



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr T K McMahon**

Tel: 01582 708540

Town Clerk: **Clare Evans**

Email: info@houghtonregis.org.uk

27th May 2020

To: Members of the Corporate Services Committee

Cllrs: D Jones (Chairman), D Abbott, C Copleston, M Kennedy, S Thorne, K Wattingham and Vacancy.

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Corporate Services Committee** to be held on **Monday 8th June 2020 at 7.00pm.**

This meeting is being held virtually via Microsoft Teams. If members of the public would like to attend, please pre-advise the Head of Democratic Services (louise.senior@houghtonregis.org.uk) by 3pm on the day of the meeting in order for appropriate access to be arranged.

pp. Clare Evans

**THIS MEETING
MAY BE
RECORDED ***

**Clare Evans
Town Clerk**

This meeting is being held virtually due to Covid-19. To assist in the smooth running of the meeting please refer and adhere to the Council's Virtual Meeting Guidance as provided on the Council's website.

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.

**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.*

3. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

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. COMMITTEE ARRANGEMENTS

Members are advised that in accordance with the Minute 111207 taken at Town Council on 18th March the following committee arrangements remain in place:

Chair and Vice Chair of Corporate Services Committee

The Chair and Vice Chair of Corporate Services Committee will remain as follows:

Chair – Cllr Jones

Vice Chair – Cllr Kennedy

Committee Functions & Terms of Reference

These remain as most recently approved.

Recommendation: To note the report.

5. MINUTES

Pages 7 - 14

To approve the Minutes of the meeting held on 2nd March 2020.

Recommendation: To approve the Minutes of the meeting held on 2nd March 2020 and for these to be signed by the Chairman.

6. CORPORATE SERVICES COMMITTEE 2020/21 BUDGET REVIEW

Pages 15 - 20

Members will find attached a report on the Corporate Services Committees budget for 2020/21 supported by the relevant extract from the approved budget for 2020/21.

Recommendation: To note the report.

7. INCOME AND EXPENDITURE REPORT

It is hoped to be able to provide to members an Income and Expenditure report relating to 2020/21. However, before this can be provided the financial year 2019/20 has to be completed. This is in the process of happening. It is hoped that a report on Income and Expenditure to date will be provided ahead of the meeting for consideration.

Recommendation: To note the report

8. BANK AND CASH RECONCILIATION STATEMENTS

Pages 21 - 22

Members are requested to receive the monthly bank and cash reconciliation statements for March 2020.

Recommendation:

1. To approve the monthly Bank and Cash Reconciliation statements for March 2020;
2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.

9. LIST OF CHEQUE PAYMENTS

Pages 23 - 40

Members will find a list of cheque payments for the period February 2020 to April 2020.

Recommendation: To note the information.

10. INVESTMENT REPORT

Pages 41 - 44

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.

Recommendation: To note the information.

11. PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT

Pages 45 - 48

In accordance with the Committee Functions & Terms of Reference and Financial Regulations, Members are presented with an annual report to provide detail on the council's loans including current value, repayments and early settlement options as they stand at 1st April 2020.

Recommendation: To note the information.

12. RENEWAL OF BACS PAYMENTS

Pages 49 - 52

Members are advised that the approval of the use of Direct Debit, Standing Order or BACS shall be renewed by resolution every year.

Members are being asked to consider and endorse the list of Direct Debits and Standing Orders as attached.

Recommendations:

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

13. VISION UPDATE

Pages 53 - 60

As members are aware the council worked hard during 2019/20 to develop its corporate plan for 2020/24 to shape the work of the council over this time period. The final stage in the plan was for it to be formally agreed by Council. Due to Covid-19 this stage did not happen. However, as the plan was prepared for formal adoption it is being presented to each committee for initial consideration and next steps.

Members of this committee are being asked to view the specific Aspirations and Objectives against the Corporate Services Committee. Members are invited to put forward any specific thoughts and ideas. Staff are giving consideration to the Aspirations and Objectives and are endeavouring to incorporate them into ongoing work where possible.

Recommendation: **To note the report.**

14. SICKNESS POLICY

Pages 61 - 78

Members of this Committee are asked to consider the Sickness Policy and make a recommendation to Town Council for its approval.

This policy was considered by the Corporate Services committee members at its meeting held on the 2nd March 2020.

At the meeting, Members were informed that there was no longer a legal right to be accompanied at any of the sickness absence meetings. The only time an employee would be permitted to be accompanied (in this context) is where the outcome could lead to a potential medical capability dismissal.

Whilst members acknowledged this change, they felt that an employee, should they so wish, could have the right to be accompanied at a sickness absence meeting.

Members resolved to defer this item so that clarity could be sought from the Town Councils Human Resources consultant. The response from the HR consultant is that

an employee can request to be accompanied by a companion to a sickness absence meeting however, this companion can only be limited to a work colleague. The policy has been updated to show this at section 15.3 (as highlighted).

Members of this Committee are asked to consider the attached Sickness Policy and make a recommendation to Town Council for its approval.

Recommendation: To recommend to Town Council that the Sickness Policy be approved.

15. HEALTH AND SAFETY AT WORK POLICY

Pages 79 – 90

Town Council is required to undertake a review of its Health and Safety at Work policy.

Members of this Committee are asked to consider the attached Health and Safety Policy and make a recommendation to Town Council for its approval.

Recommendation: To recommend to Town Council that the Health and Safety Policy be approved.

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HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
2nd March 2020 at 7.00pm.

Present: Councillors: D Jones Chairman
D Abbott
M S Kennedy
S Thorne
K Wattingham

Officers: Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services

Public: 1

Apologies: Councillor: C Copleston

11173 APOLOGIES & SUBSTITUTIONS

Apologies were received from Councillor Copleston.

11174 QUESTIONS FROM THE PUBLIC

None.

11175 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11176 MINUTES

To approve the Minutes of the meetings held on 25th November 2019, 16th December 2019 and 14th January 2020.

Resolved: To approve the Minutes of the meeting held on 25th November 2019, 16th December 2019 and 14th January 2020 and for these to be signed by the Chairman.

11177 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS

To receive the minutes of the following committees and consider any recommendations contained therein.

Personnel Sub-Committee 14th October 2019
PE120 Capacity Review

A member raised concerns that members had not viewed the Capacity Review report.

Members requested that additional information of the items to be approved be included in the minutes of the meeting.

Members were advised that this particular item was discussed in private session, thus some information was restricted by confidentiality.

A recorded vote was requested to approve the recommendations:

Members for: Councillors: D Jones, M Kennedy, K Wattingham and S Thorne
Members against: Councillor: Abbott
Abstentions: 0

- Resolved:**
- 1. To receive the Minutes of the Personnel Sub-Committee meetings of 14th October 2019**
 - 2. To approve the recommendations contained therein as follows; PE120 Capacity Review (job description evaluation)**

11178 INCOME AND EXPENDITURE REPORT

Members were advised of a formatting error in regard to the recommendation detailed on the report.

Members received the income and expenditure report, highlighting significant variances, for the Corporate Services Committee to date.

Members queried the overtime overspend and whether this was due to the need of a larger fund to have been allocated at the budget setting process.

Members raised concerns that Councillor training had not yet been provided on data protection, as identified by the External Auditor (minute number 11069) in the Annual Return 2018/19

Members acknowledged that the predicted £7,000 costs for the upcoming by-election would fall within the current financial year.

Members noted that the Town Clerks 6 monthly appraisal had not taken place, as previously agreed.

Members raised several points which were clarified for members to note.

Resolved: To note the report.

11179 CORPORATE SERVICES BUDGET FOR 2020/21

Members received the approved budget for 2020/21 for the Corporate Services Committee supported by the budget explanation. The following points were of note:

102-4131 Election Costs, agreed budget £5,000

Member decision during the budget setting process to increase this budget to cover any by-election costs, any remaining funds at year end would transfer into an Ear Marked Reserve (EMR) for future elections.

102-4991 Transfer to EMR

This budget was suggested to enable the council to build up a fund for the next main election. It was a member decision during budget setting to remove this provision.

190-4025 Insurance, agreed budget £14,000

Member decision during the budget setting process to reduce this budget by £2000 as the budget of £14,000 was felt to be closer to the requirements of the council.

190-4031 Advertising, agreed budget £1400

Member decision during the budget setting process to slightly reduce this budget by £100.

190-4059, Professional Fees, agreed budget £14000

Member decision during the budget setting process to reduce this budget by £5,000. This reduces the council's ability to fund from a budget the eviction of unauthorised encampments. Members highlighted the budget reduction reasoning for professional fees (190-4059).

Members requested that it be clarified that the intention was not to reduce the ability to evict unauthorised encampments, but to reduce the professional fees element, by £5,000, for replacement offices.

191-4001/2/3, Salaries, National Insurance, Superannuation

Member decision to provide funding for a part time office member of staff and not to provide funding for a grounds apprentice.

Resolved: To note the report.

11180 BANK AND CASH RECONCILIATION STATEMENTS

Members were requested to receive the monthly bank and cash reconciliation statements from October 2019 to January 2020.

Resolved:

- 1. To approve the monthly Bank and Cash Reconciliation statements from October 2019 to January 2020;**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

11181 LIST OF CHEQUE PAYMENTS

Members received a list of cheque payments for the period December 2019 to January 2020.

Resolved: To note the information.

11182 INVESTMENT REPORT

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

The Corporate Services Committee were 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.

Resolved: To note the information.

11183 REVIEW OF VISION – CORPORATE SERVICES COMMITTEE

Members received an extract from the Houghton Regis: Our 2020 Vision as it related to this committee which updated Members on the status of the agreed Outcomes.

Resolved: To note the report.

11184 INTERIM AUDIT REPORT

An interim internal audit was received for consideration. Members were advised to note that there were no significant issues of concern regarding the internal audit review.

Resolved: To note the report

11185 COUNCILLORS' ALLOWANCES

Members considered whether a scheme of members allowances in accordance with the Local Government (Members Allowances) (England) Regulations 2003 was required.

The alternative would be to consider a HRTC policy to capture the payment of expenses.

After discussion, at the Town Council meeting held on the 9th December 2019, members agreed (Minute No:11096) the following recommendation.

To request that Corporate Services Committee consider and recommend to Town Council a Councillor's Expenses Policy covering travel and subsistence.

Members discussed possible alternative arrangements, including taxis and car hiring.

It was proposed that this policy be addressed in more detail and brought back to the Corporate Services Committee.

Resolved: To defer the Town Councils Councillors' Allowances Policy

11186 LOCAL GOVT PENSION SCHEME: STATEMENT OF LOCAL DISCRETION

Town Council was required to annually review the Local Government Pension Scheme:

Review of Statement of Local Discretions. Members received a copy of the approved document. There had been no amendments to the Regulations, therefore it was suggested that it remained suitable and fit for purpose.

Members considered the Local Government Pension Scheme: Review of Statement of Local Discretions and make a recommendation to Town Council for its approval.

It was suggested that the Town Council may wish to consider seeking an alternative pension scheme for new employees.

Resolved: To recommend to Town Council that the Local Government Pension Scheme: Review of Statement of Local Discretions be approved.

11187 BAD DEBTS AND LATE PAYMENT POLICY

Members were asked to consider the Late Payments and Bad Debts Policy and make a recommendation to Town Council for its approval.

Members agreed that this policy be reviewed biennially rather than annually.

Resolved: To recommend to Town Council that the Late Payments and Bad Debts Policy be approved.

11188 SICKNESS POLICY

Members were asked to consider the Sickness Policy and make a recommendation to Town Council for its approval.

Members were reminded that the document was still in draft form and that formatting would be undertaken once Members had considered its content.

Members raised concerns that employees no longer have the right to be accompanied to an attendance meeting. It was requested that the legalities of the removal of this from the policy be investigated and reported back to the next Corporate Services Committee.

In addition to this under section 4.3, the word "will" to be substituted to the word "may".

Resolved: To defer approval of the Town Councils Sickness Policy

11189 DISCIPLINARY POLICY

Members were advised that NALC issued updated advice (November 2019) in regard to Disciplinary Arrangements.

Members were asked to consider the amendments to the Disciplinary Policy and make a recommendation to Town Council for its approval.

Members suggested an amendment to the wording within the policy.
Original wording:

3b. The Investigator will be independent and may be a councillor.

Amended wording:

3b. The Investigator will be independent.

Members voted on the amended wording:

Members for: 6 Members against: 0 Abstentions: 0

Resolved: To recommend to Town Council that the Disciplinary Policy be approved subject to the agreed amendments.

11190 GRIEVANCE POLICY

Members were advised that NALC issued updated advice (November 2019) in regard to Grievance Arrangements.

Members were asked to consider the amendments to the Grievance Policy and make a recommendation to Town Council for its approval.

Resolved: To recommend to Town Council that the Grievance Policy be approved.

11191 COMPLAINT

Members were informed that the Town Council received a complaint from a resident on the 20th January 2020. Contact was made with the complainant who has subsequently decided to not take the matter further.

Resolved: To note the information

11192 EXCLUSION OF PRESS AND PUBLIC

- Youth Services 2020/2021

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.

11193 YOUTH SERVICES 2020/21

The Community Services Committee had considered how to deliver the HRTC youth services in 2020/21. Options included continuing with outsourcing arrangement or changing to in-house delivery.

At the Community Services Committee meeting on 10th February it was agreed to:

Seek to deliver the Pop-up Cafes and resource the Youth Council on an in-house basis and to refer to Corporate Services Committee to establish a suitable staff resource.

Members received a report in accordance with Committee Functions & Terms of Reference of this committee.

Resolved: To approve the job descriptions and person specification for the following positions, subject to job evaluation:

- Lead Youth Worker
- Youth Worker

The Chairman declared the meeting closed at 9.10pm

Dated this 8th day of June 2020.

Chairman

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CORPORATE SERVICES COMMITTEE**Agenda Item 6**

Date: 8th June 2020

Title: 2020/21 BUDGET REVIEW

Purpose of the Report: To provide Members with the approved budget for Corporate Services Committee for 2020/21.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To note the report.

2. BACKGROUND

This report is provided to present to Members the approved budget for Corporate Services Committee for 2020/21 and to highlight significant elements of the budget.

3. ISSUES FOR CONSIDERATION

Points to highlight include:

101-1076 The precept was set at a level to increase the Band D by 2%

102/4131 The budget was increased to enable the council to fund a by-election should it be necessary and to contribute to reserves for the next full election

190-4025 The budget was reduced to be more reflected of the annual insurance renewal premium

190-4059 The budget was increased to enable professional services to be sourced for replacement council offices

191-4001, 4002,4003 the salaries budget and on cost budgets were increased to enable the council to appoint a new member of staff

199-4026 The budget was increased to enable IT improvements to be facilitated

4. COUNCIL VISION

The report supports the Aspiration of Council's Vision;

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

5. 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.

Press Contact

- There are no Press implications arising from this report.

6. CONCLUSION AND NEXT STEPS

The approved Committee budget with significant highlights has been shared for information.

7. APPENDICES

Appendix A: Approved Corporate Services Committee for 2020/21

Houghton Regis Town Council
Annual Budget - By Committee
Note: Amended Officer Draft Budget 2020/21

	2018/19		2019/20			2020/21			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Corporate Services									
101 Corporate Management									
1076	Precept received	834,904	834,904	861,916			904,518	0	0
1096	Interest & Dividends Received	35,000	37,257	34,000			34,000	0	0
	Total Income	869,904	872,161	895,916			938,518	0	0
4051	BANK & LOAN CHARGES	120	30	60			60	0	0
4056	AUDIT FEES	2,600	3,275	2,750			2,750	0	0
4057	ACCOUNTANCY & SOFTWARE	1,700	1,724	1,700			2,600	0	0
4061	CCLA Management Fees	4,000	3,972	4,000			4,000	0	0
	Overhead Expenditure	8,420	9,001	8,510			9,410	0	0
	Movement to/(from) Gen Reserve	861,484	863,159	887,406			929,108		
102 Democratic Rep'n & Mgmt									
4007	CONFERENCE COSTS	325	195	1,000			450	0	0
4008	TRAINING/COURSES	500	225	1,400			700	0	0
4009	TRAVEL	350	601	350			350	0	0
4020	MISC. ESTABLISH.COST	200	598	400			400	0	0
4024	SUBSCRIPTIONS	2,600	2,672	2,800			3,200	0	0
4104	HOSPITALITY ALLNCE	200	207	200			200	0	0
4131	ELECTION COSTS	0	8,760	15,000			5,000	0	0
4991	Trs to Earmarked Reserve	3,500	0	0			0	0	0
4992	Trs from Earmarked Reserve	0	0	-2,889			0	0	0
4997	Trs to/from EMR Elections	0	-4,749	0			0	0	0

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Houghton Regis Town Council

Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	2018/19		Total	2019/20		Committed	2020/21		
	Budget	Actual		Actual YTD	Projected		Agreed	EMR	Carried Forward
Overhead Expenditure	7,675	8,509	18,261				10,300	0	0
Movement to/(from) Gen Reserve	(7,675)	(8,509)	(18,261)				(10,300)		
190 Central Services									
1082 INC-LETTINGS	150	90	150				30	0	0
1091 Income Miscellaneous	5	1,211	100				100	0	0
Total Income	155	1,301	250				130	0	0
4007 CONFERENCE COSTS	890	890	800				800	0	0
4008 TRAINING/COURSES	777	-100	2,000				2,000	0	0
4009 TRAVEL	300	1,228	350				500	0	0
4011 RATES	7,500	6,840	7,200				7,200	0	0
4012 WATER RATES	300	257	350				600	0	0
4014 ELECTRICITY	1,300	1,191	1,400				1,500	0	0
4015 GAS	1,500	1,491	1,300				1,600	0	0
4017 HEALTH & SAFETY	400	849	300				300	0	0
4020 MISC. ESTABLISH.COST	200	392	150				200	0	0
4021 COMMUNICATIONS COSTS	3,244	3,243	2,452				2,600	0	0
4022 POSTAGE	2,800	2,463	2,800				1,800	0	0
4023 STATIONERY	1,139	1,138	1,200				1,200	0	0
4025 INSURANCE	16,500	16,624	18,000				14,000	0	0
4026 COMPUTER COSTS	3,700	4,418	3,340				5,000	0	0
4027 PHOTOCOPIER CHARGES	2,500	2,803	1,700				2,000	0	0
4031 ADVERTISING	1,500	0	0				1,400	0	0

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Houghton Regis Town Council
Annual Budget - By Committee
Note: Amended Officer Draft Budget 2020/21

	2018/19		Total	2019/20			2020/21		
	Budget	Actual		Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4036 PROPERTY MAINTENANCE	5,000	16,039	5,000			5,000	0	0	
4038 MAINTENANCE CONTRACTS	400	448	600			600	0	0	
4042 Equipment Repairs & Maintenance	1,000	1,676	1,000			1,500	0	0	
4059 OTHER PROFESSIONAL FEES	13,000	16,139	10,000			14,000	0	0	
4900 BUDGET TRANSFER	0	0	-4,000			0	0	0	
4991 Trs to Earmarked Reserve	10,000	0	0			0	0	0	
4992 Trs from Earmarked Reserve	0	-806	-22,816			0	0	0	
5012 Trs to EMR Office Provision	0	10,000	0			0	0	0	
Overhead Expenditure	73,950	87,224	33,126			63,800	0	0	
Movement to/(from) Gen Reserve	(73,795)	(85,922)	(32,876)			(63,670)			
<u>191 Personnel/Staff Costs</u>									
4001 STAFF SALARIES	314,265	363,250	389,256			408,525	0	0	
4002 EMPLOYERS N.I.	29,700	32,539	39,900			39,852	0	0	
4003 EMPLOYERS SUPERANN.	61,380	76,163	94,900			99,037	0	0	
4005 STAFF OVERTIME	5,000	14,134	6,493			7,000	0	0	
4059 OTHER PROFESSIONAL FEES	3,000	3,557	6,000			3,500	0	0	
4992 Trs from Earmarked Reserve	0	0	-30,000			-35,000	0	0	
Overhead Expenditure	413,345	489,645	506,549			522,914	0	0	
Movement to/(from) Gen Reserve	(413,345)	(489,645)	(506,549)			(522,914)			
<u>199 P&R Capital and Projects</u>									
4026 COMPUTER COSTS	0	0	6,000			5,500	0	0	
4992 Trs from Earmarked Reserve	0	0	-2,000			0	0	0	

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Note: Amended Officer Draft Budget 2020/21

	2018/19		Total	2019/20		2020/21		
	Budget	Actual		Actual YTD	Projected	Agreed	EMR	Carried Forward
5012 Trs to EMR Office Provision	0	200,000	0			0	0	0
Overhead Expenditure	0	200,000	4,000			5,500	0	0
Movement to/(from) Gen Reserve	0	(200,000)	(4,000)			(5,500)		
Corporate Services - Income	870,059	873,462	896,166			938,648	0	0
Expenditure	503,390	794,378	570,446			611,924	0	0
Movement to/(from) Gen Reserve	366,669	79,083	325,720			326,724		

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Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2020

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/03/2020	Liquidity Manager Account	33,244.84
1	31/03/2020	NatWest Current Account	1,000.00
2	31/03/2020	Business Reserve Account	266.37
3	31/03/2020	Natwest Youth Council	372.89
			34,884.10
<u>Other Cash & Bank Balances</u>			
		CCLA Property Fund Acct	600,000.00
		CLERKS IMPREST ACCOUNT	200.00
		Fixed Rate Bond	0.00
		Float temp -Easter Playschem	190.00
		Float temp - Council Events	0.00
		L A Deposit Fund Account	554,000.00
		LOMBARD PRIME RESPONSE	0.00
		PETTY CASH FLOAT	744.15
		Postage Franking M/C float	512.39
		TREASURY ACCOUNT	0.00
			1,155,646.54
			1,190,530.64
<u>Unpresented Payments</u>			
1	05/09/2019	010478	40.00
1	15/10/2019	010488	12.50
1	18/02/2020	101752	245.16
1	18/02/2020	101768	7,850.00
1	03/03/2020	101786	462.00
1	03/03/2020	101789	100.00
1	17/03/2020	101791	881.37
1	17/03/2020	101795	8,077.65
1	17/03/2020	101801	25.00
1	17/03/2020	101802	68.52
1	17/03/2020	101805	33.60
1	17/03/2020	101809	3,240.00
1	17/03/2020	101810	36.00
			21,071.80
			1,169,458.84
<u>Receipts not on Bank Statement</u>			
0	31/03/2020	All Receipts Cleared	0.00
			0.00
Closing Balance			1,169,458.84
<u>All Cash & Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	13,173.04
2		NATWEST ONLINE ac 41172051	266.37
3		Natwest Yth Council	372.89

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2020

<u>Account Description</u>	<u>Balance</u>
Other Cash & Bank Balances	<u>1,155,646.54</u>
Total Cash & Bank Balances	<u>1,169,458.84</u>

Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BRO01 Brown & White							
07/10260/Brown & White	02/03/2020	07	1	22.31	0.00	22.31	5.19 0.00
					0.00	22.31	u/r
				Above paid on 03/03/2020 by Cheque 101770			
Total Purchase Ledger Payments					0.00	24,895.04	

Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MIKERUFF Mike Ruff Music							
MR/20/914/10273/5688/Mike Ruff	25/02/2020	MR/20/914	1	90.00	0.00	90.00	0.00
					0.00	90.00	Sag WML
Above paid on 03/03/2020 by Cheque 101783							
PRN01 P R Newson Ltd							
10935/10271/P R Newson Ltd	20/02/2020	10935	1	102.00	0.00	102.00	0.00
					0.00	102.00	Sag WML
Above paid on 03/03/2020 by Cheque 101784							
RBS01 Rialtas Business Solutions Ltd							
27626/10272/Rialtas Business S	11/02/2020	27626	1	1,853.76	0.00	1,853.76	0.00
					0.00	1,853.76	Sag WML
Above paid on 03/03/2020 by Cheque 101785							
SMA001 M Small							
006HR?2019-20/10274/M Small	21/02/2020	006HR?2019-20	1	90.00	0.00	90.00	0.00
005HR/2019-20/10275/M Small	03/02/2020	005HR/2019-20	1	372.00	0.00	372.00	0.00
					0.00	462.00	Sag WML
Above paid on 03/03/2020 by Cheque 101786							
TEC01 Techies Limited							
25629/10276/Techies Limited	25/02/2020	25629	1	4,179.90	0.00	4,179.90	0.00
					0.00	4,179.90	Sag WML
Above paid on 03/03/2020 by Cheque 101787							
THR01 Affinity for Business							
77/10253/Affinity for Business	25/02/2020	77	1	34.18	0.00	34.18	0.00
					0.00	34.18	Sag WML
Above paid on 03/03/2020 by Cheque 101788							
TIT001 Tithe Farm Primary School							
GRANT/10277/Tithe Farm Primart	28/02/2020	GRANT	1	100.00	0.00	100.00	0.00
					0.00	100.00	Sag WML
Above paid on 03/03/2020 by Cheque 101789							

Continued over page

Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BQ01 Trade UK							
1052896545/10258/Trade UK	17/02/2020	1052896545	1	17.72	0.00	17.72	0.00
1055522328/10259/Trade UK	25/02/2020	1055522328	1	123.11	0.00	123.11	0.00
					0.00	140.83	
Above paid on 03/03/2020 by Cheque 101769							
CON Conquest Oil NRG Ltd							
546376/10261/Conquest Oil NRG	18/02/2020	546376	1	2,446.80	0.00	2,446.80	0.00
					0.00	2,446.80	
Above paid on 03/03/2020 by Cheque 101771							
DCK01 DCK Accounting Solutions Ltd							
TPC8961/10263/DCK Accounting S	31/01/2020	TPC8961	1	569.04	0.00	569.04	0.00
TPC8975/10264/DCK Accounting S	24/02/2020	TPC8975	1	569.04	0.00	569.04	0.00
					0.00	1,138.08	
Above paid on 03/03/2020 by Cheque 101772							
DUN02 Biffa Waste Services Ltd							
614C07694/10257/Biffa Waste Se	21/02/2020	614C07694	1	1,399.25	0.00	1,399.25	0.00
					0.00	1,399.25	
Above paid on 03/03/2020 by Cheque 101773							
EAR01 Earth Anchors							
EA33040/10265/5707/Earth Ancho	25/02/2020	EA33040	1	154.74	0.00	154.74	0.00
					0.00	154.74	
Above paid on 03/03/2020 by Cheque 101774							
GRO02 Groundwork East							
8004/10266/Groundwork East	21/02/2020	8004	1	5,445.00	0.00	5,445.00	0.00
					0.00	5,445.00	
Above paid on 03/03/2020 by Cheque 101775							

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Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GRO02 Groundwork East							
GRANT/10267/Groundwork East	28/02/2020	GRANT	1	480.00	0.00	480.00	0.00
					0.00	480.00	SAS ML
Above paid on 03/03/2020 by Cheque 101776							
HER01 Hertfordshire County Council							
H012006501/10268/Hertfordshire	31/01/2020	H012006501	1	116.99	0.00	116.99	0.00
					0.00	116.99	SAS ML
Above paid on 03/03/2020 by Cheque 101777							
JEL01 Jelprint Ltd							
05926/10280/Jelprint Ltd	20/02/2020	05926	1	48.00	0.00	48.00	0.00
					0.00	48.00	SAS ML
Above paid on 03/03/2020 by Cheque 101778							
JOA01 J Cross							
B00705/10262/5726/J Cross	27/02/2020	B00705	1	50.00	0.00	50.00	0.00
					0.00	50.00	SAS ML
Above paid on 03/03/2020 by Cheque 101779							
KEN01 Kensworth Sawmills Ltd							
39+301/10269/Kensworth Sawmill	17/02/2020	39+301	1	33.60	0.00	33.60	0.00
					0.00	33.60	SAS ML
Above paid on 03/03/2020 by Cheque 101780							
MAR04 Martin Rix							
12524/10279/Martin Rix	27/02/2020	12524	1	4,761.60	0.00	4,761.60	0.00
					0.00	4,761.60	SAS ML
Above paid on 03/03/2020 by Cheque 101781							
MCS01 MCS Contract Cleaning Limited							
39469/10270/MCS Contract Clean	28/02/2020	39469	1	1,836.00	0.00	1,836.00	0.00
					0.00	1,836.00	SAS ML
Above paid on 03/03/2020 by Cheque 101782							

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03/03/2020

Houghton Regis Town Council

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List of Purchase Ledger Payments

User: DCW

Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TEC01 Techies Limited							
<i>Purchase Ledger Payment</i>	03/03/2020	ON ACC 10306	1	0.00	0.00	374.42	-374.42
					0.00	374.42	
				Above paid on 03/03/2020 by Cheque 101790			
				Total Purchase Ledger Payments	0.00	374.42	

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Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TEC01 Techies Limited							
<i>IT Sil contract:9.10-8.10.20/9</i>	30/08/2019	25116	1	1,260.00	0.00	180.00	1,080.00
Authorised: M9688&9799							
					0.00	180.00	
Above paid on 03/03/2020 by Cheque TEC01/SO							
TEC01 Techies Limited							
<i>IT extra annual support/9956</i>	21/10/2019	25255	1	2,138.58	0.00	237.62	1,900.96
Authorised: MinTC9799Budget							
					0.00	237.62	
Above paid on 03/03/2020 by Cheque TEC01/SO1							
EE01 EE Limited							
<i>Purchase Ledger Payment</i>	03/03/2020	ON ACC 10345	1	0.00	0.00	119.12	-119.12
					0.00	119.12	
Above paid on 03/03/2020 by Cheque EE01/DDR							
AMP02 Ampower UK Ltd							
<i>INV-202003010669/10321/Ampower</i>	01/03/2020	INV-202003010669	1	30.63	0.00	30.63	0.00
					0.00	30.63	
Above paid on 10/03/2020 by Cheque AMP02/DDR							
AMP02 Ampower UK Ltd							
<i>INV-202003012094/10318/Ampower</i>	01/03/2020	INV-202003012094	1	52.48	0.00	52.48	0.00
					0.00	52.48	
Above paid on 10/03/2020 by Cheque AMP02/DDR1							
AMP02 Ampower UK Ltd							
<i>INV-202003012095/10314/Ampower</i>	01/03/2020	INV-202003012095	1	71.36	0.00	71.36	0.00
					0.00	71.36	
Above paid on 10/03/2020 by Cheque AMP02/DDR3							
AMP02 Ampower UK Ltd							
<i>INV-202003012119/10317/Ampower</i>	01/03/2020	INV-202003012119	1	121.38	0.00	121.38	0.00
					0.00	121.38	
Above paid on 10/03/2020 by Cheque AMP02/DDR4							

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Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMP02 Ampower UK Ltd							
<i>INV-202003012093/10316/Ampower</i>	01/03/2020	INV-202003012093	1	137.20	0.00	137.20	0.00
					0.00	137.20	
Above paid on 10/03/2020 by Cheque AMP02/DDR5							
AMP02 Ampower UK Ltd							
<i>INV-202003012084/10315/Ampower</i>	01/03/2020	INV-202003012084	1	149.20	0.00	149.20	0.00
					0.00	149.20	
Above paid on 10/03/2020 by Cheque AMP02/DDR6							
AMP02 Ampower UK Ltd							
<i>INV-202003012086/10313/Ampower</i>	01/03/2020	INV-202003012086	1	189.73	0.00	189.73	0.00
					0.00	189.73	
Above paid on 10/03/2020 by Cheque AMP02/DDR7							
Total Purchase Ledger Payments					0.00	1,288.72	

Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PRO01 Proludic Ltd							
<i>SIN002444/10393/Proludic Ltd</i>	31/03/2020	SIN002444	1	107.90	0.00	107.90	0.00
Authorised:					<u>0.00</u>	<u>107.90</u>	
					Above paid on 31/03/2020 by Cheque BP/PRO01		
				Total Purchase Ledger Payments	<u>0.00</u>	<u>107.90</u>	

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Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED07 Police & Crime Commissioner for Beds							
<i>B0001781/10373/Police & Crime</i>	30/03/2020	B0001781	1	2,803.50	0.00	2,803.50	0.00
Authorised:					<u>0.00</u>	<u>2,803.50</u>	
Above paid on 31/03/2020 by Cheque BP/BED07							
CEN03 Central Bedfordshire Council							
<i>7100001560/10381/Central Bedfo</i>	25/03/2020	7100001560	1	3,875.00	0.00	3,875.00	0.00
Authorised:					<u>0.00</u>	<u>3,875.00</u>	
Above paid on 31/03/2020 by Cheque BP/CEN03							
CRO01 Cromwell Group (Holdings) Ltd							
<i>0016179767/10382/Cromwell Grou</i>	20/03/2020	0016179767	1	9.34	0.00	9.34	0.00
Authorised:					<u>0.00</u>	<u>9.34</u>	
Above paid on 31/03/2020 by Cheque BP/CRO01							
DUN02 Biffa Waste Services Ltd							
<i>614C10607/10374/Biffa Waste Se</i>	27/03/2020	614C10607	1	1,739.82	0.00	1,739.82	0.00
Authorised:					<u>0.00</u>	<u>1,739.82</u>	
Above paid on 31/03/2020 by Cheque BP/DUN02							
GRO06 Groundwork UK							
<i>GRANT/10385/Groundwork UK</i>	30/03/2020	GRANT	1	4,770.00	0.00	4,770.00	0.00
Authorised:					<u>0.00</u>	<u>4,770.00</u>	
Above paid on 31/03/2020 by Cheque BP/GRO06							
LAM01 Lamps & Tubes Illuminations Ltd							
<i>INV-69627/10386/Lamps & Tubes</i>	18/03/2020	INV-69627	1	4,800.00	0.00	4,800.00	0.00
Authorised:							
<i>INV-69654/10387/Lamps & Tubes</i>	24/03/2020	INV-69654	1	1,538.40	0.00	1,538.40	0.00
Authorised:					<u>0.00</u>	<u>6,338.40</u>	
Above paid on 31/03/2020 by Cheque BP/LAM01							
LEC01 Bryan Lecoche Ltd							
<i>4737/10388/Bryan Lecoche Ltd</i>	27/03/2020	4737	1	1,834.80	0.00	1,834.80	0.00
Authorised:					<u>0.00</u>	<u>1,834.80</u>	
Above paid on 31/03/2020 by Cheque BP/LEC01							

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Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MCS01 MCS Contract Cleaning Limited							
39575/10389/MCS Contract Clean Authorised:	24/03/2020	39575	1	1,836.00	0.00	1,836.00	0.00
					<u>0.00</u>	<u>1,836.00</u>	
Above paid on 31/03/2020 by Cheque BP/MCS01							
RIG01 Rigby Taylor							
RSIN0331473/10390/Rigby Taylor Authorised:	18/03/2020	RSIN0331473	1	554.40	0.00	554.40	0.00
					<u>0.00</u>	<u>554.40</u>	
Above paid on 31/03/2020 by Cheque BP/RIG01							
TOT01 Right Fuelcard Company Ltd							
2914019/10222/Right Fuelcard C Authorised:	02/02/2020	2914019	1	7.40	0.00	7.40	0.00
2946679/10343/Right Fuelcard C Authorised:	01/03/2020	2946679	1	7.40	0.00	7.40	0.00
2968127/10391/Right Fuelcard C Authorised:	22/03/2020	2968127	1	107.20	0.00	107.20	0.00
					<u>0.00</u>	<u>122.00</u>	
Above paid on 31/03/2020 by Cheque BP/TOT01							
Total Purchase Ledger Payments					<u>0.00</u>	<u>23,883.26</u>	

Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
THR01 Affinity for Business							
120/10402/Affinity for Busines	26/03/2020	120	1	37.73	0.00	37.73	0.00
					<u>0.00</u>	<u>37.73</u>	
				Above paid on 31/03/2020 by Cheque FP/THR01			
Total Purchase Ledger Payments					<u>0.00</u>	<u>37.73</u>	

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Houghton Regis Town Council

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List of Purchase Ledger Payments

User: DCW

Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AAA01 A A A Security							
84501/10404/A A A Security	26/03/2020	84501	1	98.92	0.00	98.92	0.00
84502/10405/A A A Security	26/03/2020	84502	1	92.74	0.00	92.74	0.00
84503/10406/A A A Security	26/03/2020	84503	1	98.92	0.00	98.92	0.00
					<u>0.00</u>	<u>290.58</u>	
Above paid on 31/03/2020 by Cheque FP/AAA01							
AMF01 AMF Services (Bedford) Ltd							
22381/10408/AMF Services (Bedf	25/03/2020	22381	1	308.16	0.00	308.16	0.00
					<u>0.00</u>	<u>308.16</u>	
Above paid on 31/03/2020 by Cheque FP/AMF01							
ANG01 Anglian Water Business Ltd (National)							
7103768/10415/Anglian Water Bu	16/04/2020	7103768	1	124.67	0.00	124.67	0.00
					<u>0.00</u>	<u>124.67</u>	
Above paid on 31/03/2020 by Cheque FP/ANG01							
ANG01 Anglian Water Business Ltd (National)							
7104945/10416/Anglian Water Bu	16/04/2020	7104945	1	171.33	0.00	171.33	0.00
					<u>0.00</u>	<u>171.33</u>	
Above paid on 31/03/2020 by Cheque FP1/ANG01							
ANG01 Anglian Water Business Ltd (National)							
7104955/10414/Anglian Water Bu	16/04/2020	7104955	1	102.03	0.00	102.03	0.00
					<u>0.00</u>	<u>102.03</u>	
Above paid on 31/03/2020 by Cheque FP2/ANG02							
BUS01 Business HR Solutions (Consultancy) Ltd							
INV-015205/10425/Business HR S	01/04/2020	INV-015205	1	245.16	0.00	245.16	0.00
					<u>0.00</u>	<u>245.16</u>	
Above paid on 31/03/2020 by Cheque FP/BUS01							

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Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCK01 DCK Accounting Solutions Ltd							
<i>TPC9011/10409/DCK Accounting S</i>	31/03/2020	TPC9011	1	1,125.76	0.00	1,125.76	0.00
<i>TPC9026/10426/DCK Accounting S</i>	08/04/2020	TPC9026	1	474.00	0.00	474.00	0.00
					<u>0.00</u>	<u>1,599.76</u>	
Above paid on 31/03/2020 by Cheque FP/DCK01							
HEA01 Health Assured Ltd							
<i>SF-054402/10428/Health Assured</i>	08/04/2020	SF-054402	1	408.00	0.00	408.00	0.00
					<u>0.00</u>	<u>408.00</u>	
Above paid on 31/03/2020 by Cheque FP/HEA01							
HOU03 Houghton Regis Helpers Community Org A/C							
<i>GRANT/10433/Houghton Regis Hel</i>	05/04/2020	GRANT	1	500.00	0.00	500.00	0.00
					<u>0.00</u>	<u>500.00</u>	
Above paid on 31/03/2020 by Cheque FP/HOU03							
ICCM01 Institute of Cemetery & Crematorium Mgmt							
<i>4686/2020/21/10429/Institute o</i>	01/04/2020	4686/2020/21	1	95.00	0.00	95.00	0.00
					<u>0.00</u>	<u>95.00</u>	
Above paid on 31/03/2020 by Cheque FP/ICCM01							
LEN02 Lenus Trading Ltd							
<i>PO5769/10430/Lenus Trading Ltd</i>	15/04/2020	PO5769	1	1,273.50	0.00	1,273.50	0.00
					<u>0.00</u>	<u>1,273.50</u>	
Above paid on 31/03/2020 by Cheque FP/LEN02							
PER01 Perfect Print							
<i>20/4656/10410/Perfect Print</i>	30/03/2020	20/4656	1	234.00	0.00	234.00	0.00
<i>20/4675/10411/Perfect Print</i>	30/03/2020	20/4675	1	1,200.00	0.00	1,200.00	0.00
					<u>0.00</u>	<u>1,434.00</u>	
Above paid on 31/03/2020 by Cheque FP/PER01							

Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
RBS01 Rialtas Business Solutions Ltd							
27716/10412/Rialtas Business S	31/03/2020	27716	1	30.00	0.00	30.00	0.00
					<u>0.00</u>	<u>30.00</u>	
Above paid on 31/03/2020 by Cheque FP/RBS01							
THR01 Affinity for Business							
23/10397/Affinity for Business	26/03/2020	23	1	924.92	0.00	924.92	0.00
					<u>0.00</u>	<u>924.92</u>	
Above paid on 31/03/2020 by Cheque FP/THR01							
THR01 Affinity for Business							
72/10399/Affinity for Business	26/03/2020	72	1	16.81	0.00	16.81	0.00
					<u>0.00</u>	<u>16.81</u>	
Above paid on 31/03/2020 by Cheque FP1/THR01							
THR01 Affinity for Business							
73/10407/Affinity for Business	26/03/2020	73	1	49.15	0.00	49.15	0.00
					<u>0.00</u>	<u>49.15</u>	
Above paid on 31/03/2020 by Cheque FP2/THR01							
THR01 Affinity for Business							
78/10403/Affinity for Business	26/03/2020	78	1	5.17	0.00	5.17	0.00
					<u>0.00</u>	<u>5.17</u>	
Above paid on 31/03/2020 by Cheque FP3/THR01							
THR01 Affinity for Business							
88/10400/Affinity for Business	26/03/2020	88	1	26.95	0.00	26.95	0.00
					<u>0.00</u>	<u>26.95</u>	
Above paid on 31/03/2020 by Cheque FP4/THR01							
THR01 Affinity for Business							
701028367/10413/Affinity for B	07/04/2020	701028367	1	312.28	0.00	312.28	0.00
					<u>0.00</u>	<u>312.28</u>	
Above paid on 31/03/2020 by Cheque FP5/THR01							

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Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOT01 Right Fuelcard Company Ltd							
2985412/10432/Right Fuelcard C	05/04/2020	2985412	1	7.40	0.00	7.40	0.00
					0.00	7.40	
Above paid on 31/03/2020 by Cheque FP/TOT01							
Total Purchase Ledger Payments					0.00	7,924.87	



10 CORPORATE SERVICES COMMITTEE

Agenda Item 10

Date:	8th June 2020
Title:	Investment Report
Purpose of the Report:	To provide to members a report on investments to date.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

To note the report.

2. 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 to receive quarterly reports on investments. This report contains a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount.

3. INVESTMENT PROCESS

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, but both are treated on an annual roll-on basis at their anniversaries' review - Min10064 dated 23.9.19.

4. 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.

Gross dividend yield rate as at 31st March 2020 was 4.41%, compared to 4.33% at 31st December 2019.

This account has non-activity as it generates favourable economic benefits with the council's maximum surplus funds that can be held in this type of investment.

Total fund size at 31st March 2020 was £1,206,000 was compared to £1,200,000 at 31st December 2019.

This long-term investment is still extremely favourable and currently, officers are unable source a better or similar account.

Members are however specifically advised that due to Covid-19 the CCLA have suspended all transactions relating to this fund. The following is an extract from the communication received:

'... In recent weeks, the pervasive effects of Covid-19 (coronavirus) have resulted in a sharp fall in economic activity and in significant declines in the value of many assets. These changes will be reflected in property valuations, however, at present, the sheer pace of change in the investment environment and the relative infrequency of transactions in the sector means that it is not possible for valuers to be confident that their valuations truly reflect prevailing conditions.

As asset managers our duty is to ensure that all transactions in the property funds are conducted at prices which are accurate and fair to both holders and those wishing to purchase or sell units/shares.

In circumstances where that is not possible and where there is therefore a material risk of disadvantage to either party, we are obliged to suspend transactions until the required level of certainty is re-established.'

It is not envisaged that there will be a need for HRTC to draw funds from this account at present. However, it is important that members are advised of this restriction.

5. 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.

The declared yield rate as at 30th April 2020 was 0.4025% compared to the declared rate on 31st January 2020 of 0.7102%.

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.

The total fund size of £599 million in 2016 has now increased to £963 million.

This short-term investment is favourable and currently, officers are unable source a better or similar account.

6. COUNCIL VISION

The report supports the Aspiration of Council's Vision;

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

7. IMPLICATIONS

Corporate Implications

- There are no corporate implications of this report.

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.

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.

8. CONCLUSION AND NEXT STEPS

To continue the reinvestment and be presented with other investment opportunities when appropriate.

9. APPENDICES

None.



CORPORATE SERVICES COMMITTEE**Agenda Item 11**

Date: 8th June 2020

Title: PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT

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

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To note the Public Works Loan Board Repayments Annual Report.

2. BACKGROUND

In accordance with the Committee Functions & Terms of Reference and Financial Regulations 8.1 – 8.3, Members are presented with an annual report to provide detail on the council's loans including current value, repayments and early settlement options as they stand at 1st April 2020.

3. PUBLIC WORKS LOANS

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

- 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.

- 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

4. Previous Loan

Members are requested to note that the following loan was completed in Sept 2019:

- Loan No. 496734
 - Value of the loan: £64,500
 - Purpose of the loan: Play Areas at Village Green and Tithe Farm Recreation Grounds
 - Terms of the loan: annual rate of interest of 3.11%
 - Period of the loan: 10 years, final repayment due September 2019
 - Received: March 2010
 - Other detail:
 - Applied to help costs for the provision of play areas at the Village Green and Tithe Farm Recreation Grounds. These projects were in collaboration with Central Bedford Council's "Play Builder" scheme who provided a 50/50 funding match with Houghton Regis Town Council.
 - Commencement of works was end 2009 and completed by April 2010.

5. Early Settlement Payments

An investigation was carried out in 2017 on making early settlements, whereby findings were as follows:

- Unable to prematurely repay if there is one year or less remaining on the loan to maturity.
- Estimates of the settlement figure is variable with rates changing twice daily.
- Consideration would have to be given for funding an early resettlement

The council is able to make an early settlement on loans reference 496047 and 496518. The outstanding principal on these loans as a combined figure is £245,392.86. The early settlement figure is £327,100.35.

5. COUNCIL VISION

The report supports the Aspiration of Council's Vision;
To ensure the council is fit for purpose and efficient in its delivery of services

6. 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.

7. CONCLUSION AND NEXT STEPS

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

8. APPENDICES

None.

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Inventory List of Payments made by Direct Debits in accordance with Fin Reg 6.7					Inventory List of Standing Orders in accordance with Fin Reg 6.7				
<i>Provision of Service</i>	<i>Cost rate</i>	<i>Length of contract</i>	<i>Frequency of payment</i>	<i>Originating Minute</i>	<i>Provision of Service</i>	<i>Cost rate</i>	<i>Length of contract</i>	<i>Frequency of payment</i>	<i>Originating Minute</i>
Alarm, SIM cards at Orchard close, Parkside & Tithe Farm Pavilions	Fixed	Rolling	Monthly	Min TC9257 Budget	IT maintenance and email hosting fee	Fixed	Rolling	Monthly	Corp Min 9688
Broadband at Workshop	Fixed	Rolling	Monthly	Min TC9257 Budget	Computer remote access	Fixed	Rolling		Corp Min 9688
Electricity at 7 sites	Semi-variable	1.11.19-31.10.22	Monthly	Min TC9257 Budget					
Franking machine usage and rental	Variable & Fixed	Annual	Ad hoc & quarterly	Min TC9257 Budget					

Gas at 5 sites	Semi- variable	1.11.18 - 31.10.21	Quarterly	Min TC9257 Budget															
Information Commissioner 's Office	Fixed	Dec 2019 - Dec 2020	Annually	Corp Min 9687															
Land Registry	Fixed	Indefinitely	Ad hoc	Plan Min 9158															
Loans x 2 for Moore Crescent Pavilion	Fixed	October 2010 - September 2033 (24 years)	Biannually (September & March)	Mins TC6000 & TC9257 Budget															
Mobile phones x 6 users	Semi- variable	7.3.19- 7.3.21	Monthly	Min TC9257Bu dget															
Neighbourhood Plan Survey	Fixed	Indefinitely	Monthly	Planning 2018															
Payroll provision &	Semi- fixed	01.04.20 - 31.3.21	Monthly	Mins Corp															

payment of salaries	variable			9688 & TC9257Bu dget														
Telecommunications & alarm packages for Office; Workshop; Moore Crescent & Village Green Pavilions	Semi-variable	Annual	Quarterly	Min TC9257Bu dget														
Telecommunications lease package for Office telephone equipment, plus yearly anniversary charge	Fixed	March 2015 - February 2020	Quarterly	Corp Min 7973. In process of renewing, delayed by Covid-19.														

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Our Vision: Our Town (2020-2024)

Our Aspirations

Aspiration	How	Delivery timeframe	Resource requirement	Committee
To develop and enhance partnerships between HRTC, stakeholders, partners, community groups and residents	<ul style="list-style-type: none"> To engage with partners to support the enhancement of services within the town 	Ongoing	Staff time	As applicable
	<ul style="list-style-type: none"> To press for the enhancement of services as required 	Ongoing	Staff time	As applicable
	<ul style="list-style-type: none"> To engage in the development of the strategic growth areas and to ensure integration between the existing town and the new areas 	Ongoing	Staff time	As applicable
	<ul style="list-style-type: none"> To respond and participate in consultation processes 	Ongoing	Staff time	As applicable
To effectively and proactively represent our community	<ul style="list-style-type: none"> To engage with partners on issues extending beyond the scope of the town council notably but not restricted to: town centre, planning and the growth area, transport and car parking, sport, leisure and recreational facilities, education and health 	Ongoing	Staff time	As applicable
To positively promote the town	<ul style="list-style-type: none"> Civic role within and outside of the town 	Ongoing	Staff time	Com Serv
	<ul style="list-style-type: none"> Promotion of events outside of the town 	Annual	£1000	Com Serv
To develop a new cemetery	<ul style="list-style-type: none"> To identify and investigate any emerging land possibilities 	Ongoing	Staff time EMR available	TC/PNCSC

To ensure the council is fit for purpose and efficient in its delivery of services	<ul style="list-style-type: none"> Regular review of services (in particular events, communications and software packages) 	Ongoing	Staff time	Com Serv Corp Serv
	<ul style="list-style-type: none"> Regular review of facilities and premises 	Ongoing	Staff time	E&L
	<ul style="list-style-type: none"> Development of new council offices 	Ongoing	Staff time £500,000	TC/OPSC
	<ul style="list-style-type: none"> Maximise income opportunities (investments, chargeable services, hire charges / fees) 	Ongoing	Staff time Income opportunities	Corp Serv E&L
	<ul style="list-style-type: none"> Review staff structure in particular additional staff support required for events, cemetery, finance and ad hoc support required for sessional work re playscheme, family trips, youth council 	Ongoing	Additional staff £30,000/annum	As applicable
	<ul style="list-style-type: none"> To support councillor and staff development & training 	Ongoing	Current rev budget available	Corp Serv
	<ul style="list-style-type: none"> Introduce electronic payments system (links to staff resource) 	2020	Staff time £500 / annum	Corp Serv
	<ul style="list-style-type: none"> Increased use of online forms 	2020	Staff time £2000 / annum	Corp Serv
	<ul style="list-style-type: none"> To stay informed and up to date and to communicate this out 	Ongoing	Staff time	Corp Serv

Our Delivery Plan

Objective 1: Grow your own						
Delivery	Actions	Current / new work	Delivery timeframe	Budget requirement	Committee	
1.1 To support HHP kitchen garden	• Staff support – grounds	Current	Ongoing	Staff time	E&L	
	• Promotion	Current	Ongoing	Staff time		
	• Finance	Current	Ongoing	Current rev budget available.		
1.2 To support appropriate management of the Woodside Link Community Orchard	• Link in with informal group – may be able to support establishment of this group on a more formal basis	New	2020	Staff time	Com Serv	
1.3 Establish allotments within new housing developments	• Staff support – grounds	New	2020	Staff time	E&L	
	• To work with promoters of development sites	Current	Ongoing	Staff time	E&L	
1.4 Encourage healthy eating and food awareness	• Promotion	New	Ongoing	Staff time	Com Serv	
	• To work with the HRTC pop up café provision	Current	Ongoing	Staff time		
	• Partnership project with HHP	New	2021	Staff time		
1.5 To increase edible planting	• Community kitchen, pantry, fridge	New	2021	Staff time	Com Serv	
1.6 Enhance biodiversity and support wildlife	• Provide fruit bushes and fruit trees	New	2020	£1000	E&L	
	• Wildflower planting	New	2020	£300	E&L	
	• Enhance biodiversity within current assets (old section of cemetery, HHP, DKD, hedgerows)	New	2020	N/K	E&L	

**Objective 2: A Greener Cleaner
Houghton Regis**

Delivery	Actions	Current / new work	Delivery timeframe	Budget requirement	Committee
2.1 To reduce the use of paper by the council	<ul style="list-style-type: none"> Electronic mailing to members increased use of IT 	Current	Ongoing	Staff time	Corp Serv
	<ul style="list-style-type: none"> Electronic mailing for community events and civic events 	Current	Ongoing	Staff time	
	2.2 To increase recycling by the council	<ul style="list-style-type: none"> Offer recycling at events 	New	2020	£1000
<ul style="list-style-type: none"> Improve recycling within the office Offer recycling within open spaces 		New	Ongoing	Staff time	Corp Serv
2.3 To encourage sustainable transport including use of public transport, walking and cycling	<ul style="list-style-type: none"> Promotion of possibilities - general and specific 	New	2020	£1000	E&L
	<ul style="list-style-type: none"> Provision of ancillary facilities such as cycle racks, seating 	New	2021	£1000	E&L
	<ul style="list-style-type: none"> Incentives provided to people using sustainable transport to access the town centre / community services / events 	New	2020	£500	Com Serv
2.4 To provide outdoor fitness equipment in parks and open spaces	<ul style="list-style-type: none"> Parkside, Tithe Farm recreation grounds 	New	2020	£5000	E&L

Objective 3: A safe and vibrant town						
Delivery	Actions	Current / new work	Delivery timeframe	Budget requirement	Committee	
3.1 To reduce the fear of crime, anti-social behaviour and crime levels	<ul style="list-style-type: none"> Partnership working with Bedfordshire police and CBC Community Safety 	Current	Ongoing	Staff time	Com Serv / CCWG	
	<ul style="list-style-type: none"> High visibility policing project (Op Hana) 	Current	Ongoing	£33,000/ annum		
	<ul style="list-style-type: none"> Use of redeployable CCTV cameras 	Current	Ongoing	£5000 / annum		
	<ul style="list-style-type: none"> Encourage Neighbourhood Watch schemes 	New	2021	Staff time		
3.2 To reduce enviro crime	<ul style="list-style-type: none"> Tackle incidences of graffiti, small scale fly-tipping, broken glass etc 	Current	Ongoing	Staff time £1000 rev	Com Serv / CCWG	
3.3 To improve access to bulk waste removal services	<ul style="list-style-type: none"> To implement a subsidy scheme in partnership with CBC 	New	2020	£2400 / annum Staff time	Com Serv / CCWG	
3.4 To seek to reduce speeding around schools	<ul style="list-style-type: none"> Speed assessment Consideration of options 	New	2021	£2000 / school Staff time	Com Serv / CCWG	
	<ul style="list-style-type: none"> Funding of cleaning of town centre toilets 	Current	Ongoing	£20000 / annum	Com Serv	
3.5 To provide clean and accessible town centre toilets	<ul style="list-style-type: none"> Funding of Christmas lights 	Current	Ongoing	£15000 / annum	Com Serv	
3.6 To provide Christmas lights	<ul style="list-style-type: none"> Website maintenance 	Current	Ongoing	£1000 / annum	Com Serv	
	<ul style="list-style-type: none"> Website refresh / redesign 	New	2021	£5000	Com Serv	
	<ul style="list-style-type: none"> Social media – multi media management options 	New	2020	£300	Com Serv	
3.7 To communicate well with residents and stakeholders						

3.8 To support local businesses and retailers	<ul style="list-style-type: none"> • Town Crier 	Current	Ongoing	£2700 / annum	Com Serv
	<ul style="list-style-type: none"> • Town Crier – increase pages, recyclable paper 	New	2020	£5000/ annum	Com Serv
	<ul style="list-style-type: none"> • Noticeboards maintenance 	Current	Ongoing	Staff time	Com Serv
	<ul style="list-style-type: none"> • Noticeboards change to electronic notice board similar to bus stops 	New	2021	N/K	Com Serv
	<ul style="list-style-type: none"> • Quarterly banners detailing events for the season 	New	2020	£500	Com Serv
	<ul style="list-style-type: none"> • Shop Local 	Current	Ongoing	Staff time £500	Com Serv
3.9 To welcome new residents	<ul style="list-style-type: none"> • Sponsorship opportunities 	Current	Ongoing	Staff time Income opportunities	
	<ul style="list-style-type: none"> • New residents 'Welcome Pack' 	Current	Ongoing	Staff time £500	Com Serv
	<ul style="list-style-type: none"> • Provide to house builders 	New	2020	Staff / member time	
	<ul style="list-style-type: none"> • Provide to estate agents 	New	2020	Staff / member time	
	<ul style="list-style-type: none"> • Provide to new residents ad hoc 	New	2020	Member time	

Objective 4: Our community						Committee
Delivery	Actions	Current / new work	Delivery timeframe	Budget requirement		
4.1 To create or enhance community facilities which support community development and cohesion	<ul style="list-style-type: none"> Development of a sporting hub and all-weather pitch 	New	2020	£1.5m, HRTC contrib £300-500k Staff time	As applicable	
	<ul style="list-style-type: none"> Work with partners on the delivery of community facilities with the strategic growth area 	New	2020	N/K		
	<ul style="list-style-type: none"> Village green pavilion refurbishment 	New	2022	N/K Staff time	E&L	
	<ul style="list-style-type: none"> To create a dementia friendly town with supportive services, signs, assistance, aids 	New	2022	N/K Staff time	Com Serv	
4.2 To enhance existing facilities to enable improved community use and accessibility	<ul style="list-style-type: none"> Young people (Pop up café, Summer playscheme, Youth Council, Preventative projects (Anti-knife crime campaign)) 	Current	Ongoing	£29,000 Staff time	Com Serv	
	<ul style="list-style-type: none"> Families (day trips, events, music in the park, re-use, recycling, repair) 	Current New	Ongoing 2021	£40,000 £12,000		
	<ul style="list-style-type: none"> Older people (gentle sports, social events) 	New	2021	£10,000 Staff time		
4.3 To provide activities for young people, families and older people	<ul style="list-style-type: none"> All Saints Church 	Current	Ongoing	Staff time	As applicable	
	<ul style="list-style-type: none"> HHP 	Current	Ongoing	Staff time		
	<ul style="list-style-type: none"> Red House 	Current	Ongoing	Staff time		
4.4 To help to protect and preserve historic gems	<ul style="list-style-type: none"> Ongoing grounds maintenance 	Current	Ongoing	Staff time	E&L	
4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality						

4.6 To provide a range of play facilities for all to enjoy	<ul style="list-style-type: none"> Ongoing maintenance 	Current	Ongoing	Staff time	E&L
4.7 To support local organisations	<ul style="list-style-type: none"> Provision of a grant scheme Advice Promotion 	Current	Ongoing	Staff time	Com Serv
4.8 To support HHP to seek to develop the site to its full potential	<ul style="list-style-type: none"> Grounds care Financial Accepted project partner 	Current	Ongoing	Staff time	E&L
4.9 To complete the extension of the existing cemetery to provide a beautiful and tranquil place of rest for future generations	<ul style="list-style-type: none"> Physical implementation Delivery of service 	Current	Ongoing	Staff time £100,000	E&L



CORPORATE SERVICES COMMITTEE

Agenda Item 14

Date: 8th June 2020

Title: Staff Sickness Policy

Purpose of the Report: To provide Members with information in relation to the revised Town Council Staff Sickness Policy

Contact Officer: Debbie Marsh, Corporate Services Manager

1. RECOMMENDATION

To recommend to Town Council that the Sickness Policy be approved.

2. BACKGROUND

Members are advised that the Corporate Services Committee considered a revised Sickness Policy at its last meeting held on the 2nd March 2020.

At this meeting members raised concerns in regard to the removal of a section of the policy entitled right to be accompanied at meetings.

Members were informed that there was no longer a legal right to be accompanied at any of the sickness absence meetings. The only time an employee would be permitted to be accompanied (in this context) is where the outcome could lead to a potential medical capability dismissal.

Whilst members acknowledged this, they still felt that an employee should, if they wished, be accompanied to a sickness absence meeting by a companion and requested that clarity be obtained from the Town Councils Human Resources Consultant.

The following advice has been received. An employee can request to be accompanied by a companion to a sickness absence meeting however, this companion can only be limited to a work colleague. This is detailed as highlighted in the attached appendix under section 15.3.

3. INFORMATION

Managers ensure that all absences are treated on a problem-solving basis to try to overcome any absence related issues in a positive manner.

The sickness policy is not contractual but sets out the way in which the Town Council deals with absence from work.

Members are advised that staff are entitled to receive sick pay for the following periods: -

During 1st year of service

1 month's full pay and (after completing 4 months service)

2 months half pay

During 2nd year of service

2 months full pay and

2 months half pay

During 3rd year of service

4 months full pay and

4 months half pay

During 4th and 5th year of service

5 months full pay and

5 months half pay

After 5 years' service

6 months full pay and

6 months half pay

4. ISSUES FOR CONSIDERATION

Apart from annual holiday entitlement, staff might need time off work for reasons including:

- short-term and long-term sickness, including mental health conditions
- helping a child, partner or relative
- bereavement
- medical appointments
- pregnancy-related illnesses and appointments, including IVF
- bad weather conditions, making travelling to work difficult or impossible

Employers may use different formulae when calculating sickness absence and its operational impact.

The Town Council operates a Bradford Factor system when calculating absences.

The Bradford Factor is a simple formula that allows employers to apply a relative weighting to employee unplanned absences (sickness, Doctors appointments, emergency childcare etc). The Bradford Factor supports the principal that repeat absences have a greater operational impact than long term sick.

As stated above, the Town Council already calculates sickness absence using the Bradford Factor formulae, however, reference to this along with all the trigger points had previously not been incorporated within the policy.

Members are advised that some staff are aware there are changes to the policy, however, all staff will have the opportunity to raise any questions at a future staff meeting.

This policy is provided in order to maintain a positive approach to managing absence whilst providing clear guidelines for everyone.

5. COUNCIL VISION

Indicate how the proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

6. IMPLICATIONS

Corporate Implications

- Information sharing with staff took place on the 11th March 2020

Legal Implications

- This policy has been revised with the support of the Town Councils Human Resources consultant

Financial Implications

- There are no financial implications

Risk Implications

- Should a robust sickness absence policy not be supported then this would be a greater impact on the operation of the council.

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.

Press Contact

There are no press implications.

7. CONCLUSION AND NEXT STEPS

It is important to effectively manage both short-term and long-term sickness absence to ensure the effective running of the Council. During periods of sickness absence, employees should comply with the procedures as set out in the policy in order to receive the correct support and any sick pay they are entitled too.

8. APPENDICES

The following Appendix is attached

Appendix A – Sickness Policy (showing track changes)



HOUGHTON REGIS TOWN COUNCIL

Sickness Absence Policy

Date of approval:	20 th January 2014
Dates of review:	20 th March 2017; 2 nd March 2020
Dates of re-approval:	18 th July 2017

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1. POLICY STATEMENT

- 1.1 This Sickness Absence Policy sets out the Council's procedures for reporting sickness absence and for the management of sickness absence in a fair and consistent way.
- 1.2 Sickness absence can vary from short intermittent periods of ill-health to a continuous period of long-term absence and have a number of different causes (for example, injuries, recurring conditions, or a serious illness requiring lengthy treatment).
- 1.3 The Council wishes to ensure that the reasons for sickness absence are understood in each case and investigated where necessary. In addition, where needed and reasonably practicable, measures will be taken to assist those who have been absent by reason of sickness to return to work.
- 1.4 This policy does not form part of any employee's contract of employment and it may be amended at any time. The Council may also vary the procedures set out in this policy, including any time limits, as appropriate in any case.

2. WHO IS COVERED BY THE POLICY?

This policy covers all employees at all levels and grades, including senior managers, officers, directors, employees, trainees, homeworkers, part-time and fixed-term employees.

3. DISABILITIES

- 3.1 The Council is aware that sickness absence may result from a disability. At each stage of the sickness absence meetings procedure (set out in paragraph 15 of this policy), particular consideration will be given to whether there are reasonable adjustments that could be made to the requirements of a job or other aspects of working arrangements that will provide support at work and/or assist a return to work.

3.2 An employee who considers they are affected by a disability or any medical condition which affects their ability to undertake their work, should inform the Town Clerk.

4. ABSENCE DURING WORKING HOURS

- 4.1 Wherever possible, and in order to minimise disruption, employees are asked to arrange medical, dental, optical, hospital or other test appointments etc. either outside of normal working hours, or at the beginning and end of the working day or on a day of the week when their workload tends to be quieter or when they are scheduled not to work. However, the Council realises that this may not always be possible, particularly with hospital appointments.

4.2 Employees who need to take time off for such appointments should agree them in advance with their manager, giving as much notice as possible. They may be required to produce an appointment card or letter.

4.3 Such time off will be paid but the Council requests that the time is made up and the appointment will be recorded as absence.

3.24.4 Wherever possible the Council will be as flexible as they can in accommodating appointments, however they reserve the right to ask an employee to reschedule a routine appointment if its timing would cause disruption to the organisation, the running of the particular department, or the completion of vital or urgent work.

4.5 Employees who have an appointment which is not at the end of the working day will normally be expected to return to work following the appointment.

4.6 Any employee who requests or takes time off work for a medical or similar appointment when such an appointment has not in fact been made; who deliberately arranges appointments at times that are clearly inconvenient for the Council to accommodate; or who fails to give reasonable notice of a pre-scheduled appointment, may be subject to disciplinary action.

3.34.7 Please note that different rules apply to time off for such appointments related to maternity, adoption, paternity and shared parental leave.

4.5. **SICKNESS ABSENCE REPORTING PROCEDURE**

4.15.1 If an employee is taken ill or injured while at work, they should report or be taken to the Town Clerk (Office Staff) or Grounds Foreman (Grounds Staff). Managers should make arrangements for employees who are unwell to be accompanied home and / or to receive medical treatment where necessary.

If an employee cannot attend work because they are ill or injured, they should normally telephone their line manager as early as possible and no later than 30 minutes after the time when they would normally be expected to start work. The following details should be provided:

- (a) The nature of the illness or injury.
- (b) The expected length of absence from work.
- (c) Contact details.
- (d) Any outstanding or urgent work that requires attention.

4.25.2 Managers should ensure that:

- (a) Any sickness absence that is notified to them is recorded and reported to the Town Clerk.

- (b) Arrangements are made, where necessary, to cover work and to inform colleagues and clients (while maintaining confidentiality).

4.35.3 Employees should expect to be contacted during their absence by their line manager who will want to enquire after their health and be advised, if possible, as to an expected return date.

4.45.4 If employees are ill or injured during a period of pre-arranged annual leave, they may elect to treat the days of incapacity as sickness absence instead of annual leave. If this is the case they must inform their manager of the incapacity and the likely duration as soon as possible even if an employee is abroad. The usual requirements for self-certification and medical certificates in this policy will apply.

5.6. EVIDENCE OF INCAPACITY

5.16.1 For any sickness absence employees must complete a self-certification form which is available from the Town Clerk.

5.26.2 For absence of more than a week an employee must obtain a certificate from their doctor (a "Statement of Fitness for Work") stating that they are not fit for work and the reason(s) why. This should be forwarded to the Town Clerk as soon as possible. If an absence continues, further medical certificates must be provided to cover the whole period of absence.

5.36.3 If a doctor provides a certificate stating that an employee "may be fit for work" the employee should inform the Town Clerk immediately, who will discuss with them any additional measures that may be needed to facilitate their return to work, taking account of the doctor's advice. This may take place at a return to work interview (see paragraph 11). If appropriate measures cannot be taken, an employee will remain on sick leave and a date will be set to review the situation.

5.46.4 Where the Council is concerned about the reason for absence, or frequent short-term absence, a medical certificate for each absence regardless of duration may be required. In such circumstances, the Council will cover any costs incurred in obtaining such medical certificates, for absences of a week or less, on production of a doctor's invoice.

6.7. UNAUTHORISED ABSENCE

6.17.1 Cases of unauthorised absence will be dealt with under the Council's Disciplinary Procedure.

6.27.2 Absence that has not been notified according to the sickness absence reporting procedure will be treated as unauthorised absence.

6.37.3 Employees who do not report for work and have not telephoned their line manager to explain the reason for their absence, their line manager will try to contact the employee, by telephone and in writing if necessary. This should not be treated as a substitute for reporting sickness absence.

7.8. SICK PAY

7.18.1 Employees should refer to their contract for details of the sick pay to which they are entitled.

7.28.2 If a period of sickness absence is or appears to be occasioned by actionable negligence, nuisance or breach of any statutory duty on the part of a third party, in respect of which damages are or may be recoverable, the employee must immediately notify the Town Clerk of that fact and of any claim, compromise, settlement or judgment made or awarded in connection with it and all relevant particulars that may be reasonably required. If the Council requires it, an employee must cooperate in any related legal proceedings and refund to the Council that part of any damages or compensation an employee recovers that relate to lost earnings for the period of sickness absence as may be reasonably determined, less any costs an employee incurs in connection with the recovery of such damages or compensation, provided that the amount to be refunded to the Council shall not exceed the total amount the Council paid to an employee in respect of the period of sickness absence.

8.9. KEEPING IN CONTACT DURING SICKNESS ABSENCE

8.19.1 Employees who are absent on sick leave should expect to be contacted from time to time by their line manager in order to discuss their wellbeing, expected length of continued absence from work and any of their work that requires attention. Such contact is intended to provide reassurance and will be kept to a reasonable minimum.

8.29.2 Employees who have any concerns while absent on sick leave, whether about the reason for their absence or their ability to return to work, they should feel free to contact their line manager at any time.

9.10. MEDICAL EXAMINATIONS

9.10.1 The Council may, at any time in operating this policy, ask an employee to consent to a medical examination by the Council's Occupational Health Department at the Council's expense.

9.210.2 Employees will be asked to agree that any report produced in connection with any such examination may be disclosed to the Council and that the Council may discuss the contents of the report with the relevant practitioner.

10.11. RETURN-TO-WORK INTERVIEWS

10.11.1 Employees who have been absent on sick leave will have a return-to-work interview with their line manager or Town Clerk.

10.211.2 A return-to-work interview enables the Council to confirm the details of an employee's absence. It also gives the employee the opportunity to raise any concerns or questions they may have, and to bring any relevant matters to the Council's attention.

10.311.3 Where a doctor has provided a certificate stating that an employee "may be fit for work" the employees line manager will usually hold a return-to-work interview to discuss any additional measures that may be needed to facilitate their return to work, taking account of the doctor's advice.

11.12. RETURNING TO WORK FROM LONG-TERM SICKNESS ABSENCE

11.12.1 The Council are committed to helping employees return to work from long-term sickness absence. As part of the sickness absence meetings procedure (see paragraph 15), the Council will, where appropriate and possible, support returns to work by:

- (a) Obtaining medical advice;
- (b) Making reasonable adjustments to the workplace, working practices and working hours;
- (c) Considering redeployment; and/or
- (d) Agreeing a return to work programme with everyone affected.

11.212.2 Employees who are unable to return to work in the longer term, the Council will consider whether they are entitled to any benefits under their contract.

12.13. EXCESSIVE ABSENTEEISM

13.1 Employees who have a number of short-term absences that together comprise an "unacceptable" overall level of absence will be seen by their line manager to discuss frequency and reasons for these absences. This will apply irrespective of whether the absences are believed to be genuine.

13.2 The line manager will explain what is considered as an "acceptable" level of attendance is. What is "acceptable" may be different depending on the nature of the work, the ability of colleagues to provide cover, an employee's length of service, previous absence history, the reasons given for the absences and the treatment of other employees in similar situations.

13.3 Further meetings may then be held in accordance with the Councils capability policy on grounds of unsatisfactory attendance, and if, despite warnings, attendance remains unsatisfactory, this may result in dismissal. Prior to any warning or dismissal, an

employee will be invited to attend a formal disciplinary meeting to discuss their attendance. They may be accompanied at this meeting by a colleague or a trade union representative. The reasons for the absence, and their overall level of attendance, will be fully discussed. If a decision is taken to give a warning or to dismiss, this will be confirmed in writing together with details of any right of appeal and the Councils appeals procedure.

13.4 To monitor short term absence fairly and consistently, the Council operates a scheme known as the “Bradford Factor”. This measures the duration and frequency of absences as follows:

$S \times S \times D = \text{Bradford Factor Score}$

S is the number of spells of absence in the reference period; D = the number of days of absence in the reference period.

Some examples of calculation are below:

1 spell of absence of 5 days ($1 \times 1 \times 5 = 5$)

3 spells of absence with a total number of 6 days absence ($3 \times 3 \times 6 = 54$)

4 spells of absence with a total number of 8 days absence ($4 \times 4 \times 8 = 128$)

13.5 The Councils reference period is a rolling 12-month period, calculated from the first day sickness.

12.613.6 The Councils “trigger points” for action and review are:

- 0-49 - no action or counselling
- 50-124 - potentially counselling or a verbal warning
- 125-399 - potentially a first written warning
- 400-649 - potentially a final written warning
- 650 or more - potentially dismissal (with notice)

12.713.7 These may be changed from time to time. Individual circumstances will be considered and exceptions to these trigger points will be made where appropriate.

13.14. LONG TERM ILLNESS OR HEALTH CONDITIONS

14.1 For absences of longer than four weeks, the Council will write to arrange a meeting with an employee. This will either be at the Councils offices or at the employees' home and its purpose will be to establish the current situation and what support can be offered. The Council may request permission to obtain a medical report to establish the likely length of the absence and the long-term effect on the employee's capability in relation to job performance and attendance at work. The Council may also consider whether an independent medical examination is necessary.

Please note, referrals to occupation health may be made at any stage.

14.2 Once a report is received, the Council can then:

- Establish the likelihood of an early return to work
- Consider offering suitable, alternative employment or whether a period of alteration to hours of work etc. would help reintegration into the workplace
- Consider any reasonable changes that may be considered
- Discuss the implications of continued absence in the longer term, bearing in mind the needs of the business

14.3 If a Statement of Fitness for Work (or alternatively, a Return to Work plan) indicates that an employee is unable to undertake the full duties of their normal job, but may be able to do some work (either reduced or amended hours, or reduced duties), this will be discussed with the employee and consideration will be given to any recommendations or suggestions which may facilitate an earlier return to work.

14.4 The above applies not only whether ill-health results in an employee being unable to attend work for long periods due to ill-health but also where a long-term health condition results in unreliable attendance, or alternatively where an employee may be able to attend work but where the ill-health has a fundamental impact on their ability to undertake the job/tasks and achieve the standards required.

14.5 If concerns relating to performance and/or attendance arise and these are caused through deterioration in health, an illness or a disability the Town Clerk, will work with the employee to offer support and try and achieve the most positive outcome.

14.6 The Council will regularly review all absences, and the circumstances, on an on-going basis. This will involve appropriate investigations and consultations and the taking of appropriate action where necessary.

14.7 If an employee is incapable of returning to work, or of fulfilling the requirements of their role and the Council have considered any alternative options, it may be that there is no alternative course of action other than to end the employment. Prior to taking a decision to dismiss for ill-health the Council will aim to ensure that everything has been thoroughly considered to try to prevent this.

14.8 In considering the most appropriate course of action the Council will always seek to take advantage of any available benefits or ill health retirement.

14.9 Before inviting an employee to a formal dismissal discussion, the Town Clerk will collate relevant evidence to ensure that the discussion is as useful as possible. The Disciplinary and Grievance Sub-Committee will review any notes taken at previous informal discussions in order to provide them with all information relating to actions that had already taken place along with any up to date evidence of any failure to meet the required standards. At all stages, employees will be reminded of any employment benefits that are appropriate and available (e.g. counselling, employee assistance programme).

14.10 In addition, and if appropriate, the Council will seek to find alternative employment within their business which is suited to an employee's skills and abilities. The Council will always ensure that any potential re-deployment opportunities have been explored prior to taking a decision to dismiss.

14.11 If there is no suitable alternative employment or an alternative course of action that is appropriate, then the employee will be given notice in accordance with the terms of their contract of employment. Dismissal on the grounds of capability would be the last resort.

14.15. SICKNESS ABSENCE MEETINGS PROCEDURE

14.15.1 The Council may apply this procedure whenever considered necessary, including, for example, ~~if you:~~

- (a) ~~Have been absent due to illness on a number of occasions~~ Frequent and persistent short periods of sickness absences;
- (b) ~~Have~~ Having discussed matters at a return to work interview that require investigation; and/or
- (c) ~~Have been absent for more than 5 working days.~~ Being absent consecutively for 5 working days or more

14.15.2 Unless it is impractical to do so, you will receive ~~3~~ 32 working days written notice of the date, time and place of a sickness absence meeting. The Council will put any concerns about your sickness absence and the basis for those concerns in writing or otherwise advise why the meeting is being called. A reasonable opportunity for you to consider this information before a meeting will be provided.

14.15.3 The meeting will be conducted by the Town Clerk and / or the employees line manager. ~~You may bring a companion with you to the meeting (see paragraph 13)~~ An employee may wish to be accompanied to sickness meetings however, these arrangements are limited to a work colleague.

14.15.4 The employee must take all reasonable steps to attend a meeting. Failure to do so without good reason may be treated as misconduct. If an employee or their companion are unable to attend at the time specified, the employee should immediately inform their line manager who will seek to agree an alternative time.

~~14.5~~15.5 A meeting may be adjourned if an employee's line manager is awaiting receipt of information, needs to gather any further information or give consideration to matters discussed at a previous meeting. The employee will be given a reasonable opportunity to consider any new information obtained before the meeting is reconvened.

~~14.6~~15.6 Confirmation of any decision made at a meeting and the reasons for it, ~~and of the right of appeal~~ will be given to the employee in writing within ~~5~~ 10 working days of a sickness absence meeting (unless this time scale is not practicable, in which case it will be provided as soon as is practicable).

~~14.7~~15.7 If, at any time, the line manager considers the employee has taken or are taking sickness absence when the employee is not unwell, the line manager may refer matters to be dealt with under the Council's Disciplinary Procedure.

~~15. —~~ **RIGHT TO BE ACCOMPANIED AT MEETINGS**

~~15.1 You may bring a companion to any meeting or appeal meeting under this procedure.~~

~~15.2 Your companion may be either a trade union representative or a fellow employee. Their identity must be confirmed to the line manager conducting the meeting, in good time before it takes place.~~

~~15.3 Employees are allowed reasonable time off from duties without loss of pay to act as a companion. However, they are not obliged to act as a companion and may decline a request if they so wish.~~

~~15.4 Some companions may not be allowed: for example, anyone who may have a conflict of interest, or whose presence may prejudice a meeting. Companions should not normally work at another site, unless no one reasonably suitable is available at the site at which you work.~~

~~15.5 The Council may at its discretion, permit a companion who is not an employee or union representative (for example, a family member) where this will help overcome particular difficulties caused by a disability, or difficulty understanding English.~~

~~15.6 A companion may make representations, ask questions, and sum up your position, but will not be allowed to answer questions on your behalf. You may confer privately with your companion at any time during a meeting.~~

16. STAGE 1: FIRST SICKNESS ABSENCE MEETING

~~16.1—This will follow the procedure set out above on the arrangements for and right to be accompanied at sickness absence meetings.~~

~~16.2~~16.1 The purposes of a first sickness absence meeting may include:

- (a) Discussing the reasons for absence.
- (b) Where an employee is on long-term sickness absence, determining how long the absence is likely to last.
- (c) Where an employee has been absent on a number of occasions, determining the likelihood of further absences.
- (d) Considering whether medical advice is required.
- (e) Considering what, if any, measures might improve an employee's health and/or attendance.
- (f) Agreeing a way forward, action that will be taken and a timescale for review and/or a further meeting under the sickness absence procedure.

17. STAGE 2: FURTHER SICKNESS ABSENCE MEETING(S)

17.1 Depending on the matters discussed at the first stage of the sickness absence procedure, a further meeting or meetings may be necessary. ~~Arrangements for meetings under the second stage of the sickness absence procedure will follow the procedure set out above on the arrangements for and right to be accompanied at sickness absence meetings~~

17.2 The purposes of further meeting(s) may include:

- (a) Discussing the reasons for and impact of the employees ongoing absence(s).
- (b) Where an employee is on long-term sickness absence, discussing how long that absence is likely to last.
- (c) Where an employee has been absent on a number of occasions, discussing the likelihood of further absences.
- (d) If it has not been obtained, considering whether medical advice is required. If it has been obtained, considering the advice that has been given and whether further advice is required.
- (e) Considering an employee's ability to return/remain in their job in view of their capabilities and the Councils business needs and any adjustments that can reasonably be made to the job to enable the employee to do so.
- (f) Considering possible redeployment opportunities and whether any adjustments can reasonably be made to assist in redeploying the employee.

- (g) Where an employee is able to return from long-term sick leave, whether to their job or a redeployed job, agreeing a return to work programme.
- (h) If it is considered that an employee is unlikely to be able to return to work from long-term absence, whether there are any benefits for which the employee should be considered.
- (i) Agreeing a way forward, action that will be taken and a time-scale for review and/or a further meeting(s). This may, depending on steps that have already been taken, include warning an employee that they are at risk of dismissal.

18. STAGE 3: FINAL SICKNESS ABSENCE MEETING

- 18.1 Where an employee has been warned that they are at risk of dismissal, the Council may invite them to a meeting under the third stage of the sickness absence procedure. Arrangements for this meeting will follow the procedure set out above.
- 18.2 The purposes of the meeting will be:
- (a) To review the meetings that have taken place and matters discussed with the employee.
 - (b) Where the employee remains on long-term sickness absence, to consider whether there have been any changes since the last meeting under stage two of the procedure, either as regards to their possible return to work or opportunities for return or redeployment.
 - (c) To consider any further matters that the employee may wish to raise.
 - (d) To consider whether there is a reasonable likelihood of the employee returning to work or achieving the desired level of attendance in a reasonable time.
 - (e) To consider the possible termination of employment.
- 18.3 Termination will normally be with full notice or payment in lieu of notice.

19. APPEALS

~~19.1 — You may appeal against the outcome of any stage of this procedure and you may bring a companion to an appeal meeting (see paragraph 13).~~

- 19.1 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- i. a failure by the Council to follow its disciplinary policy
 - ii. the sub-committee's decision was not supported by the evidence

- iii. the disciplinary action was too severe in the circumstances of the case
- iv. new evidence has come to light since the disciplinary meeting.

19.2 Unless it is not practicable, an employee will be given, in writing, within 10 working days of receipt of the notice of the appeal of the time, date and place of the appeal meeting. He/she will be advised that they may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official. In cases of dismissal the appeal will be held as soon as possible. Any new matters raised in an appeal may delay an appeal meeting if further investigation is required.

19.3 An employee will be provided with written details of any new information which comes to light before an appeal meeting. An employee will also be given a reasonable opportunity to consider this information before the meeting.

19.4 Where practicable, an appeal meeting will be conducted by a manager senior to the individual who conducted the sickness absence meeting.

19.5 Should this not be possible then the Appeal will be heard by a panel of three members of the 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.

19.6 Depending on the grounds of appeal, an appeal meeting may be a complete rehearing of the matter or a review of the original decision.

19.7 Following an appeal, the original decision may be confirmed, revoked or replaced with a different decision. The final decision will be confirmed in writing, if possible, within 5 10 working days of the appeal meeting. There will be no further right of appeal.

19.8 The date that any dismissal takes effect will not be delayed pending the outcome of an appeal. However, if the appeal is successful, the decision to dismiss will be revoked with no loss of continuity.

20. MONITORING AND REVIEW OF THE POLICY

20.1 This policy is reviewed at least every 4 years or as required by Corporate Services Committee.

- 20.2 The Council will monitor the development and dissemination of good practice to ensure that this policy and the sickness absence meetings procedure are achieving their stated objectives.

DRAFT



CORPORATE SERVICES COMMITTEE

Agenda Item 15

Date:	8th June 2020
Title:	Health and Safety at Work Policy
Purpose of the Report:	To provide Members with information in relation to the Town Councils Health and Safety at Work Policy
Contact Officer:	Debbie Marsh, Corporate Services Manager

1. RECOMMENDATION

To recommend to Town Council that the Health and Safety at Work Policy be approved.

2. BACKGROUND

Members are advised that the Town Council is required to undertake a review of its Health and Safety at Work policy.

As members are aware the Town Council had to change its working practices and service provision due to the COVID-19, as advised by the Government, in March 2020.

3. INFORMATION

Members are advised that, at the start of the Governments remain at home rule, risk assessments were undertaken and provided to staff for those working from home and also for ground staff who were able to undertake duties in a safe manner on a rota basis.

4. ISSUES FOR CONSIDERATION

A health and safety policy sets out the general approach to health and safety. It explains how an employer, will manage health and safety in their business. It clearly says who does what, when and how.

As members are aware the Town Council has, like all other businesse, had to adapt the way they provide their services due to the COVID-19 pandemic.

Members are advised that a draft risk assessment has been produced ready for when staff are able to return to work. However, this risk assessment will be constantly reviewed so as to fit with Government advice, at the time.

Whilst restrictions are in place, all future tasks will be undertaken in full compliance with Governments advice.

In addition to the Governments advice, the National Association of Local Councils (NALC) are providing advice in support of certain practicalities which are specific to local councils. This advice will help the Town Council to plan ahead and manage their risks.

5. COUNCIL VISION

Indicate how the proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

6. IMPLICATIONS

Corporate Implications

- Staff to be provided with in house training and instruction in relation to COVID-19

Legal Implications

- This policy complies with legislation (the Health and Safety at Work Act)

Financial Implications

- There are no financial implications

Risk Implications

- Reputation
- Financial loss
- Service disruption

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.

Press Contact

There are no press implications.

7. CONCLUSION AND NEXT STEPS

Whilst the Town Council must ensure it has a suitable Health and Safety Policy in place, the need to ensure additional risk assessments are undertaken and regularly reviewed is paramount during the current pandemic.

The Town Clerk will arrange for staff to be fully briefed and supported prior to undertaking their duties.

8. APPENDICES

The following Appendix is attached

Appendix A – Health and Safety at Work Policy

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Houghton Regis Town Council

Health & Safety at Work Policy

Date of Approval:	Town Council 22 nd June 2015
Date of Review:	18 th May 2016; 5 th March 2018; 4 th March 2019; 8 th June 2020
Date of Re-approval:	18 th May 2016; 18 th June 2018; 17 th June 2019; TBC

Contents

1. Policy Statement
2. Responsibilities for Health and Safety
3. Arrangements
4. Code of Practice

To be issued to all employees.

In accordance with the Health & Safety at Work etc Act 1974

This is the Health & Safety Policy Statement of
Houghton Regis Town Council

1.0 POLICY STATEMENT

Houghton Regis Town Council:

1. Recognises and accepts its responsibilities as an employer for providing an adequate control of the health and safety risks arising from the Council's work activities;
2. Will consult with employees on matters affecting their health & safety.
3. Is keen to encourage employees to participate in providing a safe and healthy working environment.
4. In particular employees should:
 - a) Carry out their duties without endangering the health and safety of themselves, their colleagues and the general public.
 - b) Comply with all instructions appertaining to safety, all statutory provisions and local codes of practice.
 - c) Endeavour to facilitate the implementation of the safety policies of the Council.
5. Will seek to maintain safe and healthy working conditions;
6. Will provide and maintain plant and equipment;
7. Will ensure the safe use, handling, storage and transport of substances.
8. Will provide sufficient information, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
9. Will, as far as is reasonably practicable, seek to prevent accidents and cases of work related ill health;
10. The Town Council has ultimate responsibility for Health and Safety matters. However, this responsibility in relation to the day-to-day operation of the Council's activities is delegated to the Town Clerk as the proper officer. A meeting will be held between the Town Mayor and the Town Clerk to discuss health and safety issues as required;
11. The Health and Safety Policy will be reviewed annually or if there is a change in circumstances.

Signed:
Cllr T. McMahon, Town Mayor

.....
Mrs C Evans, Town Clerk

2.0 RESPONSIBILITIES FOR HEALTH AND SAFETY

The Council's Responsibilities:

- 2.1 Overall and final responsibility for health and safety is that of the Town Council.
- 2.2 Day to day responsibility for ensuring this policy is put into practice is delegated to the Town Clerk.
- 2.3 Under the Health & Safety at Work Act the Council has responsibility for the safety, health and welfare of employees and any other person in so far as they are affected by the activities of the work of the Council. To meet these responsibilities the Council will:
- (a) Ensure that there is an up-to-date overall policy for the safety, health and welfare of employees and that there are appropriate department policies and procedures, all of which are brought to the attention of employees.
 - (b) Periodically appraise the effectiveness of the policies and procedures and ensure that any necessary changes are made.
 - (c) Ensure that its activities do not detrimentally affect the safety, health and welfare of the general public. Where this cannot be avoided altogether it will, through its officers, ensure the general public is made aware of any situations that arise affecting its safety, health and welfare, and take any necessary precautions to eliminate such situations.

Line Manager's Responsibilities:

- 2.4 Under the Health & Safety at Work Act Line Managers have responsibility in the following areas:

Town Clerk (Clare Evans) Day to day management responsibilities & Council Offices

In the absence of the Town Clerk, the Corporate Services Manager (Debbie Marsh) assumes these responsibilities.

Grounds Foreman (Robert Kempson) Day to day management responsibilities for outside areas

In the absence of the Grounds Foreman, Tony Luff (Head of Grounds Operation) assumes these responsibilities.

- 2.5 These Officers are responsible for:
- (i) Implementing the Council's overall safety, health and welfare policy in the work area under their control.
 - (ii) Ensuring that all subordinate staff fulfill their responsibilities in respect of safety, health and welfare.
 - (iii) In so far as it is within their power ensure there is adequate staff, funds and materials to meet the safety, health and welfare programme and that appropriate safe working arrangements are made before work begins.

-
- (iv) Taking a direct interest in the Council's safety, health and welfare policy / programme and supporting other persons in carrying it out.
 - (v) Ensuring that first aid facilities are available to all employees.
 - (vi) Evaluating all risks relating to accidents and health at work, loss or damage to the Council's property and to the public and putting in place appropriate safe working procedures.
 - (vii) Ensuring that all liability is covered by Insurance.
 - (viii) Taking part in an annual review of the performance of the Council in the field of safety, health and welfare and developing an annual safety, health and welfare programme (risk assessments).
 - ix) Ensuring that appropriate records are kept including Accident Reporting (Form F2508) and Assessments (COSHH and Manual Handling.)

Employees' Responsibilities:

2.6 Under the Act the employees of this Council have responsibilities as follows:

- (i) To carry out their duties without endangering the health and safety of themselves, their colleagues and the general public.
- (ii) To comply with all instructions appertaining to safety, all statutory provisions and local codes of practice.
- (iii) Not to interfere with anything provided to safeguard their health and safety;
- (iv) To endeavour to facilitate the implementation of the safety policies of their Council, Department and Section.
- (v) Bring to the attention of management any health and safety matters requiring attention.

3.0 ARRANGEMENTS

3.1 Health & Safety Risks Arising from Work Activities

- Risk assessments will be undertaken by the Town Clerk and the Grounds Foreman.
- Confirmation of the completion of the risk assessments and actions required will be reported to Town Council on an annual basis.
- Action required to remove / control risks will be approved by Town Clerk or Town Council.
- The Town Clerk / Grounds Foreman will be responsible for ensuring the action required is implemented and that the action has removed / reduced the risks.

- Risk assessments will be reviewed annually or when circumstances change whichever is the soonest.

3.2 Consultation with employees

- Employee representatives are:
Office staff: Debbie Marsh Corporate Services Manager
Grounds Staff: Tony Luff (Head of Grounds Operation)
- Consultation with employees is provided through the bi-monthly staff meeting or when required

3.3 Safe plant and equipment

- The Grounds Foreman will be responsible for identifying all equipment / plant needing maintenance
- The Grounds Foreman and in the absence of the Town Clerk the Head of Grounds Operation will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant / equipment should be reported to the Head of Grounds Operation in the absence of the Town Clerk or Grounds Foreman
- Grounds Foreman and Head of Grounds Operation will check that new plant and equipment meets health and safety standards before it is purchased.

3.4 Safe handling and use of substances

- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will be responsible for identifying all substances that need a COSHH assessment.
- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will be responsible for undertaking COSHH assessments.
- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will be responsible for ensuring that all actions identified in the assessments are implemented.
- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will ensure that new substances can be used safely before they are purchased.
- Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

3.5 Information, Instruction and Supervision

- The Health and Safety law poster is displayed in all Council properties
- Health and safety advice is available from Central Bedfordshire Council
- Supervision of young workers / trainees will be arranged / undertaken / monitored by Town Clerk
- The Town Clerk is responsible for ensuring that employees working at locations under the control of other employers, are given relevant health and safety information.

3.6 Competency for Tasks and Training

- The Town Clerk will ensure the provision of induction training for all employees
- Job specific training will be provided by Grounds Foreman or Town Clerk.
- Training records will be kept by the Town Clerk at the Council Offices
- Training will be identified, arranged and monitored by the Town Clerk through the bi-annual appraisal system.

3.7 Accidents, First Aid and Work-Related Ill Health

- First aid boxes are kept in the Council offices, the Council workshop and in each of the Council vehicles.
- The appointed persons / first aiders are; Clare Evans, Chantel England, Tara Earnshaw, Ben McGarrigle and Richard Cinato.
- All accidents and cases of work-related ill health are to be recorded in one of the 2 accident books. The books are kept at the Council Offices and the Council Workshop.
- The Town Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- Health & safety checks including the checking of the 1st Aid boxes are completed on a 6-month basis and a record of the inspection is kept.

3.8 Monitoring

To check working conditions and to ensure that safe working practices are being followed, the Council will:

- Discuss health and safety issues at the bi-monthly staff meetings
- Discuss on an individual basis health and safety issues with employees at their bi-annual appraisal meeting
- Carry out periodic inspections of work practices
- Investigate accidents (responsibility of the Town Clerk)

- Investigate work related causes of sickness absences (responsibility of the Town Clerk)
- Act on investigation findings to prevent a recurrence (responsibility of the Town Clerk).

3.9 Emergency Procedures – Fire and Evacuation

- The Town Clerk is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the Town Clerk and the Grounds Foreman every month
- Fire extinguishers and emergency lighting are maintained and checked annually by a competent firm
- Smoke alarms are tested monthly by the Head of Grounds Operation (office) and the Grounds Foreman (there are no fire alarms)
- Emergency evacuation will be tested every six months.

4.0 CODE OF PRACTICE

4.1 This information and guidance has been prepared for the benefit of all employees to ensure the safety of yourself, your colleagues and members of the public.

- I. If you are unsure on any aspect of safety in respect of any task seek guidance from your Manager.
- II. If you discover a fault on any item of equipment, or notice anything you consider to be unsafe, report it to your Manager.
- III. Keep your workplace clean and tidy.
- IV. Keep your working area, including floor space, free from all obstructions.
- V. Good standards of hygiene must be maintained at all times.
- VI. Clothing/footwear must be appropriate for the job. Protective clothing should be worn when supplied.
- VII. Do not attempt to use any item of machinery or equipment if you have not had adequate instruction.
- VIII. Council vehicles should only be driven by Council employees. The driver must ensure the vehicle is not overloaded. Vehicles must be regularly cleaned (inside and out) and regular checks made on oil, water, tyres and lights.
- IX. No attempt should be made to lift heavy or awkward items unassisted. If assistance is not available, do not lift.

- X. All fuels, chemicals, cleaning materials, etc., must be stored in safety zones and used in accordance with the supplier's instructions or local safe working procedures as appropriate.
- XI. Be aware of the health risk from exposure to hypodermic needles/blood and use protective clothing when handling such items.
- XII. Equipment must not be stacked unless so designed.
- XIII. Step ladders must be in good condition and used by a competent person.
- XIV. Ladders must be in good condition and must not be used by one person alone. There must always be another person at the foot of the ladder unless the ladder is securely fixed by some other means.
- XV. Appropriate fire notices are displayed throughout the Council's premises. Be aware of procedure in case of fire and ensure it is strictly adhered to. On hearing the alarm vacate the premises immediately. Life is more important than property.
- XVI. All accidents must be reported and entered in one of the Accident Books. These are kept at the Council Offices, Peel Street and at the workshop.
- XVII. Smoking is not permitted in any of the council premises or in any Council vehicle.