

HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr T McMahon**

Tel: 01582 708540

Town Clerk: **Clare Evans**

Email: info@houghtonregis.org.uk

4th September 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 at the Council Offices, Peel Street on **Monday 14th September 2020 at 7.00pm.**

This meeting is being held virtually via Microsoft Teams. If members of the public would like to attend, please click on the meeting link below and follow the online instructions:

[MEETING LINK¹](#)

[MEETING GUIDANCE](#)

To assist in the smooth running of the meeting please refer and adhere to the Council's Virtual Meeting Guidance. To view the Virtual Meeting Guidance please click on the link above.

Clare Evans
Town Clerk

***THIS MEETING MAY
BE RECORDED²***

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

¹ If you require a meeting link emailed to you, please contact the Head of Democratic Services at louise.senior@houghtonregis.org.uk

² 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.

exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

3. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

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. MINUTES

Pages 7 - 10

To approve the Minutes of the meeting held on 8th June 2020.

Recommendation: To approve the Minutes of the meeting held on 8th June 2020 and for these to be signed by the Chairman.

5. INCOME AND EXPENDITURE REPORT

Pages 11 - 15

To provide members with the Income & Expenditure report to date for the Corporate Services Committee.

6. BANK AND CASH RECONCILIATION STATEMENTS

Pages 16 - 20

Members are requested to receive the monthly bank and cash reconciliation statements for April, May, June and July 2020.

Recommendation:

- 1. To approve the monthly Bank and Cash Reconciliation statements for April, May, June and July 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.**

7. LIST OF CHEQUE PAYMENTS

Pages 21 - 45

Members will find a list of payments for the period May 2020 to July 2020.

8. INVESTMENT REPORT

Pages 46 - 48

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.

9. COUNCILLOR'S EXPENSES POLICY

Pages 49 - 64

At the Corporate Services meeting held on the 2nd March 2020 members considered the revised Councillor's Expenses Policy however, following discussions members resolved to defer this item to allow for further research to be undertaken to allow for the inclusion of alternative arrangements, including taxis and car hiring.

Members will find attached a report and updated policy.

Recommendation: To consider and recommend to Town Council a Councillor's Expenses Policy.

10. FLEXIBLE WORKING POLICY & FLEXI-TIME POLICY

Pages 65 - 94

At the Personnel Sub-Committee meeting held on the 13th July 2020 members were advised that all staff appraisals had been completed. However, what was reported that during these appraisals feedback from staff was that they felt that working from home, brought about by the COVID-19 restrictions, allowed them to be more productive in some aspects of their role. Members discussed the idea of staff continuing to work from home once restrictions were lifted and recommended (PE142) that a report be presented to Corporate Services committee for consideration.

The Corporate Services Committee last reviewed its Flexible Working & Flexi-time Policy at its meeting held on the 20th March 2017.

Members will find attached a report and updated policies.

Recommendations:

- 1) **To recommend to Town Council that the Flexible Working Policy be approved.**
- 2) **To recommend to Town Council that the Flexi-time Policy be approved.**
- 3) **To approve, until 7th May 2021, an informal agreement to enable staff to continue to work from home taking into account that the Office Reception will be opened in accordance with government guidelines and for this to be staffed on a rota basis**

11. DRUG, ALCOHOL & SUBSTANCE MISUSE POLICY

Pages 95 - 105

The Town Council last reviewed this policy on the 14th March 2016.

Following a review of the current policy, the Town Councils Human Resources consultant recommended an up to date policy to reflect the current issues surrounding drug, alcohol and substance misuse. One current issue is the use of illegal highs.

Members will find attached a report and an updated policy.

Recommendation: **To consider and recommend to Town Council a Drugs, Alcohol and Substance Misuse Policy.**

12. BANKING ARRANGEMENT, INVESTMENT STRATEGY & INVESTMENT ARRANGEMENT POLICY

Pages 106 - 108

In accordance with the Committee Functions & Terms of Reference and Financial Regulations 8.4, this Committee is required to annually review the Banking Arrangements, Investment Strategy & Investment Arrangement Policy.

Members are advised that the investment strategy complies with the guidance issued by the Secretary of State under Section 15(1)(a) of the Local Government Act 2003 and being effective from 1st April 2018, no further guidance has been issued. Therefore, this policy remains fit for purpose.

Banking Arrangements

Members are advised that even though the staff access to the offices has been limited due to the Covid-19 restrictions, any payments received have continued to be banked on a weekly, or more frequently.

Members will find the policy attached.

Recommendation: **To recommend to Town Council that the Banking Arrangements, Investment Strategy & Investment Arrangements be approved.**

13. COMPLAINTS PROCEDURE

Pages 109 - 112

The Corporate Service committee reviewed this document at its meeting held on the 20th June 2019. At that time amendments were made to reflect guidance that had been issued from NALC in December 2018. Therefore, the Complaints Procedure remains fit for purpose, as attached.

Members are being requested to consider placing the review of the Complaints Procedure onto a 4 yearly review cycle and not annually as currently stated.

Recommendations: **1) To recommend to Town Council that the**

Complaints Procedure be approved.

- 2) To agree to the Complaints Procedure being reviewed every 4 years unless required be considered sooner.**

14. CODE OF CONDUCT

Pages 113 - 125

Members are advised that the Town Councils Code of Conduct was last reviewed by this committee on the 23rd January 2017. Following this review, NALC issued a template Code of Conduct for Parish Councils in May 2018. The track changes are based on this template.

A track change document is attached for members consideration.

Recommendation: To recommend to Town Council that the Code of Conduct be approved.

15. RISK MANAGEMENT STRATEGY AND SCHEDULE

Pages 126 - 155

In accordance with Financial Regulation 17.1, the council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

A copy of the Risk Management Strategy and Schedule is attached.

Members are advised of the following:

- Income generation (page 15), that general reserves are around the minimum level;
- Non-compliance with legislation (page 18), it is highlighted that there would be a reduced risk to the council with enhanced member training through take up of opportunities and through making training mandatory (at the local level) for cllrs
- Senior Staff and Member leadership (page 22), this is an additional risk which has been added. It covers a situation where senior members of the council are unavailable for whatever reason (this could include absence due to a pandemic)

Recommendation: To recommend to Town Council that the HRTC Risk Management Strategy & Schedule be approved.

16. VISION

Pages 156 - 161

Members will find attached an extract from the approved Vision 2020/2024 as it relates to the work of this committee. The format of the Vision is still being worked

on, but it is hoped that the attached presents the Vision in a suitable manner at this stage. Members are requested to note that Covid-19 has had a significant impact on the progression of the Vision.

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HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
8th June 2020 at 7.00pm.

Present: Councillors: D Abbott
S Goodchild Substitute
M Kennedy
S Thorne
K Wattingham

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

Public: 0

Apologies: Councillor: D Jones

Absent: Councillor: C Copleston

11220 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Jones (Cllr Goodchild substituted)

11221 QUESTIONS FROM THE PUBLIC

None.

11222 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11223 COMMITTEE ARRANGEMENTS

Members were advised that in accordance with Minute 11207 taken at Town Council on 18th March the following committee arrangements remained in place:

Chair and Vice Chair of Corporate Services Committee

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

Chair – Cllr Jones

Vice Chair – Cllr Kennedy

Committee Functions & Terms of Reference

These remain as most recently approved.

Resolved: To note the report.

11224 MINUTES

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

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

11225 CORPORATE SERVICES COMMITTEE 2020/21 BUDGET REVIEW

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

Resolved: To note the report.

11226 INCOME AND EXPENDITURE REPORT

Members were advised that the Income and Expenditure report was unavailable as the closure of the financial year 2019/20 had been extended due to the outbreak of Covid 19.

Members agreed for this item to be deferred to the next meeting of Corporate Services.

Resolved: To note the report

11227 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for March 2020.

Resolved:

- 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.**

11228 LIST OF CHEQUE PAYMENTS

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

Resolved: To note the information.

11229 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.

Members requested an update on the Clerks attendance at the Town and Parish Council Investment Update, a virtual CCLA Seminar. Members were advised that the seminar had been attended by both the Clerk and the Corporate Services Manager.

Resolved: To note the information.

11230 PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT

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

Resolved: To note the information.

11231 RENEWAL OF BACS PAYMENTS

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

Members were asked to consider and endorse the list of Direct Debits and Standing Orders.

Resolved:

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

11232 VISION UPDATE

Members were reminded that 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 the formal agreement by Council. Due to Covid-19 this stage did not happen. However, as the plan was prepared for formal adoption, it was being presented to each committee for initial consideration and next steps.

Members of this committee were requested to view the specific Aspirations and Objectives against the Corporate Services Committee. Members were invited to put forward any specific thoughts and ideas. Staff had given consideration to the Aspirations and Objectives had been endeavouring to incorporate them into ongoing work where possible.

Resolved: To note the report.

11233 SICKNESS POLICY

Members of this Committee were requested 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) was 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 and requested the Corporate Services Manager clarify the Councils position on this point, with HR.

Members were advised that the response from the HR consultant was that an employee can request to be accompanied by a companion to a sickness absence meeting however, this companion could only be limited to a work colleague. The policy had been updated to reflect this at section 15.3.

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

Members were reminded that discussed at the last meeting was a change of wording to 4.3 to read 'may be required', rather than 'is required'. Members were advised that the policy did not reflect this change, however this would be rectified.

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

11234 HEALTH AND SAFETY AT WORK POLICY

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

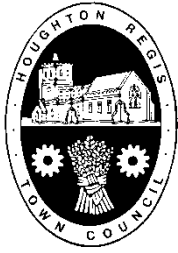
Members of this Committee were asked to consider the attached Health and Safety Policy and make a recommendation to Town Council for its approval.

Members requested that when fire drills were scheduled, consideration be given to holding a drill when councillors and members of the public were present.

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

**The Chairman declared the meeting closed at 7.35pm
Dated this 14th day of September 2020**

Chairman



CORPORATE SERVICES COMMITTEE

Agenda Item 5

Date: 14th September 2020

Title: Income & Expenditure Report

Purpose of the Report: To provide members with the Income & Expenditure report to date for the Corporate Services Committee.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

There are no recommendations arising from this report.

2. BACKGROUND

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

The income and expenditure report is provided for reference.

The annual budget figure stated is the revised budget figure as agreed at Town Council on 20th July 2020.

3. ISSUES FOR CONSIDERATION

101-1076 – Precept

The second instalment of the precept is due September.

101-1096 – Interest & Dividends received

To date only 1 quarterly payment from the Property fund has been received.

101-4056 Audit Fess

This relates to the accounting treatment for year end audit fees.

101-4057 – Accountancy & Software

This relates to the accounting treatment for year-end closedown and preparation of year end accounts.

101-4061 – CCLA Management Fees

The management fees for the first quarter need to be coded from 101-1096 into the budget.

102-4007 Member Conferences & 4008 Member Training

Members are reminded the training opportunities are available through NALC. Details have been circulated on the Members Newsletter.

102-4024 Subscriptions

Annual subscriptions have been made to SLCC, NALC and ICCM.

102-4131 – Election Costs

It is likely that this budget will be transferred into EMR as elections are not to take place during 2020/21.

190-1091 Income Misc

This relates to an overpayment in code 190-4025

190-4011 Rates

Annual payment made

190-4020 Misc Establishment Costs

The overspend relates to a large order of antibacterial fluid for council property

190-4021 Communications

Members may recall some time ago it was agreed to purchase new telephone hardware for the office telephone system. The investigation process was almost complete when Covid-19 hit. As such it has not been completed to date. Due to the possibility of continued home working in the short and longer term, it is thought that it may be more prudent to provide office staff with a mobile phone which has a landline number attached to it. This option is being investigated. Members are requested to note that the most appropriate phone system will be sourced.

190-4025 Insurance

The annual premium has been paid. The remaining budget will be used for any additional insurance requirements.

190-4051 Bank & Loan Charges

This has been miscoded (correct code 101-4051)

190-4059 Other Professional Fees

This expenditure relates to the eviction of the unauthorised encampment and associated clean up on Parkside Recreation ground

191-4001 Staff Salaries, 4002 NI,4003 Superannuation

This expenditure relates to 4 months. Members are advised that the NJC agreement on a new pay award has been completed. The pay award is to apply from April 2020. If members would like to see the pay award detail, please contact the Town Clerk. At the time of preparing this report it has not been possible to calculate the impact of this pay award of the council's budget. This will be advised at the meeting.

191-4059 Other Professional Fees

This budget has been overspent due to the ongoing need to utilise accountancy support. It will be offset by a reduction in expenditure in 191-4001.

4. COUNCIL VISION

Aspirations

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

6. 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

Due to the implications of Covid-19 the council has adjusted its budget accordingly. Proactive monitoring of the budget will set the council in good stead going forwards and will help to ensure that expenditure and income targets are met. There are no issues or areas of concern to highlight in this report.

7. APPENDICES

Appendix A: Income & Expenditure Report

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 5

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 101 Corporate Management | | | | | | | |
| 1076 Precept received | 0 | 452,259 | 904,518 | 452,259 | | | 50.0% |
| 1096 Interest & Dividends Received | 0 | 7,083 | 30,400 | 23,317 | | | 23.3% |
| Corporate Management :- Income | 0 | 459,342 | 934,918 | 475,576 | | | 49.1% |
| 4051 BANK & LOAN CHARGES | 0 | 0 | 60 | 60 | | 60 | 0.0% |
| 4056 AUDIT FEES | 0 | (2,750) | 2,750 | 5,500 | | 5,500 | (100.0%) |
| 4057 ACCOUNTANCY & SOFTWARE | 0 | (690) | 2,600 | 3,290 | | 3,290 | (26.5%) |
| 4061 CCLA Management Fees | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% |
| Corporate Management :- Indirect Expenditure | 0 | (3,440) | 9,410 | 12,850 | 0 | 12,850 | (36.6%) |
| Net Income over Expenditure | 0 | 462,782 | 925,508 | 462,726 | | | |
| 102 Democratic Rep'n & Mgmt | | | | | | | |
| 4007 CONFERENCE COSTS | 0 | 0 | 250 | 250 | | 250 | 0.0% |
| 4008 TRAINING/COURSES | 0 | 0 | 700 | 700 | | 700 | 0.0% |
| 4009 TRAVEL | 0 | 0 | 200 | 200 | | 200 | 0.0% |
| 4020 MISC. ESTABLISH.COST | 0 | 0 | 200 | 200 | | 200 | 0.0% |
| 4024 SUBSCRIPTIONS | 0 | 2,617 | 3,200 | 583 | | 583 | 81.8% |
| 4104 HOSPITALITY ALLNCE | 0 | 0 | 200 | 200 | | 200 | 0.0% |
| 4131 ELECTION COSTS | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% |
| Democratic Rep'n & Mgmt :- Indirect Expenditure | 0 | 2,617 | 9,750 | 7,133 | 0 | 7,133 | 26.8% |
| Net Expenditure | 0 | (2,617) | (9,750) | (7,133) | | | |
| 190 Central Services | | | | | | | |
| 1091 Income Miscellaneous | 0 | 1,506 | 100 | (1,406) | | | 1506.3% |
| Central Services :- Income | 0 | 1,506 | 100 | (1,406) | | | 1506.3% |
| 4007 CONFERENCE COSTS | 0 | 260 | 300 | 40 | | 40 | 86.7% |
| 4008 TRAINING/COURSES | 0 | 95 | 2,000 | 1,905 | | 1,905 | 4.8% |
| 4009 TRAVEL | 0 | 0 | 375 | 375 | | 375 | 0.0% |
| 4011 RATES | 0 | 7,111 | 7,200 | 89 | | 89 | 98.8% |
| 4012 WATER RATES | 4 | 173 | 600 | 427 | | 427 | 28.8% |
| 4014 ELECTRICITY | 0 | 122 | 1,400 | 1,278 | | 1,278 | 8.7% |
| 4015 GAS | 0 | 167 | 1,400 | 1,233 | | 1,233 | 11.9% |
| 4017 HEALTH & SAFETY | 0 | 0 | 300 | 300 | | 300 | 0.0% |
| 4020 MISC. ESTABLISH.COST | 0 | 405 | 200 | (205) | | (205) | 202.5% |
| 4021 COMMUNICATIONS COSTS | 0 | 1,251 | 2,600 | 1,349 | | 1,349 | 48.1% |
| 4022 POSTAGE | 75 | 225 | 1,800 | 1,575 | | 1,575 | 12.5% |
| 4023 STATIONERY | 0 | 88 | 1,200 | 1,112 | | 1,112 | 7.4% |
| 4025 INSURANCE | 0 | 12,518 | 14,000 | 1,482 | | 1,482 | 89.4% |

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 5

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| 4026 COMPUTER COSTS | 0 | 1,411 | 5,000 | 3,589 | | 3,589 | 28.2% |
| 4027 PHOTOCOPIER CHARGES | 0 | 547 | 2,000 | 1,453 | | 1,453 | 27.4% |
| 4031 ADVERTISING | 0 | 0 | 1,400 | 1,400 | | 1,400 | 0.0% |
| 4036 PROPERTY MAINTENANCE | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% |
| 4038 MAINTENANCE CONTRACTS | 0 | 405 | 600 | 195 | | 195 | 67.5% |
| 4042 Equipment Repairs & Maintenance | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% |
| 4051 BANK & LOAN CHARGES | 0 | 12 | 0 | (12) | | (12) | 0.0% |
| 4059 OTHER PROFESSIONAL FEES | 0 | 725 | 14,000 | 13,275 | | 13,275 | 5.2% |
| Central Services :- Indirect Expenditure | 79 | 25,516 | 62,875 | 37,359 | 0 | 37,359 | 40.6% |
| Net Income over Expenditure | (79) | (24,009) | (62,775) | (38,766) | | | |
| <u>191 Personnel/Staff Costs</u> | | | | | | | |
| 4001 STAFF SALARIES | 0 | 118,093 | 419,525 | 301,432 | | 301,432 | 28.1% |
| 4002 EMPLOYERS N.I | 0 | 9,951 | 41,852 | 31,901 | | 31,901 | 23.8% |
| 4003 EMPLOYERS SUPERANN. | 51 | 25,887 | 104,037 | 78,150 | | 78,150 | 24.9% |
| 4005 STAFF OVERTIME | 0 | 300 | 5,000 | 4,700 | | 4,700 | 6.0% |
| 4059 OTHER PROFESSIONAL FEES | 204 | 4,842 | 3,500 | (1,342) | 1,838 | (3,180) | 190.9% |
| 4992 Trs from Earmarked Reserve | 0 | 0 | (35,000) | (35,000) | | (35,000) | 0.0% |
| Personnel/Staff Costs :- Indirect Expenditure | 256 | 159,072 | 538,914 | 379,842 | 1,838 | 378,004 | 29.9% |
| Net Expenditure | (256) | (159,072) | (538,914) | (379,842) | | | |
| <u>199 P&R Capital and Projects</u> | | | | | | | |
| 4026 COMPUTER COSTS | 0 | 2,081 | 11,500 | 9,419 | | 9,419 | 18.1% |
| P&R Capital and Projects :- Indirect Expenditure | 0 | 2,081 | 11,500 | 9,419 | 0 | 9,419 | 18.1% |
| Net Expenditure | 0 | (2,081) | (11,500) | (9,419) | | | |
| Grand Totals:- Income | 0 | 460,848 | 935,018 | 474,170 | | | 49.3% |
| Expenditure | 334 | 185,846 | 632,449 | 446,603 | 1,838 | 444,765 | 29.7% |
| Net Income over Expenditure | (334) | 275,002 | 302,569 | 27,567 | | | |
| Movement to/(from) Gen Reserve | (334) | 275,002 | | | | | |

**Bank Reconciliation Statement as at 30/04/2020
for Cashbook 1 - NATWEST CURRENT/RESERVE**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|--------------------------------|---|----------------------|
| NatWest Current Account | 30/04/2020 | | 1,000.00 |
| Liquidity Manager Account | 30/04/2020 | | 44,876.94 |
| | | | <u>45,876.94</u> |
| <u>Unpresented Cheques (Minus)</u> | | | <u>Amount</u> |
| 05/09/2019 010478 | A.Mays/Lil Mazy bad | 40.00 | |
| 15/10/2019 010488 | Mr C Slough | 12.50 | |
| 18/02/2020 101752 | Business HR Solutions (Consult | 245.16 | |
| 18/02/2020 101768 | ZMCD Claims Recoveries Account | 7,850.00 | |
| 03/03/2020 101789 | Tithe Farm Primary School | 100.00 | |
| 17/03/2020 101795 | Police & Crime Commissioner fo | 8,077.65 | |
| 17/03/2020 101802 | Gibbs & Dandy PLC | 68.52 | |
| 17/03/2020 101805 | Kensworth Sawmills Ltd | 33.60 | |
| 17/03/2020 101809 | Central Bedfordshire Council | 3,240.00 | |
| | | | <u>19,667.43</u> |
| | | | 26,209.51 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 26,209.51 |
| | | Balance per Cash Book is :- | 26,901.21 |
| | | Difference Excluding Adjustments is :- | -691.70 |
| <u>Adjustments to Reconciliation</u> | | | |
| 07/04/2020 POS | Amazon | -46.00 | |
| 08/04/2020 DPC | Badger J & CE | 28.80 | |
| 14/04/2020 POS | Amazon | -40.98 | |
| 20/04/2020 POS | Paypal Onlinehomes | -8.96 | |
| 20/04/2020 POS | Paypal Onlinehomes | -23.94 | |
| 21/04/2020 POS | Amazon | -186.29 | |
| 22/04/2020 POS | Amazon | -34.20 | |
| 23/04/2020 POS | The Works | -106.00 | |
| 23/04/2020 POS | Hobbycraft | -154.50 | |
| 28/04/2020 POS | Hobbycraft | -10.00 | |
| 29/04/2020 POS | Amazon | -109.63 | |
| | | | <u>-691.70</u> |
| | | Unreconciled Difference is :- | <u>0.00</u> |

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at May 2020

| | | <u>Account Description</u> | <u>Balance</u> |
|---------------------------------------|------------|------------------------------|---------------------|
| <u>Bank Statement Balances</u> | | | |
| 1 | 31/05/2020 | Liquidity Manager Account | 97,087.51 |
| 1 | 31/05/2020 | NatWest Current Account | 1,000.00 |
| 2 | 31/05/2020 | Business Reserve Account | 266.45 |
| 3 | 31/05/2020 | Natwest Youth Council | 372.89 |
| | | | 98,726.85 |
| <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 | 894,000.00 |
| | | LOMBARD PRIME RESPONSE | 0.00 |
| | | PETTY CASH FLOAT | 744.15 |
| | | Postage Franking M/C float | 512.39 |
| | | TREASURY ACCOUNT | 0.00 |
| | | | 1,495,646.54 |
| | | | 1,594,373.39 |
| <u>Unpresented Payments</u> | | | |
| 1 | 05/09/2019 | 010478 | 40.00 |
| 1 | 15/10/2019 | 010488 | 12.50 |
| 1 | 18/02/2020 | 101768 | 7,850.00 |
| 1 | 03/03/2020 | 101789 | 100.00 |
| 1 | 17/03/2020 | 101802 | 68.52 |
| 1 | 17/03/2020 | 101809 | 3,240.00 |
| 1 | 27/05/2020 | 245891 | 48.00 |
| 1 | 27/05/2020 | ANG01/FP | 97.49 |
| 1 | 27/05/2020 | BED02/FP | 51.29 |
| 1 | 27/05/2020 | EAR01/FP | 841.20 |
| 1 | 27/05/2020 | GRE06/FP | 205.20 |
| 1 | 27/05/2020 | LOO01/FP | 171.60 |
| 1 | 27/05/2020 | PRE04/FP | 91.54 |
| 1 | 27/05/2020 | ZUR01/FP | 12,517.59 |
| 1 | 28/05/2020 | MAG01/FP | 962.00 |
| 1 | 28/05/2020 | SIN01/FP | 1,000.00 |
| | | | 27,296.93 |
| | | | 1,567,076.46 |
| <u>All Cash & Bank Accounts</u> | | | |
| 1 | | NATWEST CURRENT/RESERVE | 70,704.78 |
| 2 | | NATWEST ONLINE ac 41172051 | 266.45 |
| 3 | | Natwest Yth Council | 372.89 |
| | | Other Cash & Bank Balances | 1,495,646.54 |
| Total Cash & Bank Balances | | | 1,566,990.66 |

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 30 June 2020

| | <u>Account Description</u> | <u>Balance</u> |
|---------------------------------------|--------------------------------------|---------------------|
| <u>Bank Statement Balances</u> | | |
| 1 | 30/06/2020 Liquidity Manager Account | 21,830.35 |
| 1 | 30/06/2020 NatWest Current Account | 1,028.00 |
| 2 | 31/05/2020 Business Reserve Account | 266.45 |
| 3 | 31/05/2020 Natwest Youth Council | 372.89 |
| | | 23,497.69 |
| <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 | 859,000.00 |
| | LOMBARD PRIME RESPONSE | 0.00 |
| | PETTY CASH FLOAT | 744.15 |
| | Postage Franking M/C float | 512.39 |
| | TREASURY ACCOUNT | 0.00 |
| | | 1,460,646.54 |
| | | 1,484,144.23 |
| <u>Unpresented Payments</u> | | |
| 1 | 05/09/2019 010478 | 40.00 |
| 1 | 15/10/2019 010488 | 12.50 |
| 1 | 17/03/2020 101809 | 3,240.00 |
| 1 | 27/05/2020 ZUR01/FP | -1,506.32 |
| 1 | 11/06/2020 FP/BATPC | 2,101.00 |
| 1 | 11/06/2020 FP/SHA03 | 10.00 |
| 1 | 11/06/2020 POS | -89.99 |
| 1 | 15/06/2020 POS | -40.53 |
| 1 | 16/06/2020 DPC | -500.00 |
| 1 | 16/06/2020 DPC | -2,500.00 |
| 1 | 24/06/2020 POS | -444.55 |
| 1 | 25/06/2020 POS | -862.91 |
| 1 | 26/06/2020 POS | -107.82 |
| 1 | 26/06/2020 POS | -470.09 |
| 1 | 26/06/2020 POS | -89.00 |
| 1 | 26/06/2020 POS | -89.00 |
| 1 | 26/06/2020 POS | -23.98 |
| 1 | 26/06/2020 Refund | 58.00 |
| 1 | 26/06/2020 Refund | 47.00 |
| 1 | 29/06/2020 POS | -194.94 |
| 1 | 29/06/2020 Refund | 13.00 |
| | | -1,397.63 |
| | | 1,485,541.86 |

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 30 June 2020

| | <u>Account Description</u> | <u>Balance</u> | |
|-------------------------------------|---------------------------------------|---------------------|--|
| <u>All Cash & Bank Accounts</u> | | | |
| 1 | NATWEST CURRENT/RESERVE | -46,219.55 | |
| 2 | NATWEST ONLINE ac 41172051 | 266.45 | |
| 3 | Natwest Yth Council | 372.89 | |
| | Other Cash & Bank Balances | 1,460,646.54 | |
| | Total Cash & Bank Balances | 1,415,066.33 | |

**Bank Reconciliation Statement as at July 2020
for Cashbook 1 - NATWEST CURRENT/RESERVE**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|---|----------------------|
| NatWest Current Account | 31/07/2020 | | 1,000.00 |
| Liquidity Manager Account | 31/07/2020 | | 39,462.71 |
| | | | <u>40,462.71</u> |
| <u>Unpresented Cheques (Minus)</u> | | | <u>Amount</u> |
| 05/09/2019 | 010478 | A.Mays/Lil Mazy bad | 40.00 |
| 15/10/2019 | 010488 | Mr C Slough | 12.50 |
| 17/03/2020 | 101809 | Central Bedfordshire Council | 3,240.00 |
| 17/03/2020 | 101809 | Central Bedfordshire Council | -3,240.00 |
| 27/05/2020 | ZUR01/FP | Zurich Municipal | -1,506.32 |
| 11/06/2020 | FP/SHA03 | Karen Sharratt | 10.00 |
| 22/07/2020 | CAS02/FP2 | Castle Water | 0.05 |
| 22/07/2020 | CEN03/FP4 | Central Bedfordshire Council | 0.50 |
| | | | <u>-1,443.27</u> |
| | | | 41,905.98 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | | 0.00 |
| | | | <u>0.00</u> |
| | | | 41,905.98 |
| | | Balance per Cash Book is :- | 46,671.72 |
| | | Difference Excluding Adjustments is :- | -4,765.74 |

Adjustments to Reconciliation

| | | | |
|------------|---------|--------------------------------------|------------------|
| 10/06/2020 | Bacs | CBC Incentive Payment | 500.00 |
| 11/06/2020 | POS | www.plasticonline.co.uk | -89.99 |
| 15/06/2020 | POS | Amazon | -40.53 |
| 16/06/2020 | DPC | HR Heritage Society Grant | -500.00 |
| 16/06/2020 | DPC | Comm Action Beds Grant | -2,500.00 |
| 24/06/2020 | POS | Baker Ross | -444.55 |
| 25/06/2020 | POS | www.davidssales.co.uk | -862.91 |
| 26/06/2020 | POS | Vistaprint | -107.82 |
| 26/06/2020 | POS | Perfect Supply Ltd | -470.09 |
| 26/06/2020 | POS | ASDA | -89.00 |
| 26/06/2020 | POS | ASDA | -89.00 |
| 26/06/2020 | Refund | ASDA | 58.00 |
| 26/06/2020 | Refund | ASDA | 47.00 |
| 26/06/2020 | POS | Amazon | -23.98 |
| 29/06/2020 | POS | Amazon | -194.94 |
| 29/06/2020 | Refund | ASDA | 13.00 |
| 30/06/2020 | 102150 | Credit ????? | 28.80 |
| 31/07/2020 | unknown | small difference | 0.27 |
| | | | <u>-4,765.74</u> |
| | | Unreconciled Difference is :- | 0.00 |

List of Purchase Ledger Payments for Month 2

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--|------------|--------|------------|-------------|---------------|---------|
| ANG01 | Anglian Water Business Ltd (National) | | | | | | |
| 7237864/10445/Anglian Water Bu | 16/05/2020 | 7237864 | 1 | 97.49 | 0.00 | 97.49 | 0.00 |
| | | | | | 0.00 | 97.49 | |
| Above paid on 27/05/2020 by Cheque ANG01/FP | | | | | | | |
| BED02 | Bedfordshire Pension Fund | | | | | | |
| 741692/10447/Bedfordshire Pe | 18/05/2020 | 741692 | 1 | 51.29 | 0.00 | 51.29 | 0.00 |
| | | | | | 0.00 | 51.29 | |
| Above paid on 27/05/2020 by Cheque BED02/FP | | | | | | | |
| JCURL01 | John Curl | | | | | | |
| 245891/10441/John Curl | 28/04/2020 | 245891 | 1 | 48.00 | 0.00 | 48.00 | 0.00 |
| | | | | | 0.00 | 48.00 | |
| Above paid on 27/05/2020 by Cheque 245891 | | | | | | | |
| EAR01 | Earth Anchors | | | | | | |
| EA33153/10448/Earth Anchors | 05/05/2020 | EA33153 | 1 | 841.20 | 0.00 | 841.20 | 0.00 |
| | | | | | 0.00 | 841.20 | |
| Above paid on 27/05/2020 by Cheque EAR01/FP | | | | | | | |
| GRE06 | Greenbridge Designs Ltd | | | | | | |
| 0000000038/10442/Greenbridge D | 31/03/2020 | 0000000038 | 1 | 205.20 | 0.00 | 205.20 | 0.00 |
| | | | | | 0.00 | 205.20 | |
| Above paid on 27/05/2020 by Cheque GRE06/FP | | | | | | | |
| LOO01 | Loo of the Year Awards Ltd | | | | | | |
| 048/2020/10443/Loo of the Year | 24/04/2020 | 048/2020 | 1 | 171.60 | 0.00 | 171.60 | 0.00 |
| | | | | | 0.00 | 171.60 | |
| Above paid on 27/05/2020 by Cheque LOO01/FP | | | | | | | |
| PRE04 | Prestige Design & Workwear Ltd | | | | | | |
| 98658/10450/Prestige Design & | 11/05/2020 | 98658 | 1 | 91.54 | 0.00 | 91.54 | 0.00 |
| | | | | | 0.00 | 91.54 | |
| Above paid on 27/05/2020 by Cheque PRE04/FP | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 2

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|--------------|--------|------------|-------------|------------------|----------|
| ZUR01 Zurich Municipal | | | | | | | |
| 44349740/10444/Zurich Municipa | 25/04/2020 | 44349740 | 1 | 12,517.59 | 0.00 | 12,517.59 | 0.00 |
| | | | | | 0.00 | 12,517.59 | |
| Above paid on 27/05/2020 by Cheque ZUR01/FP | | | | | | | |
| SIN01 Singing Cafe | | | | | | | |
| GRANT/10455/Singing Cafe | 30/04/2020 | GRANT | 1 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| | | | | | 0.00 | 1,000.00 | |
| Above paid on 28/05/2020 by Cheque SIN01/FP | | | | | | | |
| MAG01 Magpas Air Ambulance | | | | | | | |
| GRANT/10456/Magpas Air Ambulan | 30/04/2020 | GRANT | 1 | 962.00 | 0.00 | 962.00 | 0.00 |
| | | | | | 0.00 | 962.00 | |
| Above paid on 28/05/2020 by Cheque MAG01/FP | | | | | | | |
| FRA02 Francotyp Postalia Ltd | | | | | | | |
| Purchase Ledger Payment | 01/05/2020 | ON ACC 10488 | 1 | 0.00 | 0.00 | 90.00 | -90.00 |
| | | | | | 0.00 | 90.00 | |
| Above paid on 01/05/2020 by Cheque DDR/FRA02 | | | | | | | |
| TEC01 Techies Limited | | | | | | | |
| IT Sil contract:9.10-8.10.20/9 Authorised: M9688&9799 | 30/08/2019 | 25116 | 1 | 900.00 | 0.00 | 180.00 | 720.00 |
| | | | | | 0.00 | 180.00 | |
| Above paid on 01/05/2020 by Cheque DDR/TEC01 | | | | | | | |
| TEC01 Techies Limited | | | | | | | |
| IT extra annual support/9956 Authorised: MinTC9799Budget | 21/10/2019 | 25255 | 1 | 1,663.34 | 0.00 | 237.62 | 1,425.72 |
| | | | | | 0.00 | 237.62 | |
| Above paid on 01/05/2020 by Cheque DDR1/TEC01 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 2

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------------|--------|------------|-------------|---------------|---------|
| EE01 EE Limited | | | | | | | |
| <i>Purchase Ledger Payment</i> | 01/04/2020 | ON ACC 10435 | 1 | -119.12 | 0.00 | -119.12 | 0.00 |
| <i>V01737105616/10452/EE Limited</i> | 24/03/2020 | V01737105616 | 1 | 119.12 | 0.00 | 119.12 | 0.00 |
| <i>V01747156989/10453/EE Limited</i> | 24/04/2020 | V01747156989 | 1 | 121.78 | 0.00 | 121.78 | 0.00 |
| | | | | | 0.00 | 121.78 | |
| Above paid on 04/05/2020 by Cheque DDR/EE01 | | | | | | | |
| AMP02 Ampower UK Ltd | | | | | | | |
| <i>INV-202005011784/10471/Ampower</i> | 01/05/2020 | INV-202005011784 | 1 | 12.08 | 0.00 | 12.08 | 0.00 |
| | | | | | 0.00 | 12.08 | |
| Above paid on 12/05/2020 by Cheque DDR/AMP02 | | | | | | | |
| AMP02 Ampower UK Ltd | | | | | | | |
| <i>INV-202005010539/10472/Ampower</i> | 01/05/2020 | INV-202005010539 | 1 | 28.47 | 0.00 | 28.47 | 0.00 |
| | | | | | 0.00 | 28.47 | |
| Above paid on 12/05/2020 by Cheque DDR1/AMP02 | | | | | | | |
| AMP02 Ampower UK Ltd | | | | | | | |
| <i>INV-202004012083/10424/Ampower</i> | 01/04/2020 | INV-202004012083 | 1 | -7.26 | 0.00 | -7.26 | 0.00 |
| <i>INV-202005012106/10465/Ampower</i> | 01/05/2020 | INV-202005012106 | 1 | 38.86 | 0.00 | 38.86 | 0.00 |
| | | | | | 0.00 | 31.60 | |
| Above paid on 12/05/2020 by Cheque DDR2/AMP02 | | | | | | | |
| AMP02 Ampower UK Ltd | | | | | | | |
| <i>INV-202003010670/10320/Ampower</i> | 01/03/2020 | INV-202003010670 | 1 | 40.92 | 0.00 | 40.92 | 0.00 |
| <i>Purchase Ledger Payment</i> | 17/03/2020 | ON ACC 10392 | 1 | -40.92 | 0.00 | -40.92 | 0.00 |
| <i>INV-202005012087/10468/Ampower</i> | 01/05/2020 | INV-202005012087 | 1 | 58.88 | 0.00 | 58.88 | 0.00 |
| | | | | | 0.00 | 58.88 | |
| Above paid on 12/05/2020 by Cheque DDR3/AMP02 | | | | | | | |
| AMP02 Ampower UK Ltd | | | | | | | |
| <i>INV-202005012108/10469/Ampower</i> | 01/05/2020 | INV-202005012108 | 1 | 59.76 | 0.00 | 59.76 | 0.00 |
| | | | | | 0.00 | 59.76 | |
| Above paid on 12/05/2020 by Cheque DDR4/AMP02 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 2

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------------|--------|------------|-------------|------------------|---------|
| AMP02 Ampower UK Ltd | | | | | | | |
| <i>INV-202005012105/10466/Ampower</i> | 01/05/2020 | INV-202005012105 | 1 | 61.32 | 0.00 | 61.32 | 0.00 |
| | | | | | 0.00 | 61.32 | |
| Above paid on 12/05/2020 by Cheque DDR5/AMP02 | | | | | | | |
| AMP02 Ampower UK Ltd | | | | | | | |
| <i>INV-202005012100/10464/Ampower</i> | 01/05/2020 | INV-202005012100 | 1 | 127.67 | 0.00 | 127.67 | 0.00 |
| | | | | | 0.00 | 127.67 | |
| Above paid on 12/05/2020 by Cheque DDR6/AMP02 | | | | | | | |
| PLU03 Plusnet Plc | | | | | | | |
| <i>00002193203-025/10449/Plusnet</i> | 10/05/2020 | 00002193203-025 | 1 | 12.00 | 0.00 | 12.00 | 0.00 |
| | | | | | 0.00 | 12.00 | |
| Above paid on 18/05/2020 by Cheque DDR/PLU03 | | | | | | | |
| AMP02 Ampower UK Ltd | | | | | | | |
| <i>INV-202005012099/10467/Ampower</i> | 01/05/2020 | INV-202005012099 | 1 | 76.57 | 0.00 | 76.57 | 0.00 |
| | | | | | 0.00 | 76.57 | |
| Above paid on 12/05/2020 by Cheque DDR/AMP02 | | | | | | | |
| Total Purchase Ledger Payments for Month 2 | | | | | 0.00 | 17,083.66 | |

List of Purchase Ledger Payments for Month 3

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|-------------|-----------------|---------|
| ANG01 Anlian Water Business Ltd (National) | | | | | | | |
| 7263671/10473/Anlian Water Bu | 23/05/2020 | 7263671 | 1 | 60.89 | 0.00 | 60.89 | 0.00 |
| | | | | | 0.00 | 60.89 | |
| Above paid on 11/06/2020 by Cheque FP/ANG01 | | | | | | | |
| BED02 Bedfordshire Pension Fund | | | | | | | |
| 741530/10457/Bedfordshire Pens | 24/04/2020 | 741530 | 1 | 50.57 | 0.00 | 50.57 | 0.00 |
| | | | | | 0.00 | 50.57 | |
| Above paid on 11/06/2020 by Cheque FP/BED02 | | | | | | | |
| BOA01 B R Boatwright | | | | | | | |
| 5797/10475/B R Boatwright | 31/05/2020 | 5797 | 1 | 540.00 | 0.00 | 540.00 | 0.00 |
| | | | | | 0.00 | 540.00 | |
| Above paid on 11/06/2020 by Cheque FP/BOA01 | | | | | | | |
| BUS01 Business HR Solutions (Consultancy) Ltd | | | | | | | |
| INV-015526/10478/Business HR S | 01/05/2020 | INV-015526 | 1 | 245.16 | 0.00 | 245.16 | 0.00 |
| | | | | | 0.00 | 245.16 | |
| Above paid on 11/06/2020 by Cheque FP/BUS01 | | | | | | | |
| CAS01 Castele Consultancy Ltd | | | | | | | |
| 883/10459/Castele Consultancy | 01/04/2020 | 883 | 1 | 693.00 | 0.00 | 693.00 | 0.00 |
| 901/10503/Castele Consultancy | 01/06/2020 | 901 | 1 | 693.00 | 0.00 | 693.00 | 0.00 |
| | | | | | 0.00 | 1,386.00 | |
| Above paid on 11/06/2020 by Cheque FP/CAS01 | | | | | | | |
| DCK01 DCK Accounting Solutions Ltd | | | | | | | |
| TPC9096/10460/DCK Accounting S | 30/04/2020 | TPC9096 | 1 | 276.00 | 0.00 | 276.00 | 0.00 |
| TPC9129/10479/DCK Accounting S | 31/05/2020 | TPC9129 | 1 | 594.00 | 0.00 | 594.00 | 0.00 |
| | | | | | 0.00 | 870.00 | |
| Above paid on 11/06/2020 by Cheque FP/DCK01 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 3

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|-------------|-----------------|---------|
| DUN02 Biffa Waste Services Ltd | | | | | | | |
| 614C13325/10458/Biffa Waste Se | 24/04/2020 | 614C13325 | 1 | 1,399.25 | 0.00 | 1,399.25 | 0.00 |
| 614C15529/10474/Biffa Waste Se | 22/05/2020 | 614C15529 | 1 | 1,399.25 | 0.00 | 1,399.25 | 0.00 |
| | | | | | 0.00 | 2,798.50 | |
| Above paid on 11/06/2020 by Cheque FP/DUN02 | | | | | | | |
| GBI01 Geo Browns Implements Ltd | | | | | | | |
| 805588/10476/Geo Browns Implem | 22/05/2020 | 805588 | 1 | 360.00 | 0.00 | 360.00 | 0.00 |
| 181268/10477/Geo Browns Implem | 30/05/2020 | 181268 | 1 | 44.14 | 0.00 | 44.14 | 0.00 |
| | | | | | 0.00 | 404.14 | |
| Above paid on 11/06/2020 by Cheque FP/GBI01 | | | | | | | |
| HAR03 Richard Harris | | | | | | | |
| REFUND/10507/Richard Harris | 31/05/2020 | REFUND | 1 | 45.00 | 0.00 | 45.00 | 0.00 |
| | | | | | 0.00 | 45.00 | |
| Above paid on 11/06/2020 by Cheque FP/HAR03 | | | | | | | |
| HOU06 Houghton Regis WI | | | | | | | |
| REFUND/10509/Houghton Regis WI | 31/05/2020 | REFUND | 1 | 10.00 | 0.00 | 10.00 | 0.00 |
| | | | | | 0.00 | 10.00 | |
| Above paid on 11/06/2020 by Cheque FP/HOU06 | | | | | | | |
| JME01 J M Electrical Services BEDFORD Ltd | | | | | | | |
| 5002/10480/J M Electrical Serv | 28/05/2020 | 5002 | 1 | 1,505.58 | 0.00 | 1,505.58 | 0.00 |
| | | | | | 0.00 | 1,505.58 | |
| Above paid on 11/06/2020 by Cheque FP/JME01 | | | | | | | |
| LAN03 Latent Digital Solutions Ltd | | | | | | | |
| 301486/10481/Latent Digital So | 31/05/2020 | 301486 | 1 | 450.23 | 0.00 | 450.23 | 0.00 |
| | | | | | 0.00 | 450.23 | |
| Above paid on 11/06/2020 by Cheque FP/LAN03 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 3

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|---------------|--------|------------|-------------|-----------------|---------|
| MAR04 Martin Rix | | | | | | | |
| 12550/10485/Martin Rix | 27/05/2020 | 12550 | 1 | 2,160.00 | 0.00 | 2,160.00 | 0.00 |
| 12549/10486/Martin Rix | 27/05/2020 | 12549 | 1 | 773.52 | 0.00 | 773.52 | 0.00 |
| | | | | | 0.00 | 2,933.52 | |
| Above paid on 11/06/2020 by Cheque FP/MAR04 | | | | | | | |
| MCS01 MCS Contract Cleaning Limited | | | | | | | |
| 39774/10482/MCS Contract Clean | 31/05/2020 | 39774 | 1 | 162.00 | 0.00 | 162.00 | 0.00 |
| | | | | | 0.00 | 162.00 | |
| Above paid on 11/06/2020 by Cheque FP/MCS01 | | | | | | | |
| NIC01 Caroline Nicholson | | | | | | | |
| REFUND/10508/Caroline Nicholso | 31/05/2020 | REFUND | 1 | 22.50 | 0.00 | 22.50 | 0.00 |
| | | | | | 0.00 | 22.50 | |
| Above paid on 11/06/2020 by Cheque FP/NIC01 | | | | | | | |
| PAR03 Small M T/A Parish & Community Futures | | | | | | | |
| 001HR/2020/21/10487/Small M T/ | 26/05/2020 | 001HR/2020/21 | 1 | 379.00 | 0.00 | 378.00 | 1.00 |
| | | | | | 0.00 | 378.00 | |
| Above paid on 11/06/2020 by Cheque FP/PAR03 | | | | | | | |
| PLA02 The Play Inspection Company Ltd | | | | | | | |
| 41431/10504/The Play Inspectio | 05/06/2020 | 41431 | 1 | 1,740.00 | 0.00 | 1,740.00 | 0.00 |
| | | | | | 0.00 | 1,740.00 | |
| Above paid on 11/06/2020 by Cheque FP/PLA02 | | | | | | | |
| PRE07 Prestige Hygiene Services | | | | | | | |
| 06095610/10483/Prestige Hygien | 30/05/2020 | 06095610 | 1 | 102.00 | 0.00 | 102.00 | 0.00 |
| | | | | | 0.00 | 102.00 | |
| Above paid on 11/06/2020 by Cheque FP/PRE07 | | | | | | | |
| RIG01 Rigby Taylor | | | | | | | |
| RC008823/10505/Rigby Taylor | 05/06/2020 | RC008823 | 1 | 295.20 | 0.00 | 295.20 | 0.00 |
| | | | | | 0.00 | 295.20 | |
| Above paid on 11/06/2020 by Cheque FP/RIG01 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 3

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|-----------------------------------|--------------|--------|------------|-------------|-----------------|---------|
| TOT01 | Right Fuelcard Company Ltd | | | | | | |
| 3009227/10451/Right Fuelcard C | 03/05/2020 | 3009227 | 1 | 90.16 | 0.00 | 90.16 | 0.00 |
| 3036896/10484/Right Fuelcard C | 31/05/2020 | 3036896 | 1 | 74.29 | 0.00 | 74.29 | 0.00 |
| | | | | | 0.00 | 164.45 | |
| Above paid on 11/06/2020 by Cheque FP/TOT01 | | | | | | | |
| SHA03 | Karen Sharratt | | | | | | |
| REFUND/10510/Karen Sharratt | 31/05/2020 | REFUND | 1 | 10.00 | 0.00 | 10.00 | 0.00 |
| | | | | | 0.00 | 10.00 | |
| Above paid on 11/06/2020 by Cheque FP/SHA03 | | | | | | | |
| SJS01 | S J S Irrigation | | | | | | |
| 16868/10506/S J S Irrigation | 09/06/2020 | 16868 | 1 | 255.60 | 0.00 | 255.60 | 0.00 |
| | | | | | 0.00 | 255.60 | |
| Above paid on 11/06/2020 by Cheque FP/SJS01 | | | | | | | |
| SLC01 | SLCC | | | | | | |
| 129769/10461/SLCC | 10/10/2019 | 129769 | 1 | 312.00 | 0.00 | 312.00 | 0.00 |
| 131357/10462/SLCC | 31/03/2020 | 131357 | 1 | 36.00 | 0.00 | 36.00 | 0.00 |
| 131389/10463/SLCC | 31/03/2020 | 131389 | 1 | 36.00 | 0.00 | 36.00 | 0.00 |
| | | | | | 0.00 | 384.00 | |
| Above paid on 11/06/2020 by Cheque FP/SLC01 | | | | | | | |
| BATPC | BATPC | | | | | | |
| 1420/10512/BATPC | 01/04/2020 | 1420 | 1 | 2,101.00 | 0.00 | 2,101.00 | 0.00 |
| | | | | | 0.00 | 2,101.00 | |
| Above paid on 11/06/2020 by Cheque FP/BATPC | | | | | | | |
| BED04 | Bedford Borough Council | | | | | | |
| Purchase Ledger Payment | 31/03/2020 | ON ACC 10395 | 1 | -50.57 | 0.00 | -50.57 | 0.00 |
| | | | | | 0.00 | -50.57 | |
| Above paid on 25/06/2020 by Cheque Refund | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 3

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------------|--------|------------|-------------|------------------|----------|
| EE01 EE Limited | | | | | | | |
| <i>V01757215290/10454/EE Limited</i> | 24/04/2020 | V01757215290 | 1 | 122.33 | 0.00 | 122.33 | 0.00 |
| | | | | | 0.00 | 122.33 | |
| Above paid on 01/06/2020 by Cheque EE01/DDR | | | | | | | |
| TEC01 Techies Limited | | | | | | | |
| <i>IT Sil contract:9.10-8.10.20/9</i> Authorised: M9688&9799 | 30/08/2019 | 25116 | 1 | 720.00 | 0.00 | 180.00 | 540.00 |
| | | | | | 0.00 | 180.00 | |
| Above paid on 03/06/2020 by Cheque TEC01/SO | | | | | | | |
| TEC01 Techies Limited | | | | | | | |
| <i>IT extra annual support/9956</i> Authorised: MinTC9799Budget | 21/10/2019 | 25255 | 1 | 1,425.72 | 0.00 | 237.62 | 1,188.10 |
| | | | | | 0.00 | 237.62 | |
| Above paid on 03/06/2020 by Cheque TEC01/SO1 | | | | | | | |
| BED04 Bedford Borough Council | | | | | | | |
| <i>Purchase Ledger Payment</i> | 27/04/2020 | ON ACC 10438 | 1 | -38,874.77 | 0.00 | -38,874.77 | 0.00 |
| <i>17661451/10440/Bedford Borough</i> | 23/04/2020 | 17661451 | 1 | 38,874.77 | 0.00 | 38,874.77 | 0.00 |
| <i>17708134/10446/Bedford Borough</i> | 21/05/2020 | 17708134 | 1 | 38,979.80 | 0.00 | 38,979.80 | 0.00 |
| | | | | | 0.00 | 38,979.80 | |
| Above paid on 04/06/2020 by Cheque BED04/DDR | | | | | | | |
| AMP02 Ampower UK Ltd | | | | | | | |
| <i>INV-202006011587/10496/Ampower</i> | 01/06/2020 | INV-202006011587 | 1 | 12.48 | 0.00 | 12.48 | 0.00 |
| | | | | | 0.00 | 12.48 | |
| Above paid on 10/06/2020 by Cheque AMP02/DDR1 | | | | | | | |
| AMP02 Ampower UK Ltd | | | | | | | |
| <i>INV-202006011589/10497/Ampower</i> | 01/06/2020 | INV-202006011589 | 1 | 29.42 | 0.00 | 29.42 | 0.00 |
| | | | | | 0.00 | 29.42 | |
| Above paid on 10/06/2020 by Cheque AMP02/DDR2 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 3

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------------|--------|------------|-------------|--------------|---------|
| AMP02 Ampower UK Ltd | | | | | | | |
| <i>INV-202006011543/10490/Ampower</i> | 01/06/2020 | INV-202006011543 | 1 | 41.50 | 0.00 | 41.50 | 0.00 |
| | | | | | 0.00 | 41.50 | |
| Above paid on 10/06/2020 by Cheque AMP02/DDR3 | | | | | | | |
| AMP02 Ampower UK Ltd | | | | | | | |
| <i>INV-202006011546/10494/Ampower</i> | 01/06/2020 | INV-202006011546 | 1 | 55.91 | 0.00 | 55.91 | 0.00 |
| | | | | | 0.00 | 55.91 | |
| Above paid on 10/06/2020 by Cheque AMP02/DDR4 | | | | | | | |
| AMP02 Ampower UK Ltd | | | | | | | |
| <i>INV-202006011590/10493/Ampower</i> | 01/06/2020 | INV-202006011590 | 1 | 69.64 | 0.00 | 69.64 | 0.00 |
| | | | | | 0.00 | 69.64 | |
| Above paid on 10/06/2020 by Cheque AMP02/DDR5 | | | | | | | |
| AMP02 Ampower UK Ltd | | | | | | | |
| <i>INV-202006011544/10489/Ampower</i> | 01/06/2020 | INV-202006011544 | 1 | 79.10 | 0.00 | 79.10 | 0.00 |
| | | | | | 0.00 | 79.10 | |
| Above paid on 10/06/2020 by Cheque AMP02/DDR6 | | | | | | | |
| AMP02 Ampower UK Ltd | | | | | | | |
| <i>INV-202006011581/10491/Ampower</i> | 01/06/2020 | INV-202006011581 | 1 | 91.31 | 0.00 | 91.31 | 0.00 |
| | | | | | 0.00 | 91.31 | |
| Above paid on 10/06/2020 by Cheque AMP02/DDR7 | | | | | | | |
| AMP02 Ampower UK Ltd | | | | | | | |
| <i>INV-202006011542/10492/Ampower</i> | 01/06/2020 | INV-202006011542 | 1 | 99.04 | 0.00 | 99.04 | 0.00 |
| | | | | | 0.00 | 99.04 | |
| Above paid on 10/06/2020 by Cheque AMP02/DDR9 | | | | | | | |
| HER01 Hertfordshire County Council | | | | | | | |
| <i>Purchase Ledger Payment</i> | 17/06/2020 | ON ACC 10546 | 1 | 0.00 | 0.00 | 56.94 | -56.94 |
| | | | | | 0.00 | 56.94 | |
| Above paid on 17/06/2020 by Cheque HER01/FP | | | | | | | |

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List of Purchase Ledger Payments for Month 3

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|-----------------|--------|------------|-------------|---------------|---------|
| PLU03 Plusnet Plc | | | | | | | |
| 00002193203-026/10542/Plusnet | 10/06/2020 | 00002193203-026 | 1 | 12.00 | 0.00 | 12.00 | 0.00 |
| | | | | | 0.00 | 12.00 | |
| Above paid on 17/06/2020 by Cheque PLU03/DDR | | | | | | | |
| FRA02 Francotyp Postalia Ltd | | | | | | | |
| 21507686/10539/Francotyp Posta | 12/06/2020 | 21507686 | 1 | 50.00 | 0.00 | 50.00 | 0.00 |
| | | | | | 0.00 | 50.00 | |
| Above paid on 18/06/2020 by Cheque FRA02/DDR | | | | | | | |
| BRI01 British Gas | | | | | | | |
| 966559630/10499/British Gas | 02/06/2020 | 966559630 | 1 | 173.72 | 0.00 | 173.72 | 0.00 |
| | | | | | 0.00 | 173.72 | |
| Above paid on 19/06/2020 by Cheque BRI01/DDR | | | | | | | |
| BRI01 British Gas | | | | | | | |
| 966559631/10502/British Gas | 02/06/2020 | 966559631 | 1 | 268.91 | 0.00 | 268.91 | 0.00 |
| | | | | | 0.00 | 268.91 | |
| Above paid on 19/06/2020 by Cheque BRI01/DDR1 | | | | | | | |
| BRI01 British Gas | | | | | | | |
| 713811392/10498/British Gas | 05/06/2020 | 713811392 | 1 | 21.82 | 0.00 | 21.82 | 0.00 |
| | | | | | 0.00 | 21.82 | |
| Above paid on 24/06/2020 by Cheque BRI01/DDR2 | | | | | | | |
| BRI01 British Gas | | | | | | | |
| Purchase Ledger Payment | 24/06/2020 | ON ACC 10547 | 1 | 0.00 | 0.00 | 1.70 | -1.70 |
| | | | | | 0.00 | 1.70 | |
| Above paid on 24/06/2020 by Cheque BRI01/DDR3 | | | | | | | |
| BRI01 British Gas | | | | | | | |
| 713816473/10501/British Gas | 05/06/2020 | 713816473 | 1 | 21.82 | 0.00 | 21.82 | 0.00 |
| | | | | | 0.00 | 21.82 | |
| Above paid on 24/06/2020 by Cheque BRI01/DDR4 | | | | | | | |

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List of Purchase Ledger Payments for Month 3

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|--------------|--------|------------|-------------|------------------|---------|
| BED04 Bedford Borough Council | | | | | | | |
| 17748341/10516/Bedford Borough | 22/06/2020 | 17748341 | 1 | 38,999.18 | 0.00 | 38,999.18 | 0.00 |
| | | | | | 0.00 | 38,999.18 | |
| Above paid on 25/06/2020 by Cheque BED04/DDR1 | | | | | | | |
| GIB01 Gibbs & Dandy PLC | | | | | | | |
| Purchase Ledger Payment | 17/03/2020 | ON ACC 10552 | 1 | 0.00 | 0.00 | -68.52 | 68.52 |
| | | | | | 0.00 | -68.52 | |
| Above paid on 17/03/2020 by Cheque 101802 | | | | | | | |
| CEN04 Central Bedfordshire Council | | | | | | | |
| 1800041504C/10529/Central Bedf | 10/03/2020 | 1800041504C | 1 | -3,240.00 | 0.00 | -3,240.00 | 0.00 |
| | | | | | 0.00 | -3,240.00 | |
| Above paid on 17/03/2020 by Cheque 101809 | | | | | | | |
| Total Purchase Ledger Payments for Month 3 | | | | | 0.00 | 93,159.49 | |

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|--------------|--------|------------|-------------|-----------------|---------|
| THR01 Affinity for Business | | | | | | | |
| <i>Purchase Ledger Payment</i> | 02/07/2020 | ON ACC 10554 | 1 | 0.00 | 0.00 | 72.96 | -72.96 |
| | | | | | 0.00 | 72.96 | |
| Above paid on 02/07/2020 by Cheque THR01/FP | | | | | | | |
| AAA01 A A A Security | | | | | | | |
| <i>84837/10549/A A A Security</i> | 30/04/2020 | 84837 | 1 | 98.92 | 0.00 | 98.92 | 0.00 |
| | | | | | 0.00 | 98.92 | |
| Above paid on 02/07/2020 by Cheque AAA01/FP | | | | | | | |
| AME02 Amethyst Horticulture Ltd | | | | | | | |
| <i>17338/10515/Amethyst Horticlul</i> | 17/06/2020 | 17338 | 1 | 682.32 | 0.00 | 682.32 | 0.00 |
| | | | | | 0.00 | 682.32 | |
| Above paid on 02/07/2020 by Cheque AME02/FP | | | | | | | |
| AMF01 AMF Services (Bedford) Ltd | | | | | | | |
| <i>22742/10513/AMF Services (Bedf</i> | 15/06/2020 | 22742 | 1 | 120.00 | 0.00 | 120.00 | 0.00 |
| <i>22836/10514/AMF Services (Bedf</i> | 24/06/2020 | 22836 | 1 | 412.77 | 0.00 | 412.77 | 0.00 |
| | | | | | 0.00 | 532.77 | |
| Above paid on 02/07/2020 by Cheque AMF01/FP | | | | | | | |
| BED02 Bedfordshire Pension Fund | | | | | | | |
| <i>742030/10517/Bedfordshire Pens</i> | 15/06/2020 | 742030 | 1 | 51.43 | 0.00 | 51.43 | 0.00 |
| | | | | | 0.00 | 51.43 | |
| Above paid on 02/07/2020 by Cheque BED02/FP | | | | | | | |
| BED07 Police & Crime Commissioner for Beds | | | | | | | |
| <i>B0001909/10518/Police & Crime</i> | 30/06/2020 | B0001909 | 1 | 3,220.35 | 0.00 | 3,220.35 | 0.00 |
| <i>B0001910/10519/Police & Crime</i> | 30/06/2020 | B0001910 | 1 | 4,079.40 | 0.00 | 4,079.40 | 0.00 |
| <i>B0001906/10520/Police & Crime</i> | 29/06/2020 | B0001906 | 1 | 2,662.65 | 0.00 | 2,662.65 | 0.00 |
| | | | | | 0.00 | 9,962.40 | |
| Above paid on 02/07/2020 by Cheque BED07/FP | | | | | | | |

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List of Purchase Ledger Payments for Month 4

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|-------------------------------------|------------|--------|------------|-------------|------------------|---------|
| CAS02 | Castle Water | | | | | | |
| 0001055528/10526/Castle Water | 04/06/2020 | 0001055528 | 1 | 75.31 | 0.00 | 75.31 | 0.00 |
| 0001054708/10527/Castle Water | 04/06/2020 | 0001054708 | 1 | 179.00 | 0.00 | 179.00 | 0.00 |
| 0001057646/10528/Castle Water | 04/06/2020 | 0001057646 | 1 | 9.48 | 0.00 | 9.48 | 0.00 |
| | | | | | 0.00 | 263.79 | |
| Above paid on 02/07/2020 by Cheque CAS02/FP | | | | | | | |
| CEN04 | Central Bedfordshire Council | | | | | | |
| 1800041504/10529/Central Bedfo | 10/03/2020 | 1800041504 | 1 | 3,240.00 | 0.00 | 3,240.00 | 0.00 |
| 7100002289/10530/Central Bedfo | 24/06/2020 | 7100002289 | 1 | 3,875.00 | 0.00 | 3,875.00 | 0.00 |
| | | | | | 0.00 | 7,115.00 | |
| Above paid on 02/07/2020 by Cheque CEN04/FP | | | | | | | |
| DCK01 | DCK Accounting Solutions Ltd | | | | | | |
| TPC9155/10531/DCK Accounting S | 16/06/2020 | TPC9155 | 1 | 630.00 | 0.00 | 630.00 | 0.00 |
| TPC9169/10532/DCK Accounting S | 18/06/2020 | TPC9169 | 1 | 711.00 | 0.00 | 711.00 | 0.00 |
| | | | | | 0.00 | 1,341.00 | |
| Above paid on 02/07/2020 by Cheque DCK01/FP | | | | | | | |
| DUN02 | Biffa Waste Services Ltd | | | | | | |
| 614C17826/10521/Biffa Waste Se | 26/06/2020 | 614C17826 | 1 | 1,739.82 | 0.00 | 1,739.82 | 0.00 |
| | | | | | 0.00 | 1,739.82 | |
| Above paid on 02/07/2020 by Cheque DUN02/FP | | | | | | | |
| FIR02 | Fire Facilities Management | | | | | | |
| 80833/10534/Fire Facilities Ma | 01/05/2020 | 80833 | 1 | 242.40 | 0.00 | 242.40 | 0.00 |
| | | | | | 0.00 | 242.40 | |
| Above paid on 02/07/2020 by Cheque FIR02/FP | | | | | | | |
| GBI01 | Geo Browns Implements Ltd | | | | | | |
| 185914/10523/Geo Browns Implem | 24/06/2020 | 185914 | 1 | 18,300.00 | 0.00 | 18,300.00 | 0.00 |
| 177391/10548/Geo Browns Implem | 12/05/2020 | 177391 | 1 | 4,108.10 | 0.00 | 4,108.10 | 0.00 |
| 177218/10550/Geo Browns Implem | 06/05/2020 | 177218 | 1 | 99.43 | 0.00 | 99.43 | 0.00 |
| 191692C/10527/Geo Browns Imple | 24/06/2020 | 191692C | 1 | -3,000.00 | 0.00 | -3,000.00 | 0.00 |
| | | | | | 0.00 | 19,507.53 | |
| Above paid on 02/07/2020 by Cheque GBI01/FP | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 4

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--|--------------|--------|------------|-------------|---------------|---------|
| GIB01 | Gibbs & Dandy PLC | | | | | | |
| <i>Purchase Ledger Payment</i> | 17/03/2020 | ON ACC 10552 | 1 | 68.52 | 0.00 | 68.52 | 0.00 |
| | | | | | 0.00 | 68.52 | |
| Above paid on 02/07/2020 by Cheque GIB01/FP | | | | | | | |
| HOS001 | Hospice at Home Volunteers | | | | | | |
| <i>10620/10536/Hospice at Home Vo</i> | 10/06/2020 | 10620 | 1 | 25.00 | 0.00 | 25.00 | 0.00 |
| | | | | | 0.00 | 25.00 | |
| Above paid on 02/07/2020 by Cheque HOS001/FP | | | | | | | |
| HRS01 | HR Solutions | | | | | | |
| <i>INV-015847/10525/HR Solutions</i> | 01/06/2020 | INV-015847 | 1 | 245.16 | 0.00 | 245.16 | 0.00 |
| | | | | | 0.00 | 245.16 | |
| Above paid on 02/07/2020 by Cheque HRS01/FP | | | | | | | |
| HYS001 | B Hyska | | | | | | |
| <i>25620/10537/B Hyska</i> | 25/06/2020 | 25620 | 1 | 135.00 | 0.00 | 135.00 | 0.00 |
| | | | | | 0.00 | 135.00 | |
| Above paid on 02/07/2020 by Cheque HYS001/FP | | | | | | | |
| LAN03 | Latent Digital Solutions Ltd | | | | | | |
| <i>301509/10540/Latent Digital So</i> | 29/06/2020 | 301509 | 1 | 44.14 | 0.00 | 44.14 | 0.00 |
| | | | | | 0.00 | 44.14 | |
| Above paid on 02/07/2020 by Cheque LAN03/FP | | | | | | | |
| MCS01 | MCS Contract Cleaning Limited | | | | | | |
| <i>39884/10541/MCS Contract Clean</i> | 29/06/2020 | 39884 | 1 | 162.00 | 0.00 | 162.00 | 0.00 |
| <i>39691/10551/MCS Contract Clean</i> | 18/04/2020 | 39691 | 1 | 162.00 | 0.00 | 162.00 | 0.00 |
| | | | | | 0.00 | 324.00 | |
| Above paid on 02/07/2020 by Cheque MCS01/FP | | | | | | | |
| PLA02 | The Play Inspection Company Ltd | | | | | | |
| <i>41530/10538/The Play Inspectio</i> | 18/06/2020 | 41530 | 1 | 390.00 | 0.00 | 390.00 | 0.00 |
| | | | | | 0.00 | 390.00 | |
| Above paid on 02/07/2020 by Cheque PLA02/FP | | | | | | | |

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List of Purchase Ledger Payments for Month 4

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|-------------|---------------|---------|
| PRE01 Premier Badges Ltd | | | | | | | |
| 79374/10543/Premier Badges Ltd | 30/06/2020 | 79374 | 1 | 379.88 | 0.00 | 379.88 | 0.00 |
| | | | | | 0.00 | 379.88 | |
| Above paid on 02/07/2020 by Cheque PRE01/FP | | | | | | | |
| RPM01 Reids Playground Maintenance Ltd | | | | | | | |
| 3770/10544/Reids Playground Ma | 16/06/2020 | 3770 | 1 | 612.00 | 0.00 | 612.00 | 0.00 |
| | | | | | 0.00 | 612.00 | |
| Above paid on 02/07/2020 by Cheque RPM01/FP | | | | | | | |
| TEA01 Teams Unpuzzled | | | | | | | |
| 25620/10545/Teams Unpuzzled | 25/06/2020 | 25620 | 1 | 20.00 | 0.00 | 20.00 | 0.00 |
| | | | | | 0.00 | 20.00 | |
| Above paid on 02/07/2020 by Cheque TEA01/FP | | | | | | | |
| BED02 Bedfordshire Pension Fund | | | | | | | |
| 742236/10555/Bedfordshire Pens | 16/07/2020 | 742236 | 1 | 51.43 | 0.00 | 51.43 | 0.00 |
| | | | | | 0.00 | 51.43 | |
| Above paid on 22/07/2020 by Cheque BED02/FP | | | | | | | |
| BUS01 Business HR Solutions (Consultancy) Ltd | | | | | | | |
| INV-015847/10557/Business HR S | 01/06/2020 | INV-015847 | 1 | 245.16 | 0.00 | 245.16 | 0.00 |
| | | | | | 0.00 | 245.16 | |
| Above paid on 22/07/2020 by Cheque BUS01/FP | | | | | | | |
| CAS02 Castle Water | | | | | | | |
| 0001162626/10562/Castle Water | 02/07/2020 | 0001162626 | 1 | 16.78 | 0.00 | 16.78 | 0.00 |
| | | | | | 0.00 | 16.78 | |
| Above paid on 22/07/2020 by Cheque CAS02/FP | | | | | | | |
| CAS02 Castle Water | | | | | | | |
| 0001173087/10560/Castle Water | 03/07/2020 | 0001173087 | 1 | 72.03 | 0.00 | 72.03 | 0.00 |
| | | | | | 0.00 | 72.03 | |
| Above paid on 22/07/2020 by Cheque CAS02/FP1 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 4

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|-------------|-----------------|----------|
| CAS02 Castle Water | | | | | | | |
| 0001173384/10561/Castle Water | 03/07/2020 | 0001173384 | 1 | 9.98 | 0.00 | 9.98 | 0.00 |
| | | | | | 0.00 | 9.98 | |
| Above paid on 22/07/2020 by Cheque CAS02/FP2 | | | | | | | |
| CAS02 Castle Water | | | | | | | |
| 0001173422/10559/Castle Water | 03/07/2020 | 0001173422 | 1 | 7.34 | 0.00 | 7.34 | 0.00 |
| | | | | | 0.00 | 7.34 | |
| Above paid on 22/07/2020 by Cheque CAS02/FP3 | | | | | | | |
| CEN03 Central Bedfordshire Council | | | | | | | |
| 3012142/10565/Central Bedfords | 13/07/2020 | 3012142 | 1 | 7,110.75 | 0.00 | 3,555.75 | 3,555.00 |
| | | | | | 0.00 | 3,555.75 | |
| Above paid on 22/07/2020 by Cheque CEN03/FP | | | | | | | |
| CEN03 Central Bedfordshire Council | | | | | | | |
| 3016930/10568/Central Bedfords | 13/07/2020 | 3016930 | 1 | 1,010.48 | 0.00 | 505.48 | 505.00 |
| | | | | | 0.00 | 505.48 | |
| Above paid on 22/07/2020 by Cheque CEN03/FP1 | | | | | | | |
| CEN03 Central Bedfordshire Council | | | | | | | |
| 3080213/10566/Central Bedfords | 13/07/2020 | 3080213 | 1 | 2,544.90 | 0.00 | 1,272.90 | 1,272.00 |
| | | | | | 0.00 | 1,272.90 | |
| Above paid on 22/07/2020 by Cheque CEN03/FP2 | | | | | | | |
| CEN03 Central Bedfordshire Council | | | | | | | |
| 3160492/10567/Central Bedfords | 13/07/2020 | 3160492 | 1 | 4,441.10 | 0.00 | 2,220.10 | 2,221.00 |
| | | | | | 0.00 | 2,220.10 | |
| Above paid on 22/07/2020 by Cheque CEN03/FP3 | | | | | | | |
| CEN03 Central Bedfordshire Council | | | | | | | |
| 33016488/10569/Central Bedford | 13/07/2020 | 33016488 | 1 | 8,732.50 | 0.00 | 4,366.50 | 4,366.00 |
| | | | | | 0.00 | 4,366.50 | |
| Above paid on 22/07/2020 by Cheque CEN03/FP4 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 4

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|-------------------------------------|------------|--------|------------|-------------|-----------------|---------|
| CEN04 | Central Bedfordshire Council | | | | | | |
| 7100002686/10563/Central Bedfo | 01/07/2020 | 7100002686 | 1 | 50.00 | 0.00 | 50.00 | 0.00 |
| 7100002729/10564/Central Bedfo | 18/07/2020 | 7100002729 | 1 | 5.00 | 0.00 | 5.00 | 0.00 |
| | | | | | 0.00 | 55.00 | |
| Above paid on 22/07/2020 by Cheque CEN04/FP | | | | | | | |
| CON | Conquest Oil NRG Ltd | | | | | | |
| 614684/10570/Conquest Oil NRG | 03/07/2020 | 614684 | 1 | 2,327.28 | 0.00 | 2,327.28 | 0.00 |
| | | | | | 0.00 | 2,327.28 | |
| Above paid on 22/07/2020 by Cheque CON/FP | | | | | | | |
| DCK01 | DCK Accounting Solutions Ltd | | | | | | |
| TPC9199/10572/DCK Accounting S | 30/06/2020 | TPC9199 | 1 | 558.00 | 0.00 | 558.00 | 0.00 |
| | | | | | 0.00 | 558.00 | |
| Above paid on 22/07/2020 by Cheque DCK01/FP | | | | | | | |
| DES001 | DE Signs & Labels Ltd | | | | | | |
| 184986/10573/DE Signs & Labels | 02/07/2020 | 184986 | 1 | 48.00 | 0.00 | 48.00 | 0.00 |
| 18511/10574/DE Signs & Labels | 10/07/2020 | 18511 | 1 | 240.00 | 0.00 | 240.00 | 0.00 |
| | | | | | 0.00 | 288.00 | |
| Above paid on 22/07/2020 by Cheque DES001/FP | | | | | | | |
| FIR02 | Fire Facilities Management | | | | | | |
| 82237/10576/Fire Facilities Ma | 13/07/2020 | 82237 | 1 | 132.00 | 0.00 | 132.00 | 0.00 |
| | | | | | 0.00 | 132.00 | |
| Above paid on 22/07/2020 by Cheque FIR02/FP | | | | | | | |
| GBI01 | Geo Browns Implements Ltd | | | | | | |
| 188627/10556/Geo Browns Implem | 10/07/2020 | 188627 | 1 | 245.70 | 0.00 | 245.70 | 0.00 |
| | | | | | 0.00 | 245.70 | |
| Above paid on 22/07/2020 by Cheque GBI01/FP | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 4

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|---------------|--------|------------|-------------|-----------------|---------|
| JCURL01 John Curl | | | | | | | |
| 245939/10571/John Curl | 20/06/2020 | 245939 | 1 | 154.20 | 0.00 | 154.20 | 0.00 |
| | | | | | 0.00 | 154.20 | |
| Above paid on 22/07/2020 by Cheque JCURL01/FP | | | | | | | |
| JME01 J M Electrical Services BEDFORD Ltd | | | | | | | |
| 5025/10578/J M Electrical Serv | 29/06/2020 | 5025 | 1 | 7,981.20 | 0.00 | 7,981.20 | 0.00 |
| 5024/10579/J M Electrical Serv | 29/06/2020 | 5024 | 1 | 100.80 | 0.00 | 100.80 | 0.00 |
| | | | | | 0.00 | 8,082.00 | |
| Above paid on 22/07/2020 by Cheque JME01/FP | | | | | | | |
| MAY01 Maydencroft Limited | | | | | | | |
| 11574/10581/Maydencroft Limite | 06/07/2020 | 11574 | 1 | 1,800.00 | 0.00 | 1,800.00 | 0.00 |
| | | | | | 0.00 | 1,800.00 | |
| Above paid on 22/07/2020 by Cheque MAY01/FP | | | | | | | |
| MAY03 Aaron Thomas Mays | | | | | | | |
| REFUND/10577/Aaron Thomas Mays | 06/07/2020 | REFUND | 1 | 40.00 | 0.00 | 40.00 | 0.00 |
| | | | | | 0.00 | 40.00 | |
| Above paid on 22/07/2020 by Cheque MAY03/FP | | | | | | | |
| MIKERUFF Mike Ruff Music | | | | | | | |
| MR/20/959A/10586/Mike Ruff Mus | 11/07/2020 | MR/20/959A | 1 | 50.00 | 0.00 | 50.00 | 0.00 |
| | | | | | 0.00 | 50.00 | |
| Above paid on 22/07/2020 by Cheque MIKERUFF/F | | | | | | | |
| PAR03 Small M T/A Parish & Community Futures | | | | | | | |
| 001HR/2020/21/10487/Small M T/ | 26/05/2020 | 001HR/2020/21 | 1 | 1.00 | 0.00 | 1.00 | 0.00 |
| 002HR/2020-21/10580/Small M T/ | 16/06/2020 | 002HR/2020-21 | 1 | 378.00 | 0.00 | 378.00 | 0.00 |
| | | | | | 0.00 | 379.00 | |
| Above paid on 22/07/2020 by Cheque PAR03/FP | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 4

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|-------------|--------|------------|-------------|------------------|---------|
| RIG01 Rigby Taylor | | | | | | | |
| <i>RSIN0336414/10583/Rigby Taylor</i> | 13/05/2020 | RSIN0336414 | 1 | 2,376.00 | 0.00 | 2,376.00 | 0.00 |
| | | | | | 0.00 | 2,376.00 | |
| Above paid on 22/07/2020 by Cheque RIG01/FP | | | | | | | |
| SLC01 SLCC | | | | | | | |
| <i>131656/10587/SLCC</i> | 19/05/2020 | 131656 | 1 | 42.00 | 0.00 | 42.00 | 0.00 |
| | | | | | 0.00 | 42.00 | |
| Above paid on 22/07/2020 by Cheque SLC01/FP | | | | | | | |
| SPA01 Spaldings Limited | | | | | | | |
| <i>SI-2578669/10588/Spaldings Lim</i> | 02/07/2020 | SI-2578669 | 1 | 79.20 | 0.00 | 79.20 | 0.00 |
| <i>SC-2042405/10589/Spaldings Lim</i> | 09/07/2020 | SC-2042405 | 1 | -38.40 | 0.00 | -38.40 | 0.00 |
| | | | | | 0.00 | 40.80 | |
| Above paid on 22/07/2020 by Cheque SPA01/FP | | | | | | | |
| TEC01 Techies Limited | | | | | | | |
| <i>INV-0219/10590/Techies Limited</i> | 08/07/2020 | INV-0219 | 1 | 276.00 | 0.00 | 276.00 | 0.00 |
| | | | | | 0.00 | 276.00 | |
| Above paid on 22/07/2020 by Cheque TEC01/FP | | | | | | | |
| TOT01 Right Fuelcard Company Ltd | | | | | | | |
| <i>3079900/10584/Right Fuelcard C</i> | 12/07/2020 | 3079900 | 1 | 95.86 | 0.00 | 95.86 | 0.00 |
| <i>3073934/10585/Right Fuelcard C</i> | 05/07/2020 | 3073934 | 1 | 7.40 | 0.00 | 7.40 | 0.00 |
| | | | | | 0.00 | 103.26 | |
| Above paid on 22/07/2020 by Cheque TOT01/FP | | | | | | | |
| TRA02 TravisBead Ltd | | | | | | | |
| <i>TBL-003/10591/TravisBead Ltd</i> | 05/07/2020 | TBL-003 | 1 | 60.00 | 0.00 | 60.00 | 0.00 |
| | | | | | 0.00 | 60.00 | |
| Above paid on 22/07/2020 by Cheque TRA02/FP | | | | | | | |
| Total Purchase Ledger Payments for Month 4 | | | | | 0.00 | 73,186.73 | |

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 5
by user DAL

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|-------------|---------------|---------|
| AAA01 A A A Security | | | | | | | |
| <i>Renewal maintenance of alarm</i> | 31/07/2020 | 85672 | 1 | 111.28 | 0.00 | 111.28 | 0.00 |
| | | | | | 0.00 | 111.28 | |
| Above paid on 24/08/2020 by Electronic Payment Ref AAA01/FP | | | | | | | |
| AMF01 AMF Services (Bedford) Ltd | | | | | | | |
| <i>Ransome mower, inspect & repair</i> | 15/07/2020 | 22983 | 1 | 62.58 | 0.00 | 62.58 | 0.00 |
| <i>Stihl TS410-inspect & repair</i> | 05/08/2020 | 23141 | 1 | 101.42 | 0.00 | 101.42 | 0.00 |
| <i>Shibaura-repair fuel leak</i> | 06/08/2020 | 23158 | 1 | 138.00 | 0.00 | 138.00 | 0.00 |
| | | | | | 0.00 | 302.00 | |
| Above paid on 24/08/2020 by Electronic Payment Ref AMF01/FP | | | | | | | |
| BED02 Bedfordshire Pension Fund | | | | | | | |
| <i>Added years July 2020</i> | 14/08/2020 | 742405 | 1 | 51.43 | 0.00 | 51.43 | 0.00 |
| | | | | | 0.00 | 51.43 | |
| Above paid on 24/08/2020 by Electronic Payment Ref BED02/FP | | | | | | | |
| BLA01 Blain's Trailers & Tyres Ltd | | | | | | | |
| <i>Tyre fitting</i> | 07/07/2020 | 63943 | 1 | 24.00 | 0.00 | 24.00 | 0.00 |
| | | | | | 0.00 | 24.00 | |
| Above paid on 24/08/2020 by Electronic Payment Ref BLA01/FP | | | | | | | |
| BRY01 Bryan LeCoche Ltd | | | | | | | |
| <i>Evict travellers Parkside Driv</i> | 29/07/2020 | 5042 | 1 | 330.00 | 0.00 | 330.00 | 0.00 |
| | | | | | 0.00 | 330.00 | |
| Above paid on 24/08/2020 by Electronic Payment Ref BRY01 | | | | | | | |
| BUS01 Business HR Solutions (Consultancy) Ltd | | | | | | | |
| <i>HR Retainer</i> | 01/07/2020 | INV-016182 | 1 | 245.16 | 0.00 | 245.16 | 0.00 |
| <i>HR Retainer</i> | 01/08/2020 | INV-016548 | 1 | 245.16 | 0.00 | 245.16 | 0.00 |
| | | | | | 0.00 | 490.32 | |
| Above paid on 24/08/2020 by Electronic Payment Ref BUS01/FP | | | | | | | |

Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 5
by user DAL

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|-------------|------------------|---------|
| CAS01 Castele Consultancy Ltd | | | | | | | |
| 3rd inv prep Football Foundati | 05/08/2020 | 912 | 1 | 1,386.00 | 0.00 | 1,386.00 | 0.00 |
| | | | | | 0.00 | 1,386.00 | |
| Above paid on 24/08/2020 by Electronic Payment Ref CAS01/FP | | | | | | | |
| CAS02 Castle Water | | | | | | | |
| 0001173454/10558/Castle Water | 03/07/2020 | 0001173454 | 1 | -22.08 | 0.00 | -22.08 | 0.00 |
| Peel St, 1/5 to 16/7 | 19/07/2020 | 0001265350 | 1 | 19.69 | 0.00 | 19.69 | 0.00 |
| Westbury Close 1/5 to 16/7 | 19/07/2020 | 0001259184 | 1 | 11.62 | 0.00 | 11.62 | 0.00 |
| Late payment charges | 20/07/2020 | 0001270719 | 1 | 40.04 | 0.00 | 40.04 | 0.00 |
| Pavilion 1/5 to 31/7 | 04/08/2020 | 0001346327 | 1 | 238.48 | 0.00 | 238.48 | 0.00 |
| Tithe Rd Pavilion July 2020 | 03/08/2020 | 0001336055 | 1 | 9.62 | 0.00 | 9.62 | 0.00 |
| Peel St 17/7 to 31/7/2020 | 03/08/2020 | 0001330628 | 1 | 3.67 | 0.00 | 3.67 | 0.00 |
| Westbury Close 1/5 to 31/7/202 | 03/08/2020 | 0001335147 | 1 | 32.20 | 0.00 | 32.20 | 0.00 |
| | | | | | 0.00 | 333.24 | |
| Above paid on 24/08/2020 by Electronic Payment Ref CAS02/FP | | | | | | | |
| CEN03 Central Bedfordshire Council | | | | | | | |
| 3012142/10565/Central Bedfords | 13/07/2020 | 3012142 | 1 | 3,555.00 | 0.00 | 3,555.00 | 0.00 |
| 3080213/10566/Central Bedfords | 13/07/2020 | 3080213 | 1 | 1,272.00 | 0.00 | 1,272.00 | 0.00 |
| 3160492/10567/Central Bedfords | 13/07/2020 | 3160492 | 1 | 2,221.00 | 0.00 | 2,221.00 | 0.00 |
| 3016930/10568/Central Bedfords | 13/07/2020 | 3016930 | 1 | 505.00 | 0.00 | 505.00 | 0.00 |
| 33016488/10569/Central Bedford | 13/07/2020 | 33016488 | 1 | 4,366.00 | 0.00 | 4,366.00 | 0.00 |
| | | | | | 0.00 | 11,919.00 | |
| Above paid on 24/08/2020 by Electronic Payment Ref CEN03 | | | | | | | |
| COMMHEART The Community Heartbeat Trust | | | | | | | |
| Defibs, install & seminar | 24/07/2020 | 6550 | 1 | 10,092.00 | 0.00 | 10,092.00 | 0.00 |
| | | | | | 0.00 | 10,092.00 | |
| Above paid on 24/08/2020 by Electronic Payment Ref COMMHEART/ | | | | | | | |
| DCK01 DCK Accounting Solutions Ltd | | | | | | | |
| David Webb June 2020 | 22/07/2020 | TPC9220 | 1 | 558.00 | 0.00 | 558.00 | 0.00 |
| Accounting entries June/July | 28/07/2020 | TPC9231 | 1 | 522.00 | 0.00 | 522.00 | 0.00 |
| | | | | | 0.00 | 1,080.00 | |
| Above paid on 24/08/2020 by Electronic Payment Ref DCK01/FP | | | | | | | |

Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 5
by user DAL

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|----------------------|--------|------------|-------------|-----------------|---------|
| DUN02 Biffa Waste Services Ltd | | | | | | | |
| <i>General waste removal - July</i> | 24/07/2020 | 614C20396 | 1 | 1,399.25 | 0.00 | 1,399.25 | 0.00 |
| | | | | | 0.00 | 1,399.25 | |
| Above paid on 24/08/2020 by Electronic Payment Ref DUN02/FP | | | | | | | |
| FPM02 FP Mailing (HCS) Ltd | | | | | | | |
| <i>Franking rental 1/8 to31/10</i> | 01/08/2020 | 187057 | 1 | 90.00 | 0.00 | 90.00 | 0.00 |
| | | | | | 0.00 | 90.00 | |
| Above paid on 24/08/2020 by Electronic Payment Ref FPM02/FP | | | | | | | |
| GBI01 Geo Browns Implements Ltd | | | | | | | |
| <i>Belt B95</i> | 30/07/2020 | 102127 | 1 | 48.86 | 0.00 | 48.86 | 0.00 |
| | | | | | 0.00 | 48.86 | |
| Above paid on 24/08/2020 by Electronic Payment Ref GBI01/FP | | | | | | | |
| HER01 Hertfordshire County Council | | | | | | | |
| <i>Purchase Ledger Payment</i> | 17/06/2020 | ON ACC 10546 | 1 | -56.94 | 0.00 | -56.94 | 0.00 |
| <i>Copy paper/card, lam pouches</i> | 31/07/2020 | H072007824 | 1 | 106.04 | 0.00 | 106.04 | 0.00 |
| | | | | | 0.00 | 49.10 | |
| Above paid on 24/08/2020 by Electronic Payment Ref HER01/FP | | | | | | | |
| LAN03 Latent Digital Solutions Ltd | | | | | | | |
| <i>Photocopying charges</i> | 27/07/2020 | 301554 | 1 | 43.48 | 0.00 | 43.48 | 0.00 |
| | | | | | 0.00 | 43.48 | |
| Above paid on 24/08/2020 by Electronic Payment Ref LAN03/FP | | | | | | | |
| MCPS Mechanical Copyright Protection Society | | | | | | | |
| <i>Music Licence Virtual Carnival</i> | 29/07/2020 | SLMGINV1000000019411 | 1 | 681.60 | 0.00 | 681.60 | 0.00 |
| | | | | | 0.00 | 681.60 | |
| Above paid on 24/08/2020 by Electronic Payment Ref MCPS/FP | | | | | | | |
| MCS01 MCS Contract Cleaning Limited | | | | | | | |
| <i>bk170-50 x6, case cm001,Dg802</i> | 24/07/2020 | 39970 | 1 | 39.96 | 0.00 | 39.96 | 0.00 |
| | | | | | 0.00 | 39.96 | |
| Above paid on 24/08/2020 by Electronic Payment Ref MCS01/FP | | | | | | | |

Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 5
by user DAL

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|---------------|--------|------------|-------------|---------------|---------|
| PAR03 Small M T/A Parish & Community Futures | | | | | | | |
| <i>Report on CBC local plan</i> | 22/07/2020 | 003HR/2020-21 | 1 | 189.00 | 0.00 | 189.00 | 0.00 |
| | | | | | 0.00 | 189.00 | |
| Above paid on 24/08/2020 by Electronic Payment Ref PAR03/FP | | | | | | | |
| PRE04 Prestige Design & Workwear Ltd | | | | | | | |
| <i>Trousers,boots,fleeces,coats</i> | 09/07/2020 | 99435 | 1 | 231.60 | 0.00 | 231.60 | 0.00 |
| <i>latex gloves & masks</i> | 20/07/2020 | 99585 | 1 | 134.40 | 0.00 | 134.40 | 0.00 |
| | | | | | 0.00 | 366.00 | |
| Above paid on 24/08/2020 by Electronic Payment Ref PRE04/FP | | | | | | | |
| RBS01 Rialtas Business Solutions Ltd | | | | | | | |
| <i>move software to new computer</i> | 24/07/2020 | 28198 | 1 | 30.00 | 0.00 | 30.00 | 0.00 |
| | | | | | 0.00 | 30.00 | |
| Above paid on 24/08/2020 by Electronic Payment Ref RBS01/FP | | | | | | | |
| REN02 Rentokil Initial | | | | | | | |
| <i>Special clean@Park Drive Rec</i> | 28/07/2020 | 30091444 | 1 | 540.00 | 0.00 | 540.00 | 0.00 |
| | | | | | 0.00 | 540.00 | |
| Above paid on 24/08/2020 by Electronic Payment Ref REN02/FP | | | | | | | |
| SET01 Setsquare Creative Solutions Limited | | | | | | | |
| <i>Domain renewal&website hosting</i> | 31/07/2020 | INV-0966 | 1 | 312.00 | 0.00 | 312.00 | 0.00 |
| | | | | | 0.00 | 312.00 | |
| Above paid on 24/08/2020 by Electronic Payment Ref SET01/FP | | | | | | | |
| STA03 Stamps Direct Ltd | | | | | | | |
| <i>PO5413-Shop local stampsx45/93</i> | 26/03/2019 | 668549 | 1 | 275.94 | 0.00 | 275.94 | 0.00 |
| Authorised: Min9257Budget | | | | | 0.00 | 275.94 | |
| Above paid on 24/08/2020 by Electronic Payment Ref STA03/FP | | | | | | | |

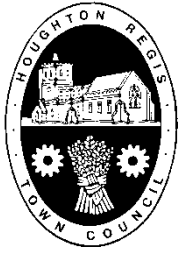
Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 5
by user DAL

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|-------------|------------------|---------|
| TEC01 Techies Limited | | | | | | | |
| <i>System engineer 21/7</i> | 16/07/2020 | INV-0240 | 1 | 481.50 | 0.00 | 481.50 | 0.00 |
| | | | | | 0.00 | 481.50 | |
| Above paid on 24/08/2020 by Electronic Payment Ref TEC01/FP | | | | | | | |
| TOT01 Right Fuelcard Company Ltd | | | | | | | |
| <i>fuel charges</i> | 02/08/2020 | 3105013 | 1 | 7.40 | 0.00 | 7.40 | 0.00 |
| | | | | | 0.00 | 7.40 | |
| Above paid on 24/08/2020 by Electronic Payment Ref TOT01/FP | | | | | | | |
| Total Purchase Ledger Payments | | | | | 0.00 | 30,673.36 | |



CORPORATE SERVICES COMMITTEE

Agenda Item 8

| | |
|-------------------------------|---|
| Date: | 14th September 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

There are no recommendations arising from this 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 30th June 2020 was 4.48%, compared to 4.41% at 31st March 2020.

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 30th June 2020 was £1,154,000 was compared to £1,206,000 at 31st March 2020.

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

Members were previously advised that due to Covid-19 the CCLA have suspended all transactions relating to this fund. This remains the case to date. However CCLA have advised that they will be reviewing the situation in September but it is thought that the earliest that the Fund will be reopened will be October.

It is not envisaged that there will be a need for HRTC to draw funds from this account at present. It is anticipated that the Council may need to draw funds from this account in relation to the development of the all-weather pitch and changing facility at Tithe Farm recreation ground. The CCLA are considering increasing the notice period from month to 3 months shortly. This will need to be borne in mind as this project proceeds.

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 31st July was 0.1797% compared to the declared rate on 30th April 2020 of 0.4025% 2020.

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 £1.283 billion.

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

6. COUNCIL VISION

Aspirations

A5 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

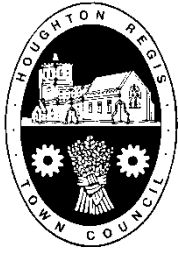
- There are no press implications.

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 9

Date: 14th September 2020

Title: Councillors Expenses

Purpose of the Report: To provide Members with information in relation to Councillor Allowances

Contact Officer: Debbie Marsh, Corporate Services Manager

1. RECOMMENDATION

To consider and recommend to Town Council a Councillor's Expenses Policy.

2. BACKGROUND

The Town Council last reviewed its Members Allowances policy on the 23rd January 2006.

At the Corporate Services meeting held on the 25th November 2019 members received updated information from NALC, in regard to Councillors' Allowances, dated August 2019.

At the meeting members discussed the information and agreed to discuss the matter further at a member briefing session with a view to adding an item at the next Town Council meeting.

At the Town Council meeting held on the 9th December 2019 members were advised that informal feedback from members indicated a preference for the payment of expenses rather than the provision of an allowance.

At this meeting members were reminded that the Town Council were already able to pay members travel allowances when undertaking authorised duties and subsistence expenses where certain conditions applied, however members resolved to request the Corporate Services Committee consider and recommend to Town Council a formal Councillor's Expenses Policy covering travel and subsistence.

At the Corporate Services meeting held on the 2nd March 2020 members considered the Councillor's Expenses Policy however, following discussions resolved to defer

this item to allow for further research to be undertaken to allow for the inclusion of alternative arrangements, including taxis and car hiring.

3. INFORMATION

As members are already aware the Town Council has agreed to not pay a parish basic allowance (PBA).

Although members acknowledge the Town Council can pay travel and subsistence expenses, they requested a policy be drafted to formalise this.

The current Members Allowances Policy is **attached appendix A**

The new draft policy is **attached appendix B**.

The level of payment for mileage is based on the current allowances afforded to officers and members. Members are advised that there may be income tax deductions for some travel and subsistence allowances in certain circumstances. Members are advised to read NALC's Legal Topic Note 33, Councillors' Allowances **attached appendix C**.

4. COUNCIL VISION

Aspirations

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

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications.

Legal Implications

- Power – Local Authorities (Members' Allowances) (England) Regulations 2003

Financial Implications

- Budget provision is available for these expenses, currently not all Members claim these expenses, however, should this change this could lead to an overspend in the budget provision.

Risk Implications

- There are no risk implications.

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 policy does not discriminate.

Press Contact

There are no press implications.

6. CONCLUSION AND NEXT STEPS

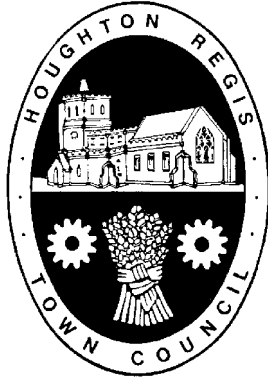
Members are currently able to claim expenses, should they wish, for travel when undertaking authorised duties and subsistence expenses where certain conditions apply.

Should Members agree to increase the subsistence element of these expenses or should all Members decide to claim travel expenses when undertaking authorised duties this could lead to an overspend in the current budget.

Members are invited to consider the report and discuss the adoption of a Members Expenses Policy.

7. APPENDICES

- Appendix A:** Town Council Members Allowances Policy – 2006
- Appendix B:** Town Council Councillors’ Expenses Policy – Draft
- Appendix C:** NALC – LTN 33 – Councillors’ Allowances



HOUGHTON REGIS TOWN COUNCIL

MEMBERS ALLOWANCES

Adopted: 15th December 2003
Reviewed: 23rd October 2006

At the council meeting on 15th December 2003 the following resolution was made:

- Resolved:**
- 1. To introduce a scheme for the payment of councillor allowances for travel outside the Parish of Houghton Regis and subsistence expenses for Members taking part in approved duties, as specified in Councillor Allowances – List of Approved Duties (dated 24th November 2003) based on the District Councillor allowance scheme;**
 - 2. Should a District Remuneration Panel be convened to provide advice on travel and subsistence allowances to suggest that the same scale of allowances be applied to Town / Parish Councillors as those available to District Councillors;**
 - 3. Not to introduce a scheme for an attendance allowance for councillors.**

At the Policy and Resources Committee meeting on 23rd January 2006 Members considered the report from the Parish Remuneration Panel meeting held on 25th November 2005. The following resolution was made:

Resolved: To note the report.

Attached:

Councillor Allowances – List of Approved Duties (dated 24th November 2003 and amended 23rd October 2006)
SBDC Councillor Allowance Scheme
Minutes of the Parish Independent Remuneration Panel of 25th November 2006

Councillor Allowances – List of Approved Duties (dated 24th November 2003 and amended 23rd October 2006)

The following are approved duties for the purpose of the payment of travelling allowances for journeys made outside of the parish of Houghton Regis:

- 1 Attendance as the Council’s nominated representative at meetings of outside organisations, including:
 - Bedfordshire Association of Town & Parish Councils
 - Citizens Advice Bureau
 - Community Funding Initiative (Community Chest Grants Scheme)
 - Houghton Hall Park Monitoring Committee
 - Houghton Regis Town Centre Management Committee
 - Joint Planning & Transportation Committee
 - Memorial Hall Committee
 - Out of Hours School Learning
 - Positive Futures
 - SORTED
 - South Beds Dial-a-Ride
 - South Bedfordshire Local Strategic Partnership
 - SBDC Standards Committee
 - St Thomas’ Meeting House Group
 - Voluntary and Community Action South Bedfordshire
 - Tithe Farm Neighbourhood Centre Steering Committee
 - Translink Member Steering Committee
 - Transport Advisory Working Party (title not confirmed)
 - Youth Council

- 2 Attendance by a nominated member at a meeting arranged by the Council, or with organisations at their invitation, following a resolution of a committee or with the agreement of the Chairman of the Council, the Leader of the Council and the Town Clerk.

SOUTH BEDFORDSHIRE DISTRICT COUNCIL MEMBERS' ALLOWANCES SCHEME AND MEMBERS' TRAVEL AND SUBSISTENCE ALLOWANCES

*** EXTRACT ONLY***

12. Members' Travel and Subsistence Allowances

Allowances in respect of travel and subsistence shall be payable as listed in Schedule 5 of this scheme in respect of attendance at any conference or meeting in relation to which the councillor is entitled.

Subsistence allowances in accordance with the scheme used for the officers will be payable with effect from 31st December 2003 (see schedule 5).

Claims, payments and all overpayments under this section of the scheme shall be dealt with in accordance with the provisions of Sections 9 and 10(i)(a) and (iii) of the scheme.

See Financial Procedure Rule 21 regarding time limitations on making claims.

Schedule 5
Members' Travel And Subsistence Expenses

Made Under the Provisions of Section 175 of the Local Government Act and the Local Government (Allowances) Regulations 1974 (as amended)

Travelling Allowances – Approved Duties Only

1. **Public Transport**

The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available, a second class fare.

Actual expenditure on Pullman Car or similar supplements, reservation of seats, deposit or portage of luggage and sleeping accommodation will be reimbursed, subject in the case of sleeping accommodation to a reduction of one third of any subsistence allowance payable for that night.

2. **Pedal Cycles** 5.0p per mile

3. **Solo Motor Cycle**
- Cylinder Capacity not exceeding 150 c.c. 12.3p per mile
 - Exceeding 150 c.c. but not exceeding 500 c.c. 12.3p per mile
 - Exceeding 500 c.c. 12.3p per mile

- For a pillion or sidecar passenger to whom a travelling allowance would otherwise be payable 1.0p per mile
- Overnight garaging At cost

4. Private Motor Car

- Cylinder Capacity not exceeding 999 c.c. 40p per mile
- Over 999 c.c. but not exceeding 1199 c.c. 40p per mile
- Exceeding 1199 c.c. 40p per mile
- For each passenger not exceeding 4 to whom a travelling allowance would otherwise be payable 1.0p per mile
- Overnight garaging At cost
- Toll, Ferry or Parking Fees At cost

5. Taxi-Cab

The actual amount of the fare and any reasonable gratuity paid, unless suitable public transport is available, when only the public transport fare will be payable.

6. Other Hired Motor Vehicles

Not exceeding the rate which would have been applicable had the vehicle belonged to the member who hired it, provided that the Council may approve a higher rate not exceeding the actual cost of the hiring.

7. Travel by Air

The rate of travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an amount saved on accommodation or subsistence allowances which could be paid if an alternative means of transport were used. If the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding the ordinary fare or any available cheap fare for travel by regular air services, or where no such service is available or in case of urgency, the fare actually paid by the member.

Subsistence Allowances – Approved Duties Only

1. In the case of absence, not involving an absence overnight, from the usual place of residence:-

- Breakfast allowance (more than 4 hours away from normal place of residence or where the authority permits a lesser period before 11.00 am.) £6.05
- Lunch allowance (more than 4 hours or where the authority permits a lesser period including lunchtime between 12.00 noon and 2.00 pm)
 - within the Council's area £8.34
 - outside the Council's area £10.43

- Tea allowance (more than 4 hours away from normal place of residence or where the authority permits a lesser period including 3.00 pm to 6.00 pm) £3.27
- Evening meal allowance (more than 4 hours away from normal place of residence or where the authority permits a lesser period ending after 7.00 pm) £10.31

2. Meals on Trains

When main meals (i.e. a full breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to day subsistence, the reasonable cost of the meals (including VAT) may be reimbursed in full, within the limits specified below. Where the cost of meals taken on trains is reimbursed, the rate of day subsistence allowance for that period of duty shall not exceed the maximum payable if the period of absence from the usual place of residence were reduced by 4 hours in respect of each meal taken.

The limitations on reimbursements are:-

- (i) absence of more than 4 but no more than 8 hours, the cost of 1 main meal
- (ii) absence of more than 8 but no more than 12 hours, the cost of 2 main meals
- (iii) absence of more than 12 hours, the cost of 3 main meals

3. In the case of absence overnight (covering a continuous period of 24 hrs)

- (i) in the provinces £79.82
- (ii) in London £91.04

4. In the case of absence overnight for the purpose of attending certain conferences prescribed by the Secretary of State £91.04

The rate specified above shall be reduced by the value of any meal provided free of charge by any authority or body during the period to which the allowance relates.



HOUGHTON REGIS TOWN COUNCIL

COUNCILLORS' EXPENSES POLICY

| | |
|----------------------|-----------------------------|
| Date of Approval: | |
| Date of Review: | 14 th March 2020 |
| Date of Re-approval: | |

Based on NALC Legal Topic Note 33, Councillors' Allowances

Contents

1. Introduction
2. Travelling and subsistence
3. Car parking charges
4. Reimbursement

1. INTRODUCTION

- 1.1 Houghton Regis Town Council does not pay a parish basic allowance (PBA) to members however they have elected to pay travel and subsistence expenses under Regulation 26 of the Local Authorities (Members' Allowances) Regulations 2003.

2. TRAVELLING AND SUBSISTENCE

- 2.1 Regulation 26 of the Local Authorities (Members' Allowances) Regulations 2003. permits a local council to pay both elected and co-opted members expenses in respect of travel and subsistence when undertaking approved duties within the following categories:
- a) the attendance at a meeting of the council or of any committee or sub-committee of the council, or of any body to which the council makes appointments or nominations or of any committee or sub-committee of such a body;
 - b) the attendance at a meeting of any association of authorities of which the council is a member;
 - c) the performance of duties in connection with a tender process;
 - d) the performance of any duty which requires the inspection of any premises;
 - e) the carrying out of any other duty approved by council.
- 2.2 Travel allowance also applies in respect of travel by bicycle or other non-motorised form of transport.
- 2.3 Travelling expenses will be reimbursed at the amount of 45p per mile an extra 5p per mile may be claimed for each approved passenger, if using a private vehicle, 20p per mile if using a bicycle, or the cost of a standard second-class rail ticket, or appropriate bus fare, if using public transport. Anyone claiming for reimbursement of travel by private vehicle must confirm on their claim that the insurance company providing cover for the vehicle has been advised of the owner's use for travel on council business.
- 2.4 Councillors are expected to use taxis only when strictly necessary and where it is cost effective to do so. Councillors should always obtain a receipt.
- 2.5 Subsistence allowance for refreshments will only be payable where attendance at any meeting exceeds 5 ½ hours and will be limited to £8.50 maximum per event.
- 2.6 Claims shall only be made on the appropriate forms available from the Clerk. All receipts should be originals.

3. CAR PARKING CHARGES

- 3.1 Where councillors are required to pay a car parking fee for attending a meeting or event where no facilities have been provided such fees will be refunded on production of a valid receipt or car parking ticket for the period used.

4. REIMBURSEMENT

- 4.1 Expense claims are processed by the Responsible Finance Officer, when reasonable and practical, and paid within 28 days unless circumstances require payment sooner.

AUGUST 2019

LTN 33 | COUNCILLORS' ALLOWANCES

Introduction

1. This Note will consider the payment of allowances to local council chairmen and the different types of allowances that can be paid to councillors generally. The relevant law for England is set out in the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations") and for Wales in the Local Government (Wales) Measure 2011 ("the 2011 Measure"). Unless otherwise stated statutory references are to the 2003 Regulations.

The Parish Basic Allowance

2. A local council is able to pay a parish basic allowance ("PBA") for each year to its chairman only or to each of its *elected* members (Regulation 25). The amount payable to the chairman may differ from that of other members but otherwise the sum shall be the same for each member.
3. The PBA is not a salary. It is a figure, which is calculated to cover the expenses that are normally associated with the basic duties of being a local councillor. The purpose is also not to reimburse individual councillors for specific expenses. Travelling and subsistence allowances are treated separately (see paragraph 7 below). There is no set figure and amounts may differ according to local factors.
4. Regulation 25 (6) provides that as soon as reasonably practical after setting the levels at which the PBA is to be paid and to whom, the council must arrange for the publication in a conspicuous place for a period of at least 14 days within the area of the council, a notice containing the following information -
 - a. any recommendation in respect of PBA made by the parish remuneration panel (see below);
 - b. the level or levels at which the authority has decided to pay PBA and to which members it is to be paid; and
 - c. a statement that in reaching the decision, regard was had to the recommendation of the parish remuneration panel.

5. The council must keep a copy of the information referred to in the notice available for public inspection on reasonable notice (Regulation 25 (7)).
6. The 2003 Regulations also require a notice to be published when the report of the parish remuneration panel is made to the council (Regulation 30). It may be possible for the two separate requirements to be satisfied by the publication of one notice with the proviso that it contains all of the required information and timescales allow it to be dealt with in this manner.

Parish Travelling and Subsistence Allowance

7. Regulation 26 permits a local council to pay to both elected and co-opted members allowances in respect of travelling and subsistence. This includes an allowance in respect of travel by bicycle or other non-motorised form of transport undertaken or incurred in connection with the performance of any duty within the following categories -
 - a) the attendance at a meeting of the council or of any committee or sub-committee of the council, or of any body to which the council makes appointments or nominations or of any committee or sub-committee of such a body;
 - b) the attendance at a meeting of any association of authorities of which the council is a member;
 - c) the performance of duties in connection with a tender process;
 - d) the performance of any duty which requires the inspection of any premises;
 - e) the carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

Recommendations

8. Regulation 25 (2) and Regulation 28 provide that where a local council proposes to pay the PBA, it must have regard to the recommendations which have been made in respect of it by the parish remuneration panel in setting the level of that allowance. The same requirement is not specified within Regulation 26 and so on face value it would appear that the council can set the level of travelling and subsistence allowance without reference to the panel. However in NALC's view it would be

appropriate for councils to also take the view of the parish remuneration panel into account.

Parish Remuneration Panel

9. Regulation 27 states that a parish remuneration panel may be established by a responsible authority (which is defined as a district or unitary county council). In some areas panels will not be set up as there is no duty to do so. The implication is that the panel is established when a request to do so is made by an appropriate local council. The process of making such a request is not specified within the 2003 Regulations and how this is achieved in practice will differ around the country.
10. The expenses of the parish panel are to be met equally by those local councils in respect of which recommendations are made (Regulation 27(4)). Although the 2003 Regulations are not specific, it may be assumed that the cost is spread between those local councils that actually make a request.
11. Regulation 28 provides that when convened, a parish remuneration panel will produce a report making recommendations as to -
 - a) the amount of PBA payable to members of the local council (the council must take this into account in setting the agreed level);
 - b) the amount of travelling and subsistence allowance payable (see above comments on taking this into account) ;
 - c) whether the PBA should be payable only to the chairman of the council or to all of the elected members;
 - d) if the PBA is to be paid to all members whether the level to be paid to the chairman should be higher and if so, what that higher figure should be;
 - e) the responsibilities or duties in respect of which members should receive the travelling and subsistence allowance.
12. A copy of this report is sent to each council about which recommendations have been made.

Levels of Allowances

13. Regulation 29 enables the parish remuneration panel in making its recommendations, to apply the same level to all the local councils for

which it was established or else recommend different levels for different councils.

14. The parish remuneration panel shall express its recommendations as to the level of PBA both as a percentage of the sum that an independent remuneration panel has recommended for principal authorities (this figure can be 100%) and as a monetary figure.

What to do after receiving the recommendation?

15. Regulations 30 and 31 provide that as soon as is reasonably practicable after receiving the report from the parish remuneration panel, the council must -
 - a) ensure that copies are available for public inspection on reasonable notice;
 - b) publish a notice in a conspicuous place for a period of at least 14 days which:
 1. states that it has received the recommendation
 2. describes the main recommendations and specifies the recommended amounts of each allowance and
 3. states that copies of the panel's report are available for inspection upon giving reasonable notice and give details of how a request to inspect should be given.
16. A reasonable fee can be charged for the provision of a copy of the report.
17. The council is required to maintain records of payments made in respect of the allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish without payment of a fee upon giving reasonable notice. Copies must be provided if so requested and a reasonable fee can be charged.
18. At the end of a year (which means any period of 12 months ending on 31 March in any year), the council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid in the year to each councillor in respect of the PBA and for the parish travelling and subsistence allowance.

Election to Forgo an Allowance

19. Regulation 32 enables a member to elect in writing to the proper officer that he or she wishes to forgo all or any part of their entitlement to the above allowances.

Recovery of Payments Made

20. Regulation 25 (8) provides for the recovery of allowances already paid to a member. An authority may require that where payment of PBA has already been made in respect of any period during which the member concerned ceases to be a member of the authority or is in any other way not entitled to receive the allowance in respect of that period,

Chairman's Allowance

21. S.15 (5) of the Local Government Act 1972 (s.34 (5) for Wales) remain in force. This enables a local council to pay its chairman for the purpose of enabling him/ her to meet the expenses of his/ her office such allowance as the council thinks reasonable. This means that councils can make this payment without the need to refer to the parish remuneration panel.

Dependants' Carer's Allowance

22. In England local councillors are not entitled to claim this allowance under the 2003 Regulations.

Tax Implications

23. When paying parish basic allowances to elected members, local councils are obliged to deduct income tax. HM Revenue & Customs ("HMRC") treats all councillors equally so local councillors will be subject to tax provisions in the same way as principal authority councillors. There may also be similar considerations with regard to travel and subsistence allowance in certain circumstances. Councils are advised to consult HMRC for guidance on the tax treatment of allowances. Also advice can be requested from NALC's Accounts and Audit Advisor.

Councillors' allowances in Wales

24. Under the 2011 Measure, the Independent Remuneration Panel for Wales prescribes the maximums for community and town councillors' allowances in Wales. Details are published in the Panel's annual reports

and can be found on the Panel's website: <https://gov.wales/independent-remuneration-panel-wales>. Each community/ town council must formally decide to apply the determinations if they decide to pay allowances. If a council does adopt the determinations, members are currently entitled to:

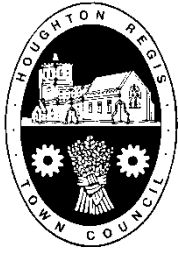
- £150 a year to cover telephone, IT and other costs.
- Up to £1500 for additional duties if mayor, £500 if deputy-mayor or for other roles.
- Reimbursement of travel and subsistence costs when on official business
- A financial loss allowance
- Reimbursement of the costs of care for a dependent child or adult of up to £403 a month (including formal and informal carers, e.g. babysitters for council meetings when no one else is available to care for a councillor's child(ren).

Councils should consult HMRC for taxation questions.

Other Legal Topic Notes (LTNs) relevant to this subject:

| LTN | Title | Relevance |
|-----|---------------------------------|--|
| 11 | Celebrations and Similar Events | Sets out how chairmen may use their allowance in respect of celebratory events |

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CORPORATE SERVICES COMMITTEE

Agenda Item 10

| | |
|-------------------------------|---|
| Date: | 14th September 2020 |
| Title: | Flexi-Time Policy & Flexible Working Policy |
| Purpose of the Report: | To provide Members with an updated Flexible Working Policy and an updated Flexi-Time Policy. |
| Contact Officer: | Debbie Marsh – Corporate Services Manager |

1. RECOMMENDATIONS:

- 1) To recommend to Town Council that the Flexi-time Policy be approved.**
- 2) To recommend to Town Council that the Flexible Working Policy be approved.**
- 3) To approve, until 7th May 2021, an informal agreement to enable staff to continue to work from home taking into account that the Office Reception will be opened in accordance with government guidelines and for this to be staffed on a rota basis**

2. BACKGROUND

At the Personnel Sub-Committee meeting held on the 13th July 2020 members were advised that all staff appraisals had been completed. However, it was reported that during these appraisals feedback from staff was that they felt that working from home, brought about by the COVID-19 restrictions, allowed them to be more productive in some aspects of their role. Members discussed the idea of staff continuing to work from home once restrictions were lifted and recommended (PE142) that a report be presented to Corporate Services committee for consideration.

The Town Council already has a Flexible Working Policy however this was not only out of date but also incorporated the Flexi-time Policy, two distinct items. This agenda report splits the current policy into two separate policies to allow for more concise information on each topic.

Members will find attached the Town Councils current policy along with the two updated policies. It was felt prudent to not track change the current policy as so much had changed and therefore would not be an easy document to follow.

The Town Council operates a Flexi-Time Scheme which enables staff to work their contractual hours between 8am and 6pm, with core hours being 10am to midday and 2pm to 4pm.

The Council also has a Flexible Working Policy which enables staff to request alterations to their working arrangements to enable them to accommodate caring responsibilities at home.

In response to Covid-19 the council has established working from home for all office-based staff.

Members are reminded that the 2020 Regulations¹ enable local councils and parish meetings to hold remote meetings (including by video and telephone conferencing) until 7th May 2021. The date could be brought forward if Government rules are relaxed.

3. ISSUES FOR CONSIDERATION

Members are requested to consider:

1. Flexi-Time Policy
2. Flexible Working Policy including continuation of the informal arrangement for working from home due to Covid-19

The Town Councils Human Resources provider has reviewed and assisted in updating these documents, in line with legislation.

Flexi-Time Policy

The Flexi-Time Policy sets out the day to day working arrangements. The flexi time scheme has been in operation for a number of years and it provides valuable flexibility to staff to achieve a suitable work life balance. The attached policy does not change the fundamentals of the scheme, it has however been updated in order to not exclude those on fixed hours or required to open the office from being able to participate in the scheme.

Flexible Working Policy

There are two main issues for consideration. One being the current Flexible Working Policy and the other being members consideration of staff continuing to work from home, under an informal arrangement, once current restrictions have been lifted.

Policy

As previously stated, the Town Council already has a Flexible Working Policy, this policy sets out how and when an employee can apply for flexible working and how the council will consider their request.

¹ The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”)

Requests for Flexible Working are an operational matter and as such will be considered and determined by the Corporate Services committee.

If the Town Council is unsure as to whether the requested arrangement is sustainable or would not have an impact on other employees' requests for flexible working over the longer term, a trial period may be agreed. Trial periods will be regularly reviewed and could result in the termination of a flexible arrangement for business, economic or other reasons.

Reasonable notice will be given by either party in the event of a necessary change or termination of arrangements, this could result in the employee reverting to the original working arrangement.

The revised policy updates the previous policy.

Home working under informal arrangement

As already stated, staff have been working from home since Covid-19 restrictions were put in place. Feedback from staff on this arrangement has been positive with a hybrid of office / home working widely supported. There are some issues to consider should this arrangement continue:

Working time efficiencies

- Staff have more time due to a lack of a commute
- Staff can attend training or meetings either in-house or with external organisations without eating into valuable working time due to travelling
- HR have suggested that employers find increase productivity and work output from home working

Cost efficiencies

- No travel reimbursement costs

Welfare

- Due to Covid-19 there has been a long period for uncertainty for all, across many, if not all aspects of life. An informal agreement over staff's place of work will provide clarity and direction and will ease some personal anxieties.

Officer Accessibility

- Staff remain accessible to members, members of the public and to their work colleagues. As restrictions ease, it is intended that the Office Reception opening hours will increase.

Monitoring

- Members are reminded that office-based staff complete weekly timesheets. Line managers review and sign off these timesheets. Regardless of whether staff are based in the office or at home, should there be concerns regarding work output, an investigation would be undertaken and where necessary the disciplinary process would be started.

The Town Councils Human Resources provider has cautioned that the Council may struggle to decline a future Formal Working Request to work from home permanently if it has been shown that the work can be performed from home. As such it is suggested that a fixed term informal arrangement in response to the continued threat of Covid-19 may be most appropriate.

The 2020 Regulations regarding council meetings indicate that remote working in some form may continue until 7th May 2021. As such it is suggested that the council consider home working under an informal arrangement until this date. This provides officers, members and the public with a more defined picture of council services.

5. COUNCIL VISION

Aspirations

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

Objective 2: A Greener Cleaner Houghton Regis

2.1 To reduce the use of paper by the council

6. IMPLICATIONS

Corporate Implications

- Advise staff of new policies
- Requests for Flexible Working will be presented to Corporate Services for consideration

Legal Implications

There are no Legal Implications

Financial Implications

- Potential savings on utility costs
- Potential savings on stationery and printing budgets
- Potential savings on staff travel costs

Risk Implications

- Members/Staff feeling isolated and disconnected

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.

These policies do not discriminate.

Press Contact

The updated policies will be included on the Town Council's website.

7. CONCLUSION AND NEXT STEPS

The policies presented are up to date and enable employees to achieve a work life balance to suit their personal circumstances at the same time as enabling the council to ensure its organisational aims and objectives are met.

In light of Covid-19 there has been an adjustment to working practices in that staff have been working from home to accord with government restrictions. All services have continued aside from the council having an Office Reception open to the public. For the last 4 weeks, as restrictions have eased, Reception has been opened again on a restricted basis to provide support to those residents who may struggle to access council services online or by phone. Assuming the threat of Covid-19 remains under control it is anticipated that the hours that the Office reception is open to the public will increase.

To provide staff with some certainty over working patterns it is requested that Corporate Services Committee agree to an informal arrangement to enable staff to continue to work, with from home until 7th May 2021 with a review scheduled for Corporate Services Committee on 1st March 2021.

8. APPENDICES

The following Appendices are attached:

- Appendix A:** Superseded Flexible Working Policy & Flexitime Policy
- Appendix B:** Flexi-time Policy
- Appendix C:** Flexible Working Policy
- Appendix D:** Flexible Working Request form



HOUGHTON REGIS TOWN COUNCIL

**Flexible Working Policy
& Flexi Time System**

| | |
|------------------------|---|
| Date of approval: | 12 th March 2012 |
| Dates of review: | 27 th February 2013; 20 th March 2017 |
| Dates of re-approval : | 18 th July 2017 |

Contents

1. Qualification..... 2

2. Scope of a request..... 2

3. Your application..... 2

4. The Council's response..... 3

5. The meeting..... 3

6. After the meeting..... 3

7. The appeal procedure..... 3

8. Flexi-Time system..... 3

9. Details of the scheme..... 4

10. Flexible leave..... 4

11. Leaving the Council's employment..... 5

12. Overtime..... 5

13. Misuse of the scheme..... 5

14. Review..... 5

1. Qualification

1.1 In order to make a request for flexible working you must:

- (a) Be an employee
- (b) Not an agency worker:
- (c) Have a child under 17 ; or a disabled child under 18.
- (d) Have been continuously employed by the Council for a period of not less than 26 weeks at the date of the application is made.
- (e) Make the application no later than 2 weeks before the child's 17th birthday or 18th birthday in the case of a disabled child.
- (f) Have or expect to have responsibility for child's upbringing
- (g) Be responsible for the care of a person aged 18 or over.
- (h) Not have made another application to work flexibly under this right to make such applications during the past 12 months.
- (i) The right to apply for flexible working arrangements applies to the mother, father, adopter, guardian or foster parent of the child or the partner or spouse of such a person, living with the child.

2. Scope of a Request

2.1 If you qualify, you have a legal right to request:

- (a) A change to working hours worked (change to start & finish times)
- (b) A change to hours worked (i.e. reduction in hours worked)
- (c) A change to the times you are required to work (core times)
- (d) A change in duties
- (e) A change to any other terms of your employment
- (f) Any agreed change to your terms and conditions will be permanent, unless agree otherwise.

3. Your Application

3.1 If you decide to make a flexible working request you must follow this procedure. However, before making an application you should think about:

- (a) What working pattern will help you best care for your other responsibilities.
- (b) The financial implications a change might have on you.
- (c) What effects, if any, the change will have on the Council's Business and how these might be accommodated.

The application must be in writing, signed and dated.

3..2 State that it is an application under the right to apply for flexible working arrangements, specify the change applied for and date on which you would like the change to be effective. Explain what effect, if any, you think making the change applied for would have on the Council; and how you meet the eligibility requirements.

3.3 You can only make one application per year. If you have made a previous application to the Council for flexible working arrangements then the application must state this and give the date on which the previous application(s) are or were made.

4. The Council's Response

- 4.1 The Council may agree to the request without discussing it with you provided we notify you within 28 days of receipt of the application that the request is granted. Otherwise, the Council will arrange to meet with you within 28 days of receiving the application (or longer if mutually agreed). If the individual who would normally consider your application is on holiday or sick leave this time limit will be automatically extended.

5. The Meeting

- 5.1 You are entitled to bring a companion to the meeting. The companion can address the meeting but not answer questions on your behalf. The companion should be a trade union representative or work colleague of your choosing. At the meeting, we will discuss the work pattern suggested in depth and how best it might be accommodated. If there are problems in accommodating the request, we will consider alternative working patterns.

6. After the Meeting

- 6.1 Within 14 days of the meeting we will write to you to either agree a new working pattern and a start date or, where the decision is to refuse the variation, to set out the grounds for the refusal: The grounds on which the Council can reject your request include:
- (a) Burden of additional costs
 - (b) Detrimental effect on the ability to meet customer demand
 - (c) Inability to re-organise work amongst existing staff
 - (d) Inability to recruit additional staff
 - (e) Detrimental effect on quality
 - (f) Insufficiency of work during the periods the employee proposes to work
 - (g) Planned structural changes
 - (h) Any other ground allowed by regulation.

7. The Appeal Procedure

- 7.1 You may appeal the Council's decision provided you do so within 14 days of receiving the Council's appeal. Within 14 days of receipt of the notice of appeal. The Grievance Committee will either hold a meeting with you to hear the appeal or allow the appeal and notify accordingly.
- 7.2 Within 14 days of holding the meeting to hear the appeal, the Grievance Committee will give you notice of our decision on the appeal. If we allow the appeal the notice will specify the variation in terms and conditions agreed and the date from which it is to take effect. Where the Grievance Committee dismisses the appeal, the notice will set out the grounds on which the dismissal is based.

8. Flexi – Time System – Houghton Regis Town Council

- 8.1 Public Office Hours (the hours when the office must be covered)

Public Opening
9 am - 5 pm Monday - Friday

- 8.2 The office must be covered by at least two members of staff during these times, with one member of staff being in the front office. The office will be open outside of these if 2 members of staff are in the office.
- 8.3 Telephone Answering
9 am - 5 pm Monday - Friday

In addition the telephone will be answered outside of these times if a member of staff is available.

9. Details of the Scheme

| | |
|------------------|-----------------------|
| Starting Times: | 8.00 am - 10.00 am |
| Core Time: | 10.00 am - 12.00 noon |
| Flexible Time: | 12.00 noon - 2.00 pm |
| Core Time: | 2.00 pm - 4.00 pm |
| Finishing Times: | 4.00 pm - 6.30 pm |

- 9.1 The 'core time' is the time when the employee must be at work.
- 9.2 For a part time employee, the flexible time will be one hour prior to and after their normal working times providing that this does not extend to working before 8 am or after 6.30 pm.
- 9.3 Lunch Break
A lunch break of a minimum of 30 minutes and a maximum of 90 minutes must be taken between the hours of 12.00 noon and 2.00 pm, where employees are working more than 5 hours per day.
- 9.4 Standard Day – Full Time Employee
For the purpose of recording annual leave, sickness or other authorized absences 7 hours 24 minutes is regarded as a standard working day and 3 hours 42 minutes as a standard half day.
- 9.5 Recording of Hours
Hours worked must be recorded daily on a 'Flexitime – Week by Week Recording Sheet', which should be submitted to the Town Clerk for confirmation of hours worked at the beginning of each new month. At the end of each month a maximum credit or debit of 4 hours can be carried forward at the end of each accounting period.
- 9.6 Part-Time Employees
The accounting period is 4 weeks at the end of which the employees contracted hours must be 4 times their normal weekly hours.

10. Flexible Leave

- 10.1 In each monthly accounting period credit hours may be used to have a maximum of 1 day or 2 half days flexible leave.

11. Leaving the Council's Employment

- 11.1 An employee leaving the authority should ensure that they are neither in credit or debit with the Flexible Working Hours Scheme. No payment will be made for hours in credit but if an employee in debit these hours will be deducted from the final salary payment.

12. Overtime

- 12.1 Overtime will normally only be possible outside flexible time hours. In these instances paid overtime and time off in lieu arrangements will apply as existing.

13. Misuse of the Scheme

- 13.1 Misuse of which will be subject to action under the Council's Disciplinary Procedure. This could include the right not to participate in the scheme, in which case they would revert to public office hours of 9 am to 5 pm with an hour for lunch. Misuse of the Scheme could ultimately lead to dismissal subject to an employee's right under the Disciplinary Procedure.

14. Review of Policy

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



HOUGHTON REGIS TOWN COUNCIL

Flexi-Time Policy

| | |
|-----------------------|---------------------------------|
| Date of approval: | 14 th September 2020 |
| Dates of review: | |
| Dates of re-approval: | |

Contents

1. Flexi-time system.....
2. Details of the Scheme.....
3. Flexible leave.....
4. Leaving the Council's employment.....
5. Overtime.....
6. Misuse of the Scheme.....
7. Policy review.....

1. Flexi – Time System

1.1 Public Office Hours (the hours when the office must be covered)

Public Opening

9 am - 5 pm Monday - Friday

1.2 The office must be covered by at least two members of staff during these times, with one member of staff being in the front office. ~~The office will be open outside of these if 2 members of staff are in the office.~~

1.3 Telephone Answering

9 am - 5 pm Monday - Friday

~~In addition, the telephone will be answered outside of these times if a member of staff is available.~~

2. Details of the Scheme

| | |
|------------------|-----------------------|
| Starting Times: | 8.00 am - 10.00 am |
| Core Time: | 10.00 am - 12.00 noon |
| Flexible Time: | 12.00 noon - 2.00 pm |
| Core Time: | 2.00 pm - 4.00 pm |
| Finishing Times: | 4.00 pm - 6.30 pm |

2.1 The 'core time' is the time when the employee must be at work.

2.2 For a part time employee, the flexible time will be one hour prior to and after their normal working times providing that this does not extend to working before 8 am or after 6.30 pm.

2.3 The flexible time scheme does not apply to those employees specifically on the days when they are required to open-up the office in the morning or close the office in the evening. However, anyone who is responsible for ensuring the office is open and closed can request and agree flexi-time leave, with the Democratic Services Manager, to ensure this duty is covered in their absence.

2.4 Lunch Break

A lunch break of a minimum of 20 minutes and a maximum of 90 minutes must be taken between the hours of 12.00 noon and 2.00 pm, where employees are working more than 5 hours per day.

2.5 Standard Day – Full Time Employee

For the purpose of recording annual leave, sickness or other authorised absences 7 hours 24 minutes is regarded as a standard working day and 3 hours 42 minutes as a standard half day.

2.6 Recording of Hours

Hours worked must be recorded daily on a 'Flexi-time – Week by Week Recording Sheet', which should be submitted to the ~~Town Clerk~~ Head of Democratic Services for confirmation of hours worked at the beginning of each new month. At the end of each month a maximum credit or debit of 4 hours can be carried forward at the end of each accounting period.

2.7 Part-Time Employees

The accounting period is 4 or 5 weeks at the end of which the employees contracted hours must be 4 or 5 times their normal weekly hours.

3. Flexible Leave

- 3.1 In each accounting period credit hours may be used to have a maximum of 1 day or 2 half days flexible leave.

4. Leaving the Council's Employment

- 4.1 An employee leaving the authority should ensure that they are neither in credit nor debit with the Flexible Working Hours Scheme. No payment will be made for hours in credit but if an employee in debit these hours will be deducted from the final salary payment.

5. Overtime

- 5.1 Overtime will normally only be possible outside flexible time hours. In these instances, paid overtime and time off in lieu arrangements will apply as existing.

6. Misuse of the Scheme

- 6.1 Misuse of the Scheme will be subject to action under the Council's Disciplinary Procedure. This could include the right not to participate in the scheme, in which case an employee would revert to public office hours of 9 am to 5 pm with 36 minutes for lunch. Misuse of the Scheme could ultimately lead to dismissal subject to an employee's right under the Disciplinary Procedure.

7. Review of Policy

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



HOUGHTON REGIS TOWN COUNCIL

Flexible Working Policy

| | |
|-----------------------|---------------------------------|
| Date of approval: | 14 th September 2020 |
| Dates of review: | |
| Dates of re-approval: | |

Contents

| | |
|----|-------------------------------------|
| 1. | Purpose..... |
| 2. | Scope..... |
| 3. | Definition..... |
| 4. | Principles..... |
| 5. | Procedure for making a request..... |
| 6. | Impact on pay and benefits..... |
| 7. | Conflicting requests..... |
| 8. | Related policies..... |
| 9. | Policy review..... |

1. PURPOSE

1.1 This policy aims to:

- Promote awareness and set out guidelines on how to request a flexible working arrangement
- Support employees in achieving a better work/life balance whilst ensuring that the Town Councils business needs are met
- Ensure that the application process is fair, transparent, prompt and guided by business needs and priorities

1.2 Flexible working of any kind is not an automatic entitlement however, and it should be emphasised that it is not suitable for some roles or at certain times. The Town Council therefore will treat each request for flexible working on an individual basis. The fact that another employee has requested or been granted permission to work flexibly does not confer any obligation to make or grant further request from other employees. Any agreed arrangements need to be flexible and responsive to the organisation's needs any particular time.

1.2 This policy is not contractual but indicates how the Town Council aim to manage flexible working requests.

2. SCOPE

2.1 This policy applies to all employees with a minimum of 26 weeks' service as at the date of making the request.

3. DEFINITION

3.1 Employees can request a more flexible working pattern of working hours or working arrangements. This may include staggered hours, compressed working hours, job sharing, part-time working, term-time working or homeworking.

4. PRINCIPLES

4.1 The Town Council will consider any flexible working request, but agreement will be dependent on meeting the needs of the business. However, the Town Council will explore other alternatives and make every effort to accommodate requests, if the employee's duties can still be effectively carried out on such a basis. If the Town Council refuses any request, they will provide specific business reasons for this.

- 4.2 Each request will be treated individually and on a case by case basis on its merits. Requests will normally be considered in the order they are received. Consideration will be given to the effect on the business and the possible impact of refusing a request. Where one or more employees within a team have already been granted a flexible working request, this will be taken into consideration when receiving further requests.
- 4.3 The Town Council will ensure that there is no discrimination on the grounds of a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation). Employees with childcare responsibilities and part-time workers will be treated consistently with other workers when considering any flexible working arrangements.

5. PROCEDURE FOR MAKING A REQUEST

- 5.1 The procedure for making a request is as follows:
6. Applications should be made in writing and sent to the Town Clerk. They must be dated and specify that the application is a flexible working application.
 7. The employee must have at least 26 weeks' continuous employment at the date the request is made.
 8. The request should specify the working pattern the employee wishes to adopt and, if possible, should explain what effect the requested arrangements will have on the Town Council business, including suggestions as to how the request could be accommodated.
 9. If the request is in relation to the Equality Act 2010 (for example, as a reasonable adjustment for a disability) this should be stated.
 10. A request could also be for a short period of change, for instance to cope with a bereavement or to pursue a short course of study
 11. The employee should specify a start date that they would like the proposed changes to come into effect, giving reasonable time for the Town Council to consider the proposal and implement it.
 12. The employee must not have made another application to work flexibly under this right during the previous 12 months. The request must state whether a previous application has been made and if so the date on which it was made.

A meeting of Corporate Services Committee will be arranged as soon as possible to discuss the request, unless a longer period has been jointly agreed.

13. The employee may be accompanied at any meeting by a work colleague if they wish.
14. Where possible, meetings will be held in a private room to enable a confidential discussion. However, the discussion could be held by phone or some other way if a face to face meeting is not possible or impractical.

15. The employee will be notified of the decision as soon as possible after the meeting. This notification will either:
 16. Accept the request and establish a start date and another other action or
17. Confirm a compromise agreed at the meeting or
 18. Refuse the request and set out clear business reasons for this, together with notification of the appeals process.
19. Appeals should be made in writing, setting out the grounds for the appeal, and be dated. The employee will be invited to a further meeting to discuss the request and may choose to be accompanied by a work colleague at this meeting.
20. The decision will be notified in writing, this will either:
 21. Uphold the appeal, specify the agreed variation and start date or
 22. Dismiss the appeal, stating the grounds for the decision and setting out sufficient explanation for the refusal.
- 5.2 If an employee fails to attend any meeting to discuss the request or the appeal hearing without a good reason, the Town Council will consider the request withdrawn and confirm this in writing.
- 5.3 The Town Council is under no statutory obligation to grant a request to work flexibly. However, if they refuse a request, they will provide specific business reasons for this. These could be one or more of the following:
 23. The burden of additional cost to the business
 24. An inability to reorganise work amongst existing staff
 25. An inability to recruit additional staff
 26. A detrimental effect of ability to meet customer demand
 27. A detrimental impact on quality
 28. A detrimental impact on performance
 29. Insufficient work for the periods the employee proposes to work
 30. A planned structural change to the business
- 5.4 Employees should be aware that if the Town Council approves a flexible working request, the variation in contractual terms is normally a permanent one and that there is no automatic right to change back to the previous pattern of work, unless the variation is agreed for a specified period only. Employees are only permitted to make one flexible working request in each twelve-month period.
- 5.5 Any flexible working arrangement agreed will be reviewed to see how it is working and whether any adjustments may need to be made.
- 5.6 If the Town Council is unsure as to whether the requested arrangement is sustainable, or about the possible impact on other employees' requests for flexible working over the longer term, a trial period may be agreed. Trial periods will be regularly reviewed and could result in the termination of a flexible arrangement for business, economic or other reasons. Reasonable notice will be given by either party in the event of a necessary change or termination of arrangements. This could result in the employee reverting to the original working arrangement.

5.7 All arrangements must comply with the Working Time Regulations and any other in-house health and safety considerations. Risk assessments will be carried out where appropriate.

1. IMPACT ON PAY AND BENEFITS

1.1 Employees should carefully consider that any changes to working hours which involves a reduction in hours will lead to a pro rata reduction in pay and benefits and so may impact the following:

2. Annual salary
3. Holiday entitlement
4. Maternity, adoption, shared parental leave or pay
5. Paternity leave and pay
6. Pension contributions (if applicable)
7. Sick pay

7.1 A change in work pattern, but with the same hours, will not normally alter other terms and conditions unless a shift premium applies.

7.2 It is therefore recommended that the employee discusses any reduction in hours in more detail with the Town Clerk. Exact arrangements will be discussed according to the individual situation and circumstances and any agreed changes confirmed in writing. Each agreed arrangement is specific to the individual and does not set a precedent for any future requests from other employees.

8. CONFLICTING REQUEST

8.1 Where more than one employee within a team requests flexible working, all requests will be given fair consideration. Care will be taken not to inadvertently discriminate against any employee because of a protected characteristic and the Town Council will note that flexible working may well be a “reasonable adjustment” for a disabled employee.

8.2 Where one or more employees within a team have already been granted a flexible working request, the business context in which a further request is made will be different, and this will be taken into account when considering further requests. If the Town Council is unable to agree to a request because other employees are already working flexibly and any further flexible working arrangements will impact adversely upon the business, the Town Council may discuss the situation with other employees in case they are willing to change their arrangements, thereby enabling the Town Council to grant new requests to work flexibly.

9. RELATED POLICIES AND DOCUMENTS

10. Equality and Diversity policy

11. Retirement policy

12. Flexi time policy

13. REVIEW

9.1 This policy will be reviewed every 4 years by the Corporate Services committee

DRAFT



HOUGHTON REGIS TOWN COUNCIL
Flexible Working Request Form

Application for Consideration of Flexible Working Arrangements

Section 1

| | |
|--|--|
| Employee's name: | |
| Location: | |
| Job Title: | |
| Start Date: | |
| Current Contract End Date: (if applicable) | |
| Manager: | |
| Date: | |
| Proposed change date: | |

I wish to make a formal flexible working request under section 80F of the Employment Rights Act 1996. I confirm that the following apply to me (please tick):

- I have more than 26 weeks' continuous employment as at the date of this request.
- I have not made a request to work flexibly under this right during the past 12 months.

Section 2

| Reason for Request | |
|---|---|
| Return from maternity leave <input type="checkbox"/> | Childcare arrangements <input type="checkbox"/> |
| Other care arrangements <input type="checkbox"/> | To pursue personal interests <input type="checkbox"/> |
| Disability or health <input type="checkbox"/> | Other (Please specify) <input type="checkbox"/> |
| Change in personal circumstances <input type="checkbox"/> | |

Section 3

Please outline your current working pattern including hours of work below. (If this changes regularly, please describe how they change);

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---------------|----------------|------------------|-----------------|---------------|-----------------|---------------|
| | | | | | | |

My normal work location is:

Flexible Working Request Form

Describe your proposed working pattern below and/or give a brief description of your proposed working pattern (please specify preferred changes to days of work, hours of work or location of work):

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| | | | | | | |

Please tick:

- I would like the change to be a permanent change to my contracted working pattern, and understand that, if agreed, the decision cannot be reversed without agreement. I would like the change to take effect from: *(insert date)*.

- I am seeking a temporary change to my contracted working pattern and would like this to last until *(insert date)*.

Section 4

How do you wish to change your working practices to ensure the effective implementation of your proposed flexible working arrangement?
Please give details.

Section 5

Please outline the impact that you believe this flexible working arrangement will have on your colleagues, your department and, if applicable, other departments. What would your solutions be?

| | |
|---|-------------------------|
| <u>Impact on Colleagues</u> | <u>Solutions</u> |
| <u>Impact on Department</u> | <u>Solutions</u> |
| <u>Impact on Other Departments</u> | <u>Solutions</u> |

| <u>Impact on IT or Other Technological Requirements</u> | <u>Solutions</u> |
|---|------------------|
| | |

Section 6

How would you ensure that continuity is maintained in the way in which you carry out your role/responsibilities?

Section 7

Do you anticipate that any costs would be incurred by you or the Town Council to ensure the effective implementation of this flexible working arrangement?

Flexible Working Request Form

Section 8

Does your work involve dealings with external clients? **Yes/No**

If yes, what impact will this new arrangement have?

| <u>Impact on External Clients</u> | <u>Solutions</u> |
|--|-------------------------|
| | |

Section 9

What signs will highlight how well the FWO is working?

Section 10

Are there any reasons why the trial period/assessment might need to be amended in this particular case?

Section 11

There may be occasions when a business need conflicts with your proposed flexible arrangement, e.g. attendance at a training course or an unusual level of sickness absence resulting in a need for a specialist skill to be used.

How would you deal with this?

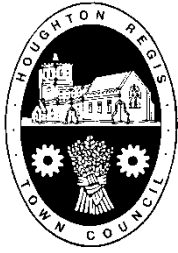
Signed by employee

Date

Please submit this form for consideration directly to the Town Clerk

Flexible Working Request Form

| | |
|---|--|
| OFFICE USE ONLY: Note the entire process should be completed within three months' of date of application | |
| Date application received: | |
| Date application acknowledged: | |
| Date meeting arranged (if applicable): | |
| Request accepted / refused – date confirmed in writing: | |
| Date appeal received (if applicable): | |
| Date appeal meeting arranged (if applicable): | |
| Appeal decision – date confirmed in writing: | |



CORPORATE SERVICES COMMITTEE

Agenda Item 11

Date: 14th September 2020

Title: Drugs, Alcohol and Substance Misuse Policy

Purpose of the Report: To provide Members with an updated Drugs, Alcohol and Substance Misuse Policy.

Contact Officer: Debbie Marsh – Corporate Services Manager

1. RECOMMENDATION:

To consider and recommend to Town Council a Drugs, Alcohol and Substance Misuse Policy.

2. BACKGROUND

The Town Council last reviewed this policy on the 14th March 2016.

Following a review of the current policy, the Town Councils Human Resources consultant recommended an up to date policy that reflects the current issues surrounding drug, alcohol and substance misuse. One current issue is the use of illegal highs.

3. ISSUES FOR CONSIDERATION

Drug-related, alcohol and substance abuse problems are primarily matters of health and social concern and therefore employees with these problems require help and treatment.

This policy covers any illegal drug taking, alcohol consumption or other substance abuse, either intermittent or continual, and either in work or non-work time, which interferes with a person's health and/or capability/conduct at work.

4. COUNCIL VISION

Aspirations

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

5. IMPLICATIONS

Corporate Implications

There are no Corporate Implications

Legal Implications

Health and Safety - Accidents, injury & death

Financial Implications

Financial costs – third party costs/increase to insurance premium

Risk Implications

Damage to reputation

Equalities Implications

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

This policy does not discriminate.

Press Contact

There are no press implications.

7. CONCLUSION AND NEXT STEPS

The updated and revised policy supports the council in managing any incidences of drug, alcohol and substance misuse.

8. APPENDICES

The following Appendices are attached:

Appendix A: Drugs, Alcohol and Substance Misuse Policy



HOUGHTON REGIS TOWN COUNCIL

DRUGS, ALCOHOL AND SUBSTANCE MISUSE POLICY

| | |
|-------------------|---------------------|
| Date of Review: | 14th September 2020 |
| Date of Approval: | |

Contents

| | | |
|-----|---|---|
| 1. | Policy Statement | 2 |
| 2. | Scope | 3 |
| 3. | Definitions | 3 |
| 4. | Use of prescription drugs | 4 |
| 5. | Illegal drugs, alcohol and substance misuse | 4 |
| 6. | Driving on business | 5 |
| 7. | Right of search | 5 |
| 8. | Identifying a problem | 6 |
| 9. | Help and support | 7 |
| 10. | Recurring problems | 8 |
| 11. | Informing the police | 9 |
| 12. | Breach of this policy | 9 |
| 13. | Related policies and documents | 9 |
| 14. | Further information | 9 |
| 15. | Policy review | 9 |

1. **Policy Statement**

- 1.1 We aim to provide a working environment that is safe, that minimises any risks to health and that makes adequate arrangements for employees' welfare whilst they are at work. The use or after-effects of drugs, alcohol and/or certain substances (including "legal highs" and whether or not prohibited by law), by any workers may put themselves or others at risk and/or result in harm and/or injury to themselves or others by leading to accidents, as well as resulting in increased levels of absence and reduced productivity.
- 1.2 Drug-related, alcohol and substance abuse problems are primarily matters of health and social concern and therefore people with these problems require help and treatment. This policy covers any illegal drug taking, alcohol consumption or other substance abuse, either intermittent or continual, and either in work or non-work time, which interferes with a person's health and/or capability/conduct at work.
- 1.3 In addition to any other action we may take in respect of a breach of this policy, employees will not be allowed to remain on our premises if, in our opinion, they are under the influence of any of the above.
- 1.4 Knowingly allowing an employee to continue working if affected by drugs, alcohol or other substances, when their behaviour may place them or their colleagues at risk, could make us liable to prosecution. Employees should also take personal responsibility for their own health and actions whilst at work and should take reasonable care of themselves and others who could be affected by their actions whilst at work. In addition, any employee who has a concern about any of his/her colleagues should raise this with his/her line manager or with the Town Clerk.
- 1.5 In addition to health and safety responsibilities, we are obliged to comply with the Misuse of Drugs Act 1971 and notify the police if an employee is found to be in possession of drugs or to be supplying illegal substances.
- 1.6 This policy aims to:
- make employees aware that the use, possession, consumption, storage or sale of drugs/alcohol/substances on our premises will be considered gross misconduct and may result in disciplinary action which could result in dismissal.
 - make employees aware that drug, alcohol and substance impaired performance will generally be considered gross misconduct and is likely to result in disciplinary action, which could include dismissal.
 - promote awareness and set out guidelines on how to identify a problem and how to deal with it in terms of both treatment and discipline.
 - offer encouragement and assistance to employees who suspect or know they have a drug, alcohol or substance related problem, to seek help voluntarily at an early stage from either their GP, manager or Town Clerk. We will ensure that any employee who informs us of any such problem is treated with sensitivity and in confidence, within the constraints of any legal requirements.

- 1.7 This policy is not contractual but aims to set out how we normally deal with such issues.

2. Scope

- 2.1 This policy applies to all employees and where appropriate to volunteers, agency staff and elected members. It will also apply to contractors working on the Council's behalf. and workers, regardless of length of service or seniority. As judgement and the ability to work safely and make decisions are essential elements of all jobs at all levels, and as the use of drugs, alcohol and other substances affect these, it is important that no category of worker is excluded from this policy.
- 2.2 This policy covers the use of prescription drugs, alcohol, illegal drugs and other substances, (including solvents, volatile substances or "legal highs"), by employees during the performance of their duties, whilst travelling on business or when on operational standby or on call.
- 2.3 Employees attending functions sponsored or supported by us or on our behalf are expected to behave reasonably, in accordance with this policy and as ambassadors for us.
- 2.4 Social drinking after normal working hours and away from our premises is, of course, generally a personal matter and does not directly concern us. Our concern only arises when, because of the pattern or amount of drink involved, attendance, work performance or conduct at work is affected.

3. Definitions

- 3.1 "Drugs or substance abuse" includes the misuse of any substance capable of causing intoxication. This includes all controlled drugs contained in the Misuse of Drugs Act 1971 and specifically includes: cannabis (marijuana), opiates (including heroin), cocaine, any prescription drugs (including amphetamines and barbiturates) which are not obtained and used in a legally issued medical prescription, and any over-the-counter medicine or substance which is deliberately misused so as to impair the individual.
- 3.2 It also includes "legal highs". These imitate the effects of illegal drugs but are currently not illegal and not controlled under the Misuse of Drugs Act 1971. They contain synthetic chemical compounds and can have a range of effects on users. In addition, substance abuse may include any other substance such as glue or solvents.
- 3.3 "Alcohol" means any ethyl-alcohol containing product which, if consumed, has the capacity to induce intoxication.

4. Use of prescription drugs

- 4.1 From time to time employees or workers will suffer ailments or illnesses for which legally prescribed or legally available drugs are required, either to rectify the ailment itself or to relieve the symptoms. As these drugs may also have some form of side effect, it is important that if their use is likely to affect job performance in any way (eg drowsiness), anyone taking such medication should check with their doctor or pharmacist about any possible side effects. The use of prescribed and 'over the counter' drugs that may adversely affect performance or behaviour must be reported to the employee's manager upon reporting for work so that in the event of a reaction and/or accident at work, the medication may be taken into account. The aim is to protect everyone's safety and in certain cases it may be necessary to restrict some activities or move the person to other, less risky, work until fully recovered.
- 4.2 Employees and workers with long-term health conditions which require medication to control these are advised to inform us of what medication they take so that these details are kept on file and made available to any medical staff or first-aiders called in the event of a medical emergency or accident.
- 4.3 Employees who need special facilities to store prescribed drugs (ie in controlled temperatures) should notify us of their requirements so that we can ensure that these are stored safely and securely but are accessible to the employee when needed.
- 4.4 Abuse of over the counter or prescribed drugs is also covered under this policy.

5. Illegal drugs, alcohol and substance misuse

- 5.1 No employee, whilst on our premises or on our business, must be in possession of, or engage in the use, sale, attempt to sell or transfer, purchase or consumption of any illegal drugs or any other substances, including solvents, volatile substances or mind-altering substances (known as 'legal highs'). Employees and workers must not under any circumstances bring illegal drugs or legal highs into the workplace or to any event attended in the course of their employment, including social functions organised by the business.
- 5.2 It is not permitted to bring alcohol onto our premises, except when authorised by the Town Clerk for a specific reason (eg limited amounts for a special event such as a retirement or leaving party). However, such consumption must be reasonable, and managers must remember their position of responsibility and ensure that anyone consuming alcohol does not then drive or operate machinery when clearly not in a fit state to do so.
- 5.3 Employees and workers are also reminded that they are expected to behave appropriately at events which are organised by the business, such as training courses, seminars, Christmas or leaving parties or other such functions. Employees should ensure that they continue to speak and act in an appropriate

manner. Whilst alcohol is permitted in moderation, the taking of illegal drugs or misuse of other substances is never condoned.

- 5.4 Employees are not permitted to drink any alcohol whilst wearing company uniform or any item of clothing which has our name or logo on it (whether during working hours or not) as this could adversely affect our reputation for safety.
- 5.5 This policy extends to those who work from home at any point, including those on standby or callout.
- 5.6 In the interests of their own and their colleagues' safety, any employee or worker believed to be under the influence of illegal drugs, alcohol or solvents will be escorted off site pending investigation. Disciplinary action will take place when the employee has had time to recover from the effects of drugs/solvents or to become sober. This kind of behaviour will normally be treated as gross misconduct and result in summary dismissal.

6. Driving on business

- 6.1 It is illegal to drive if:
 - the driver is unfit to do so because they are on legal or illegal drugs; or
 - the driver has certain levels of illegal drugs in their blood (even if this hasn't affected their driving).
- 6.2 Employees who drive in England and Wales should note that it is an offence to drive, attempt to drive or be in charge of a motor vehicle on a road or other public place with more than the permitted amount of controlled drugs in the driver's blood. Whilst the list of drugs includes illegal drugs (such as cocaine), drivers should note that it also includes drugs found in some medicines which are either legally prescribed or available over the counter. There is therefore a risk that drivers may inadvertently break the law when taking certain commonly used medicines, although they will have a defence if they have taken such drugs legitimately, following the advice of a healthcare professional (but not if they have ignored advice about the dosage or about the amount of time that should lapse between taking the drug and driving).
- 6.3 All drivers should therefore ensure that they declare to us any medication they are taking and keep evidence of any legally prescribed medicines with them to speed up the investigation process should they be stopped by the police.
- 6.4 Employees must not drive whilst under the influence of alcohol. Disciplinary action will be taken against those who are found to have done this, irrespective of whether they are driving in our vehicles (at any time) or a personal vehicle (whilst on our business).

7. Right of search

- 7.1 We reserve the right to inspect and search the workplace and, with their consent, any person or personal property. This includes lockers and own

vehicles that are brought onto our premises. Whilst we have no power to enforce a personal search, failure to comply will be taken into account when considering whether disciplinary action is warranted.

- 7.2 Where the employee is a union member, we will attempt to notify the appropriate union representative prior to a search being undertaken, however, if this is not possible, the employee may choose another available representative or staff member to be in attendance while the search is conducted. Where possible a personal search will be undertaken by someone of the same sex.

8. Identifying a problem

- 8.1 Drug-related, alcohol or substance related problems might come to light through specific disciplinary or post-incident investigations, but many become evident through a gradual deterioration in performance or a pattern of absence or accidents. An underlying problem of drug, alcohol or other substance misuse may also come to light during a “one to one” interview or in discussion about an employee’s poor performance or absence from work.
- 8.2 Managers and employees may notice changes in behaviour that might be associated with drug, alcohol and substance misuse, such as work performance; attendance; conduct (eg mood swings) and health issues (eg weight loss, bruises, tiredness, bleary eyes).
- 8.3 The employee’s manager may identify deteriorating work performance or behaviour, which they believe may be related to alcohol, or drug or substance misuse, or have problems reported to them by other work colleagues (eg avoiding managerial contact or asking to borrow money).
- 8.4 The following characteristics, especially when arising in combinations, may indicate the presence of a drug, alcohol or substance related problem:
- Absenteeism: instances of unauthorised leave; frequent absences on Fridays and/or Mondays or immediately after pay day; leaving work early; lateness (especially on returning from lunch or unexplained absences from work more than the job requires); frequent trips to the rest room; excessive or unusually high level of sickness absence; unusual and increasingly suspicious reasons for absence; unscheduled short-term absences, with or without explanation
 - High accident level: either at work or elsewhere (ie driving, at home etc)
 - Work performance: deterioration in work standards; difficulty in concentration; work requires increased effort; individual tasks take more time; problems with remembering instructions; increased incidence of mistakes; poor decision making; errors of judgement; loss of interest
 - Mood swings: fluctuations in mood in a single day or shift; irritability; nervousness; depression; general confusion
 - Physical evidence: multiple bruises; loss of weight and gaunt appearance; injection marks on arms (drugs used intravenously);

tremor and sweating hands (alcohol or sedative withdrawal); signs of intoxication (slurred speech, unsteady on feet, confused); bleary eyed (alcohol and cannabis); smell of alcohol; tiredness/exhaustion

- Personal appearance: such as wearing long sleeves in all weathers especially in the morning to cover up injection marks; becoming less neat in dress or appearance or sometimes excessive care about dress
- Financial concerns: borrowing money from other workers
- Relationships with colleagues: deterioration in relations with fellow workers and with management; avoidance of contact with manager/supervisor/team leader.

8.5 Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to seek help voluntarily and may make direct contact with their GP who will treat the case in confidence. The employee may also inform their manager or the Town Clerk who may, with their consent, arrange an initial interview with an occupational health provider or counsellor for assistance and advice. Employees must recognise that it is their responsibility and in their best interests to seek help at the earliest possible stage, when treatment is more effective and before the problems affect their work sufficiently to become a disciplinary matter. Employees enrolled in a rehabilitation programme will be subject to our normal sickness absence rules.

8.6 If we believe that an employee is under the influence of either drugs, alcohol or solvents because of an abuse problem, the outcome of any disciplinary procedure will generally include requiring that the person seek help from one or more of the national organisations set up to advise on overcoming this.

8.7 An individual who is visibly under the influence of drugs, alcohol or other substance abuse, will not be allowed to remain on our premises. Their manager will ensure that they are escorted home safely and arrangements made for an initial interview at the earliest opportunity when they are fit to discuss this.

8.8 If an individual's colleague identifies what they believe to be signs of drug, alcohol or substance misuse, the colleague should advise the individual to seek help from their GP. If there is no response to this and the colleague is still concerned, they may seek help, in confidence, from their manager, to try to find ways of helping the person concerned.

8.9 Colleagues who do not feel able to approach the individual with the problem themselves, should inform their manager or the Town Clerk. Colleagues are encouraged not to cover up for those with a drink or drug problem but to recognise that collusion represents a false sense of loyalty and will, in the longer term, damage those employees.

9. Help and support

9.1 Where the employee concerned self-refers to their GP or an occupational health provider, confidentiality will be maintained but may not apply if the

employee is deemed, under health and safety legislation, to be putting themselves or others at risk. The occupational health provider and/or counsellor will meet the individual concerned at the earliest opportunity and confirm whether a drug, alcohol or other substance related problem exists, and that the employee wishes to accept help.

- 9.2 If the employee does not self-refer to their GP or an occupational health provider, then we may request them to do so. In addition, if we suspect that an employee's work performance or conduct has been impaired through drugs, alcohol or substance abuse, we reserve the right to require the employee to undergo a medical examination to determine the cause of the problem.
- 9.3 It is anticipated that by being able to address these issues early on, an employee can have the required support provided to prevent any deterioration of their health or performance at work.
- 9.4 We will provide employees who seek help for alcohol, drug or substance abuse problems with support, internally and through external agencies (where appropriate). This may include time off to attend meetings with counsellors etc.

10. Recurring problems

- 10.1 Where an employee, having received treatment, suffers a relapse, we will consider the case on its individual merits. Medical advice may be sought to ascertain how much more treatment/rehabilitation time is likely to be required for full recovery. At our discretion, more treatment or rehabilitation time may be given to help the employee to recover fully.
- 10.2 If, after the employee has been referred for support and advice has been given, it is either considered that support is unlikely to succeed, or there is a recurrence of a previous habit, we may invoke the disciplinary procedure. Dismissal may result, but in most cases a clear warning will be given to the employee beforehand and a full medical report will be obtained.
- 10.3 Continuation in post or the offer of an alternative post during or after treatment will depend upon our business needs at that time.
- 10.4 If an employee declines the offer of referral for assessment and treatment; discontinues treatment before its satisfactory completion and continues to fall below standards required; or either disobeys an instruction given by the business with regard to rehabilitation or suffers a relapse during or following treatment, we reserve the right to withdraw our support and will deal with the matter under our disciplinary procedure.
- 10.5 Irrespective of the above, any employee who attends work under the influence of drugs, alcohol or substance abuse will be subject to disciplinary action and may be dismissed on grounds of gross misconduct.

11. Informing the police

- 11.1 The supply, sale or possession of illegal drugs is a criminal offence. The production, distribution, sale and supply of all psychoactive substances ("legal highs") is also prohibited, except for those in everyday use such as medicines, alcohol, cigarettes and caffeine.
- 11.2 In order to meet our legal obligations, we will not hesitate to inform the police and any other appropriate authorities if we believe that illegal drugs or legal highs are in the possession of an employee, or are being used, sold or distributed by our employees and/or on our premises. Employees involved in such activities will be liable to summary dismissal for gross misconduct.

12. Breach of this policy

- 12.1 Breach of this policy by any employee will be fully investigated and dealt with under our disciplinary procedure. Any other person breaching this policy will be asked to leave the workplace.

13. Related policies and documents

- Sickness policy
- Disciplinary policy
- Health and safety policy
- Members Code of Conduct

The above list is not exhaustive.

14. Further information

- 14.1 Any queries or comments about this policy should be addressed to the Corporate Services Manager

15. Policy review

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



HOUGHTON REGIS TOWN COUNCIL

Banking Arrangements, Investment Strategy & Investment Arrangements

| | |
|-------------------|--|
| Date of Approval: | 22 nd March 2004 |
| Dates of Review: | 3 rd December 2012; 20 th July 2015; 30 th May 2017; 23 rd September 2019; 14 th September 2020 |
| Re-Approval: | 15 th February 2013; 6 th June 2016; 8 th October 2018; 9 th December 2019; TBC |

Contents

- 1. Banking Arrangements**
- 2. Investment Strategy**
- 3. Investment Arrangements**
- 4. Review**

1. Banking Arrangements

1.1 In accordance with the Financial Regulations (para 5.1 - The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.) the following information summarises the banking arrangements of Houghton Regis Town Council:

- (i) The payment of income into the Bank shall be undertaken regularly (usually weekly) subject to necessity:
- (ii) When a new Council comes into Office, bank mandates will be updated within 3 months, or as soon as practicable hereafter:
- (iii) A balance sufficient to avoid bank charges being imposed will be maintained within the Current Account.

2. Investment Strategy

2.1 Introduction:

The strategy has been produced and complies with the guidance issued by the Secretary of State under Section 15(1) (a) of the Local Government Act 2003 and being effective from 1st April 2018.

Houghton Regis Town Council acknowledges its responsibility to the community and the importance of prudently investing the temporary surplus funds held on behalf of the community.

2.2 Objectives:

The general policy objective for this Council is prudent investment of its balances. The Council's investment priorities are:-

- (i) the security of its reserves
- (ii) the liquidity of its investments
- (iii) the yield obtained from any investment.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

2.3 Policy:

All the Town Council's investments will be those offering high security and high liquidity. This means that:-

- (i) All investments will be made in sterling and any payments or repayments will also be made in sterling.
- (ii) All investments will be short term investments which will not exceed a maximum of twelve months.
- (iii) Before investments have reached their 12-month maturity term and it is in the Council's best intention to continue with the fund by having a roll-on

investment, a review will take place on the eleventh month of every year of the duration of the fund.

- (iv) All investments will be made in UK banks and building societies.
- (v) The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis.
- (vi) The Council will only invest in institutions of high credit quality – based on information from credit rating agencies (as defined).

For prudent management of its balances, the Town Council, maintaining sufficient levels of security and liquidity, will adopt a policy whereby funds which are likely to be surplus for up to three months can be invested in short term deposits with one or more of the UK major clearing banks and/or building societies.

The Ministry of Housing, Communities and Local Government maintain that borrowing of monies purely to invest, or to lend and make a return is unlawful and the Town Council will not engage in such activity.

3. Investment Arrangements

- 3.1 In accordance with the approved Committee Functions & Terms of Reference the Corporate Services Committee will determine investment opportunities.
- 3.2 Approximately 1 month prior to an investment maturing a report will be presented to the Corporate Services Committee detailing:
 - (i) capital expenditure forecast
 - (ii) investment opportunities
 - (iii) recommendation for subsequent investment including location of investment, period and amount.
- 3.3 Upon an investment maturing the Corporate Services Committee will receive a report detailing the investment return.

4. Review

- 4.1 This policy must be reviewed annually at the earliest practicable Corporate Services Committee meeting after the annual meeting.



HOUGHTON REGIS TOWN COUNCIL

COMPLAINTS PROCEDURE

| | |
|-----------------------|---|
| Date of Approval: | 23 rd October 2006 |
| Dates of Review: | 11 th November 2013; 21 st September 2015; 26 th September 2016; 26 th September 2017; 10 th June 2019; 14 th September 2020 |
| Dates of Re approval: | 5 th December 2016; 11 th December 2017; 7 th October 2019 |

Based on NALC Legal Topic Note 9E, Handling Complaints, December 2018

Contents

- 1. Scope of the Complaints Procedure**
- 2. Code of Practice**
- 3. Policy Review**

1. SCOPE OF THE COMPLAINTS PROCEDURE

General

‘A complaint is an expression of dissatisfaction about the council’s action or lack of action or about the standard of a service, whether the action was taken, or the service provided by the council itself or a person or body acting on behalf of the council.’

A complaint against a local council may also be triggered by an allegation of administrative fault such as not following procedures or standing orders, inadequate service, no service, delay or making a mistake.

This guidance is aimed at those situations where a complaint has been made about the administration of the council or about its procedures. It is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the clerk or other proper officer or chairman. When a complaint is made against a council, member(s) of the council or staff are likely to be mentioned or complained about. However, a complaint against a council will be treated as a complaint against the body corporate of the council, **not** as a complaint against individual employees or member(s) of the council.

The Complaints Procedure sets out an efficient and transparent process for dealing with complaints received by establishing a standard and formal procedure for considering complaints either made by complainants direct or which have been referred back to the council from other bodies. The Complaints Procedure seeks to ensure that the complainant feels satisfied that their complaint has been properly and fully considered.

At all times, the rules of natural justice will apply, all parties will be treated fairly, and the process will be reasonable, accessible and transparent.

Complaints about an employee

Complaints about an employee of the council will be dealt with as an employment matter. The complainant will be assured that the matter will be dealt with internally and appropriate action taken as required.

Complaints about a councillor

Complaints about a councillor should be sent to:

The Monitoring Office
Central Bedfordshire Council
Priory House
Monks Walk
Shefford
Tel: 0300 300 8000
[https://www.centralbedfordshire.gov.uk/officeforms/
Complaint_form_for_councillors_conduct.ofml](https://www.centralbedfordshire.gov.uk/officeforms/Complaint_form_for_councillors_conduct.ofml)

2. CODE OF PRACTICE

The Council will establish a Complaints Sub-Committee comprising of 3 Members drawn from the Corporate Services Committee to deal with complaints. The conclusions drawn at any meeting of the Complaints Sub-Committee will be reported to the next Town Council meeting.

If the clerk or other proper officer is putting forward the justification for the action or procedure complained of, he or she should not advise the council or committee.

Before the meeting:

- i. All formal complaints against a local council must be communicated in writing, including email, to the clerk or other proper officer.
- ii. If the complaint concerns the clerk or other proper officer, they may be advised to address their complaint to the chairman of the council.
- iii. The complainant will be asked at the outset to confirm if they wish the complaint to be treated confidentially. If the complainant waves confidentiality, the council must still comply with its obligations under the Data Protection Act 2018 in order to safeguard against the unlawful disclosure of personal data.
- iv. To ensure compliance with its obligations in the Data Protection Act 2018, a council cannot disclose the identity, contact details or other personal data about an individual complainant unless they consent, or disclosure is otherwise fair and lawful under the 2018 Act e.g. for the purpose of discharging the council's functions, or for the performance of contractual obligations. The council will ensure that agendas and minutes do not disclose personal data or financial, sensitive or confidential information that relates to an individual complainant or a third party in the agendas or minutes of its meeting. The identity of a complainant should only be made known to those in the council who need to consider the complaint. In other words, a council is expected to treat a complaint in confidence.
- v. The clerk, other officer or chairman of the council, shall acknowledge the receipt of the complaint within 5 working days and advise the complainant when the matter will be considered by the Complaints Sub-Committee.
- vi. The clerk or other proper officer will investigate the complaint and will provide a written report outlining the investigation and its findings
- vii. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
- viii. 7 clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence, which they wish to refer to at the meeting.
- ix. within 2 working days of the evidence from the complainant being received that council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting including the investigation report.

At the Meeting:

- i. The meeting shall be clerked by an officer of the council who has not investigated or been involved in the complaint
- ii. The council shall consider whether the circumstances of the meeting warrant the exclusion of the press and public. Any decision on a complaint shall be announced at the council meeting in public.
- iii. Chairman to introduce everyone.
- iv. Chairman to explain procedure.
- v. Complainant (or representative) to outline grounds for complaint.
- vi. Members to ask any question of the complainant.
- vii. the clerk or other proper officer to explain the council's position and the finding of the investigation.
- viii. Members to ask any question of the clerk or other proper officer.
- ix. Clerk or other proper officer and complainant to be offered opportunity to sum up (in this order).

- x. Clerk or other proper officer and complainant to be asked to leave room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).
- xi. Clerk or other proper officer and complainant return to hear decision, or to be advised on the timescale of any necessary investigation and when a decision will be made.

After the Meeting

Decision confirmed in writing, by first class post, within seven working days together with details of any action to be taken.

Right of Appeal

If the complainant wishes to appeal against the decision, he or she must notify the clerk or other proper officer in writing, including email, within 7 working days of receiving written notice of the decision, giving reasons for the appeal. An Appeal may be raised if:

- i. The complainant thinks the finding is unfair
- ii. New evidence has come to light
- iii. The complainant thinks that the complaints procedure was not applied properly

If the complainant notifies the council that he or she wishes to appeal, the complainant will be invited to attend an appeal hearing before the Appeals Sub-Committee. The Appeals Sub-Committee shall comprise 3 Members drawn from the Corporate Services Committee who were not members of the original Complaints Sub-Committee.

An appeal hearing will normally be convened up to 10 working days of the council receiving notification that the complainant wishes to appeal. If the hearing date is inconvenient for the complainant, he or she may ask to postpone the hearing by up to 5 working days.

The complainant must provide in writing, or by email, at least 5 working days ahead of the meeting information supporting the appeal based on the grounds of appeal, including:

- i. Unfair finding

The complainant is to specify how or why the finding is unfair

- ii. New evidence

The complaint must provide a copy of the new evidence

- iii. Complaints procedure not applied properly

The complainant is to specify how the complaints procedure was not applied properly

The meeting shall be clerked by an officer of the council who has not investigated or been involved in the complaint

The Appeals Committee will consider the grounds of appeal and the supporting evidence followed by a response from the Clerk or other proper officer.

The hearing will be adjourned to afford the Appeals Committee time to consider its decision.

The decision taken by the Appeals Committee will be final.

After the Appeal hearing the council will inform the complainant of its final decision within 5 working days in writing, by first class post.

3 POLICY REVIEW

This policy will be reviewed annually by the Corporate Services Committee.



HOUGHTON REGIS TOWN COUNCIL

CODE OF CONDUCT

| | |
|-----------------------|--|
| Date of Approval: | 21 st May 2012 |
| Dates of Re approval: | 11 th March 2013; 27 th March 2017 |

[Based on NALC's Template Code of Conduct for Parish Councils](#)

Contents

- 1.0 Introduction**
- 2.0 Who does the Code apply to?**
- 3.0 When does the Code apply?**
- 4.0 What standards of Conduct are Members expected to observe?**
- 5.0 Register of Interests**

Appendices A and B

1.0 Introduction

- 1.1 This Code of Conduct (“the Code”) has been adopted by the Council as required by Section 27 of the Localism Act 2011 (“the Act”).
- 1.2 The Council has a statutory duty under the Act to promote and maintain high standards of conduct by members and co-opted members of the Council (“Members”) whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council. ~~and~~ The Code sets out the standards that the Council expects Members to observe.
- 1.3 The Code is not intended to be an exhaustive list of all the obligations that are placed on Members. It is the responsibility of individual Members to comply with the provisions of the Code as well as such other legal obligations as may apply to them from time to time.
- 1.4 The Code is consistent with the following principles (the “Nolan” principles of standards in public life):

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

2.0 Who does the Code apply to?

- 2.1 The Code applies to all Members of the Council and to all co-opted members of any committee, sub-committee or joint committee or sub-committee of the Council. For the purposes of this Code, a ‘co-opted member’ is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committees of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee

3.0 When does the Code apply?

- 3.1 The Code applies whenever a person is acting in his/her official capacity as a Member of the Council or co-opted member in the conduct of the Council’s business or acting as a representative of the Council.

4.0 What standards of Conduct are Members expected to observe?

Selflessness

- 4.1 Members must always act in the public interest.
- 4.2 Members must never use their position as a member of the Council improperly to secure for themselves or any other person, an advantage or disadvantage.
- 4.3 Members must not use the Council's resources improperly for personal or party-political purposes.

Integrity

- 4.4 Members must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.
- 4.5 Members must not disclose information given to them in confidence.

Objectivity

- 4.6 When making decisions on behalf of the Council, including awarding contracts or making appointments, Members must do so on merit.
- 4.7 Members must have regard to any relevant advice provided to them by the Clerk to the Council and (where a separate appointment is made) to the Responsible Financial Officer.

Accountability

- 4.8 Members must act in accordance with their legal obligations, including the following Acts of Parliament that confer special obligations on elected councillors:

- Local Government Act 1972
- Employment Rights Act 1996
- Data Protection Act ~~1998~~2018
- Freedom of Information Act 2000
- Bribery Act 2010
- Equality Act 2010
- Localism Act 2011

- 4.9 Members must act in accordance with the Council's policies and reasonable requirements, including any protocols and codes of practice that may apply.

Openness

- 4.10 Members must give reasons for any decisions taken on behalf of the Council in accordance with any statutory requirements and the Council's Standing Orders.

- 4.11 Members must not prevent another person from gaining access to information to which that person is entitled by law.

Honesty

- 4.12 Members must declare any disclosable (pecuniary and non-pecuniary) interests or conflicts of interest that may arise in respect of their responsibilities as a Member of the Council.
- 4.13 Members must at all times ensure that their claims for expenses, allowances, and their use of facilities and services provided by the Council are strictly in accordance with the rules laid down on these matters.

Leadership

- 4.14 Members must set an example by their behaviour and shall act in a way that enhances public trust and confidence in the integrity of the Council and its Members.
- 4.15 Members must show respect and courtesy to others.
- 4.16 Members should value the Council's officers and work alongside them to achieve the Council's objectives. Members must on no account behave in a manner that might constitute bullying.

5.0 Register of Interests

- 5.1 The Monitoring Officer of Central Bedfordshire Council maintains a register of interests of Members and co-opted members of the Council.
- 5.2 The Council has determined what interests Members are required to enter in the register of interests, including those disclosable pecuniary interests prescribed by regulations. These disclosable interests are listed in Appendices A and B.
- 5.3 Members must notify the Monitoring Officer of any disclosable pecuniary and non-pecuniary interests that should be recorded in the Council's register of interests.
- 5.4 Within 28 days of becoming a councillor, all Members must submit to the Monitoring Officer a list of their disclosable interests and must notify the Monitoring Officer of any changes as and when they arise.

APPENDIX A:

Interests defined by regulations made under section 30 (3) of the Localism Act 2011 and described in the table below:

| Subject | Description |
|---|--|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners. |
| Sponsorship | Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |
| Contracts | Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged. |
| Land | Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income. |
| Licences | Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer. |
| Corporate tenancies | Any tenancy where (to the member’s knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of. |
| Securities | Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where— (a) that body (to the member’s knowledge) has a place of business or land in the area of the Council; and |

| | |
|--|---|
| | <p>(b) either-</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p> |
|--|---|

*'director' includes a member of the committee of management of an industrial and provident society.

**'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

APPENDIX B:

An interest which relates to or is likely to affect:

(i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;

(ii) any body –

a. exercising functions of a public nature;

b. directed to charitable purposes; or

c. one of whose principal purposes include the influence of public opinion or policy (including any political party or trade union)

of which the member of the Council is a member or in a position of general control or management;

(iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office

MAY 2018

L09-12 | NALC'S TEMPLATE CODE OF CONDUCT FOR PARISH COUNCILS

Introduction

NALC's template code of conduct is attached. A member's mandatory obligations relating to prescribed disclosable pecuniary interests are incorporated in the NALC template code of conduct. If a parish council adopts the NALC template, its members are also required to register disclosable pecuniary interests within 28 days of adoption of the code.

Useful reminders

The function of adopting, revising or replacing a code of conduct must be discharged by full council (s.28(13) of the Localism 2011 Act). A parish council must publicise its adoption (and in future any revision or replacement) of a code of conduct in such manner as it considers is likely to bring the adoption, revision or replacement of the code of conduct to the attention of persons who live in its area (s. 28(12) of the Localism Act 2011).

Whilst members of a parish council may provide written notification of interests (including disclosable pecuniary interests) to the Monitoring Officer, most Monitoring Officers are likely to prepare a standard register of interests form for members of parish councils to complete. Members of parish councils should liaise directly with the Monitoring Officer about providing written notifications about their interests.

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FINAL

NALC template code of conduct for parish councils

Introduction

Pursuant to section 27 of the Localism Act 2011, X [Parish/Town/Village/Community/Neighbourhood] Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.

3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Interests described in the table below.

| Subject | Description |
|---|---|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners. |
| Sponsorship | Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |
| Contracts | <p>Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council –</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p> |
| Land | <p>Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p> |

| | |
|---------------------|--|
| Licences | Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer. |
| Corporate tenancies | Any tenancy where (to the member's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of. |
| Securities | Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class. |

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which the member of the Council is a member or in a position of general control or management;
- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.



HOUGHTON REGIS TOWN COUNCIL

RISK MANAGEMENT STRATEGY & SCHEDULE

| | |
|-------------------------------------|--|
| Date of Approval: | Town Council 28 th September 2015 |
| Date of Review: | 26 th September 2016; 25 th September 2017; 24 th September 2018; 23 rd September 2019 |
| Date of Re-approval Town Council | 5 th December 2016; 11 th December 2017; 8 th October 2018; 9 th December 2019 |

Risk Management Strategy

- 1.0 Introduction
- 2.0 Scope
- 3.0 Strategy Outcomes
- 4.0 Risk Management Overview
- 5.0 Risk Appetite
- 6.0 Embedding Risk Management
- 7.0 Roles and Responsibilities
- 8.0 Risk Management Processes
- 9.0 Monitoring and Review
- 10.0 Glossary of Terms

Appendix 1 - Impact and Likelihood Descriptors and Risk Scoring Matrix

Risk Management Schedule

- Corporate Services
- Environment & Leisure

- Planning
- Community Services

1.0 Introduction

- 1.1 Effective risk management is essential if Houghton Regis Town Council is to deliver its key outcomes and achieve its goals. It supports continuous improvement and good governance.
- 1.2 Risk management is about us: identifying the things that could happen to prevent the delivery of our key outcomes (our risks); assessing how likely it is that these things might happen and what their impact might be; and determining what can be done to reduce the likelihood of those unwanted events or mitigate their impact. Effective risk management requires us to identify our most important risks; record those risks and the actions we plan to take to deal with them; and review, regularly the impact of our actions on our risks.
- 1.3 We cannot avoid risk entirely and it would be impracticable to try to manage away entirely the risks that we are exposed to. What we must do is: decide what level of risk we are prepared, and can afford, to accept; take action that is proportionate and affordable to reduce to an acceptable level as many risks as possible; and keep under review and actively manage those risks that remain unacceptably high.
- 1.4 The Risk Management Strategy has been adopted to help us to manage our risks effectively.

2.0 Scope

- 2.1 The Strategy provides an overview of risk management before examining in more detail the elements critical to successful risk management, i.e.:
- determining our risk appetite
 - the integration of risk management into our decision making
 - linking service planning and performance management with risk management
 - defining responsibilities for risk management
 - processes for identifying, assessing and managing risk

3.0 Strategy Outcomes

- 3.1 The outcomes to be delivered by this strategy are within the approved Town Council Plan:

4.0 Risk Management - Overview

- 4.1 Risk management is the process by which the organisation seeks to identify, assess and manage key risks which might prevent it from achieving its corporate outcomes and goals or from doing so in an effective and efficient manner.
- 4.2 Risk management should not be treated as a standalone process. It should be treated just like budgeting and financial management or service planning and performance management –

something that any good manager does as a matter of course. It should be linked to the service and financial planning and management as managers identify both the risks to their plans as they develop them and the risks associated with subsequent actions to keep those plans on track.

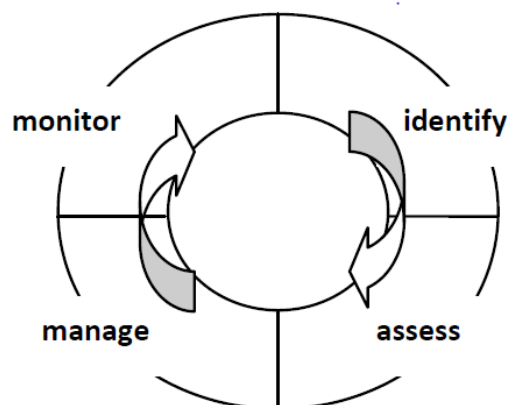
4.3 Risk management is a continuous process. For known risks, it should operate from the time that each risk is first identified until such time as it no longer represents a significant risk to the organisation. Recorded risks and the controls used to mitigate them should be reviewed on

a regular basis: the frequency of review for each risk should reflect the impact the risk might have and the degree of confidence placed on the controls in place to manage it. In addition, there is a need for constant and ongoing vigilance to ensure that any new risks that may arise are recognised and dealt with before they can impact on the organisation.

4.4 There are a number of benefits of having an effective risk management process in place and these include:

- Alerting management and other accountable persons to the key risks which might prevent the achievement of the organisation's corporate outcomes and service plan objectives, in order that timely mitigation can be developed to either prevent the risks occurring, or to manage them effectively if they do occur.
- Contributing to better decision making and the process of achieving corporate outcomes and service plan objectives. When embedded within existing business processes such as planning, performance management, project management and budgeting, it provides a basis for ensuring that the implications of decisions are thought through; that the impact of any decision on other decisions, initiatives and projects is considered; and that conflicts within planning and decision making are balanced. It also helps managers to design mitigations that are proportionate to the degree of risk faced.
- Providing assurance to accountable persons and managers on the adequacy of arrangements for the conduct of business. It demonstrates openness and accountability to various regulatory bodies and to all other stakeholders.
- Greater risk awareness and an improved control environment, which should mean fewer incidents and other control failures and better service outcomes.

4.5 The organisation's risk management approach is based on the standard management cycle of:



5.0 Risk Appetite

- 5.1 Risk appetite or risk tolerance are two terms that mean the same thing – how much risk the organisation is prepared to live with to achieve service goals and reach its strategic objectives. Using the language of the risk management professional, the organisation may be risk averse, risk neutral or risk loving. The organisation’s risk appetite may vary depending on which aspect of its activities it is considering but for risk management purposes, it must be capable of expressing its appetite objectively – and numerically.
- 5.2 Houghton Regis Town Council has determined that it will use a scoring model based on impact and likelihood and will set a single risk tolerance level: any risk that scores 9 or more, using the model will be considered “primary” risks and will be subject to positive action designed to mitigate the risk and bring its score within the tolerance level. Appendix 1 to the Strategy provides guidance for scoring the impact and likelihood of each risk.
- 5.3 To provide full assurance, those risks scoring less than 9 will also be recorded in the Risk Register – as will be the controls and other mitigations that resulted in a within-tolerance risk score. They will also be subject to monitoring designed to give assurance that controls are operating as expected to keep them within tolerance.

6.0 Embedding Risk Management

- 6.1 Embedding risk management is defined as building risk consistently and uniformly into all operations at every level so that it becomes part of ‘the way we do things’ as a matter of routine.
- 6.2 The key factors for successfully embedding risk management are:
- Sponsorship;
 - Ownership;
 - Developing linkages with service plans and corporate priorities
 - Developing the appropriate knowledge and skills to identify, assess and manage risks
- 6.3 How we will seek to achieve these success factors – and embed risk management - is outlined in sections 7 and 8 of the Strategy and the accompanying appendices and guidance notes.

7.0 Roles and Responsibilities

- 7.1 Houghton Regis Town Council will only succeed in managing its risks if everyone understands their responsibilities in this area. The key message for all of us is that we share responsibility for our risks – and we can’t afford to have anyone shirking their responsibility.
- 7.2 The Town Clerk is specifically responsible for:
- Producing and reviewing the Risk Management Strategy
 - Reporting to those charged with governance on the effectiveness of risk management arrangements
 - Providing (or obtaining via competent specialists) advice, guidance, support and training to employees and Councillors or other accountable persons

- Reviewing committee reports to ensure risks relating to recommendations /decisions are clearly stated in the report
- Promoting effective risk management across the organisation
- Assisting officers in maintaining the corporate Risk Register

7.3 Every risk in the Risk Register will be made the responsibility of a specific employee, manager or Town Clerk. That person will be the Risk Owner.

7.4 The organisation’s Corporate Services Committee is responsible for oversight of the risk management processes. The Committee receives 6 monthly reports on overdue risk actions. *Those charged with governance* are involved in the preparation and review of the Annual Governance Statement (*Statement of Internal Control*) which includes reference to the organisation’s risk management arrangements.

7.5 The following table identifies other specific roles and responsibilities.

| Who | Responsibilities |
|---|---|
| Accountable persons – those charged with governance (<i>Town Clerk & elected members</i>) | To hold management team (or equivalent) accountable for effective risk management across the organisation To ensure effective risk management arrangements are in place To consider risks when making decisions To raise risk issues and concerns with management team or Risk Manager |
| Senior management / Clerk (risk manager in this context) | To identify and assess risks to service delivery and instigate actions to mitigate those risks To identify corporate risks and ensure identified actions to mitigate are completed To champion risk management and lead by example Horizon scanning to identify emerging risks To ensure appropriate risk owners are designated for each risk or action |
| Project Managers (for projects) | To identify and manage project risks To ensure high level project risks are recorded on the Risk Register |
| Partnership Lead officers | To identify and manage partnership risks from the organisation’s perspective To identify and manage risks from the partnership’s perspective (where the organisation is the lead authority) To ensure partnership risks are recorded on the Risk Register and in accordance with any partnership agreement. |
| Clerk and other employees | To identify opportunities or threats to service delivery To take reasonable action to minimise risks in service delivery To report events (materialising of identified risks) to management team To seek advice from the Risk Manager on risk management issues |

8.0 Risk Management Processes

8.1 Houghton Regis Town Council uses its Town Council Plan to identify its aims, objectives and desired outcome. Houghton Regis Town Council has determined that, for all outcomes identified in this Plan, Risk Owners must consider the risks that may materialise to prevent delivery of a desired outcome and determine what should be done about them. The following steps are to be followed:

- **Risk identification** – the Risk Owner will determine what might happen that could impact on delivery and establish when, how and why such an event might occur.

- **Risk assessment** – the Risk Owner will apply the guidance set out in Appendix 1 to determine the relevant risk score: if the risk score is outside the tolerance level action will be required. At this point the Risk Owner is assessing the “inherent risk”, that is the risk that the organisation would be exposed to if no mitigating actions were taken.

- **Initial risk mitigation** – the Risk Owner will identify what controls are already in place to reduce the chance of a risk materialising

- **Initial risk response** – the Risk Owner will determine what to do about a risk in terms of treating, tolerating, transferring or terminating the risky activity in order to reduce the potential impact on the organisation. Alternatively, you might take the risk in order to get an outcome that would not be achievable without taking the risk.

- **Risk review** – the Risk Owner will review the scoring with the responses and controls in place to come up with the residual risk score.

- **Future risk mitigation** – the Risk Owner will identify actions that need to be taken to reduce the residual risk score to within the risk appetite.

8.2 These steps may be undertaken by officers during a group workshop, or individually with the assistance of the Risk Manager or an external facilitator. Risks, controls and actions can then be recorded in the Risk Register. Risks can be classified as:

- Corporate – cross cutting and affecting all services in the organisation

- Operational – related to a specific service or activity

- Strategic – may affect the strategic direction of the organisation

- Project – time limited and specific to finite projects

8.3 Implementation of risk actions are monitored as part of the organisation’s regular reporting of budgets, performance and risk management (where such reporting exists). Where actions have not been taken in a timely manner to mitigate risks, this shall be reported to the appropriate committee charged with governance.

8.4 Emerging risks identified through regular horizon scanning will be assessed, analysed and recorded on the Risk Register with suitable responses as soon as they are identified.

8.5 Risks relating to committee decisions are recorded in each committee report. The Risk

Manager provides advice and guidance, and will identify if the Risk Register requires updating with any corporate or service risks emerging from report recommendations.

8.6 Project risks will be identified at the outset of any project and recorded in the organisation's Project Management approach. Any project risks that have an inherent risk score of 9 or above will be recorded on the Risk Register in a sub-section for the appropriate service area. This will enable monitoring of controls and actions.

8.7 Once the project is completed, project risks will be removed from the Risk Register.

9.0 Monitoring and Review

9.1 The Strategy will be reviewed annually by Corporate Services Committee and reported to Town Council.

9.2 Progress with actions designed to mitigate primary risks will be reported to those charged with governance.

9.3 Risk Owners will review their risks on the Risk Register every six months and give assurance that controls are still operating as recorded.

9.4 Where appropriate, Internal Audit will review the organisation's risk management processes at least once every two years.

10.0 Glossary of terms

| Term | Definition |
|--------------------|--|
| Risk | The threat that an event or action will adversely affect the organisation's ability to deliver its objectives. The threat is measured in terms of impact and likelihood. |
| Risk strategy | How the organisation plans to achieve good risk management |
| Risk appetite | The level of risk the organisation is prepared to accept |
| Risk averse | A low appetite for risk taking |
| Risk positive | A high appetite for risk taking to potentially achieve a more favourable outcome |
| Upside risk | Opportunity to exploit a situation for a positive advantage |
| Inherent risk | The impact and likelihood of an event occurring before any controls haven been applied |
| Residual risk | The impact and likelihood of an event occurring when controls are operating as designed |
| Controls | Processes or actions taken to address risks by reducing the likelihood. Usually referred to as treating the risk. Cost of controls should be proportional to the risk |
| Mitigation | Actions taken or to be taken to reduce the chance of a risk materialising or the impact if it does. |
| Treat the risk | Operate processes to reduce the risk e.g. password security, spot checks, regular monitoring or reporting |
| Tolerate the risk | Agree not to take action, usually due to minimal likelihood of occurrence, or cost of controls is disproportional to the risk |
| Transfer the risk | Often through insurance, where the impact of a risk materialising is reduced. May also occur through outsourcing if a third party takes on the risk. |
| Terminate the risk | Stop doing the activity / service to which the risk relates |

| | |
|---------------|---|
| Take the risk | View the risk as an upside risk / opportunity to improve an outcome or deliver an even better service and take the chance |
|---------------|---|

APPENDIX 1

IMPACT DESCRIPTORS (scores) – how big could the impact be?

The following descriptors are designed to assist the scoring of the impact of a risk if it were to occur:

| Score | Low (1) | Medium (2) | High (3) | Very High (4) |
|-------------------------------|---|--|--|---|
| Legal | Minor civil litigation | Major civil litigation and/or local public enquiry | Major civil litigation setting precedent and/or national public enquiry | Section 151 or government intervention or criminal charges |
| Financial | Up to £25k | Up to £50k | Up to £100k | Over £100k |
| Performance / Service Quality | Low level of minor complaints | Material level of minor complaints Service quality impaired | Unacceptable level of complaints. Adequate service level cannot be maintained | Complete failure to deliver service Government intervention |
| Health and safety of people | Low level of minor injuries | High level of minor injuries | Serious injury | Death of an individual for whom the organisation has a responsibility |
| Reputation | Little or no impact outside of the organisation | Minimal negative local media reporting | Significant negative front page reports or editorial comment in the local media | Questions raised in Parliament and/or reported in the national media |

Financial risk impact levels should be adjusted to fit with the budget of the organisation. As a guide, Very High impact would be 10% of the organisation's net expenditure for the year (or precept and other income if applicable)

LIKELIHOOD DESCRIPTORS (scores) – how soon might it happen?

- Low (1) Once every two to five years or more
- Medium (2) This year or next year
- High (3) Within six months to a year
- Very High (4) Immediate or within a month

RISK SCORING MATRIX

| | | | | |
|------------------------|---------|------------|----------|---------------|
| VERY HIGH (4) | 4 | 8 | 12 | 16 |
| HIGH (3) | 3 | 6 | 9 | 12 |
| MEDIUM (2) | 2 | 4 | 6 | 8 |
| LOW (1) | 1 | 2 | 3 | 4 |
| IMPACT / LIKELIHOOD | LOW (1) | MEDIUM (2) | HIGH (3) | VERY HIGH (4) |

Scores are mapped on the matrix above.

Red scores – Primary risk that exceeds the organisations risk appetite – action needed to redress, monthly monitoring

Amber scores – likely to cause the organisation some difficulties – quarterly monitoring

Green scores – monitor as necessary

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RISK MANAGEMENT SCHEDULE

Corporate Services

| Activity | Risk area | Risk event | Likelihood (x) | Impact (y) | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
|--------------------|--|--|----------------|------------|-----------|--|------------|--------|-------|---------------|-------------|
| Finance | | | | | | | | | | | |
| • Banking | Failure of banking set up to meet legal, policy & administration requirements | Loss of funds Short term loss of bank services (telephone / internet banking) | 1 | 3 | 3 | Use of national bank Spread of investments Internal controls | 1 | 3 | 3 | RFO | Ongoing |
| • Borrowing | Failure of borrower to honour loan agreement Failure of lender to honour loan agreement | Financial penalties Damage to reputation | 1 | 3 | 3 | Use of recognised public sector lender Set up for BACS repayments | 1 | 3 | 3 | RFO | Ongoing |
| Activity | Risk area | Risk event | Likelihood (x) | Impact (y) | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
| • Audit external – | Failure of audit to provide appropriate | Financial penalties Damage to | 1 | 2 | 2 | Use of national auditors as | 1 | 2 | 2 | RFO | Ongoing |

| | | | | | | | | | | | |
|--------------------|--|--|-----------------------|-------------------|------------------|--|-------------------|---------------|--------------|----------------------|--------------------|
| | assurance and give unqualified opinion | reputation | | | | required by Public Sector Audit Appointments Ltd Preparation of accounts by professional accountants | | | | | |
| • Audit – internal | Failure of audit to identify failings Unsuitability of internal audit service | Financial penalties Damage to reputation | 1 | 2 | 2 | Internal auditor is suitably qualified and independent of the Council. Appt made and scope set by Council | 1 | 2 | 2 | RFO | Ongoing |
| Activity | Risk area | Risk event | Likelihood (x) | Impact (y) | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
| • Software | Loss of data Failure of software Protection of data from breach of confidentiality | Unable to undertake council functions Unlawful access to data Damage to reputation | 2 | 3 | 6 | Use of qualified IT support Up to date premise security Up to date IT security Off site secure | 2 | 3 | 6 | Town Clerk | Ongoing |

| | | | | | | | | | | | |
|---------------------------|---|---|---------------------------------|----------------------------|----------------------|---|-------------------------|---------------|--------------|--------------------------|--------------------|
| | | | | | | data storage Up to date equipment | | | | | |
| • Investments | Failure of investment company | Loss of funds Restricted access to funds | 2 | 4 | 8 | Good track record Nationally renown | 2 | 4 | 8 | RFO | Ongoing |
| Activity | Risk area | Risk event | Likeli- hood (x) | Impac t (y) | Total (=) | Existing controls | Likeli- hood | Impact | Total | Actions (who) | Review date |
| • Financial management | Poor financial decisions Non compliance with legislation & policy | Damage to reputation Unable to meet financial commitments | 3 | 3 | 9 | Financial policy controls in place Council appoints an RFO Staff and Councillor training provided Internal and external audit undertaken Use of professional accountancy support Use of council specific accounts | 3 | 3 | 9 | RFO | Ongoing |

| Activity | Risk area | Risk event | Likelihood (x) | Impact (y) | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
|---------------------|---|--|----------------|------------|-----------|--|------------|--------|-------|-----------------------------|-------------|
| | | | | | | software | | | | | |
| • Income generation | Predicted income doesn't match budgeted income Threat to service provision | Damage to reputation Unable to met service commitments | 3 | 2 | 6 | Council sets balanced budget 3-9 months general reserves maintained Regular budget monitoring Main income from Precept and is governed by Legislation | 3 | 2 | 6 | RFO | Ongoing |
| Democracy | | | | | | | | | | | |
| • Elections | Not contested Insufficient Cllr's Suitability of candidates Not run according to statute | Damage to reputation Reduced democratic mandate Poor decisions | 2 | 2 | 4 | Elections promoted Information provided Elections run by principal authority | 2 | 2 | 4 | Head of Democratic Services | Ongoing |
| Activity | Risk area | Risk event | Likelihood (x) | Impact (y) | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |

| | | | | | | | | | | | |
|-----------------|---|---|-----------------------|---------------|------------------|---|-------------------|---------------|--------------|-----------------------------|--------------------|
| • Councillors | Cllr vacancies though resigning, leaving or disqualification Suitability of skills and experience Quality of guidance / decisions | Insufficient numbers to support the democratic process Damage to reputation Financial costs | 2 | 3 | 6 | Cllr training and support provided Cllr's agree to Code of Conduct Cllr complete Declarations of Interest forms and declare interests at meetings Cllr workload shared among 14 Cllr's Council staff provide guidance, knowledge and support Council and Cllr's work under approved policies | 2 | 3 | 6 | Head of Democratic Services | Ongoing |
| Activity | Risk area | Risk event | Likelihood (x) | Impact | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |

| | | | | | | | | | | | |
|-----------------------------------|--|--|-----------------------|-------------------|------------------|--|-------------------|---------------|--------------|--|--------------------|
| | | | | (y) | | | | | | | |
| • Subscriptions | Loss of outside professional bodies who provide guidance and support Withdrawal of budget to fund subscriptions | Poor actions Damage to reputation | 2 | 2 | 4 | Long history of subscriptions Budget provision made annually Cllr's aware of benefits of subscriptions | 2 | 2 | 4 | Town Clerk | Ongoing |
| Central services | | | | | | | | | | | |
| • Utilities | Supply fails Cut off Supplier fails | Operation of council services ceases Damage to reputation | 2 | 2 | 4 | Use of national suppliers Accounts settled promptly | 2 | 2 | 4 | Town Clerk | Ongoing |
| • Unplanned work | Unbudgeted costs / use of general reserves Non compliance with council policy | Damage to reputation Financial costs | 2 | 3 | 6 | Council policies guide for unplanned financial decisions Special mtgs can be held as required | 2 | 3 | 6 | Town Clerk | Ongoing |
| Activity | Risk area | Risk event | Likelihood (x) | Impact (y) | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
| • Non compliance with legislation | Council acting unlawfully | Damage to reputation Financial costs Legal proceedings | 3 | 3 | 9 | Trained staff Cllr training offered Use of outside professional | 2 | 2 | 4 | Promotion of training to cllrs - Head of Democrati | Ongoing |

| | | | | | | | | | | | |
|---|---|---|-----------------------|-------------------|------------------|---|-------------------|---------------|--------------|---|--------------------|
| | | | | | | services to support council Membership of professional bodies | | | | c Services Council to consider if training should / could be mandatory – Town Clerk | |
| • Communication systems inc. email, post, telephone, social media | Failure of systems Council uncontactable | Damage to reputation Financial costs Cessation of work of council | 2 | 2 | 4 | Variety of communication methods available Use of nationally recognised suppliers | 2 | 2 | 4 | Town Clerk | Ongoing |
| Activity | Risk area | Risk event | Likelihood (x) | Impact (y) | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
| • Insurance | Failure of insurance company Insufficient insurance cover | Damage to reputation Financial costs | 1 | 4 | 4 | Use of nationally recognised provider Annual review of insurance arrangements | 1 | 4 | 4 | Town Clerk | Ongoing |
| • Contracts | Company failure Termination of contract | Damage to reputation Financial costs Cessation / | 2 | 3 | 6 | Use of recognised & competent providers | 2 | 3 | 6 | Town Clerk | Ongoing |

| | | | | | | | | | | | |
|--|--|--|-----------------------|-------------------|------------------|---|-------------------|---------------|--------------|----------------------|--------------------|
| | Insufficient / unsuitable monitoring | disruption of service Dissatisfied customers | | | | Annual review of contracts All contracts are signed Financial statements provided | | | | | |
| • Professional support inc legal, hr, occ health, payroll, accounts / year end | Insufficient cover Incorrect advice | Damage to reputation Financial costs Dissatisfied customers / staff / contractors etc | 2 | 3 | 6 | Use of competent providers | 2 | 3 | 6 | Town Clerk | Ongoing |
| Activity | Risk area | Risk event | Likelihood (x) | Impact (y) | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
| • IT & copier / equipment | Security Failure Replacement Maintenance contracts fail | Damage to reputation Financial costs Cessation / disruption of service Dissatisfied customers | 1 | 2 | 2 | Routine maintenance provided Up to date equipment & security | 1 | 2 | 2 | Town Clerk | Ongoing |
| • Staff | Competence Resignation Unplanned extended leave Fraud Misconduct Policy | Poor / disrupted service delivery Damage to reputation Financial costs | 2 | 2 | 4 | Qualified staff Ongoing training provided Contracts of employment Policy | 2 | 2 | 4 | Town Clerk | Ongoing |

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|-------------------|--|---|-----------------------|-------------------|------------------|--|-------------------|---------------|--------------|----------------------|--------------------|
| | compliance | Dissatisfied customers | | | | guidance Staff aware of colleagues work and processes Cllr monitor Appraisals Insurance in place | | | | | |
| Activity | Risk area | Risk event | Likelihood (x) | Impact (y) | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
| • Health & Safety | Non compliance with legislation Accidents, injury & death | Damage to reputation Financial costs | 2 | 2 | 4 | H&S policy in place Trained staff inc NEBOSH Day to day H&S practices completed Insurance in place Use of first aiders at events H&S equipment provided Employee Assistance Programme provided | 2 | 2 | 4 | Town Clerk | Ongoing |
| Activity | Risk area | Risk event | Likelihood (x) | Impact | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |

| | | | | | | | | | | | |
|--------------------------------------|---|---|---|-----|---|---|---|---|---|--|---------|
| | | | | (y) | | | | | | | |
| • Service continuity | Disruption to / cessation of services | Damage to reputation Financial costs | 2 | 3 | 6 | Premises security measures in place Business Continuity Plan in place Data backed up off site Remote working available Staff and Cllr training to be provided | 2 | 3 | 6 | Town Clerk | Ongoing |
| • Senior Staff and Member leadership | Disruption to / cessation of services Failure to meet statutory requirements | Damage to reputation Financial costs | 2 | 3 | 6 | Senior leadership team with breadth of knowledge and expertise Availability of external support Regular leadership meetings held Weekly updates on work provided to members Availability of political group leaders | 2 | 2 | 4 | Share external support options - Town Clerk | Ongoing |
| • General risk | Poor controls | Damage to | 2 | 2 | 4 | Risk | 2 | 2 | 4 | Town | Ongoing |

| | | | | | | | | | | | |
|------------|--|---|--|--|--|---|--|--|--|-------|--|
| management | | reputation Financial costs Accidents and emergencies | | | | assessments completed for all areas of work and events Staff aware Staff training May 2017 Member training and briefing programme summer 2019 completed. | | | | Clerk | |
| • | | | | | | | | | | | |

Environment & Leisure

| Activity | Risk area | Risk event | Likelihood (x) | Impact (=) | Total | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
|--|---|--|----------------|------------|-------|--|------------|--------|-------|-----------------|-------------|
| • Public open spaces / recreation grounds / pavilions / play areas / sport provision | Service delivery Health & safety Equipment suitability / safety Replacement Vandalism Lease expiring Land needed for other purposes Unauthorised access (trespass, travellers) Adequate maintenance | Poor / disrupted service delivery Damage to reputation Financial costs Dissatisfied customers Liability claims Non compliance with relevant legislation | 2 | 3 | 6 | Competent staff Insurance in place Regular checks Up to date and maintained equipment Process in place to manage illegal traveller encampments | 2 | 3 | 6 | Head of Grounds | Ongoing |

| Activity | Risk area | Risk event | Likelihood (x) | Impact (=) | Total | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
|-------------------------|---|--|----------------|------------|-----------|--|------------|--------|-------|-----------------|-------------|
| • Cemetery | Service delivery Health & safety Equipment suitability / safety Vandalism Unauthorised access (trespass, travellers) Lack of space | Poor / disrupted service delivery Damage to reputation Financial costs Dissatisfied customers Liability claims Non compliance with relevant legislation | 2 | 3 | 6 | Competent staff Insurance in place Regular checks Up to date and maintained equipment Active work taking place to extend useful working life of current cemetery. Active work taking place to identify site for a new cemetery. | 2 | 3 | 6 | Head of Grounds | Ongoing |
| Activity | Risk area | Risk event | Likelihood (x) | Impact (y) | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
| • All Saints churchyard | Service delivery Health & safety Equipment suitability / safety Vandalism Unauthorised | Poor / disrupted service delivery Damage to reputation Financial costs | 2 | 3 | 6 | Competent staff Insurance in place Regular checks Up to date and | 2 | 3 | 6 | Head of Grounds | Ongoing |

| | | | | | | | | | | | |
|---------------------------|--|---|-----------------------|-------------------|------------------|--|-------------------|---------------|--------------|----------------------|--------------------|
| | access (trespass, travellers) Wall stability Not the land owner (church) | Dissatisfied customers Liability claims Non compliance with relevant legislation | | | | maintained equipment Work completed on wall repairs re stability | | | | | |
| Activity | Risk area | Risk event | Likelihood (x) | Impact (y) | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
| • Street furniture | Health & safety Equipment suitability / safety / replacement Vandalism Land needed for other purposes | Lack of facility Damage to reputation Financial costs Dissatisfied customers Liability claims Non compliance with relevant legislation | 2 | 2 | 4 | Competent staff Insurance in place Regular checks Up to date and maintained equipment | 2 | 2 | 4 | Head of Grounds | Ongoing |
| Activity | Risk area | Risk event | Likelihood (x) | Impact (y) | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
| • Machinery and equipment | Failure Replacement Suitability Competence of staff to use | Poor / disrupted service Delivery Damage to reputation Financial costs Dissatisfied | 2 | 2 | 4 | Competent staff Insurance in place Regular checks Up to date and maintained | 2 | 2 | 4 | Head of Grounds | Ongoing |

| Activity | Risk area | Risk event | Likelihood (x) | Impact (y) | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
|---------------------|--|---|----------------|------------|-----------|--|------------|--------|-------|----------------------------|-------------|
| | | customers Liability claims Non compliance with relevant legislation | | | | equipment | | | | | |
| • Unregistered land | Evidence of right to manage Right of ownership challengeable False claim of ownership by a third party Insurance claims | Legal challenge: Ownership Injury Responsibilities | 2 | 1 | 2 | On work programme to check and complete where needed | 2 | 1 | 2 | Corporate Services Manager | Ongoing |

Community Services

| Activity | Risk area | Risk event | Likelihood (x) | Impact (=) | Total | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
|---|---|--|----------------|------------|-------|--|------------|--------|-------|---------------|-------------|
| • Provision of services to young people | Cessation of services Disruption to services Suitability of contractor or staff | Poor service delivery Damage to reputation Financial costs Dissatisfied customers Liability claims | 2 | 2 | 4 | Regular reports to committee Disclosure and Barring checks Trained staff Reliable staff | 2 | 2 | 4 | Town Clerk | Ongoing |

| Activity | Risk area | Risk event | Likelihood (x) | Impact (y) | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
|---|---|--|----------------|------------|-----------|--|------------|--------|-------|---------------|-------------|
| | | Non-compliance with relevant legislation | | | | | | | | | |
| • Provision of community events | Cessation of events Disruption to events Suitability of contractor or staff | Poor service delivery Damage to reputation Financial costs Dissatisfied customers Liability claims Non compliance with relevant legislation Impact on staff capacity | 2 | 2 | 4 | Regular reports to committee Monitoring of contracts Insurance in place Risk assessments undertaken and checked Calendar of events agreed at the beginning of a new Council year | 2 | 2 | 4 | Town Clerk | Ongoing |
| • Provision of town centre public toilets | Cessation of services Disruption to services Suitability of contractor or | Poor service delivery Damage to reputation Financial costs Dissatisfied | 1 | 3 | 3 | Use of reputable contractor Annual monitoring Contract in | 1 | 3 | 3 | Town Clerk | Ongoing |

| | | | | | | | | | | | |
|--|---|--|-----------------------|-------------------|------------------|---|-------------------|---------------|--------------|-----------------------------|--------------------|
| | staff | customers Liability claims Non compliance with relevant legislation | | | | place | | | | | |
| • Christmas lights | Cessation of services Disruption to services Installation/ Maintenance/ Removal Vandalism Weather | Poor service delivery Damage to reputation Financial costs Dissatisfied customers Liability claims | 1 | 2 | 2 | Use of reputable contractor Annual monitoring Insurance Up to date equipment Agreement in place | 1 | 2 | 2 | Town Clerk | Ongoing |
| Activity | Risk area | Risk event | Likelihood (x) | Impact (y) | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
| • Communications inc town crier, town guide, website, social media | Cessation of services Disruption to services Quality of communications Suitability of contractors | Poor service delivery Damage to reputation Financial costs Dissatisfied customers Non compliance with relevant legislation | 2 | 2 | 4 | Compiled by all staff Delivered by various distributors Use of reputable print & design company | 2 | 2 | 4 | Head of Democratic Services | Ongoing |
| • Civic events | Absence of mayor Absence of support staff Health & safety issues Event not | Damage to reputation Poor quality event Personal injury Financial implications | 3 | 1 | 3 | Provision of established events Use of regular providers & venues Availability of | 3 | 1 | 3 | Town Clerk | Ongoing |

| | | | | | | | | | | | |
|--------------------|--|---|---|---|---|--|---|---|---|------------|---------|
| | financially viable Not supported by attendees | | | | | deputy mayor / cllrs Supported by staff | | | | | |
| • Corporate events | Absence of support staff Health & safety issues Not supported by attendees Weather Disaster / terrorism etc Poor attendance | Damage to reputation Poor quality event Personal injury Financial implications Reduce value for money / low community benefit | 3 | 1 | 3 | Provision of established events Use of regular providers & venues Availability of deputy mayor / cllrs / other staff | 3 | 1 | 3 | Town Clerk | Ongoing |
| • Community grants | Failure to provide appropriate support to Community Groups Public perception Service delivery Poor uptake Excessive uptake | Damage to reputation Lack of service delivery Insufficient funds | 2 | 1 | 2 | Budget provision Cllr support Advertising availability Robust application process Budget advice provided | 2 | 1 | 2 | Town Clerk | Ongoing |

| Activity | Risk area | Risk event | Likelihood (x) | Impact (y) | Total (=) | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
|------------------------|--|---|----------------|------------|-----------|---|------------|--------|-------|---------------|-------------|
| • Community safety | Community support Public perception Service delivery | Damage to reputation Lack of community support | 2 | 2 | 4 | Monthly contract review Use of Beds Police Budget provision Cllr support Regular Combating Crime meetings attended by the police | 2 | 2 | 4 | Town Clerk | Ongoing |
| Mayor and deputy mayor | Civic face of Council Resignation from position | Damage to reputation | 2 | 1 | 2 | Cllr and staff support Regular reviews | 2 | 1 | 2 | Town Clerk | Ongoing |

Planning

| Activity | Risk area | Risk event | Likelihood (x) | Impact (=) | Total | Existing controls | Likelihood | Impact | Total | Actions (who) | Review date |
|--------------------------|---|---|----------------|------------|-------|---|------------|--------|-------|----------------------------|-------------|
| • Consultation responses | In house expertise Professional advice | Damage to reputation Poor / ineffective response | 2 | 2 | 4 | Use of consultant to guide on more significant applications | 2 | 2 | 4 | Corporate Services Manager | Ongoing |

| Aspiration | How | Delivery timeframe | Resource requirement | Committee | Work to date - Corporate Services | Update |
|---|--|--------------------|----------------------|---------------|-----------------------------------|--------|
| 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 | To be progressed as required | |
| | <ul style="list-style-type: none"> To press for the enhancement of services as required | Ongoing | Staff time | As applicable | To be progressed as required | |
| | <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 | To be progressed as required | |
| | <ul style="list-style-type: none"> To respond and participate in | Ongoing | Staff time | As applicable | To be progressed as required | |

| | | | | | | |
|---|--|---------|------------|---------------|------------------------------|--|
| | consultation processes | | | | | |
| 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 be progressed as required | Approved Vision to be shared with strategic partners and residents |
| 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 | As applicable | | Options for a new office telephone system being investigated. |

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|--|--|---------|------------------------------|---------------|--|---|
| | <ul style="list-style-type: none"> Maximise income opportunities (investments, chargeable services, hire charges / fees) | Ongoing | Staff time | As applicable | To be progressed as required. | This is and may well continue to be difficult to achieve during Covid-19. |
| | <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 | Corp Serv | To be progressed as required. | This will be progressed once a more settled way of working is re-established in light of Covid-19 |
| | <ul style="list-style-type: none"> To support councillor and staff development & training | Ongoing | Current rev budget available | Corp Serv | Member training offered through Members Newsletter. Staff training undertaken. Benefits (time and cost) achieved through remote training sessions. | |
| | <ul style="list-style-type: none"> Introduce electronic payments system (links to staff resource) | 2020 | Staff time | Corp Serv | | To be progressed. |

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|--|---|---------------------------|-----------------------------|------------------|--|-------------------|
| | <ul style="list-style-type: none"> Increased use of online forms | 2020 | Staff time £2000 / annum | Corp Serv | | To be progressed. |
| | <ul style="list-style-type: none"> To stay informed and up to date and to communicate this out | Ongoing | Staff time | Corp Serv | To be progressed as required. | |
| Delivery | Actions | Delivery timeframe | Budget requirement | Committee | | |
| Objective 1: Grow your own | | | | | | |
| Objective 2: A Greener Cleaner Houghton Regis | | | | | | |
| 2.1 To reduce the use of paper by the council | <ul style="list-style-type: none"> Electronic mailing to members | Ongoing | Staff time | Corp Serv | This is implemented, although to aid remote meetings there has been some increase in paper mailing of agendas. | |
| | <ul style="list-style-type: none"> Improve recycling within the office | Ongoing | Staff time | Corp Serv | The consumption of stationery has reduced considerably with remote working. | |
| Objective 3: A safe and vibrant town | | | | | | |
| Objective 4: Our community | | | | | | |

| | | | | | | |
|--|---|---------|-------------------------------|---------------|---|--|
| 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 | 2020 | £1.5m, HRTC contrib £300-500k | As applicable | All weather pitch, changing facilities and car park project being progressed through E&L. | This Committee will need to consider the funding implications in due course. |
| 4.4 To help to protect and preserve historic gems | <ul style="list-style-type: none"> All Saints Church | Ongoing | Staff time | As applicable | To be progressed as required. | |