECTOR DEPOSIT ACCOUNT

Commencement of the Public Sector Deposit Fund was September 2014.

This is a pooled, qualified money market fund created by and for the public sector which has a low level of risks. Shares are bought and the dividend is paid at the end of each month (in accordance with IAS 18 – Revenue) less management fees but without deduction of tax.

Members can find more details on this fund by following this link [The Public Sector Deposit Fund | CCLA](#) In addition at Appendix B Members will find attached The Public Sector Deposit Fund Fact Sheet – 30th April 2024

The declared yield rate as at:

30th November 2023 – 5.30%

31st July 2023 – 4.94%

31st March 2023 – 4.4254%

31st January 2023 – 3.5292%

Accessibility of funds is almost immediate making this a highly liquid Current Asset investment. Activity is a fluctuation of withdrawals when required to meet the council's expenditure costs for the period and deposits of investing surplus funds (namely Precept) in accordance with the Trustee Investment Act 1961 S.11 and recommendations.

Further detail is provided in the Chronological report attached at Appendix C.

By way of an early update, members are advised that a sum of £600k (precept) was transferred into this account on the 24th April 2024.

5. HRTC CORPORATE PLAN

Aspirations Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider

4.5 Enhance the role of the council.

6. IMPLICATIONS

Corporate Implications

- Financial Regulations
- Risk Management Strategy
- Banking Arrangements, Investment Strategy & Investment Arrangements

Legal Implications

- Compliance with the Trustee Investment Act 1961 S.11

Financial Implications

- There are no financial implications of this report.

Risk Implications

- As with any type of investment there is always an element of risk. Officers' supervision of the accounts and monitoring their environments as well as the UK's economy climate, helps to regulate and assess any potential risks.
- Reputation should monies be lost from poor investment decisions.

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This report does not discriminate.

Climate Change Implications

There are no climate change implications arising from the recommendations

Press Contact

- There are no press implications.

7. APPENDICES

Appendix A – The Local Authorities Property Fund Fact Sheet – 31st March 2024

Appendix B – The Public Sector Deposit Fund Fact Sheet – 30th April 2024.

Appendix C - Chronological Report

The Local Authorities' Property Fund

Fund fact sheet – 31 March 2024

Investment objective

The fund aims to provide a high level of income and capital growth over the long-term (defined as 5 years).

Investment policy

The fund is an actively managed, diversified portfolio of UK commercial property. It will principally invest in UK commercial properties, but may invest in other assets, which may be either liquid or illiquid in nature.

The fund may also invest some of its assets in instruments that are easier to buy and sell to maintain appropriate levels of liquidity. Instruments used for this purpose may include cash and near-cash, participation notes, UK real estate investment trusts, regulated or unregulated investment funds, and loan notes.

The fund is managed in line with CCLA's responsible property investment and values-based screening policies, which you can read in the policies and reports section on our website.

Target investors

The fund is designed for local authorities looking for exposure to UK commercial property for their long-term investments.

Independent governance

The trustee is the Local Authorities' Mutual Investment Trust, a body controlled by members and officers appointed by the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee, the Welsh Local Government Association and investors in the fund.

Who can invest?

Any local authority in the United Kingdom.

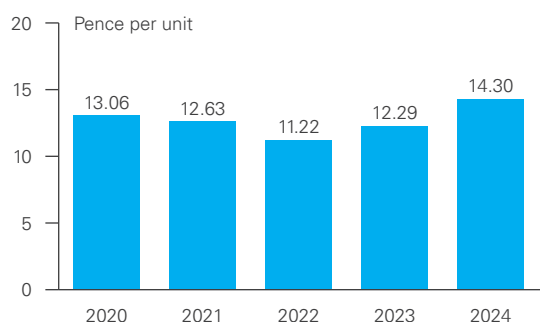
Income

Gross dividend yield (see note 1) 5.16%

MSCI/AREF UK Other Balanced Open-Ended Quarterly Property Fund Index yield 4.20%

Note 1: Based on the fund's net asset value and historic annual dividend of 14.30 pence per unit.

12 month distributions to 31st March:



Fund update

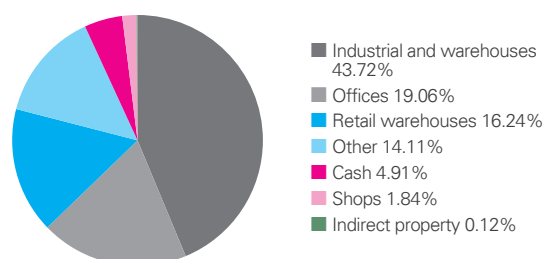
Occupier and rental markets remained solid, supporting the income flows which make up a sizeable part of long term total returns to property investors. Capital markets are still very subdued, however, with transaction volumes at near-record low levels. The associated lack of 'price discovery' – observable prices paid for properties in actual transactions – has left prospective buyers and sellers, as well as property fund valuers, in a cautious mood and property valuations slipped slightly further down over the period. Offices remained the most troubled sector in a challenging market, due to a combination of changing working practices and more stringent environmental standards adding to landlords' costs.

Over the quarter the Fund's total return was +0.6% compared with a return on the comparator benchmark of +0.6%. Over the past 12 months the Fund returned +1.1% compared to the comparator benchmark return of -1.3%.

The portfolio is managed actively with the aim of providing a high income and long term capital appreciation. No sales or purchases were completed during the quarter but leasing developments served as a reminder of the divergence in fortunes between sub-sectors. The income lost from a new vacancy on an office property in Warwick was more than countered by lease renewals at substantially higher rents on industrial properties in Leeds, Peterborough and Warrington, and a hotel in central London.

Valuations are likely to remain under pressure until bond yields fall significantly – this will restore some of the yield premium necessary to attract larger volumes of investors back to the property market. For the time being income will continue to be the key driver of total returns from property. Investors in the office sector face particular challenges and active, selective management will be especially important in this part of the property market.

Asset allocation at 31 March 24



Total return performance by year

12 months to 31 March	2020	2021	2022	2023	2024
The Local Authorities' Property Fund	+0.66%	+3.75%	+21.78%	-13.27%	+1.07%
Comparator benchmark	+0.12%	+2.46%	+22.52%	-14.11%	-1.29%

Annualised total return performance

Performance to 31 March 2024	1 year	3 years	5 years
The Local Authorities' Property Fund	+1.07%	+2.20%	+2.20%
Comparator benchmark	-1.29%	+1.28%	+1.28%

Performance shown after management fees and other expenses. The comparator benchmark is MSCI/AREF UK Other Balanced Open-Ended Quarterly Property Fund Index. **Past performance is not a reliable indicator of future results.** Source: CCLA

Top 10 holdings at 31 March 24 – Total 36.51%

London, Beckton Retail Park	Bristol, Gallagher Retail Park
London, Goodman's Yard	London, Pickett's Lock
London, Cathedral Street	Coventry, Torrington Avenue
Leeds, 27 Industrial Estate	Bolton, Great Bank Road
London, Imperial House	Huntingdon, DHL Cardinal

Key facts

Manager	CCLA Fund Managers Limited
Investment Manager	CCLA Investment Management Limited
Fund size	£1,042m
Number of holdings	67

Offer (buying) price	295.72 pence
Net asset value	277.02 pence
Bid (selling) price	272.73 pence
Launch date	18 April 1972
Unit type	Income
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dealing day	Month-end valuation date (see note 2)
SEDOL	0521664
ISIN	GB0005216642
Dividend payment dates	Last business day of January, April, July, and October
Annual management charge (taken from income)	0.65%
Fund management fee (FMF)	0.73% (see note 3)
PRIPs other ongoing costs	0.73% (see note 4)

Note 2: Dealing instructions for the purchase of units must be received by 5pm on the business day before the valuation date. Whilst units can be sold on each monthly dealing date, all redemption requests are currently subject to a minimum notice period of 6 months (this may be reduced to 90 days at the manager's discretion) and will therefore be processed on the next available dealing day following expiry of the notice period.

Note 3: The FMF includes the annual management charge and other costs and expenses of operating and administering the fund, such as depositary, custody, audit, and regulatory fees.

Note 4: The packaged retail and insurance-based investment products (PRIIPs) other ongoing costs include the FMF and, where relevant, synthetic charges. Synthetic charges are the effect that costs incurred as a result of investment in relevant underlying funds or similar investments have on the fund. The PRIIPs other ongoing costs do not include transaction costs. For more information on costs, including transaction costs, please see the fund's key information document.

Please refer to <https://www.ccla.co.uk/glossary> for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at clientservices@ccla.co.uk.

Risk warning and disclosures

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. To make sure you understand whether our product is suitable for you, please read the key information document and scheme information and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. The properties held by the fund are valued by an external property valuer and any valuations are a matter of opinion rather than fact. The performance of the fund may be negatively affected by a downturn in the property market which could impact on the value of the fund. Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. Investment in the fund is only available to eligible local authorities. The fund is an unauthorised UK alternative investment fund and an unregulated collective investment scheme established under a scheme approved by HM Treasury under Section 11 of the Trustee Investments Act 1961, together with the trust deed dated 6 April 1972 as amended by supplemental trust deeds dated 6 April 1972, 13 September 1978, 21 April 2016 and 23 September 2019. Issued by CCLA Investment Management Limited (registered in England and Wales, number 02183088, at One Angel Lane, London EC4R 3AB) who is authorised and regulated by the Financial Conduct Authority. CCLA Fund Managers Limited (registered in England and Wales, number 8735639, at One Angel Lane, London EC4R 3AB) is authorised and regulated by the Financial Conduct Authority. For information about how we collect and use your personal information please see our privacy notice, which is available at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

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The Public Sector Deposit Fund

Fund fact sheet – 30 April 2024

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client. Share class 4 is reserved for public sector organisation investment only.

Responsible investment policy

The fund is managed in accordance with CCLA's values-based screening policy which can be found in the policies and reports section on our website.

We monitor our counterparties' environmental, social and governance risk management on a regular basis and take action if necessary. This process is based on the work of our in-house Sustainability team and their data providers. Additional information is available on request.

Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

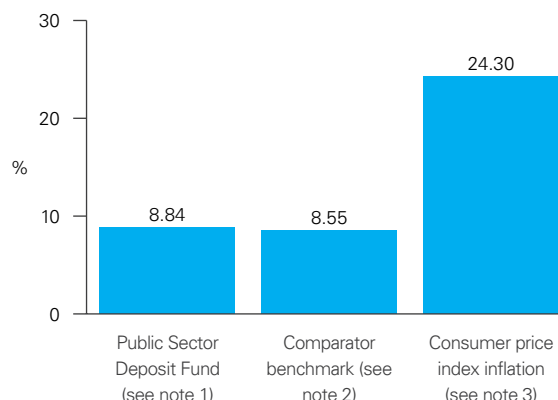
Top 10 counterparty exposures (%)

9.86%	HM Treasury
9.86%	Landesbank Baden-Wuerttemberg
9.86%	National Bank of Canada
9.86%	Yorkshire Building Society
4.73%	DBS Bank Limited
3.63%	Societe Generale
3.55%	Nordea Bank AB
3.55%	SMBC Bank International plc
3.15%	BNP Paribas
3.15%	Landesbank Hessen-Thuringen Girozentrale

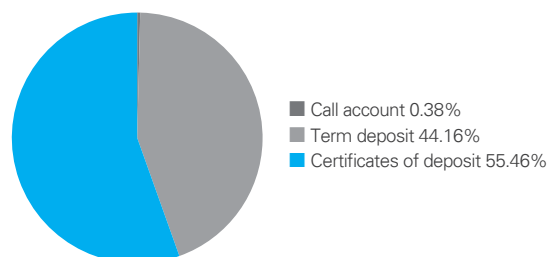
Share class 4 yield as at 30 April 2024

5.23%

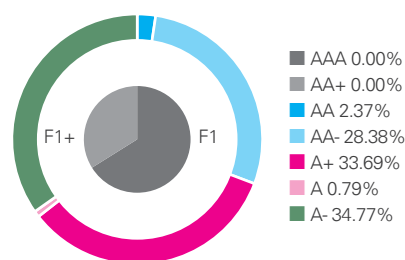
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 country exposures (%)

26.05%	UK
16.38%	Canada
12.95%	Germany
12.12%	Japan
10.97%	France
8.36%	Singapore
3.76%	Finland
3.09%	Denmark
2.51%	Sweden
1.96%	Switzerland

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

Income

Average yield over the month	5.22%
Yield at the month-end shown	5.23%

Total return performance by year

12 months to 30 April	2020	2021	2022	2023	2024
The Public Sector Deposit Fund	+0.69%	+0.12%	+0.16%	+2.47%	+5.20%
Comparator benchmark	+0.47%	-0.03%	+0.19%	+2.53%	+5.21%
Relative (difference)	+0.22%	+0.15%	-0.03%	-0.06%	-0.01%

Annualised total return performance

Performance to 30 April	1 year	3 years	5 years
The Public Sector Deposit Fund	+5.20%	+2.59%	+1.71%
Comparator benchmark	+5.21%	+2.62%	+1.65%
Relative (difference)	-0.01%	-0.03%	+0.06%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

Market update

The latest data releases for the UK provided further evidence that the economy was on a stable footing, but that growth was sluggish. The Office for National Statistics (ONS) reported that the economy had grown by 0.1% in the month of February, and in an upwards revision to its previous estimate, that growth in January had been 0.3%. Positive moves in PMIs (purchasing managers' indices, which are forward-looking measures of business activity) added to the evidence that the UK was set to emerge from its recent technical recession into growth territory for the first quarter of 2024. The S&P Global UK manufacturing PMI for March rose above 50, the level which distinguishes expansion from contraction, for the first time since July 2022, reaching 50.3. The composite PMI, which includes the larger services sector of the economy, stood at 52.8 in March and the flash composite for April climbed to 54.0.

UK consumer price inflation (CPI) fell in March to an annual rate of 3.2%, from 3.4% the previous month. Andrew Bailey, governor of the Bank of England, commented that the path of inflation was 'pretty much on track' with the Bank's expectations. Wage growth, though, slowed less than had been anticipated. Average weekly wages excluding bonuses rose by an annualised rate of 6% in the three-month period to the end of February, slightly down from 6.1% the previous quarter but still faster than the 5.8% rate of increase observers had been expecting. Nevertheless, there were signs of softening in the jobs market, with vacancies falling for a 21st consecutive month in March (down by 13,000 to 916,000), and unemployment rising from 3.9% to 4.2%.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,197m
Fitch money-market fund rating	AAAmf
Weighted average maturity	45.83 days
Launch date	May 2011
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment frequency	Monthly
Ongoing charges figure	0.08% (see note 6)

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Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30am.
Note 6: The ongoing charges figure is based on the annual management charge (including portfolio transaction costs).

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Short Term Investment - The Public Sector Deposit Fund 2023/24

<i>Date</i>	<i>Opening Balance (£)</i>	<i>Details</i>	<i>Amount (£)</i>	<i>Closing Balance (£)</i>	<i>Other details</i>
18/5/23	739,500	Subscription	30,000	769,500	Transfer of funds from NatWest
30/6/23	769,500			769,500	
31/7/23	769,500			769,500	
31/8/23	769,500			769,500	
30/9/23	769,500			769,500	
30/11/23	769,500			769,500	
29/02/24	769,500	Withdrawal	150,000	619,500	
31/03/24	619,500	Withdrawal	150,000	469,500	

Long-term Investment – LAMIT Property Fund 2018 - 2023

<i>Date</i>	<i>Opening Balance</i>	<i>Shares</i>	<i>Bid total value (£)</i>	<i>Bid market value per one unit</i>	<i>Other details</i>
31.12.18	£600,000	213,503	£648,515.36	303.75 pence	
31.03.19	£600,000	213,503	Unavailable	Unavailable	
31.03.20	£600,000	213,503	£621,613.98	291.15 pence	
31.03.21	£600,000	213,503	£617,194.47	289.08 pence	
31.03.22	£600,000	213,503	£725,525.89	345.17 pence	
31.03.23	£600,000	213,503	£605,921.51	283.80 pence	
30.06.23	£600,000	213,503	£614,611.09	287.87 pence	
30.09.23	£600,000	213,503	£607,416.00	284.50 pence	
30.12.23	£600,000	213,503	£595,417.16	278.88 pence	
31.03.23	£600,000	213,503	£591,446.65	277.02 pence	



HOUGHTON REGIS TOWN COUNCIL

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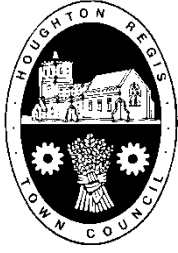
www.houghtonregis-tc.org.uk

List of Direct Debits as at 1st April 2024

Castle Water (Clean water supplier)
 Yu Energy (Electric Supplier) at 9 sites
 Anglian Water (Sewerage)
 BT Group Plc (landline rental)
 BT (Workshop Broadband)
 Your NRG (Red diesel supplier)
 EE Ltd (HRTC mobile phones)
 Francotyp Postalia (Postage and rental)
 Payroll Options (Salaries)
 CPRE (Subscription)
 Pozitive Energy (Gas Supplier) at 9 sites
 Grenkeleasing Ltd (photocopier lease)
 Public Works Loan Board (2 x Moore Crescent Sports Pavilion loan)
 ICO (ICO registration)
 Public Works Loan Board (Tithe Farm Pavilion loan)
 Biffa waste removal and rental of skip

List of Standing Orders as at 1st April 2024

Thornhill Primary (Cost of Living support, to 31st March 2025)
 HR Childrens Centre, CBC (Cost of Living support, to 31st March 2025)
 Jewels (Cost of Living support, to 31st March 2025)
 HR Baptist Church (Cost of Living support, to 31st March 2024June 2025)
 HR Helpers (Cost of Living support, to 31st March 2025)
 Dunstable Foodbank (Cost of Living support, to 31st March 2025)
 Thomas Whitehead Academy (Cost of Living support, to 31st March 2025)
 Techies (Landline support & licences, IT support & licences)
 Techies Cloud



CORPORATE SERVICES COMMITTEE

Agenda Item 13

Date: 10th June 2024

Title: **PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT**

Purpose of the Report: **To receive the Public Works Loan Board Annual Report.**

Contact Officer: **Debbie Marsh, Head of Corporate Services**

1. BACKGROUND

In accordance with the committees Terms of Reference and Financial Regulation 8, Members are provided with an annual report of the council's loans.

2. PUBLIC WORKS LOANS

The Council currently has three loans through the Public Works Loan Board (PWLB). The following summarises the initial value of the loans, the purpose of the loans, the terms of the loan and their respective outstanding balances:

- Loan No. 496047

Value of the loan: £170,000

Purpose of the loan: Moore Crescent Pavilion at Moore Crescent Recreation Ground

Terms of the loan: annual rate of interest of 4.00%

Period of the loan: 24 years, final repayment due March 2033

Received: October 2009

Other detail:

This project was funded through the securing of 2 loans;

Commencement of works May 2009, completion April 2010.

Principal Balance outstanding at 31st March 2024: £86,894.99

- Loan No. 496518

Value of the loan: £190,125

Purpose of the loan: Moore Crescent Pavilion at Moore Crescent Recreation Ground

Terms of the loan: annual rate of interest of 4.46%

Period of the loan: 24 years, final repayment due March 2033

Received: February 2010

Other detail:

Second loan to fund the provision of Moore Crescent Pavilion

Principal Balance outstanding at 31st March 2024: £99,659.17

As agreed by Town Council under Minute 11993 and 12406 borrowing approval was granted to support the Tithe Farm Sports Project.

- Loan No. 677354
 - Value of the loan: £500,000
 - Purpose of the loan: Tithe Farm Sports Project
 - Terms of the loan: annual rate of interest of 5.52%
 - Period of the loan: 28 years, final repayment due October 2051
 - Received: November 2023
 - Principal Balance outstanding at 31st March 2024: £500,000

3. HRTC CORPORATE PLAN

- 4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider
 - 4.6 Enhance the role of the council.

4. IMPLICATIONS

Corporate Implications

This review is supported by the following council policies:

- Standing Orders
- Financial Regulations
- Internal Audit, Planning & Review
- Practitioners Guide of the Governance and Accountability of Smaller authorities

Legal Implications

The review supports Line 10 in Section 2 of the Annual Governance and Accountability Return for External Audit.

Financial Implications

There are no financial implications of this report.

Risk Implications

Failure to adequately monitor the finances of the council and identify and mitigate any emerging financial issues would damage the council's reputation.

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This report does not discriminate.

Press Contact

There are no press implications arising from this report.

5. CONCLUSION AND NEXT STEPS

In accordance with council policy and national practices, Members are requested to note the report.

6. APPENDICES

None



CORPORATE SERVICES COMMITTEE

Agenda Item 15

Date:	10th June 2024
Title:	Internal Audit Provision
Purpose of the Report:	To provide members with information in regard to the appointment of an Internal Auditor.
Contact Officer:	Debbie Marsh, Corporate Services Manager

1. RECOMMENDATION

To recommend to Town Council, at the meeting to be held on the 17th June 2024, that IAC Audit & Consultancy Ltd be appointed as the Town Councils internal audit provider, for a period of 3 years (financial years 2024/25, 2025/26 and 2026/7), at a cost of £800 plus VAT per annum.

2. BACKGROUND

At the Town Council meeting held on the 21st March 2022 (minute number 11984) members supported the recommendation from the Corporate Services meeting held on the 28th February 2022 that the Town Council appoint IAC Audit & Consultancy Ltd, for a period of 3 years, as the Town Council internal auditor provider. This appointment covered accounting years 21/22, 22/23 and 23/24.

3. INFORMATION

Financial Regulation 2.4 states:

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.

Three companies were approached to provide quotations for this service. One of those companies does not have the capacity to accept any more clients, another one only deals with smaller parishes. The remaining provider is the town council's current

provider who has confirmed they have the capacity to continue to support the council with this provision.

This is not the first time there has been the lack of providers for the council to choose from. A recent statement from the SLCC reads: *'Internal auditors for the local council sector are in very short supply and are at risk of becoming endangered'*.

Financial Regulation 10.2 states:

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), extract below.

- 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.

4. HRTC CORPORATE PLAN

4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider

4.5 Enhance the role of the council.

5. IMPLICATIONS

Corporate Implications

- Not appointing an Internal Auditor would conflict with Financial Regulations

Legal Implications

- This appointment complies with the Accounts and Audit (England) Regulations 2011

Financial Implications

- There is an adequate budget provision. Cost to be taken from budget code – 101-4056

Risk Implications

- Risk to reputation

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in

respect of nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project / issue does not discriminate.

Climate Change Implications

- There are no climate change implications arising from the recommendation

Press Contact

- There are no press implications arising from the recommendation

6. CONCLUSION AND NEXT STEPS

The Head of Corporate Services has tried to obtain three quotations however, as this service is specialised, as in the requirement for the provider to have suitable and substantial knowledge of Local Government, it was considered, in this situation, the reappointment of the current internal auditor was appropriate.

7. APPENDICES

None

Houghton Regis TC Corporate Plan 2024 - 2028

Mission Statement: We will endeavour to unify all areas of the Parish as one community and foster civic pride in our town, improve local services and facilities, enhance the quality of life of our residents and improve the efficiency and effectiveness of the Town

Vision: Houghton Regis: A growing town with a rich history and a strong sense of community.

Pillar	Objective	Mechanism/ initiative	Type	Status	Delivery Year	Possible funding	Committee Workplan	Notes
Local services and facilities	Maximise the value of HRTC assets.	Explore opportunities to remodel the HRTC office reception area to make it more accessible and visitor friendly.	Study				Corporate Services	
Management and operations	Develop a 5-year financial & staffing plan.	Create a 10-year planned maintenance programme for HRTC-owned assets to inform the financial planning process. These include pavilions, recreation grounds, play areas, street furniture and signage, vehicles and equipment.	Study				Corporate Services	
Management and operations	Develop a 5-year financial & staffing plan.	Develop a 5-year financial plan, factoring in the delivery of the Town Council Corporate Plan.	Study				Corporate Services	
Management and operations	Develop a 5-year financial & staffing plan.	Develop a supporting staffing plan (possibly including expanding the grounds team, the ranger service, project officer, youth workers, community / events officer, administration assistant).	Study	In progress			Corporate Services	
Management and operations	Develop a 5-year financial & staffing plan.	Improve access to training and career development for staff and members.	Programme				Corporate Services	
Management and operations	Develop a 5-year financial & staffing plan.	Organise a series of bi-annual visits to other towns and councils within the wider region to expand connections and awareness of 'best practices' – physically, socially and environmentally.	Programme				Corporate Services	
Management and operations	Develop a 5-year financial & staffing plan.	Organise a series of quarterly CPD events for staff and members based around a particular theme, for instance, community cohesion, engagement, tourism growth, urban design, biodiversity.	Programme				Corporate Services	
Management and operations	Develop a 5-year financial & staffing plan.	Undertake a succession planning exercise.	Study				Corporate Services	
Management and operations	Develop a 5-year financial & staffing plan.	Investigate options to create a social value budget, factoring in volunteer input, non-cash items, payments in kind, environmental savings, etc.	Study				Corporate Services	
Management and operations	Extend IT infrastructure and software to better support the council.	Improve IT cabling at the council offices.	Initiative				Corporate Services	
Management and operations	Extend IT infrastructure and software to better support the council.	Move to Cloud based services for future proofing, increased security, hybrid working.	Initiative	Complete	2024		Corporate Services	
Management and operations	Extend IT infrastructure and software to better support the council.	Extend Rialtas software to incorporate other useful modules.	Initiative	Complete	2024		Corporate Services	
Management and operations	Enhance the role of the council.	'Local Council Award Scheme' and 'Investors in People' accreditations.	Initiative				Corporate Services	
Management and operations	Enhance the role of the council.	Review membership of outside organisations and consider additional membership such as Locality and LGA.	Initiative	Part complete	2024		Corporate Services	

In accordance with Financial Regulations 9.8, attached are copies of the VAT Returns for quarters 1,2, 3 & 4 of the financial year 2023-2024												
Quarter 1, April - June 2023 was submitted on 15/08/23 and the reimbursement from HMRC was received on 23/08/23												
Quarter 2, July - September 2023 was submitted to HMRC on 17/10/23 and the reimbursement from HMRC was received on 24/10/23												
Quarter 3, October - December 2023 was submitted to HMRC on 12/01/24 and the reimbursement from HMRC was received on 26/01/24												
Quarter 4, January - March 2024, was submitted on 25/04/24 and the reimbursement from HMRC was received on 07/05/24												
Below is a comparable list of the VAT Returns for the same four Quarters of the financial year 2022-2023												
Financial Year	2023-2024		2022-2023		Significant details							
Quarter 1	£81,795.76		£14,594.22		The reason behind the considerable increase of VAT submission/reimbursement from HMRC is the accounting for the new Tithe Farm							
Quarter 2	£100,497.49		£33,591.08		Recreation Ground and Pavilion. Each contractor invoice attracts a large amount of VAT, which can be							
Quarter 3	£215,733.20		£19,698.65		reclaimed .							
Quarter 4	£178,871.10		£56,569.09									

Policy Schedule 2024-25

Policy	Last Reviewed	Committee	Meeting Date	Comments
Alcohol, Drug & Substance Misuse	14 th September 2020 14 th December 2020	Corporate Services Town Council	9 th September 2024 16 th December 2024	Every 4 years
Banking arrangement, investment strategy & investment arrangement	4 th October 2022 19 th December 2022	Corporate Services & Town Council	9 th September 2024 16 th December 2024	Annually
Bullying & Harassment at work policy	23 rd November 2020 14 th December 2020	Corporate Services & Town Council	2 nd December 2024 17 th March 2025	Every 4 years
Capability Policy	4 th March 2019 17 th June 2019	Corporate Services & Town Council	10 th June 2024 14 th October 2024	Every 4 years.
Cemetery Regulations	29 th April 2023	Environment & Leisure	18 th September 2023	
Code of Conduct	30 th May 2022 3 rd October 2022	Corporate Services & Town Council		Every 4 years.
Committee Functions & Terms of Reference	15 th May 2024	Town Council		Annual approval on AGM agenda.
Complaints Procedure	14 th September 2020 14 th December 2020	Corporate Services & Town Council	9 th September 2024 16 th December 2024	Every 4 years.
Communications Policy & Strategy	13 th September 2021 13 th December 2021	Corporate Services & Town Council		Every 4 years.
Councillors Expenses	30 th May 2023 2 nd October 2023	Corporate Services Town Council		Every first meeting following new administration
Data Protection Policy & Data Retention Policy	25 th November 2019 20 th July 2020	Corporate Services & Town Council	4 th March 2024 17 th June 2024	Every 4 years
Disciplinary Policy	22 nd November 2021 21 st March 2022	Corporate Services & Town Council		Every 4 years.
Equality, Diversity & Inclusion Policy	2 nd October 2023	Town Council	14 th October 2024	Annually.
Eye care Policy	28 th November 2022 20 th March 2023	Corporate Services & Town Council		Every 4 years.
Financial Regulations	15 th May 2024	Town Council		Annual approval on AGM agenda.
Flexible Working	14 th September 2020 14 th December 2020	Corporate Services & Town Council	10 th June 2024 17 th June 2024	Every 4 years.
Flexi Time Scheme	14 th September 2020 14 th December 2020	Corporate Services & Town Council	2 nd December 2024 17 th March 2025	Every 4 years.
Fraud and Ethics Policy	1 st June 2021 4 th October 2021	Corporate Services & Town Council		Every 4 years.

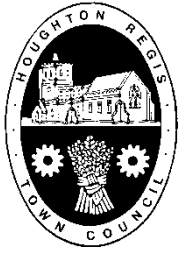
Policy Schedule 2024-25

Freedom of Information & Model Scheme of Publication	4th December 2023 18th March 2024	Corporate Services & Town Council	9 th September 2024 16 th December 2024	Annually
Grievance Procedure	2 nd March 2020 5 th October 2020	Corporate Services & Town Council	10 th June 2024 14 th October 2024	Every 4 years.
Health & Safety at Work	28th November 2022 20th March 2023	Corporate Services & Town Council	9th September 2024 16th December 2024	Annually
Honorary Freeman & Freewoman	19th December 2022	Town Council		Every 4 years
Hybrid Working Policy	4 th October 2021	Town Council		As required
Internal Controls		Town Council	17 th June 2024	
Internal Audit Planning, Reporting & Review Policy (including Internal Audit Specification, as an appendix)	11 th September 2023 11 th December 2023	Corporate Services Town Council	9th September 2024 16th December 2024	Annually
IT Use Policy	1 st March 2021 22 nd March 2021	Corporate Services & Town Council	3 rd March 2025 TBC	Every 4 years.
Late payments & bad debts policy	4th December 2023 18th March 2024	Corporate Services & Town Council	3 rd March 2025 TBC	Annually
Holiday & Other Absences Policy	9 th June 2023 27 th February 2024	Corporate Services Town Council		Every 4 years.
Local Govt Pension Scheme: Statement of Local Discretions	27 th February 2023 19 th June 2023	Corporate Services & Town Council	2 nd December 2024 17 th March 2025	Annually
Mayoral Robes Policy	23 rd September 2019 9 th December 2019	Corporate Services & Town Council	2 nd December 2024 17 th March 2025	Every 4 years
Menopause Policy	4th October 2022 19th December 2022	Corporate Services & Town Council		Every 4 years
Officer/Member protocol	30 th May 2023 2nd October 2023	Corporate Services & Town Council	10 th June 2024 14 th October 2024	Annually.
Petitions Policy	19 th September 2023 22 nd January 2024	Corporate Services & Town Council		Every 4 years
Press Protocols	21st March 2021 13th December 2021	Corporate Services & Town Council		Every 4 years.
Recruitment & Selection Policy	22nd November 2021 13th December 2021	Corporate Services & Town Council		Every 4 years.
Retirement policy & flexible retirement	20 th March 2017 26 th June 2017	Corporate Services & Town Council	2 nd December 2024 17 th March 2025	Every 4 years.
Risk Management Plan	18 th March 2024	Town Council	17 th June 2024	Annually

Policy Schedule 2024-25

Safeguarding Children, Young People & Vulnerable Adults	22nd November 2021 13th December 2021	Corporate Services & Town Council		Every 4 years.
Scheme of Delegation	15 th May 2024	Town Council		Annual approval on AGM agenda.
Sickness Management Policy	8 th June 2020 20 th July 2020	Corporate Services & Town Council	3 rd March 2025 TBC	Every 4 years.
Social Media Policy	23 rd August 2017 9 th October 2017	Corporate Services & Town Council	3 rd March 2025 TBC	Every 4 years.
Staff induction & appraisal process	22nd November 2021 21st March 2022	Corporate Services & Town Council		Every 4 years.
Standing Orders	15 th May 2024	Town Council		Annual approval on AGM agenda.
Statutory Functions	26th November 2018 25 th March 2019	Corporate Services & Town Council	3 rd March 2025 TBC	Every 4 years
Stress Policy	1 st March 2021 21 st or 28 th June 2021	Corporate Services & Town Council	3 rd March 2025 TBC	Every 4 years.
Training Agreement	18 th July 2017	Corporate Services & Town Council	10 th June 2024 14 th October 2024	Every 4 years
Training Statement of Intent	25 th November 2019 23 rd March 2020	Corporate Services & Town Council	10 th June 2024 14 th October 2024	Annually
Volunteering	10 th June 2019 7 th October 2019	Corporate Services & Town Council	3 rd March 2025 TBC	Every 4 years
Workplace Health Policy	28 th November 2022 20 th March 2023	Corporate Services & Town Council	9th September 2024 16th December 2024	Annually
Whistleblowing	23 rd November 2020 14 th December 2020	Corporate Services & Town Council	2 nd December 2024 17 th March 2025	Every 4 years

Date	Policy
10/6/2024	Capability Policy; Flexible Working; Grievance Procedure; Officer/Member protocol; Training Agreement; Training Statement of Intent
9/9/2024	Alcohol, Drug & Substance Misuse; Banking arrangement, investment strategy & investment arrangement; Complaints Procedure; Freedom of Information & Model Scheme of Publication; Health & Safety at Work; Internal Audit Planning, Reporting & Review Policy (including Internal Audit Specification, as an appendix); Workplace Health Policy
2/12/2024	Bullying & Harassment at work policy; Flexi Time Scheme; Local Govt Pension Scheme: Statement of Local Discretions; Retirement policy & flexible retirement; Mayoral Robes Policy; Whistleblowing
3/3/2025	IT Use Policy; Late payments & bad debts policy; Sickness Management Policy; Social Media Policy; Statutory Functions; Stress Policy.



CORPORATE SERVICES COMMITTEE

Agenda Item 20

Date:	10th June 2024
Title:	Policy Updates
Purpose of the Report:	To provide members with information in regard to the updating and re-approval of policies.
Contact Officer:	Debbie Marsh, Corporate Services Manager

1. RECOMMENDATIONS

To recommend to Town Council, that the following policies be re-adopted:

- 1) Family Friendly Policy**
- 2) Flexible Working Policy**
- 3) Capability Policy**
- 4) Grievance Policy**
- 5) Officer/Member Protocol**
- 6) Training Agreement**
- 7) Training Statement of Intent**

2. BACKGROUND

Policies and procedures play an important role in governing the Town Councils responsibilities. Policies and procedures set out what is to be expected, from both the Council and employees and confirms legal compliance.

3. INFORMATION

Members are advised that in order to expediate the review process, a list of amendments have been detailed next to the appropriate policy.

- **Family Friendly Policy**

This policy has been updated to reflect the changes in government legislation. These changes came into effect on the 6th April 2024. This policy has been updated by the town councils HR provider to ensure legal compliance with changes to and the introduction of the following:

 - Paternity Pay and Leave
 - Maternity, Paternity, Adoption and Shared Parental Leave protection from redundancy.

➤ Introduction of the Carers Leave Regulations.

- **Flexible Working Policy**

This policy has been updated to reflect the changes in government legislation. These changes came into effect on the 6th April 2024. This policy has been updated by the town council HR provider to ensure legal compliance with the new Statutory Rules for Flexible Working Applications:

- All employees, regardless of length of service can submit a flexible working application
- Employees can make two requests per 12-month period
- A request must be dealt with within two months of receipt of a request (assuming no extension is requested)
- Employers must consult with employees before refusing a request.
- Employees are no longer required to set out in their application form the impact that their proposed new working arrangement would have on their role and how it would be dealt with
- Flexible working will become a day 1 right for all employees.

- **Capability Policy**

No changes are required of this policy therefore it is considered fit for purpose.

- **Grievance Policy**

No changes are required of this policy therefore it is considered fit for purpose.

- **Officer/Member Protocol**

No changes are required of this protocol therefore it is considered fit for purpose.

- **Training Agreement**

No changes are required of this agreement therefore it is considered fit for purpose.

- **Training Statement of Intent**

Slight amendments have been made:

- Removal of the reference to the Local Council Review publication (no longer produced)
- Webinar has been included under the Training Management section.

It is considered this document is fit for purpose.

4. HRTC CORPORATE PLAN

4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider

4.5 Enhance the role of the council.

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- By adopting these policies the Town Council is complying with government legislation and best practices.

Financial Implications

- Budget available – staff 190/4008, members 102/4008

Risk Implications

- Risk to reputation
- Service delivery

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project / issue does not discriminate.

Climate Change Implications

- There are no climate change implications arising from the recommendation

Press Contact

- There are no press implications arising from the recommendation

6. CONCLUSION AND NEXT STEPS

Town Council policies are updated following changes to legislation and or HR advice, although some policies do remain the same and are therefore just a repeat of the previous version. By adopting updated policies the Town Council ensures it is compliant with legislation and provides good guidance for their employees and members.

7. APPENDICES

Appendix A: Family Friendly Policy

Appendix B: Flexible Working Policy

Appendix C: Capability Policy

Appendix D: Grievance Policy

Appendix E: Officer/Member Protocol

Appendix F: Training Agreement

Appendix G: Training Statement of Intent



HOUGHTON REGIS TOWN COUNCIL

FAMILY FRIENDLY POLICY

Date of Approval:	19 th June 2023
Dates of Review:	27 th February 2023; 10 th June 2024
Dates of Re approval:	

This policy reflects changes in government legislation that came into effect on the 6th April 2024.

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1 Purpose

- 1.1 We are committed to helping working parents. This policy aims to assist and ensure both managers and employees are informed of, and understand their rights, whichever form of family friendly leave they wish to take.
- 1.2 In all cases the relevant legislation will apply.
- 1.3 This policy is not contractual but indicates how we intend to deal with an employee's entitlement to various forms of family friendly leave and pay.

2 Scope

- 2.1 This policy applies to all employees who meet the eligibility requirements for the respective leave and pay options discussed in this policy.

3 Key terms

Key term:	Definition:
Additional Adoption Leave (AAL)	The second 26 weeks of leave and begins straight after the period of OAL
Additional Maternity Leave (AML)	The second 26 weeks of leave and begins straight after the period of OML
Compulsory Maternity Leave	Employees are not permitted by law to return to work during the first two or four weeks immediately after childbirth
Date of placement	The date the adopted child is placed with the employee
Discontinuous periods of leave	Where the employee takes blocks of shared parental leave on and off throughout the year
Expected date of confinement/ childbirth (EDC)	The date on which a GP/midwife expects the baby to be born
Expected week of confinement/childbirth (EWC)	The week commencing the Sunday on or before the EDC
Fostering for adoption	An employee who is a registered foster carer and who has also been approved as an adopter
Ordinary Adoption Leave (OAL)	The first 26 weeks of adoption leave
Ordinary Maternity Leave (OML)	The first 26 weeks of maternity leave

Keeping in touch (KIT)	Employees may work for up to 10 days during their maternity, adoption and shared parental leave and these are known as “keeping in touch” (KIT) days
MAT B1	A certificate confirming the pregnancy that is signed by a GP or midwife and which confirms the EDC. This is not usually completed until approximately 26 weeks into the pregnancy
Notification of matching	Formal notification that the employee has been matched with a child for adoption
Parental Order	A parental order transfers parentage from a surrogate mother to the intended parent
Qualifying relationship	A “qualifying relationship” includes the baby’s father, the mother’s spouse, civil partner or partner in an enduring relationship, or a man or woman who is in a surrogacy arrangement with the pregnant woman.
SAL	Statutory Adoption Leave
SAP	Statutory Adoption Pay
SML	Statutory Maternity Leave
SMP	Statutory Maternity Pay
SPL	Shared Parental Leave
ShPP	Shared Parental Pay

4 Maternity and adoption leave

4.1 Eligibility

- 4.1.1 Maternity leave is available to all pregnant employees, regardless of length of service or the number of hours worked each week.
- 4.1.2 Adoption leave is available to an adoptive parent (of any gender), regardless of length of service or the number of hours worked each week:
- who adopts a child aged up to 18 years
 - one member of a couple where a couple adopt jointly (the couple must choose which partner takes adoption leave and the other may take statutory paternity and/or shared parental leave).
- 4.1.3 Adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, for example when a step-parent is adopting a partner’s children.
- 4.1.4 Employees wishing to take adoption leave must have notified an adoption agency of their acceptance of the placement of a child with an agreed date of placement.

- 4.1.5 The rights to statutory adoption leave (and pay) are also extended to surrogate parents who meet the criteria to apply for a Parental Order and to individuals fostering a child under the ‘Fostering for Adoption’ scheme run by local authorities, if they meet the other qualifying criteria that apply to this form of leave.
- 4.1.6 Those who are on a fixed term contract are entitled to statutory maternity/adoption leave and pay so long as they meet the qualifying rules. In the event of a fixed term contract expiring, the statutory maternity/adoption leave would also expire, however the employee would continue to be entitled to receive statutory maternity/adoption pay, where eligible.

4.2 Leave entitlement

- 4.2.1 All employees, who are eligible for maternity or adoption leave are entitled to take up to a total of 52 weeks’ leave.
- 4.2.2 Whilst adoption/maternity leave is made up of 26 weeks’ OAL/OML and up to 26 weeks’ AAL/AML, the overall period of leave is a single continuous period with no gaps between the two types of leave.
- 4.2.3 For those taking maternity leave, employees are not permitted by law to return to work immediately after childbirth. The initial weeks of OML are therefore known as ‘Compulsory Maternity Leave’. The period of compulsory maternity leave lasts for:
- two weeks from the date of childbirth; or
 - four weeks from the date of childbirth if the employee works in a factory; or
 - until some later date, if there exists another statutory requirement which prevents the employee from working due to having given birth.
- 4.2.4 Employees will continue to be employed during their leave and this will count towards their period of continuous employment.
- 4.2.5 In the deeply tragic event a baby is either stillborn after 24 weeks of pregnancy or born alive at any point of the pregnancy and then dies, employees who meet the eligibility conditions may still take maternity leave. Those employees who were seeking to adopt the baby and meet the eligibility conditions may still take adoption leave. See also; Parental Bereavement Leave.

4.3 Providing notice

Maternity

- 4.3.1 Whilst employees are not required to inform us that they are pregnant until the end of the 15th week before the expected week of the birth of their baby, we both benefit if the news is shared as early as possible before then. This will enable us to explain the entitlement to paid time off for antenatal care, to take appropriate steps regarding health and safety risk assessments and to plan ahead and make arrangements for covering the period of maternity leave.

- 4.3.2 To take advantage of the right to maternity leave, the employee must notify us in writing no later than the end of the 15th week before the baby is due or as soon as reasonably practicable:
- that the employee is pregnant
 - when the baby is due (normally supported by the signed MAT B1)
 - when the employee intends maternity leave and pay to start.
- 4.3.3 Maternity leave may begin no earlier than the 11th week before the expected week of childbirth.
- 4.3.4 We will confirm the leave and return dates together with the details of maternity pay. This will be done within 28 days of receiving the employee's notification.
- 4.3.5 In exceptional circumstances, notification can be given late or after the child is born, but as a rule, failure to give notice at the relevant time, when it was reasonably practicable to do so, may mean that we insist that at least three weeks' notice is provided, resulting in a delay in starting the maternity pay and/or leave.
- 4.3.6 Employees should normally give us at least 28 days' notice of any change in the date they wish to start their maternity leave. Maternity leave may however start before the notified date if:
- the employee gives birth before the notified date, or before a date that has been notified to us. In this case, maternity leave starts automatically on the day after the date of the birth. The employee must notify us of the date of birth as soon as it is reasonably practicable to do so.
 - the employee is absent from work due to a pregnancy-related reason after the beginning of the fourth week before the expected week of childbirth but before the date notified. In this case, maternity leave begins automatically on the day after the first day of absence.

Adoption

- 4.3.7 Statutory adoption leave can start:
- from the date the child starts living with the employee
 - up to 14 days before the date the child is expected to start living with the employee
 - from either the date the child enters the UK (for adoptions outside of the UK) or up to 28 days after the date the child enters the UK
 - on any day of the week.
- 4.3.8 For UK based adoptions, employees should inform us within seven days of being told that they have been matched with a child, however if this is not possible, they must tell us as soon as possible. The notification should specify the date of placement; the commencement date of the leave; the name and date of birth of the child; and date of notification of matching and should include documentary evidence showing the name and address of the adoption agency.

- 4.3.9 Written confirmation of the adoption leave will be issued within 28 days of receipt of notification.
- 4.3.10 Employees can request to vary the start date of the leave by giving at least 28 days' notice.
- 4.3.11 For overseas adoptions, employees should give written notice in three stages:
- Employees should inform us of the adoption within 28 days of receiving official notification of the placement date and the date the child is expected to enter the UK.
 - Employees must give 28 days' notice of the intended adoption date (this cannot be before the child enters the UK). 28 days' notice must be given if employees subsequently wish to alter this date.
 - Employees must inform us of the date the child entered the UK within 28 days of the entry.

4.4 Maternity and adoption pay

Statutory maternity/adoption pay

- 4.4.1 To qualify for either Statutory Maternity or Statutory Adoption Pay (SMP/SAP), employees must have completed 26 weeks' continuous service by the end of the 15th week before their expected week of childbirth, or by the week that they are matched with the child.
- 4.4.2 SMP or SAP is paid for 39 weeks and is made up of six weeks at 90% of average gross weekly pay, followed by the lesser of either 90% of average gross weekly pay or the flat rate of SMP or SAP for the remaining 33 weeks.
- 4.4.3 To be eligible to receive either SMP or SAP, employees must also meet certain other conditions:
- at least 28 days' notice should be given of the intention to take maternity leave, unless there is a good reason for not doing so and provide the correct notice to take adoption leave
 - provide the MATB1 form indicating the EWC or evidence of the adoption or surrogacy providing the date on which the child is expected to be placed for adoption.
 - to have received average weekly earnings at least at the lower earnings limit for National Insurance contributions in the relevant period
 - if the baby has been born, the employee must inform us within four weeks of the date of the birth
 - the employee must not be in legal custody at the beginning of the maternity pay period and must not have started work with another employer after the birth
 - confirm that the intention to take adoption leave is to care for the child.

4.5 ‘Maternity Allowance’

- 4.5.1 Employees who are not entitled to SMP may be entitled to ‘Maternity Allowance’ provided they meet a qualifying condition based on their National Insurance Contributions record. We will give these employees a form to complete and send to the address stipulated.
- 4.5.2 Maternity Allowance is paid for 39 weeks at the rate of 90% of normal average weekly earnings or the current flat rate of SMP, whichever is lower.
- 4.5.3 Further details of the qualifying conditions and how to claim the allowance are available from the Department for Work and Pensions.

4.6 Health and safety

- 4.6.1 The health and safety at work of new and expectant mothers must be protected. A maternity risk assessment will be undertaken that will pay attention to any risks that could affect the health and safety of the new or expectant mother or her baby. All reasonably practicable measures will be taken to prevent exposure to risks through the removal of hazards or implementation of controls.
- 4.6.2 The employee will be informed of any potential risks and if a risk cannot be removed, we will ensure that the employee is not exposed to the risk.
- 4.6.3 However, it is the employee’s responsibility not to put either their own health and safety, nor that of their baby, at risk. This is especially relevant with regards to lifting, carrying, or working from height. Pregnancy increases the risk of manual handling injury, therefore particular care should be taken to avoid lifting generally throughout pregnancy, but particularly during the three months prior to and after the birth.
- 4.6.4 Measures within the workplace that might be taken include (but are not limited to):
- modifying workstations
 - ensuring that lighter or different duties are undertaken for the duration of the pregnancy on the same terms and conditions of employment
 - adjusting working hours without loss of pay.
- 4.6.5 Other risk assessments will take place during the pregnancy; these are likely to be each trimester of the pregnancy or as required.
- 4.6.6 The ultimate action to avoid a risk to a new or expectant mother is to suspend her from work on maternity grounds, but before taking this action, we will seek to offer suitable alternative work, if any is available. An employee on maternity suspension will be paid her normal wages or salary whilst the suspension lasts.

4.7 Appointments and pregnancy related absences

Maternity

- 4.7.1 All pregnant employees, irrespective of the hours that they work or their length of service, are entitled not to be unreasonably refused paid time off work to attend appointments for antenatal care. Other than for the first appointment, evidence of the pregnancy and the times of appointments may be requested. Antenatal care may include relaxation or parentcraft classes as well as medical examinations. Employees are asked, wherever possible, to arrange to attend these classes outside of normal working hours. However, if this is not possible then reasonable time off will not be refused.
- 4.7.2 Employees receiving IVF treatment will be entitled to paid time off for antenatal care only after the fertilised embryo has been implanted. They are however encouraged to discuss any requirements for time off with their manager. Such requirements would normally be taken as unpaid leave, time off in lieu, holiday, or the time made up. We will be sympathetic to their situation and seek to accommodate them.
- 4.7.3 Employees should advise their manager of any absences relating to antenatal appointments as far in advance as possible (preferably giving at least one week's notice) and may be asked to produce an appointment card.
- 4.7.4 Any absence due to illness during pregnancy will be treated as any other sickness absence in line with our absence policy, unless the absence is pregnancy-related and occurs during the period starting four weeks before the expected week of childbirth, in which case maternity leave may be automatically triggered.

Adoption

- 4.7.5 Employees are entitled to take time off work to attend adoption appointments providing the leave is authorised in advance. The main/primary adopter is entitled to take paid time off to attend up to five appointments of up to 6.5 hours each, while the secondary adopter will be entitled to take unpaid time off for up to two such appointments. Employees should provide evidence of the appointments.

Antenatal appointments for partners

- 4.7.6 Employees who have a “qualifying relationship” with a pregnant woman or her expected child, or are the secondary adopter, irrespective of earnings or length of service, are entitled to take unpaid time off work to accompany her to antenatal appointments that are made on the advice of a registered medical practitioner, registered midwife, or registered nurse.
- 4.7.7 These employees are allowed unpaid time off to attend up to two antenatal appointments, each absence lasting no more than 6.5 hours, including travelling and waiting time.

- 4.7.8 We reserve the right to ask for a written declaration from the employee (this can be done via email) confirming the relationship with the mother and details of the appointments. This may be in the form of a certificate from the doctor, midwife or the signed MAT B1 form confirming the pregnancy.
- 4.7.9 Time off will only be refused for good business reasons; however, we ask that employees notify us of any proposed absence as far in advance of the appointment(s) as possible.
- 4.7.10 The above also applies to agency workers who have at least 12 weeks' qualifying service in the same job with the same business.

4.8 Keeping in touch days (KIT)

- 4.8.1 Employees may work for up to 10 days during their maternity/adoption leave (irrespective of the length of leave taken) without losing any pay or this affecting their leave period. These days are known as “keeping in touch” (KIT) days. They can be used to attend any training or any other event requirement or to help ease back into work before the actual return to work date. We are not obliged to offer KIT days and employees are not obliged to work them. No detrimental action will be taken against an employee who decides not to work KIT days.
- 4.8.2 Any KIT days must be approved in advance by the employee's manager. They can be worked at any time during the maternity/adoption leave period (excluding the period of compulsory maternity leave) and may be taken in single days or in blocks.
- 4.8.3 Employees who work KIT days will be paid for the hours worked that day, but the rate paid will not exceed their normal hourly or daily salary. Employees who are receiving SMP/SAP will have their pay made up to their normal hourly rate for the hours worked. Employees who are receiving no pay will be paid at their normal hourly rate.
- 4.8.4 Employees will usually remain on circulation lists for internal memos and other documents and will be included invitations to work-related social events during their leave.
- 4.8.5 We will aim to ensure that employees who have any executive/management supervisory responsibilities are given the opportunity for consultation about any decisions taken in their absence.
- 4.8.6 We ask that employees keep in reasonable contact with us during their maternity/adoption leave.

4.9 Returning to work after maternity or adoption leave

- 4.9.1 For those taking a period of maternity leave, see above the restrictions around compulsory maternity leave. Unless we are advised otherwise, we will assume that an employee will be taking the full statutory maternity/adoption leave period of 52 weeks.

- 4.9.2 Employees who wish to return to work before the end of their statutory maternity/adoption leave period need to give at least eight weeks' notice. If employees fail to give the required notice to return, we reserve the right to postpone their return to obtain a maximum of eight weeks' notice.
- 4.9.3 Employees who are unable to attend work at the end of their maternity/adoption leave due to sickness or injury should follow our normal arrangements for notification of sickness absence (please refer to our absence policy).
- 4.9.4 Employees who wish to vary their working pattern on return from their leave should make a request in writing. The full details of this are set out in our flexible working policy.
- 4.9.5 Employees who do not intend to return to work at the end of their leave and therefore wish to resign, must give us their full contractual notice.
- 4.9.6 Employees who are still breastfeeding on their return to work should notify us, so that we may make the necessary arrangements and facilities for rest and the storage of expressed milk.
- 4.9.7 An employee who returns to work at the end of the OML/OAL period is entitled to return to the same job.
- 4.9.8 An employee who returns to work at the end of AML/AAL is entitled to return to the same job unless this is not reasonably practicable, in which case, the return is to a similar job on similar (or better) terms and conditions, unless otherwise agreed.

5 Shared parental leave (SPL)

5.1 Overview

- 5.1.1 Shared parental leave may be taken if the employee who is on either maternity or adoption leave opts to end this early and convert the remainder of it into "shared parental leave" (SPL) instead. They may also convert part of their statutory maternity/adoption pay into "shared parental pay" (ShPP). This is provided the eligibility requirements are satisfied, the required notice is given and the leave is agreed.
- 5.1.2 Employees may choose to opt into shared parental leave at any time, provided there is still some untaken maternity/adoption leave left to share with someone else.
- 5.1.3 These two individuals may choose to take time off together if they wish, or they may take it in turns to have periods of leave. Their leave does not have to be taken in one continuous block each. Forward planning is therefore essential to ensure leave and cover arrangements are effectively managed.

5.2 Eligibility

5.2.1 To be eligible to take SPL, both individuals must have caring responsibility for the child. Individuals who are eligible for shared parental leave with the mother/primary adopter include employees or self-employed earners who are the child's second parent or the mother's partner.

5.2.2 In addition:

- the mother/primary adopter must have at least 26 weeks' continuous service with their employer at the 15th week before the baby's due date/week in which they were notified of having been matched with a child for adoption and must still be working for that same employer when they intend to start the leave. (For a parental order parent in a surrogacy arrangement, the continuity of employment test is the same as that which applies to birth parents, even though they get adoption leave and pay.)
- the other parent/carer must also have worked (on an employed or self-employed basis) for any 26 out of the 66 weeks preceding the baby's expected date of birth/week in which they were notified of having been matched with a child for adoption and have earned at least £30 (gross) pay per week for any 13 of the 66 weeks.

5.2.3 If the mother/primary adopter does not qualify for maternity/adoption leave, their partner will not be eligible. (So, for example, a male employee whose pregnant partner does not work will not be entitled to take shared parental leave.) If only one parent meets the eligibility criteria (but both meet the employment and earnings test), one parent may still be able to take shared parental leave. (For example, an employee who qualifies for maternity leave, but who lacks the requisite service to take SPL, may still convert the balance of their leave into SPL, to be taken by their eligible partner.)

5.2.4 Surrogate parents who meet the criteria to apply for a Parental Order are eligible for shared parental leave and pay if they meet the other qualifying criteria that apply to this form of leave.

5.3 Leave entitlement

5.3.1 SPL may commence at any time following either:

- the period of compulsory maternity leave
- after having taken at least two weeks of adoption leave

In either case, the mother/primary adopter chooses to end their SML/SAL early and to convert the untaken balance of SML/SAL (up to 50 weeks in total) and their SMP/SAP (up to 37 weeks in total) to SPL and ShPP. The mother/primary adopter does not need to return to work before the other parent takes SPL, as the balance is shared between the two of them.

- 5.3.2 Any SPL must be taken within 52 weeks of the child's birth/adoption. The second parent or partner can take SPL immediately following the birth/placement of the child but may first wish to use any entitlement to ordinary paternity leave (as statutory paternity leave or pay may not be taken after any SPL or ShPP).
- 5.3.3 SPL can be taken by both parents separately or together, and it does not need to be taken in consecutive blocks. There is a maximum of three blocks of leave (per parent). Each block must be a minimum of one week (which may start on any day of the week), and must be taken as complete weeks, unless we agree otherwise. (Leave may not be taken as individual days.) A maximum of three notifications of leave or variations of planned leave (per parent) is therefore permitted unless we agree otherwise.

5.4 Providing notice

- 5.4.1 **Notice to end maternity/adoption leave:** the mother/adopter must give their employer eight weeks' notice to end the entitlement to maternity/adoption leave early, which will then enable both parents to take advantage of the shared parental leave regime. This notice can be given before or after the birth/placement. If it is given after the birth, the notice is binding; if it is given before the birth, the mother may withdraw the notice up to six weeks after the birth.
- 5.4.2 **Declaration of entitlement:** both partners must first sign a declaration that they intend to take shared parental leave (this must be done at least eight weeks before any shared parental leave may start).
- 5.4.3 The declaration should give:
- their names and NI numbers
 - confirm that they meet the eligibility criteria
 - that the information provided is correct and that if either cease to meet the conditions of entitlement to shared parental leave then they will immediately notify the employer
 - specify how much leave has been taken as maternity/adoption leave and pay and how much is therefore available as SPL and ShPP
 - a non-binding indication of how much leave each person is intending to take as SPL and the proposed start and end dates of the leave and importantly, if more than one period of leave is requested
 - The partners should also state the date on which the child is expected to be born and the actual date of birth or, in the case of an adopted child, the date on which the employee was notified of having been matched with the child and the date of placement for adoption; and should include a non-binding indication of when the employee expects to take the leave.

- 5.4.4 A copy of the child's birth certificate (in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption) and the name and address of the partner's employer must be provided within 14 days of any request to do so.
- 5.4.5 **Leave request:** an employee who is entitled to and who intends to take shared parental leave must then give a separate written notice at least eight weeks before the start of any proposed period of SPL. The notice can be given at the same time as the declaration above, or later.
- 5.4.6 Each employee is permitted to make three separate leave requests. We will aim to respond promptly to a leave request.
- 5.4.7 **Continuous leave:** if the employee asks for a single continuous period of leave, they may take this on their chosen dates.
- 5.4.8 **Discontinuous leave:** if the request is for discontinuous periods of leave:
- This is subject to a two-week discussion period during which we may agree, refuse, or propose alternative dates. Such requests will be carefully considered, but if we cannot reach agreement on a requested pattern of leave, the employee must either take that period of leave in a single block starting on a date of their choice or withdraw the request for leave (in which case it will not count towards their three permitted requests).
 - The employee has 19 days from the date the request was made to us to choose when this leave period will begin, but the leave cannot start earlier than the initial notified start date.
- 5.4.9 Note that requests for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of SPL.
- 5.4.10 Once agreed, we will confirm the details in writing. The leave may then only be varied in certain circumstances (for example, if the relationship breaks down or on the death of either the mother or her partner). In the former case, both parties need to agree to the change. However, if the mother gave notice of her intention to take SPL before the birth, they can change the details within six weeks of the birth, by giving us at least eight weeks' notice before the period of SPL starts. Otherwise, a request to change the dates must provide eight weeks' notice and will count as one of the three requests.

- 5.4.11 Different notification requirements apply if the baby is born early (before the beginning of the expected week of childbirth) and the parent had booked shared parental leave/pay to be taken in the eight-week period following the expected week of childbirth (EWC). In this case, the parent may prefer to take the booked leave and pay after the actual birth. They should provide us with notice to vary their shared parental leave and pay as soon as practicable following the birth. This flexibility does not apply to shared parental leave or pay booked to start eight or more weeks after the EWC, nor does it allow the parent to vary the number of weeks of leave or pay booked. (The latter would count as one of the three notices and would require eight weeks' notice of the variation.)
- 5.4.12 Because shared parental leave may involve more than one period of leave, and more than one employer, we encourage employees who intend to take such leave to plan early and to discuss their initial intentions with us on an informal basis as soon as possible. This will enable us to plan more effectively for this, to discuss what may/may not be practical and therefore may also prevent the employee from using one of the three requests for an arrangement that is unlikely to be accepted. We will always consider requests, but discontinuous periods of leave will be subject to us being able to arrange suitable cover for the absences.

5.5 Shared parental pay (ShPP)

- 5.5.1 If the parents take shared parental leave, the balance of the untaken statutory maternity/adoption pay may be converted into shared parental pay (ShPP) and be shared with the partner. The total period of paid leave will not exceed 39 weeks, whichever parent takes the leave. The mother, or primary adopter must take at least two weeks of statutory maternity or adoption pay. The maximum amount of ShPP that can be created is therefore 37 weeks.
- 5.5.2 If the mother/primary adopter does not qualify for statutory maternity pay/maternity allowance/statutory adoption pay, their partner will not be eligible for ShPP.
- 5.5.3 To qualify for ShPP, the partner must (in addition to passing the continuity of employment test above) have earned an average salary equivalent to the Lower Earnings Limit for eight weeks prior to the 15th week before the baby's due date/expected placement date. If the mother's partner meets the economic test but is self-employed, the employee can still apply for SPL but the partner will not be able to receive ShPP on the weeks that they are caring for the child.
- 5.5.4 Note: ShPP is paid at the flat statutory rate; the higher rate of maternity payments does not apply. This applies even if the mother returns from maternity leave after only two weeks (so during the period when she would have been paid the higher level of statutory maternity pay).

5.5.5 In addition to the information included in the notice of entitlement to take SPL, the partners should include in their declaration details of the start and end dates of any maternity/adoption pay or maternity allowance; the total amount of ShPP available; the amount of ShPP the employee and partner each intend to claim; a non-binding indication of when the employee expects to claim ShPP; and a signed declaration from the employee confirming that the information given is correct and that they will notify us of any change in circumstances that mean that they cease to be eligible for ShPP. The mother/primary adopter should sign a declaration agreeing to the partner claiming ShPP; confirming that they have reduced their maternity/adoption pay or maternity allowance and that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

5.6 Work and contact during the leave period (SPLIT days)

5.6.1 In addition to the usual 10 KIT days for employees on maternity/adoption leave, employees who take shared parental leave are eligible to take 20 SPLIT days each, without this bringing their period of SPL to an end or affecting their ShPP.

5.6.2 SPLIT days may be taken at any time during the period of shared parental leave, subject to the employee and their manager agreeing work to be covered. There is no obligation to attend or to provide SPLIT days. Any SPLIT days worked will not extend the period of SPL.

5.6.3 Employees on SPL are encouraged to keep in touch with us and we will continue to make reasonable contact with them during their period of leave.

5.7 Returning to work after shared parental leave

5.7.1 An employee who has been absent for no more than 26 weeks in total (either as one block or in aggregate and including any time on maternity, paternity, or adoption leave) is entitled to return to their original job, and to return to a job that is similar and suitable if the absence is longer than 26 weeks.

5.7.2 An employee who wishes to return to work earlier or later than the expected return date should make a written request to do so, giving at least eight weeks' notice of the proposed date of return. This will count as one of the three permitted requests. If the employee has already used all three notifications to book/vary leave, then we will consider the request but are not obliged to accept it.

6 Paternity leave

6.1 Eligibility

6.1.1 To qualify for paternity leave, employees must be taking the time off to look after the child and:

- have, or expect to have, responsibility for the child's upbringing

- be the biological or adoptive parent of a child born or placed for adoption, or be the mother's partner, or the intended parent (if the baby is born through a surrogacy arrangement)
- have worked continuously for 26 weeks' or more by the end of the 15th week before the baby is due; or, for adoption, have a minimum of 26 weeks' continuous service extending into the 'matching week'. (For UK adoptions, this is the week beginning on a Sunday and ending on a Saturday in which the employee is notified of having been matched with the child; for overseas adoptions, it is the date the child enters the UK or when the employee wants the paternity pay to start).

6.1.2 Where a child is adopted jointly, one partner (of any gender) may take adoption leave and the other may take paternity leave (subject to meeting the eligibility criteria).

6.1.3 Paternity leave cannot be taken after a period of shared parental leave has been taken. Therefore, an employee wishing to take both paternity leave and shared parental leave is advised to take paternity leave first.

6.2 Leave entitlement

6.2.1 Qualifying employees may take up to two weeks' paternity leave.

6.2.2 Paternity leave may be taken:

- from the date the baby is born (whether this is earlier or later than expected)
- from a chosen number of days or weeks after the date the baby is born (whether this is earlier or later than expected)
- from a chosen date.

6.2.3 The leave must be completed:

- At any time in the 52 weeks after the birth of the baby/placement for adoption within the UK, or date of entry into the UK for overseas adoptions
- if the baby is born early, within the period from the actual date of birth and within 52 weeks of birth.

6.2.4 Paternity leave may be taken as either:

- one week, or
- Two weeks, in one consecutive block, or
- two weeks, in two one week non consecutive blocks

Paternity leave cannot be taken as odd days. It can start on any day of the week.

- 6.2.5 If the baby is born early, leave must be completed within the period from the actual date of birth up to 52 weeks after the expected week of childbirth (EWC). (This means that parents of premature babies have a longer period after the birth in which to take paternity leave.) Paternity leave may not be taken before the birth, so an employee who has given notice for a date and the baby is not yet born must continue to work and paternity leave will start the day after the baby is born.
- 6.2.6 Only one period of paternity leave will be available, irrespective of whether more than one child is born as the result of the same pregnancy.
- 6.2.7 Employees are entitled to return to the same job following paternity leave.

6.3 Providing notice

- 6.3.1 **Birth:** the employee must inform us, in writing, of their eligibility and intention to take paternity leave in or before the 15th week before the EWC.
- 6.3.2 The employee must then provide us with at least 28 days' notice before the dates upon which they intend to take each period of leave unless this is not reasonably practicable (in which case as soon as it is reasonably practicable).
- 6.3.3 The notification should specify:
- the week the baby is due
 - the date of starting the leave
 - that the employee is taking leave for the purpose of taking time off to look after their child in line with their entitlement to paternity leave
 - whether the employee wishes to take one- or two-weeks' leave
 - employees who choose to take two one-week non-consecutive blocks of leave may inform us of when they want each block of leave to begin in one notification, or they may choose to provide us with a separate notification at a later date once they have made a decision. However, as above, they must ensure that a minimum of 28 days' notice is provided before the beginning of each period of leave.
- 6.3.4 **UK adoption:** the employee must inform us of the intention to take paternity leave within seven days of the date of official notification of having been matched with a child.
- 6.3.5 **Overseas adoptions:** the employee must inform us of the intention to take paternity leave within 28 days of the date of official notification of the placement. 28 days' notice should be given of the date of starting the leave and the date the child will enter the UK.
- 6.3.6 Employees may change their minds about the date on which they want the leave to start providing they inform us in writing at least 28 days in advance (unless this is not reasonably practicable). They should also tell us the date they wish any payments of SPP to start at least 28 days in advance (unless this is not reasonably practicable).

6.4 Paternity pay

- 6.4.1 This is paid at the current rate of Statutory Paternity Pay (SPP), which is either the flat weekly rate or 90% of the employee's earnings if this is less. SPP is treated as normal pay and therefore is subject to deductions for tax and National Insurance.
- 6.4.2 To qualify for statutory paternity pay, in addition to the above the employee must still be employed up to the date of the birth and have average earnings at least equal to the lower earnings limit for NI contributions.

6.5 Time off for antenatal/pre-placement adoption appointments

- 6.5.1 Employees who have a "qualifying relationship" with a pregnant woman or her expected child, or are the secondary adopter, are entitled to take time off work to attend antenatal appointments or pre-placement adoption appointments with the mother/primary adopter. For further details, see 'Appointments and pregnancy related absences' under our Maternity and Adoption leave section above.

7 Parental leave

7.1 Eligibility

- 7.1.1 Employees have the right to parental leave if they have one year's continuous employment and they:
- are the parent of a child who is under 18 years old and are either named as a parent of the child on the birth certificate or have formal parental responsibility for the child although separated in marriage and/or not living with the child, OR
 - have adopted a child who is under the age of 18.

- 7.1.2 Both parents may take parental leave, regardless of their gender and including those in same-sex relationships. However, foster parents are not entitled to parental leave.

7.2 Leave entitlement

- 7.2.1 Employees may take up to a total of 18 weeks' unpaid parental leave to care for their child (born or adopted) from birth up until the child's 18th birthday. For part-timers, this leave is calculated on a pro rata basis (so a "week's leave" for an employee working three days a week will be three days).
- 7.2.2 Parental leave applies in respect of each child, so the parents of twins will be entitled to 18 weeks' leave for each child.
- 7.2.3 Parental leave is to be used to care for the child/children or to make arrangements for the child's welfare.
- 7.2.4 Any leave taken with previous employers will count towards the 18-week allowance for each child.

7.3 Providing notice

7.3.1 Employees who wish to take parental leave should:

- notify their manager at least 21 days in advance, giving the reason for the requested leave and producing an appropriate birth or adoption certificate or such other documentation as we reasonably request (required for the first period of parental leave for each child only)
- complete the Application for Parental Leave Form
- declare any periods of parental leave taken with a previous employer.

7.3.2 Employees must give 21 days' notice before the date on which the leave is to commence. For a prospective parent, where leave is to commence on the day the child is born, the notice must be given at least 21 days before the beginning of the EWC; for prospective adoptive parents, at least 21 days before the expected week of the placement. In rare cases where this is not possible, an adoptive parent should give the notice as soon as is reasonably practicable.

7.3.3 Employees who wish to take parental leave will be required to provide evidence that they are either the parent or are legally responsible for the child. This evidence might take the form of information contained in the child's birth certificate, papers confirming a child's adoption or the date of placement in adoption cases or, in the case of a disabled child (and where a parent wishes to make a special request to take leave in multiples of days, as discussed below) the award of disability living allowance for the child.

7.3.4 Parental leave should be taken in blocks of one week, unless the child is disabled, in which case it may be taken in multiples of a day. A maximum of four weeks may be taken each year. A "year" is a twelve-month period commencing at the anniversary of starting employment (if the employee already has a child under the age of 18) or commencing with the child's date of birth/adoption if the employee already has twelve months' service.

7.3.5 Employees who take leave of less than one week (unless the child is disabled) will forego a week's leave for the purposes of the 18 weeks' leave entitlement but will continue to be paid as normal for the time worked.

7.3.6 We reserve the right to postpone parental leave if we believe that the absence would unduly disrupt the business. If we deem it necessary to postpone parental leave, we will notify the employee in writing within seven days of receipt of the request for parental leave. We will set out the reason for the postponement and attempt to agree a suitable alternative date on which parental leave can be taken. The leave will not be postponed to a date later than six months from the original date requested.

7.3.7 We will not postpone leave if the employee wishes to take it immediately on the birth or adoption of a child, provided the required 21 days' notice has been given, nor will we postpone leave if the postponement would mean that the employee would no longer qualify for parental leave (e.g. postponing it until after the child's 18th birthday).

7.4 Returning to work after parental leave

7.4.1 On return from parental leave, employees have the right to return to the same job if the leave was for a period of four weeks or less; if it was for a longer period (ie where the leave spans across an anniversary of employment or the birth of the child and the employee decides to take both years' entitlements, or where leave is taken for more than one child) the employee is entitled to return to the same job, or, if that is not reasonably practicable, a similar job which has the same or no less favourable terms and conditions as the previous job.

8 Parental bereavement leave

8.1 Overview

8.1.1 In the deeply tragic event that an employee suffers the loss of their child, parental bereavement leave will be available to eligible parents.

8.2 Eligibility

8.2.1 Statutory parental bereavement leave (PBL) is available to employees who were the primary carers for a child under the age of 18 who has recently passed away. This also applies to babies are stillborn after the 24th week of pregnancy.

8.2.2 This will be a "day one" right, meaning that employees will be entitled to statutory parental bereavement leave regardless of their length of service.

8.2.3 In most cases, this will allow birth parents whose child has died to take leave, unless they were not the child's primary carers (for example if their child had been subsequently adopted, the previous carers would not be entitled to leave). The entitlement will be focused more on who has responsibility as the "primary carers" for the child and less on the legal status between the adult and the child.

8.2.4 As well as birth parents, leave will also be available to adults with parental responsibility for children in "non-traditional family structures". This means that entitlement will cover:

- adoptive parents
- individuals who are fostering to adopt
- legal guardians
- most foster parents (although short-term arrangements, such as emergency foster care, may not be covered).

8.2.5 Pregnant mothers who suffer a stillbirth 24 weeks or more into pregnancy will still be entitled to take up to 52 weeks of statutory maternity leave (and any related statutory maternity pay), in addition to parental bereavement leave. Similarly, those who would have been eligible to take adoption leave, shared parental leave or paternity leave in respect of a child who is stillborn from 24 weeks or more into pregnancy, will still be entitled to take these statutory leave periods as normal and in addition to parental bereavement leave. In such cases, PBL will normally be taken after the other period of statutory leave.

8.2.6 Statutory parental bereavement leave will be applicable for each child in situations involving multiple deaths.

8.3 Leave entitlement

8.3.1 Employees may take up to two weeks parental bereavement leave.

8.3.2 The leave can be taken as one block of two weeks or two blocks of one week. Leave may not be taken as individual days.

8.3.3 The leave must be taken within 56 weeks from the date of the death of the child. This will allow flexibility regarding when the leave is taken. For example, one week can be taken immediately following the child's death and the second week could be taken around the first anniversary of the child's death.

8.3.4 The 56-week timeframe also allows for employees who are entitled to other types of statutory family leave, such as maternity leave to use this in conjunction with parental bereavement leave.

8.3.5 Where an employee is taking a period of parental bereavement leave and this is to be interrupted by another statutory leave entitlement (such as maternity, paternity or parental leave) the PBL will end immediately before the start of the other leave. Any remaining entitlement to PBL may then be taken at the end of the other period of leave and must be taken in a single consecutive period.

8.4 Providing notice

8.4.1 Employees will not be required to give notice for taking statutory parental bereavement leave immediately following the loss of the child.

8.4.2 Employees should give at least one weeks' notice for taking statutory parental bereavement leave if they intend for this to begin after 56 days of the date the child passed away.

8.4.3 Employees are not required to evidence the death by producing a death certificate or letter from a GP. A written declaration may be required for statutory parental bereavement leave taken after the initial period and not immediately following the child's death.

8.5 Parental bereavement pay

8.5.1 To be eligible for statutory parental bereavement pay, the employee must have:

- at least 26 weeks' continuous employment ending with the week before the week in which the death occurred and still be employed on the day on which the death occurred; and
- normal weekly earnings in the eight weeks up to the week before the child's death that are not less than the lower earnings limit for National Insurance contribution purposes.

8.5.2 Within a reasonable timeframe, employees will be required to provide a written declaration confirming that they meet the eligibility requirements to receive statutory parental bereavement pay.

8.5.3 The need to provide a written declaration for statutory parental bereavement pay is separate to the right to statutory parental bereavement leave.

8.5.4 Statutory parental bereavement pay will be the lesser of either 90% of average gross weekly pay or the flat rate of statutory parental bereavement pay for each of the two weeks.

8.6 Changing your mind about taking parental bereavement leave

8.6.1 You can cancel your planned leave and take it at a different time (within the 56 weeks after your bereavement). Where your planned leave was due to begin during the first 56 days after your bereavement, please let your line manager know you no longer wish to take it before your normal start time on the first day of the planned leave.

8.6.2 Where your leave was due to begin more than 56 days after your bereavement, please let your line manager know at least one week in advance that you wish to cancel it.

8.6.3 You cannot cancel any week of parental bereavement leave that has already begun

8.7 Returning to work after parental bereavement leave

8.7.1 When you return to work after parental bereavement leave, you generally have the right to return to the same job. However, if you return from time on bereavement leave that follows on immediately from some adoption, maternity, paternity leave or shared parental leave (taken in relation to the child who has passed away), and your total time on leave is more than 26 weeks. In these circumstances, you have the right to return to the same job, unless this is not reasonably practical – in which case you have the right to return to a suitable and appropriate job on the same terms and conditions.

8.8 Carer's Leave

8.8.1 All eligible employees, regardless of hours worked or length of service, have the right to take a maximum of one week's unpaid leave during any 12-month period to provide or arrange care for a dependant with a long-term care need.

- 8.8.2 The entitlement to a maximum of one week’s unpaid leave is irrespective of the number of dependants and may be taken as either a continuous block, or individual full or half days within 12 months.
- 8.8.3 The time off is intended to be absence from work to provide or arrange care for a dependent with a long-term care need, or who reasonably relies on the employee for care.
- 8.8.4 A “dependant” is a parent, spouse, civil partner, child, or someone who lives in the same household as the employee, but excluding tenants, lodgers or boarders, or someone who is employed by the employee.
- 8.8.5 Long term care is when the dependant has:
- any physical or mental illness or injury that requires or is likely to require care for more than three months.
 - a condition or illness that is considered a disability under with the Equality Act 2010
 - care needs connected with their old age.
- 8.8.6 For employees who work regular hours, a “week of carer’s leave” is the period of absence from work that is equal in duration to the period the employee is normally expected or required to work in a week at the time of making the request.
- 8.8.7 Part time employees who work regular hours throughout the year will be entitled to a proportionate amount of leave based on their hours. For example, someone who works a 3-day week, will be entitled to 3 days unpaid carer’s leave.
- 8.8.8 For employees who work variable hours, we will calculate entitlement by using actual hours worked in a ‘relevant period’. A ‘relevant period’ as defined by the Regulations is a period of 12 months which ends on the last day of the Carer’s Leave that the employee has requested. To calculate, the company will divide the total of the periods for which the employee is normally required to work during the course of a week in the relevant period by 52. For new starters with less than 52 weeks service, this calculation will be based on the length of time that they have been employed with the company.
- 8.8.9 To help the business to manage the planned absence from work, employees intending on taking a period of leave, are required to provide notice that is double the length of time that is being requested or at least three days in advance, whichever provides the greater amount of notice.
- 8.8.10 To request carer’s leave, we ask that employees complete the relevant application form and submit it to their line manager.

- 8.8.11 A disability under the Equality Act 2010 is any physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.
- 8.8.12 We reserve the right to postpone carer’s leave if we believe that the absence would unduly disrupt the business. If we deem it necessary to postpone carer’s leave, we will notify the employee in writing within seven days of receipt of the request for carer’s leave, setting out the reason for the postponement.
- 8.8.13 We will also offer alternative dates on which carer’s leave can be taken. The leave will not be postponed later than one month after the start of the original request.
- 8.8.14 Failure to follow the company’s procedures for taking carer’s leave could lead to disciplinary action under our disciplinary procedure for absence without leave.
- 8.8.15 During the time off, employees continue to be bound by and remain entitled to the benefit of their normal terms and conditions of employment, except for terms relating to wages or salary. They will remain employed by us and accrue unbroken continuity of service and continue to accrue holiday entitlement.

9 Other leave

9.1 Time off for dependants

- 9.1.1 All employees have the right to take a reasonable amount of unpaid time off work to deal with unexpected situations involving a dependant and not to be dismissed or victimised for so doing. This right applies to all employees, irrespective of their length of service or hours worked.
- 9.1.2 A “dependant” is a parent, spouse, civil partner, child or someone who lives with the employee as part of the family or who reasonably relies on the employee for care in the event of illness or injury. It does not include tenants or boarders living in the family home, or someone who lives in the household as an employee, such as a live-in housekeeper.
- 9.1.3 This time off is intended to deal with unforeseen matters and emergencies. There is no set limit to the amount of time off which can be taken and this will depend on individual circumstances. In most cases one or two days should be sufficient to deal with an immediate problem and to make any longer-term arrangements.
- 9.1.4 Circumstances where an employee can take time off include:
- if a dependant falls ill, or has been injured or assaulted
 - when a dependant gives birth
 - to make longer term care arrangements for a dependant who is ill or injured
 - to deal with a death of a dependant
 - to deal with an unexpected disruption or breakdown of care arrangements for a dependant

- to deal with an unexpected incident involving the employee's child whilst at school or nursery or on a school trip.

9.1.5 Time off to attend a funeral, or to carry out executorial duties, would normally be taken as compassionate leave. Where employees need time off for arrangements which are planned in advance (e.g. to take someone to hospital for a check-up), the time off should normally be booked as holiday, or other authorised time off. This leave is not intended to be used for the purposes of the day to day caring for a sick dependant.

9.1.6 During any period of time off for dependants, employees continue to be bound by and remain entitled to the benefit of their normal terms and conditions of employment, except for terms relating to wages or salary. They will remain employed by us and accrue unbroken continuity of service and also continue to accrue holiday entitlement.

9.2 Miscarriage and stillbirths

9.2.1 We recognise the loss of an unborn child may be a deeply distressing time. If the loss of an unborn child occurs from the 24th week onwards into the pregnancy (known as a stillbirth), then the mother will still be entitled to take statutory maternity leave and pay. See section 4 for further guidance.

9.2.2 Our parental bereavement leave policy will also apply to those who suffer the loss of an unborn child from the 24th week onwards into the pregnancy. See section 8 for further guidance.

9.2.3 Parents who were expecting to take other statutory leave arrangements (such as adoption or paternity leave) in respect of a child who is still born from the 24th week of pregnancy onwards, may also still be entitled to take the applicable leave and pay.

9.3 Fertility treatment

9.3.1 Employees who need time off work to undergo fertility treatment (or because their partner is undergoing fertility treatment) should discuss this with their manager. Time off can be taken as annual leave or alternatively, unpaid leave may be authorised or a form of temporary flexible working may be approved, subject to the needs of the business.

9.3.2 Time out of the workplace to attend antenatal care once the fertilised embryo has been implanted will be treated as paid leave.

- 9.3.3 Employees who need such time off should inform their manager as soon as the plans have been confirmed; provide a statement from a qualified medical practitioner that fertility treatment has been recommended and approved; and, if requested, produce an appointment card for each occasion on which time off is required. Where possible, appointments should be made for times that will cause the minimum disruption to the working day, and we do ask that as much notice as possible is given of the days and times on which time off is required. Any information provided will be maintained in strict confidence.

10 Terms and conditions of employment

10.1 Terms and conditions

- 10.1.1 Throughout maternity, adoption, shared parental, paternity, parental and parental bereavement leave, employees continue to be entitled to the benefit of their normal terms and conditions of employment, except for terms relating to wages or salary.
- 10.1.2 Throughout any leave period discussed in this policy, employees remain bound by the terms and conditions of their contract of employment and their duty of good faith to the business and their duty not to disclose confidential information.

10.2 Flexible Working

- 10.2.1 We recognise that flexible working can support employees to balance work and family life. We ask that employees who wish to request flexible working whether this is in connection with their hours, times, or place of work, that they do so by using our Flexible Working policy.
- 10.2.2 Whilst it is not an automatic entitlement, the company will reasonably consider each request in line with business needs. We are committed to fully supporting employees in achieving a better work/life balance where it is reasonably practicable. Consequently, the fact that another employee has been granted permission to work flexibly, does not confer any obligation to make or grant further request from other employees. Each case is considered on its own set of circumstances and having given due consideration to business needs.

10.3 Fixed term contracts

- 10.3.1 Those who are on a fixed term contract are entitled to statutory leave and pay so long as they meet the qualifying rules. In the event of a fixed term contract expiring, the period of statutory leave would also expire, however the employee would continue to be entitled to receive statutory pay, where eligible.

10.4 Contractual benefits

10.4.1 Throughout maternity, adoption, shared parental, paternity, parental and parental bereavement leave employees continue to receive all their contractual benefits except wages or salary (unless otherwise agreed). Any benefits such as life assurance, private medical insurance, permanent health insurance, private use of a Company car, laptop, mobile phone etc will continue to be provided.

10.5 Pension contributions

10.5.1 During periods of maternity, adoption, shared parental, paternity, parental and parental bereavement leave, we will continue to make contributions into the pension scheme (at the normal rate) for employees who are members of our pension scheme and maintain their pension contributions throughout their **paid** period of leave. Employees' own contributions will be based on their actual earnings during the paid leave period. Once statutory payments are no longer being paid, the employee may opt to pay contributions voluntarily.

10.5.2 During periods of parental leave, pension contributions cease to continue throughout this period of unpaid leave.

10.6 Annual leave:

10.6.1 This continues to accrue during periods of maternity, adoption, shared parental, paternity, parental and parental bereavement leave. Any public or bank holidays or Company-nominated holiday days that the employee would normally benefit from which fall within the period of such leave will not be deducted from the employee's annual leave allowance.

10.6.2 Holiday which is accrued but untaken during maternity, adoption and shared parental leave may be carried forward to the next leave year if it has not been taken in the year in which it was accrued. For all other types of leave, holiday cannot usually be carried over from one holiday year to the next, unless it was not reasonably possible to take the holiday due to the statutory leave.

10.6.3 To avoid returning from long periods of leave with a large amount of holiday, employees are encouraged to take any remaining entitlement for the current holiday year before starting the leave and to take some of the following year's leave prior to returning to work.

11 Redundancy

11.1 Overview

11.1.1 We fully support our employees to make the most of their family leave related rights and encourage them to do so. We recognise that it is important our employees are confident that they may take their statutory entitlements without the worry they may be treated detrimentally for doing so.

- 11.1.2 Employees should be assured that in the event a redundancy situation should arise, they will not be dismissed or selected for redundancy for reasons related to pregnancy, nor because they intended to take or took maternity, adoption, carers, shared parental, paternity, parental, parental bereavement leave or time of for dependants in accordance with this policy.
- 11.1.3 It is however lawful to dismiss or select employees for redundancy on unrelated grounds if these are fair. In this situation, our normal redundancy consultation procedure would be followed.
- 11.1.4 If the role of an employee on maternity, adoption or shared parental leave is proposed to be made redundant, the employee will be included in the applicable redundancy consultation process. In some cases, it may be appropriate to extend consultation periods for employees on family leave.
- 11.1.5 If an employee's role does become redundant during a protected period of pregnancy, or whilst taking maternity, adoption or shared parental leave, they will be offered a suitable alternative vacancy in preference to other employees if one is available.
- 11.1.6 Employees who are made redundant at or following the 15th week prior to the expected week of childbirth, and who are eligible for SMP, and those who are on adoption leave or shared parental leave and eligible for SAP or ShPP will still receive the full entitlement to statutory pay. In these circumstances, SMP, SAP or ShPP may be paid weekly or as one lump sum. Any other benefits such as holiday entitlement would only be provided or accrued to the end of the notice period.

12 Information and Support

- 12.1.1 We seek to promote equality, diversity and inclusion throughout employment, and to support employees in balancing their home life with work. One important aspect of this Family Leave policy is the signposting of where employees can access external help and support relevant to their own circumstances. Whilst the following avenues of support relate to the forms of leave within this policy, it is not an exhaustive list, and we welcome feedback from employees on any recommended sources of support that others may also find helpful.
- [Age UK](#) - provides support to those who care for a partner, relative or friend
 - [Barnardo's](#) – providing support to families who adopt
 - [Bliss](#) – provides support to families who are caring for premature and sick children
 - [Carer's Allowance](#) – information on how you may be eligible to receive financial support from the Government.
 - [Carer's Credit](#) – information on how you may be eligible to receive carer's credit when caring for someone for at least 20 hours a week.
 - [CarersUK](#) – information on how to access help and advice when you are a carer
 - [Family Action](#) – support for families including those experiencing financial hardship, mental health, social isolation, learning disabilities, domestic abuse and more.

- Government Support [Find support for your family](#)
- [Miscarriage Association – Pregnancy Loss Information](#)
- [NHS services](#) – a link to all the health services within the NHS
- [NHS Health A to Z](#) – a link to the NHS website providing access to information on health conditions.
- [NHS Support and benefits for carers](#)
- [Sands](#) – Scope provides support to anyone who has been affected by the death of a baby, before, during or shortly after birth. It provides bereavement support to parents, families and carers.
- [Tommy’s](#) a charity that provides information on baby loss.
- [The Fertility Foundation](#) – a charity providing financial assistance and emotional support to families to help them in their fertility journey.
- [Universal Credit](#) information on the Government’s Universal Credit scheme, and how to apply.

13 Further information

Any queries or comments about this policy should be addressed to Corporate Services Manager.

14 Policy owner

This policy is owned and maintained by the Corporate Services Committee.

15 Policy review date

This policy will be reviewed every 4 years or sooner if required.



HOUGHTON REGIS TOWN COUNCIL

FLEXIBLE WORKING POLICY

Date of approval:	14 th December 2020
Dates of review:	14 th September 2020; 10 th June 2024
Dates of re-approval:	

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1 Purpose

- 1.1 We are committed to supporting our employees with their rights at work and recognise that flexible working can bring valuable benefits to both our employees and to the success of our organisation.
- 1.2 Improved flexibility can enable individuals to balance their working lives with their personal responsibilities and preferences and/or improve access to work. We believe that support in this way can foster commitment and improve engagement, whilst it also enables us to reach and retain a wider and more diverse talent pool, meaning we are able to attract and retain the best talent and continue to build an inclusive workplace.
- 1.3 This policy aims to:
 - promote awareness and set out guidelines on how to make a flexible working request
 - set out the normal procedure for how a flexible working request will be handled
 - support employees in achieving a better work/life balance whilst ensuring that our business needs are met
 - ensure that the application process is fair, transparent and prompt and guided by business needs and priorities.
- 1.4 This policy is not contractual but indicates how we aim to manage flexible working requests.

2 Scope

- 2.1 This policy applies to all employees and does not extend to workers, self-employed or volunteers.
- 2.2 Eligible employees have the right to request flexible working from the first day of their employment, regardless of whether they work full or part-time or have a temporary contract of employment.

3 Definition

- 3.1 Employees can ask us to consider a permanent change to their contractual terms and conditions relating to their hours, times or days worked, or place of work. This is known as a flexible working request.
- 3.2 Examples include a request to change from full-time to part-time, to change the days of the week worked, earlier or later start and finish times, flexi-time, staggered hours, time off in lieu, compressed working hours, shift swapping, self-rostering, annualised hours, job sharing, part-time working, term-time working or homeworking.

3.3 Hybrid working is also a form of flexible working and is a practice that enables employees to blend working from different locations, such as from home, the office or other work locations.

3.4 We recognise that there are several variations of hybrid working and that each employee may wish for a hybrid model which suits their own circumstances. We generally recognise the following variations to the hybrid model:

- **Remote first:** where the role operates fully remotely. Any attendance in main premises will typically only be on occasions when the job requires a physical presence
- **Office – occasional:** where the employee attends the office occasionally but the main location for working is remote. The frequency of main premises attendance should be agreed with the employee’s manager.
- **Office first, remote allowed:** where the primary place of working is the main premises, but remote working is allowed. The frequency of remote working should be agreed with the employee’s manager.

4 Principles

4.1 Our approach

4.1.1 We will consider all eligible flexible working requests in a reasonable manner and we will agree to a request unless there is a genuine business reason not to do so.

4.1.2 We will treat each request for flexible working on a case-by-case basis. Each request will be carefully assessed, giving reasonable consideration to both present and future circumstances and to the effect the change would have on both the business and on the individual if it were to be accepted or refused.

4.1.3 Requests will normally be considered in the order they are received.

4.1.4 Where one or more employees within a team have already been granted a flexible working request, this does not mean that a further request will automatically be

refused. However, nor does it confer any obligation to accept further requests from other employees.

- 4.1.5 Flexible working of any kind is not an automatic entitlement. It may be that some requests are not suitable for some roles or at certain times.
- 4.1.6 We will not refuse a request without first having a meeting with the employee to discuss the request, in accordance with the procedure set out in this policy.
- 4.1.7 If we refuse a request, we will provide specific business reasons for this.
- 4.1.8 If we are not able to agree to a request then we may consider whether any modifications to the original request, or an alternative arrangement, can be offered to the employee which can be accommodated instead. This should be similar to and/or provide some of the benefits of the original request, where it is feasible to do so.
- 4.1.9 All arrangements must comply with the Working Time Regulations and any other in-house health and safety considerations. Risk assessments will be carried out where appropriate.
- 4.1.10 We welcome and support requests for flexible working. An employee who makes, or intends to make, a flexible working request shall not be subjected to any detrimental treatment for doing so. Managers are expected to help ensure that this is the case. Anyone who is found to have treated an employee detrimentally in this way may be subject to investigation and disciplinary action.

4.2 Equality, diversity and inclusion

- 4.2.1 We recognise that flexibility can increase our ability to provide an inclusive work environment and improve access to opportunities.
- 4.2.2 We welcome all eligible requests which are made for any reason, and we actively encourage those who may have lifestyles, responsibilities, life events or transitions which impact their well-being or ability to commit to their work to use this policy.
- 4.2.3 In operating this policy and procedure, we will ensure that there is no unlawful discrimination on the grounds of a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation). Part-time employees will also be treated consistently with other employees when considering any flexible working requests.

4.3 Reasonable adjustments

- 4.3.1 If an employee has a disability under the Equality Act 2010 and uses this policy to seek support with their working arrangements as a reasonable adjustment, this may be

handled separately to the flexible working procedure, to help ensure the employee is fully and appropriately supported.

- 4.3.2 This also means that their right to request flexible working is unaffected and so they will still be entitled to request flexible working for other reasons if they wish to do so, in accordance with this policy.
- 4.3.3 Employees who believe they require a change to their working arrangements as a reasonable adjustment should contact their line manager at the earliest opportunity.
- 4.3.4 Line managers should be mindful of the sensitivity of a request that is made in connection with, or arising from employees who may require a reasonable adjustment to their work pattern or to this procedure because of a disability (or symptoms arising from a disability) and ensure that required support is explored and offered respectfully in line with the Equality Act 2010.

5 Eligibility and notification

- 5.1 Each employee is entitled to make two flexible working requests in any 12-month period.
- 5.2 An employee may only have one live request at any one time. A request is live beginning from when it is received and up until either:
 - a decision on the request or appeal is made, or
 - the request or appeal is withdrawn by the employee, or
 - an outcome is mutually agreed, or
 - the two month time frame for dealing with the request or appeal has expired.
- 5.3 A request is also live during any appeal or any agreed extension to the timeframe for dealing with the request.

6 Procedure

- 6.1 Before submitting a request, employees should be aware that if we approve a flexible working request, the variation in contractual terms is normally a permanent one and that there is no automatic right to change back to the previous pattern of work, unless the variation is agreed for a specified period only or where a trial period is introduced.
- 6.2 Any flexible working arrangement agreed will be reviewed to see how it is working and whether any adjustments may need to be made.

6.3 Step one: How to submit a flexible working request

- 6.3.1 All requests must be made in writing and sent to the Town Clerk.

- 6.3.2 Each statutory flexible working request must include all the following information:
- a statement that it is a statutory request for flexible working
 - the date of the request
 - the change to working conditions (hours, times, days worked and/or location) the employee wishes to make
 - the date the employee would like the change to come into effect
 - if and when the employee has made a previous request for flexible working
 - if and when the employee has made a request for a predictable working pattern.
- 6.3.3 Where the employee is making an application that is in part connected with a disability under the Equality Act 2010, we ask that information about how the requested change would help to alleviate the disadvantage that is suffered in the course of their work is also included.

6.4 Step two: A meeting to consider the request

- 6.4.1 We will arrange a meeting as soon as is possible after receiving your request and this meeting will be chaired by the Town Clerk. This meeting will discuss the request, with the aim to complete the whole process, including any appeal, within two months of receipt of the request, unless a longer period has been jointly agreed.
- 6.4.2 This meeting will not be required if all the details of the request and information are clear, we agree to the request and the employee has been notified. In this event, a further meeting may be convened at a later date that is mutually convenient in order to discuss any outstanding practical aspects of implementing the arrangement.
- 6.4.3 When a meeting is required, we will notify the employee of the time and place of the meeting. This will usually be confirmed in writing and will give the employee sufficient notice to prepare for the meeting.
- 6.4.4 The meeting will be held by somebody who has the authority to make a decision. A second person may also be in attendance, for example to assist with facilitating the meeting and creating a record of the discussion.
- 6.4.5 The employee may be accompanied at any meeting by a work colleague, a trade union representative or an official employed by a trade union if they wish.
- 6.4.6 Where possible, meetings will be held in private, either in person or via online video conferencing. If neither of these are possible, the discussion may be held by telephone call. Whichever form the meeting takes, it will be conducted in a way which allows for a reasonable discussion and consideration of the request.
- 6.4.7 During the meeting the request will be carefully considered in accordance with our principles asset out earlier in this policy. It may be helpful to discuss:

- the benefits or impact of accepting or rejecting the request for both the employee and the business
- where it is in connection with or arising from a disability, how the change will alleviate any disadvantage that may be suffered currently in the course of work because of their disability.
- practical considerations of implementing the request
- the impact on the employee's entitlements, such as pay, holiday and benefits.
- Whether a trial period may be appropriate to assess the feasibility of the arrangement.

6.4.8 In the meeting, we may carefully consider any potential modifications to the original request, alternative flexible working options that are available and the appropriateness of a trial period to assess the feasibility of a new work arrangement.

6.4.9 We will normally keep a written record of the meeting to provide an accurate record of the discussion, in line with our data protection policy.

6.5 Trial periods

6.5.1 If we are unsure as to whether the requested arrangement is sustainable, or about the possible impact because we don't have sufficient information to assess, a trial period may be agreed. A decision on the flexible working arrangement won't be made until a trial period has ended.

6.5.2 Where a trial period has been agreed, then we will write to the employee to confirm this is the case setting out the terms and offering an opportunity to discuss any further details as may be necessary to implement the new work arrangement.

6.5.3 Trial periods will be subject to ongoing reviews and reasonable notice will be given for the review meetings.

6.5.4 Where either party requests a necessary change to the trial arrangement reasonable notice will be given.

6.5.5 At the end of the trial period, we will continue with the principles set out in this process and a further and final meeting will be scheduled to review the overall trial period in order that we can provide a decision on the proposed new arrangements. The outcome will be provided in line with this policy.

We reserve the right to end the trial period early, where it has become unsustainable or detrimental to the business. In this event, we will continue with the principles set

out in this process and for providing an outcome by meeting with you to consult on our reasons and to discuss further with you in detail.

6.6 Step three: Outcome

- 6.6.1 A decision on the request will be made in accordance with the principles set out in this policy.
- 6.6.2 We will notify the employee of our decision in writing after the meeting, without unreasonable delay. This notification will either:
- accept the request and establish a start date and any other action, or
 - confirm a compromise agreed at the meeting, or
 - refuse the request and set out clear business reasons for this, together with notification of the appeals process.
- 6.6.3 If the request is accepted, a compromise has been agreed, then the outcome letter will offer an opportunity to discuss any further details as may be necessary to implement the new work arrangement. This may include dates to review how the arrangement is going. We will normally keep a written record of any such meeting, in line with our data protection policy.
- 6.6.4 If a request is rejected, it must be based on one or more of the following grounds only:
- the burden of additional cost to the business
 - an inability to reorganise work amongst existing staff
 - an inability to recruit additional staff
 - a detrimental effect on ability to meet demand
 - a detrimental impact on quality
 - a detrimental impact on performance
 - insufficient work for the periods the employee proposes to work
 - planned structural change to the business.
- 6.6.5 We will only reject a request if there is a genuine business reason not to agree to it and we will provide reasonable information in the outcome letter to explain why the ground(s) for refusing the request applies in the current circumstances.

6.6.6 The outcome letter of a rejected request will provide the employee with the option to appeal the decision and will set out details which explain how to do so.

6.7 Step four: Appeal

6.7.1 Appeals should be made in writing, setting out the grounds for the appeal, and be dated. These should be sent to the Chair of the Corporate Services Committee.

6.7.2 We will arrange a further meeting as soon as is reasonably practicable to discuss the request, and with regard to the two-month time frame for completing the whole process, unless a longer period has been jointly agreed.

6.7.3 We will notify the employee of the time and place of the appeal meeting. This will usually be confirmed in writing and will give the employee sufficient notice to prepare for the meeting.

6.7.4 The meeting will be held by the Corporate Services Committee, who have the authority to make a decision. Where reasonably possible, a senior person who has not previously been involved in the original decision will lead the meeting. A second person may also be in attendance, for example to assist with facilitating the meeting and creating a record of the discussion.

6.7.5 The employee may be accompanied at any meeting by a work colleague, a trade union representative or an official employed by a trade union if they wish.

6.7.6 Where possible, meetings will be held in private in person. The meeting will be conducted in a way which allows for a reasonable discussion and consideration of the request.

6.7.7 We will normally keep a written record of the meeting to provide an accurate record of the discussion, in line with our data protection policy.

6.7.8 The appeal should be dealt with impartially.

6.7.9 We will notify the employee of our decision in writing after the meeting, without unreasonable delay. This notification will either:

- uphold the appeal, specify the agreed work arrangement and start date, or
- dismiss the appeal, stating the grounds for the decision and set out sufficient explanation for the refusal.

6.8 Extending the decision period

- 6.8.1 We will normally complete the whole process for dealing with a statutory flexible working request within two months of receipt of the request.
- 6.8.2 The employee and the council can mutually agree to extend this period. The council will only seek to extend this timeframe where it may be appropriate or necessary and such an extension will be limited to what is proportionate and reasonable in the circumstances.
- 6.8.3 Any agreed extension will be confirmed to the employee, usually in writing.

6.9 Failure to attend a meeting

- 6.9.1 If an employee fails to attend any meeting to discuss the request (including an appeal hearing) and also fails to attend a rearranged meeting without a good reason, we will consider the request withdrawn and confirm this in writing.

6.10 Withdrawal of a request

- 6.10.1 If an employee changes their mind about their flexible working request, they may choose to withdraw their application at any time before a final decision on the request (or if applicable, the appeal outcome) has been made, by providing written notice which states that they wish for the request to be withdrawn and which is signed and dated by the employee.

7 Impact on pay and benefits

- 7.1 Employees should carefully consider that any change to working hours which involves a reduction in hours will lead to a pro rata reduction in pay and benefits and so may impact the following:
- annual salary
 - holiday entitlement
 - payment for family leave (adoption, maternity, paternity, parental, parental bereavement leave or shared parental leave)
 - pension contributions (if applicable)
 - sick pay.
- 7.2 A change in work pattern, but with the same hours, will not normally alter other terms and conditions unless a shift premium applies.
- 7.3 It is therefore recommended that the employee discusses any reduction in hours in more detail with the Town Clerk. Exact details pertaining to any agreements will be discussed according to the individual situation and circumstances and any agreed changes confirmed in writing. Each agreed arrangement and any contractual changes are specific

to the individual and does not set a precedent for any future requests from other employees.

8 Related policies and documents

- Equality, Diversity & Inclusion policy
- Retirement policy
- Flexi time policy

The above list is not exhaustive.

9 Further information

Any queries or comments about this policy should be addressed to the Head of Corporate Services.

10 Policy owner

This policy is reviewed every four years, or as required, by the Corporate Services Committee.



HOUGHTON REGIS TOWN COUNCIL

Capability Policy

Date of Approval:	20 th January 2014
Reviewed:	26 th November 2018; 4 th March 2019; 10 th June 2024
Date of Re approval:	17 th June 2019

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1. POLICY STATEMENT

- 1.1 The primary aim of this procedure is to provide a framework within which managers can work with employees to maintain satisfactory performance standards and to encourage improvement where necessary.
- 1.2 It is the Council's policy to ensure that concerns over performance are dealt with fairly and that steps are taken to establish the facts and to give employees the opportunity to respond at a hearing before any formal action is taken.
- 1.3 This procedure does not form part of any employee's contract of employment, and it may be amended at any time. The Council may also vary any parts of this procedure, including any time limits, as appropriate in any case.

2. WHO IS COVERED BY THE POLICY?

This procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

3. WHAT IS COVERED BY THE POLICY?

This policy is used to deal with poor performance. It does not apply to cases involving genuine sickness absence, proposed redundancies or misconduct. In those cases, reference should be made to the appropriate policy or procedure.

4. IDENTIFYING PERFORMANCE ISSUES

- 4.1 In the first instance, performance issues should normally be dealt with informally between the employee and their line manager as part of day-to-day management. Where appropriate, a note of any such informal discussions may be placed on the employees personnel file but will be ignored for the purposes of any future capability hearings. The formal procedure should be used for more serious cases, or in any case where an earlier informal discussion has not resulted in a satisfactory improvement. Informal discussions may help:
 - (a) clarify the required standards;
 - (b) identify areas of concern;
 - (c) establish the likely causes of poor performance and identify any training needs; and/or
 - (d) set targets for improvement and a time-scale for review.
- 4.2 Employees will not normally be dismissed for performance reasons without previous warnings. However, in serious cases of gross negligence, or in any case

- involving an employee who has not yet completed their probationary period, dismissal without previous warnings may be appropriate.
- 4.3 If the Council has concerns about an employee's performance, an assessment will be undertaken to decide if there are grounds for taking formal action under this procedure. The procedure involved will depend on the circumstances but may involve reviewing personnel files including any appraisal records, gathering any relevant documents, monitoring work and, if appropriate, interviewing the employee and/or other individuals confidentially regarding the employees work.

5. DISABILITIES

- 5.1 Consideration will be given to whether poor performance may be related to a disability and, if so, whether there are reasonable adjustments that could be made to an employees working arrangements, including the changing of duties or providing additional equipment or training. The Council may also consider making adjustments to this procedure in appropriate cases.
- 5.2 Should an employee wish to discuss this or inform the Council of any medical conditions considered relevant, they should contact their line manager.

6. CONFIDENTIALITY

- 6.1 The Council's aim is to deal with performance matters sensitively and with due respect for the privacy of any individuals involved. All employees must treat as confidential any information communicated to them in connection with a matter which is subject to this capability procedure.
- 6.2 An employee, and anyone accompanying them (including witnesses), must not make electronic recordings of any meetings or hearings conducted under this procedure.
- 6.3 An employee will normally be told the names of any witnesses whose evidence is relevant to their capability hearing, unless the Council believes that a witness's identity should remain confidential.

7. NOTIFICATION OF A CAPABILITY HEARING

- 7.1 If the Council considers that there are grounds for taking formal action over alleged poor performance, the employee will be required to attend a capability hearing. The Council will notify the employee in writing of concerns over their performance, the reasons for those concerns, and the likely outcome if the Council

decides after the hearing that their performance has been unsatisfactory. The Council will also include the following where appropriate:

- (a) A summary of relevant information gathered as part of any investigation.
- (b) A copy of any relevant documents which will be used at the capability hearing.
- (c) A copy of any relevant witness statements, except where a witness's identity is to be kept confidential, in which case the Council will give the employee as much information as possible while maintaining confidentiality.

7.2 The Council will give the employee written notice of the date, time and place of the capability hearing. The hearing will be held as soon as reasonably practicable, but a reasonable amount of time will be given, usually two to seven days, for the employee to prepare their case based on the information given to them.

8. RIGHT TO BE ACCOMPANIED AT HEARINGS

8.1 An employee may bring a companion to any capability hearing or appeal hearing under this procedure. The companion may be either a trade union representative or a colleague. An employee must tell the manager conducting the hearing who their chosen companion is, in good time before the hearing.

8.2 A companion is allowed reasonable time off from duties without loss of pay but no-one is obliged to act as a companion if they do not wish to do so.

8.3 If the choice of companion is unreasonable the Council may require an employee to choose someone else, for example:

- (a) if in the Council's opinion the companion may have a conflict of interest or may prejudice the hearing; or
- (b) if the companion works at another site and someone reasonably suitable is available at the site at which an employee works; or
- (c) if the companion is unavailable at the time a hearing is scheduled and will not be available for more than five working days.

8.4 The Council may, at its discretion, allow an employee to bring a companion who is not a colleague or union representative (for example, a member of their family) where this will help overcome a particular difficulty caused by a disability, or where you have difficulty understanding English.

9. PROCEDURE AT CAPABILITY HEARINGS

- 9.1 If an employee or their companion cannot attend the hearing the employee should inform their line manager immediately and an alternative time will usually be arranged. An employee must make every effort to attend the hearing, and failure to attend without good reason may be treated as misconduct in itself. If an employee fails to attend without good reason or is persistently unable to do so (for example, for health reasons), the Council may have to take a decision based on the available evidence.
- 9.2 The hearing will normally be held by an employee's line manager. The employee may bring a companion with them to the hearing. The companion may make representations, ask questions, and sum up an employee's case, but they will not be allowed to answer questions on an employee's behalf. An employee may confer privately with their companion at any time during the hearing.
- 9.3 An employee may ask relevant witnesses to appear at the hearing, provided the employee gives sufficient advance notice to arrange their attendance. An employee will be given the opportunity to respond to any information given by a witness. However, an employee will not normally be permitted to cross-examine witnesses unless, in exceptional circumstances, the Council decides that a fair hearing could not be held otherwise.
- 9.4 The aims of a capability hearing will usually include:
- (a) Setting out the required standards that the Council believes an employee may have failed to meet by going through any relevant evidence that has been gathered.
 - (b) Allowing the employee to ask questions, present evidence, call witnesses, respond to evidence and make representations.
 - (c) Establishing the likely causes of poor performance including any reasons why any measures taken so far have not led to the required improvement.
 - (d) Identifying whether there are further measures, such as additional training or supervision, which may improve performance.
 - (e) Where appropriate, discussing targets for improvement and a time-scale for review.
 - (f) If dismissal is a possibility, establishing whether there is any likelihood of a significant improvement being made within a reasonable time and whether there is any practical alternative to dismissal, such as redeployment.

9.5 A hearing may be adjourned if the Council needs to gather any further information or give consideration to matters discussed at the hearing. The employee will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.

9.6 The Council will inform the employee in writing of the decision and the reasons for it, usually within one week of the capability hearing. Where possible the Council will also explain this information to the employee in person.

10. STAGE 1 HEARING: FIRST WRITTEN WARNING OR IMPROVEMENT NOTE

10.1 Following a Stage 1 capability hearing, if it is decided that an employee's performance is unsatisfactory, they will be given a first written warning, setting out:

- (a) The areas in which they have not met the required performance standards.
- (b) Targets for improvement.
- (c) Any measures, such as additional training or supervision, which will be taken with a view to improving performance.
- (d) A period for review.
- (e) The consequences of failing to improve within the review period, or of further unsatisfactory performance.

10.2 A first written warning must be authorised by the Town Clerk.

10.3 The warning will normally remain active for six months from the end of the review period, after which time it will be disregarded for the purposes of the capability procedure.

10.4 After the active period, the warning will remain permanently on the employee's personnel file but will be disregarded in deciding the outcome of future capability proceedings.

10.5 Performance will be monitored during the review period and the Council will write to inform the employee of the outcome:

- (a) if the line manager is satisfied with the employee's performance, no further action will be taken;
- (b) if the line manager is not satisfied, the matter may be progressed to a Stage 2 capability hearing; or

- (c) if the line manager feels that there has been a substantial but insufficient improvement, the review period may be extended.

11. STAGE 2 HEARING: FINAL WRITTEN WARNING

11.1 If an employee's performance does not improve within the review period set out in a first written warning, or if there is further evidence of poor performance while a first written warning is still active, the Council may decide to hold a Stage 2 capability hearing. The employee will be sent written notification as set out in paragraph 7.

11.2 Following a Stage 2 capability hearing, if it is decided that an employee's performance is unsatisfactory, the Council will give the employee a final written warning, setting out:

- (a) the areas in which they have not met the required performance standards;
- (b) targets for improvement;
- (c) any measures, such as additional training or supervision, which will be taken with a view to improving performance;
- (d) a period for review; and
- (e) the consequences of failing to improve within the review period, or of further unsatisfactory performance.

11.3 A final written warning shall be authorised by the Town Clerk.

11.4 A final written warning will normally remain active for 12 months from the end of the review period. After the active period, the warning will remain permanently on the employees personnel file but will be disregarded in deciding the outcome of future capability proceedings.

11.5 Performance will be monitored during the review period and the Council will write to inform the employee of the outcome:

- (a) if the line manager is satisfied with the employees' performance, no further action will be taken;
- (b) if the line manager is not satisfied, the matter may be progressed to a Stage 3 capability hearing, or
- (c) if the line manager feels that there has been a substantial but insufficient improvement, the review period may be extended.

12. STAGE 3 HEARING: DISMISSAL OR REDEPLOYMENT

12.1 The Council may decide to hold a Stage 3 capability hearing if there are reasons to believe:

- (a) An employee's performance has not improved sufficiently within the review period set out in a final written warning;
- (b) Performance is unsatisfactory while a final written warning is still active; or
- (c) Performance has been grossly negligent such as to warrant dismissal without the need for a final written warning.

The Council will send the employee written notification of the hearing as set out in paragraph 7.

12.2 Following the hearing, if it is found that an employee's performance is unsatisfactory, a range of options may be considered, including:

- (a) Dismissing the employee.
- (b) Redeploying the employee into another suitable job at the same or a lower grade (by agreement with the employee).
- (c) Extending an active final written warning and setting a further review period (in exceptional cases where the Council believes a substantial improvement is likely within the review period).
- (d) Giving a final written warning (where no final written warning is currently active).

12.3 The decision shall be authorised by the Town Clerk.

12.4 Dismissal will normally be with full notice or payment in lieu of notice, unless performance has been so negligent as to amount to gross misconduct, in which case the employee may be dismissed without notice or any pay in lieu.

13. APPEALS AGAINST ACTION FOR POOR PERFORMANCE

13.1 If an employee feels that a decision about poor performance under this procedure is wrong or unjust they should appeal in writing, stating the full grounds of appeal, to the Town Clerk within one week of the date on which they were informed in writing of the decision.

13.2 If an employee is appealing against dismissal, the date on which dismissal takes effect will not be delayed pending the outcome of the appeal. However, if the

- employees appeal is successful, they will be reinstated with no loss of continuity or pay.
- 13.3 If an employee raises any new matters in their appeal, the Council may need to carry out further investigation. If any new information comes to light the employee will be provided with a summary including, where appropriate, copies of additional relevant documents and witness statements. The employee will have a reasonable opportunity to consider this information before the hearing.
- 13.4 The employee will be given written notice of the date, time and place of the appeal hearing. This will normally be two to seven days after they receive the written notice.
- 13.5 The appeal hearing may be a complete re-hearing of the matter, or it may be a review of the fairness of the original decision in the light of the procedure that was followed and any new information that may have come to light. This will be at the Council's discretion depending on the circumstances of the case. In any event the appeal will be dealt with as impartially as possible.
- 13.6 Where possible, the appeal hearing will be conducted by a more senior manager or, the Town Councils Disciplinary, Grievance and Appeals Sub-Committee, comprising of Councillors who have not been previously involved in the case. The employee may bring a companion with them to the appeal hearing.
- 13.7 A hearing may be adjourned if the Council needs to gather any further information or give consideration to matters discussed at the hearing. The employee will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.
- 13.8 Following the appeal hearing the Council may:
- (a) confirm the original decision;
 - (b) revoke the original decision; or
 - (c) substitute a different penalty.
- 13.9 The employee will be informed in writing of the final decision as soon as possible, usually within one week of the appeal hearing. Where possible it will also be explained to the employee in person. There will be no further right of appeal.

14. POLICY REVIEW

- 14.1 This policy will be reviewed every 4 years or as required by the Corporate Services Committee.



HOUGHTON REGIS TOWN COUNCIL

GRIEVANCE POLICY

Date of Approval:	5 th December 2016
Date of Review:	2 nd March 2020; 10 th June 2024
Date of Re-approval:	5 th October 2020

Based on NALC Legal Topic Note 22, Disciplinary and Grievance Arrangements, November 2019

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- 1. Introduction**
- 2. Informal Grievance Procedure**
- 3. Formal Grievance Procedure**
- 4. Investigation**
- 5. Notification**
- 6. The Grievance Meeting**
- 7. The Appeal**

1. INTRODUCTION

- a This policy is based on and complies with the 2015 ACAS Code of Practice. It also takes account of the ACAS guide on discipline and grievances at work. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. This policy will be applied fairly, consistently and in accordance with the Equality Act 2010. This policy is not intended to be contractual.
- b Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
- c This policy confirms:
 - i. employees have the right to be accompanied or represented at a grievance meeting or appeal by a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his/her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - ii. the Council will give employees reasonable notice of the date of the grievance / appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
 - iii. any changes to the specified time limits must be agreed by the employee and the Council
 - iv. an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final.
 - v. information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Regulation (GDPR)
 - vi. audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
 - vii. if an employee who is already subject to the Council's disciplinary procedure, raises a grievance, the grievance will normally be held after the completion of the disciplinary procedure
 - viii. if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raises the grievance in good faith
 - ix. the Council may consider mediation at any stage of the grievance procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of the affected parties.
 - x. Employees can use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about a councillor is not resolved at the informal stage, the employee can contact the monitoring

officer of Central Bedfordshire Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure.

- xi. If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillor are properly trained and protecting staff from bullying, harassment and all forms of discrimination
- xii. If an employee considers that the grievance concerns his or her safety with the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

2. INFORMAL GRIEVANCE PROCEDURE

- a The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Town Clerk or the Chairman of the Corporate Services committee (if the grievance concerns the Town Clerk) or, if appropriate, another member of the committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This may require both the employee's and the councillor's consent.

3. FORMAL GRIEVANCE PROCEDURE

- a If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Corporate Services committee.
- b The Corporate Services committee will appoint a Disciplinary, Grievance and Appeals sub-committee of six councillors. Three of which will form the Disciplinary Sub Committee to formally hear the allegations the remaining 3 councillors will form the Appeals Sub Committee should it be necessary. The Disciplinary, Grievance and Appeals sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

4. INVESTIGATION

- a If the Chair of the Corporate Services committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employee, councillors or members of the public).

- b The Chair of the Corporate Services committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
- the allegations or events that the investigation is required to examine
 - that a recommendation is required
 - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
 - the findings should be reported to the Chair of the Corporate Services and who to contact for further direction if unexpected issues arise or advice is needed.
- c The investigator will be asked to submit a report within 20 working days of appointment and will summarise their finding (usually within an investigation report) and present their findings to the sub-committee.

5. NOTIFICATION

- a Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will be asked, in writing, to attend a grievance meeting. The sub-committee's letter will include the following:

- i. the names of its members
- ii. the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 25 working days of when the Council received the grievance
- iii. the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
- iv. a copy of the Council's grievance policy
- v. confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
- vi. confirmation that the employee will provide the Council with any supporting evidence at least five working days before the meeting.
- vii. findings of the investigation if there has been an investigation
- viii. an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition)

6. THE GRIEVANCE MEETING

- a At the grievance meeting:
- i. Members will appoint a Chair
 - ii. the Chairman will introduce the members of the sub-committee to the employee
 - iii. the employee (or the companion) will set out the grievance and present the evidence
 - iv. The investigator will present their report
 - v. The sub-committee will ask the employee questions about the information presented and will want to understand what action he/she wants the Council to take
 - vi. The sub-committee may ask the investigator questions about the information presented
 - vii. any member of the sub-committee and the employee (or the companion) may question any witnesses
 - viii. the employee (or the companion) will have the opportunity to sum up the case
 - ix. the Chairman will provide the employee with the sub-committee's decision, in writing, within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal
 - x. a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

7 THE APPEAL

- a If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the Chair of the Corporate Services committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds for appeal.
- b The grounds for appeal include:
 - i. a failure by the Council to follow its grievance policy
 - ii. the sub-committee's decision was not supported by the evidence
 - iii. the action proposed by the sub-committee was inadequate/inappropriate
 - iv. new evidence has come to light since the grievance meeting.
- c Where possible, the appeal will be heard by a panel of three members of the Disciplinary, Grievance & Appeals sub-committee who have not previously been involved in the case. There may be insufficient members of the sub-committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the sub-committee. The appeal panel will appoint a Chairman from one of its members.
- d The employee will be notified, in writing, within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will take place within 25 working days of the Council's receipt of appeal. The employee will be advised that he/she may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official.
- e At the appeal meeting, the Chairman will:
 - i. introduce the panel members to the employee
 - ii. explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the Disciplinary, Grievance and Appeals sub-committee
 - iii. explain the action that the appeal panel may take.
- f The employee (or companion) will be asked to explain the grounds of appeal.
- g The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
- h The appeal panel may decide to uphold the decision of the Disciplinary, Grievance and Appeals sub-committee or substitute its own decision.
- i The appeal panel's decision is final.



Houghton Regis Town Council

Member/Officer Protocol

Date of Approval:	Town Council 28 th September 2015
Dates of Review:	1 December 2016 (deferred); 27 th November 2017; 25 th November 2019; 1 st June 2021; 30 th May 2023; 10 th June 2024
Dates of Re approval:	26 th March 2018; 23 rd March 2020; 4 th October 2021; 2 nd October 2023

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1.0 INTRODUCTION - PURPOSE OF THE PROTOCOL

- 1.1 Together, Members and Officers of the Council combine the essential skills, experience and knowledge to manage an effective public sector organisation. They work together in the interests of the citizens of Houghton Regis. Members provide a democratic mandate to the Council whereas Officers contribute professional expertise and experience to deliver the work of the council.
- 1.2 The Protocol's purpose is to provide guidance on Member-Officer relations.

2.0 QUICK GUIDE TO MEMBER AND OFFICER ROLES

2.1 Members

- Democratically elected accountable to the electorate
- Community leaders within the town
- Add a political dimension
- Set policy and strategy, including the Budget
- Bound by a statutory Code of Conduct
- Involved in appointment of Town Clerk only

2.2 Officers

- Accountable to the Council
- Serve the whole Council.
- Politically impartial
- Provide advice and operational delivery within budget
- Bound by their contract of employment
- Responsible for the management of staff (Town Clerk)

3.0 APPLICATION OF THE PROTOCOL

- 3.1 The Protocol applies to all elected and co-opted Members of the Council and all Officers employed or engaged by the Council. The term 'Officer' refers to all the Council's employees. It also includes consultants and agency staff who work for the Council.

4.0 PRINCIPLES OF MEMBER/OFFICER RELATIONS

4.1 Basic Principles

Like all effective partnerships, Member-Officer relations are based on the following principles:-

- Mutual trust and respect of the different roles of Members and Officers;
- A common purpose; providing the best possible service to the residents and other stakeholders;
- A commitment to non-confrontational resolution of disputes.

4.2 Mutual trust and respect is based upon an understanding of the distinct contribution Members and Officers make and respect for the boundaries between those roles. A key principle for Officers is their political impartiality; they serve the whole Council and not particular groups or Members.

4.3 Expectations

Members can expect and will receive from Officers:-

- A commitment to the Council as a whole, and not to any political group;
- A working partnership;
- An understanding of and support for respective roles, workloads and pressures;
- Timely response to enquiries and complaints;
- Professional and balanced advice based on evidence and including options, not influenced by political views or preference.
- Regular, up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities that they have and positions that they hold;
- Awareness of and sensitivity to the political environment;
- Respect, dignity and courtesy;
- Training and development in order to carry out their role effectively;
- Integrity, openness, mutual support and appropriate confidentiality;
- Not to have personal issues raised with them by Officers outside the agreed procedures;
- That Officers will not use their relationship with Members to advance their personal interests or to influence decisions improperly;

Officers can expect and will receive from Members:-

- A working partnership;
- An understanding of and support for respective roles, workloads and pressures;
- Political leadership and direction;
- Respect, dignity and courtesy;
- Integrity, openness, mutual support and appropriate confidentiality;
- Not to be subject to bullying, harassment or to be put under undue pressure. Members should have regard to the seniority of Officers in determining what reasonable requests are;
- That Members will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
- That Members will at all times comply with the Code of Conduct for Members.

5.0 WORKING ARRANGEMENTS

5.1 Members and Officers work together on a regular basis in meetings, committees and less formal settings. It is inevitable that relationships will form and to ensure the principles of Member-Officer relations are upheld, the following guidance applies:

6.0 FORMS OF ADDRESS AND CONDUCT AT MEETINGS

6.1 In formal Council, committee or sub-committee meetings:-

- Members should normally be referred to as Chair or Councillor X and normal courtesies shall be observed;
- Relations can be friendly and cordial but not over familiar, as the public or other Members and Officers could perceive this as inappropriate or favouritism;
- Comments should be constructive and not personal to individual Members or Officers;
- Officers will not allow themselves to be drawn into a party political debate.
- This guidance also applies to informal meetings to the extent that all present consider it necessary. Members and Officers should ensure that their interaction does not embarrass others, suggest favouritism or personal dislike or otherwise damage working relationships.

7.0 PERSONAL RELATIONSHIPS

7.1 If a friendship or closer relationship (including relatives) exists or forms between a Member and an Officer, this needs to be addressed openly.

8.0 THE MANAGEMENT OF OFFICERS

8.1 Although Officers will support, advise and respond to Members' requests, the law and Council policy is clear that only the Town Clerk can manage Officers. This means that:-

- day to day management of Officers is the responsibility of managers and ultimately the Town Clerk;
- Officers will comply with all reasonable requests from Members, but individual Members cannot instruct Officers to do any piece of work or take any course of action;
- Officers will not seek any Member's support in any employment or other dispute or a Council appointment or promotion;

8.2 Members are responsible for the recruitment and appointment of the Town Clerk;

8.3 The Town Clerk is responsible for the recruitment of all other Officers;

8.4 A Member's role in any formal action against an Officer or grievance involving an Officer is limited to reporting an Officer's actions to their manager and/or as a witness.

9.0 ACCESS TO INFORMATION

9.1 To carry out their duties effectively, Members must have broad access to Council information. The following principles apply here:-

- Members' access to information will be compliant with their statutory and common law rights;
- Officers will not withhold information from a Member who is entitled to receive it.

9.2 Under no circumstances should Council information identified as RESTRICTED/CONFIDENTIAL or copied on Pink Papers be shared with others internally or externally, unless a Member is substituting.

10.0 MEMBERS' ENQUIRIES

10.1 Members' enquiries may be communicated by any means including meetings, telephone and email.

10.2 Officers will make every effort to provide a substantive response to a Member enquiry within 2 working days, but if a substantive response cannot be provided Officers will acknowledge receipt of the enquiry and provide a timescale within which a substantive response will be sent.

10.3 Where an enquiry imposes a disproportionate burden on an Officer's work, this should be explained and discussed with the Member concerned.

10.4 To assist Officers, Members are asked to make appointments to meet with Officers if this is the preferred method of communication.

10.5 Members are requested to respond to Officers within 2 working days so that the work of the Council can continue.

11.0 MEDIA RELATIONS AND PUBLICITY

11.1 Members and Officers will comply with the Council's Media Policy.

11.2 Members are free to speak to the media on any matter on behalf of a political party or as an individual but should make this clear in any statement made.

12.0 WHEN THINGS GO WRONG: DISPUTE RESOLUTION

- 12.1 The Council's experience is that Members and Officers work well together, however it is good practice to have a clear process to handle issues.
- 12.2 The key principle for dispute resolution is that both Members and Officers are committed to informal, non-adversarial solutions. Where a dispute arises, the first step should be for both parties to seek to resolve any differences informally between themselves or, where necessary, with the assistance of the Town Clerk, a Senior Manager or a senior Member.
- 12.3 When an informal resolution is not possible, the following processes will apply.

Formal complaints about Officers

Members should make any formal complaints about Officers to the Town Clerk or in the case of the Town Clerk to the Chair of Corporate Services Committee. The matter will be investigated, and the Member will be informed of the complaint's progress and outcome.

Members must:-

- respect the confidentiality of the investigation and disciplinary process;
- not seek improperly to influence the action taken against an employee;
- accept the decision.

Formal complaints about Members

An Officer's complaint about a Member should be reported to the Town Clerk.

If informal resolution is not possible the matter will be reported to the Monitoring Officer who will, where appropriate, investigate the complaint and report on the outcome.

A report on the outcome will be presented at the next available full council meeting.

For more details on reporting of an outcome, please refer to the Town Councils Code of Conduct Complaints Handling Policy.

13.0 MONITORING AND REVIEW

- 13.1 This Protocol will be monitored and reviewed by Corporate Services on an annual basis.

- c. The “Course Fees” means [add value in words] together with any additional examination fees (maximum 2 re-sits), which may be payable, textbooks and any other associated costs.
2. The Council will pay the Course Fees on receipt of a valid invoice in order to further the Employee’s career development, education and training and the Employee undertakes to attend the Course diligently with the aim of successfully completing the Course, including all course work and examinations if required by the Course.
3. The Course may in its absolute discretion allow the Employee leave for the purposes of preparing for and sitting any examinations, which form part of the Course.
4. The Employee agrees to notify the Council as soon as practicable of any absences from the Course and to provide a full explanation to his/her Line Manager.
5. The Employee undertakes to refund the Council a proportion of the Course Fees in accordance with clause 7 if, prior to the expiry of the Minimum Period.
 - a. The Employee voluntarily leaves the Council’s services; or
 - b. The Employee fails to complete the Course for any reason within [agreed time i.e. 12 months]; or
 - c. The Employee is lawfully dismissed.
6. For the avoidance of doubt the Employee will not be required to refund the Course Fees if the employment is terminated at any time by reason of redundancy.
7. In the event of the Employee leaving the Council other than in accordance with clause 6 the Employee undertakes to repay the Course Fees to the Council as follows:
 - a. To pay 100% of the Course Fees if the Employee leaves the Council at any stage during the continuation of the Course; or
 - b. To pay 50% of the Course Fees if the Employee leaves the Council in the first 3 months of the Minimum Period; or
 - c. To pay 40% of the Course fees if the Employee leaves the Council in the fourth to sixth month of the Minimum Period; or
 - d. To pay 30% of the Course Fees if the Employee leaves the Council in the seventh to ninth month of the Minimum Period; or
 - e. To pay 20% of the Course Fees if the Employee leaves the Council in the twelfth month of the Minimum period.
8. Any sums which may fall due to the Council by reason of this Agreement may be recovered by the Council, either in full or in part, by way of deduction from payment

of the Employee's final salary or any other remuneration or other sums (including any payment made in lieu of notice) due to the Employee.

9. The Employee and the Council acknowledge that the terms of this Agreement do not create any minimum guarantee of employment and further that the Council is under no obligation to provide additional remuneration or promotion to the Employee on completion of the Course.

IN WITNESS whereof the parties have executed this Agreement:

Signed for and on behalf of
Houghton Regis Town Council

Date: _____

Signed by the Employee

Date: _____



HOUGHTON REGIS TOWN COUNCIL

TRAINING STATEMENT OF INTENT

Date of Approval:	2 nd September 2010
Date of Review:	9 th December 2013; 23 rd March 2015; 5 th December 2016; 27 th November 2017; 25 th November 2019; 10 th June 2024
Date of Re-approval	26 th March 2018; 23 rd March 2020

Houghton Regis Town Council is an organisation for which learning is valued and who have consistently supported training for staff and Councillors. Suitable budget provision has been made to support this.

Members and staff will be supported to undertake the training and development that they require to help them achieve and maintain a high standard of performance.

All Members and Staff will be given encouragement and support to achieve their full potential to enable a high level of service to be provided to the people of Houghton Regis.

The requirement to have a formal training strategy is part of the Local Council Award Scheme.

All Members and Staff are entitled to:

- Equality of opportunity in all aspects of their development
- An induction programme to the Town Council including an understanding of the direction and objectives of the Council
- An induction programme into their role including an understanding of the contribution that is expected of them
- A Chairman and a Town Clerk who are committed to Member and Staff development
- Adequate budgetary provision to facilitate training required

Specifically Staff are entitled to:

- Clear and measurable objectives for their performance at work
- An annual review of their performance, role and training needs
- A personal development plan which addresses their development needs
- A Chairman and a Town Clerk who are committed to staff development.
- Paid release from work commitments in order to undertake relevant training.
- Training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control.

Specifically Members are entitled to:

- Comprehensive induction training when first becoming a town councillor to include:
 - a “New Councillor’s Pack”
 - information on Duties of a Councillor (Roles & Responsibilities)
 - Code of Conduct training
- Specialist training according to their need and role in the council such as specialised training on chairmanship, planning, accounts etc.
- Other needs will be addressed through established Council processes
- Should the whole Council require training on a particular subject the Clerk will organise a council training event led by an appropriately qualified person

Training Providers

- Suitable training providers will always be used
- Specialist training may be provided by:
 - Bedfordshire Association of Town and Parish Councils (BATPC)
 - Society of Local Council Clerks
 - National Association of Local Councils

Keeping the Council Up to Date:

- The Council subscribes to following publication which is available to both members and staff for reference:
 - The Clerk (NALC).
- Additional useful information and updates can be found on the websites of Society of Local Council Clerks (www.slcc.co.uk) and National Association of Local Councils (www.nalc.gov.uk)

Support for the Council

The Council is a member of and is supported by the National Association of Local Councils (NALC) and the Bedfordshire Association of Town and Parish Councils. The Clerk is a member of and is supported by the Society of Local Council Clerks (SLCC).

Training management

- The Clerk will keep a record of all training attended and copies of certificates gained on the relevant personnel or member’s file.
- Training will be provided by a range of options including
 - Self study
 - Training classes with external providers
 - Conferences, seminars/webinars
 - Communications and information provided by the Clerk

The Impact of Training

Staff and Members will acquire more confidence, match legal requirements and have improved understanding of the workings of the Town Council

Conclusion

This document has been produced as a training strategy for the Council and will be reviewed every four years by the Corporate Services Committee.