

# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr Clare L Copleston** Tel: 01582 708540

Town Clerk: **Clare Evans** Email: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

19<sup>th</sup> May 2021

**To: Members of the Corporate Services Committee**

**Cllrs: J Carroll, C Copleston, S Goodchild, D Jones, M Kennedy, K Wattingham, 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 **Tuesday 1<sup>st</sup> June 2021 at 7.00pm.**

Due to Covid restrictions, the number of public who may attend the meeting in person is limited to 3, however members of the public are able to join the meeting remotely through Teams.

To attend in person contact the Democratic Services Manager, [louise.senior@houghtonregis.org.uk](mailto:louise.senior@houghtonregis.org.uk) Tickets are allocated on a first come first served basis. To attend remotely through Teams please follow this link: [MEETING LINK](#)

*Clare Evans*

**Clare Evans**  
**Town Clerk**

**THIS MEETING MAY BE  
RECORDED \***

## Agenda

### 1. ELECTION OF CHAIR

Members are invited to elect a Chair for Corporate Services Committee for 2021/22.

### 2. APOLOGIES & SUBSTITUTIONS

### 3. QUESTIONS FROM THE PUBLIC

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

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

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

#### 4. 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.

#### 5. ELECTION OF VICE-CHAIR

Members are invited to elect a Vice Chair for Corporate Services Committee for 2021/22.

#### 6. MINUTES

*Pages 7 - 14*

To approve the Minutes of the meeting held on 1<sup>st</sup> March and 15<sup>th</sup> March 2021.

**Recommendation: To approve the Minutes of the meeting held on 1<sup>st</sup> March and 15<sup>th</sup> March 2021 and for these to be signed by the Chairman.**

#### 7. TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS

*Pages 15 - 17*

Personnel Sub-Committee: 11<sup>th</sup> January 2021

**Recommendation: To receive the Minutes of the Personnel Sub-Committee meetings of the 11<sup>th</sup> January 2021.**

#### 8. COMMITTEE FUNCTIONS & TERMS OF REFERENCE

*Pages 18 - 19*

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

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

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

*This report is provided for information.*

#### 9. INCOME AND EXPENDITURE REPORT

*Pages 20 - 25*

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

## **10. BANK AND CASH RECONCILIATION STATEMENTS**

*Pages 26 - 29*

Members are requested to receive the monthly bank and cash reconciliation statements for January, February, March and April 2021.

**Recommendations:**

- 1. To approve the monthly bank and cash reconciliation statements for January, February, March and April 2021;**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

## **11. LIST OF CHEQUE PAYMENTS**

*Pages 30 - 34*

Members will find a list of payments for the period February 2021 to April 2021 (inclusive).

*This report is provided for information.*

## **12. INVESTMENT REPORT**

*Pages 35 - 37*

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

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

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

*This report is provided for information.*

## **13. PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT**

*Pages 38 - 40*

In accordance with the Committee Functions & Terms of Reference and Financial Regulations, Members are presented with an annual report to provide detail on the council's loans including current value, repayments and early settlement options as they stand at 1<sup>st</sup> April 2021.

*This report is provided for information.*

#### **14. INSURANCE CLAIMS**

Members are advised that there have been no insurance claims from the 1st April 2021 to date.

*This report is provided for information.*

#### **15. ELECTRONIC PAYMENTS**

*Pages 41 - 42*

For members to consider the use of electronic payments.

**Recommendation: To approve the provision of electronic payments.**

#### **16. BACS PAYMENTS FOR SALARIES**

In order for the new payroll provider to be able to make BACS salary payments the council is required to authorise the process. NatWest require this to be minuted and signed in accordance with the bank mandate. Members have received a redacted copy of the form.

NatWest require the attached to be considered and agreed.

**Recommendation: To agree points 1-5 on page 6 of the NatWest BACS/BACSTEL-IP Services Application Form Indirect Submitter form and for this to be signed by Clare Evans, Town Clerk, Cllr David Jones and Cllr Martin Kennedy.**

#### **17. PROPERTY SECTOR REVIEW**

*Pages 43 - 44*

Members will find attached an update from CCLA. CCLA are the management company who manage investment of funds on behalf of the Town Council.

*This report is provided for information.*

#### **18. POLICY DOCUMENT REVIEW**

*Pages 45 - 47*

Members are requested to consider the attached Policy Document Review.

*This report is provided for information.*

#### **19. FRAUD AND ETHICS POLICY**

*Pages 48 - 66*

The Town Councils Fraud and Ethics Policy was last reviewed in 2017.

Members will find attached a revised Town Council's Fraud and Ethics Policy and accompanying report.

**Recommendation:** To recommend to Town Council the adoption of the Town Councils Fraud and Ethics Policy

## 20. LATE PAYMENTS & BAD DEBTS POLICY

*Pages 67 - 70*

Members of this Committee are required to annually review the Town Councils Late Payments and Bad Debts Policy, as attached, and make a recommendation to Town Council for its approval.

There have been no amendments made to this policy and therefore is considered suitable and fit for purpose.

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

## 21. OFFICER/MEMBER PROTOCOL

*Pages 71 - 77*

The Town Councils Officer/Member Protocol was last reviewed, by this committee, on the 25<sup>th</sup> November 2019.

Although some slight amendments had been made, shown as track changes, this document is considered fit for purpose.

**Recommendation:** To recommend to Town Council that the Officer/Member Protocol be approved.

## 22. EXCLUSION OF PRESS AND PUBLIC

- Marking the Death of a Senior National Figure or Local Holder of High Office
- Staffing matter

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

**HOUGHTON REGIS TOWN COUNCIL**  
**Corporate Services Committee**  
**Minutes of the meeting held on**  
**1<sup>st</sup> March 2021 at 7.00pm.**

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

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

Public: 1

Also present: Councillor: T McMahon

**11522 APOLOGIES & SUBSTITUTIONS**

None.

**11523 QUESTIONS FROM THE PUBLIC**

None.

**11524 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**11525 MINUTES**

To approve the Minutes of the meeting held on 23<sup>rd</sup> November 2020 and 1<sup>st</sup> February 2021.

**Resolved: To approve the Minutes of the meeting held on 23<sup>rd</sup> November 2020 and 1<sup>st</sup> February 2021 and for these to be signed by the Chairman.**

**11526 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS**

Personnel Sub-Committee: 12<sup>th</sup> October 2020.

**11527 INCOME AND EXPENDITURE REPORT**

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

Members were advised that the costs of the by election would not be covered by Central Bedfordshire Council as there was no government provision for this.

**11528 BANK AND CASH RECONCILIATION STATEMENTS**

Members were requested to receive the monthly bank and cash reconciliation statements for October, November, and December 2020.

- Resolved:**
- 1. To approve the monthly bank and cash reconciliation statements for October, November and December 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.**

**11529 LIST OF CHEQUE PAYMENTS**

Members received a list of payments for the period October 2020 to January 2021.

Members noted this information.

**11530 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 discussed the current rate of interest which would impact the Town Council's investments and any borrowing that the council may consider.

**11531 INSURANCE CLAIMS**

Members were advised that the following insurance claims had been made since April 2020

<i>Claim number</i>	<i>Details</i>	<i>Repair cost</i>	<i>Date settled</i>
27200000680	Cemetery Gate repair after vehicle had knocked them down	£1,362.00 Excess £100	September 2020
27200000816	Vandalism to Springer - October	£1,096.00	2 <sup>nd</sup> October 2020

27202126353	Damage to St Vincent's School building by ride on mower, whilst grass cutting, in September / October	£1,164.00	Awaited
27212120101	Injury to dog, January 2021	£400.57	

Members were advised that two of the claims had been settled and two were still being processed.

### 11532 STRESS POLICY

The Town Councils Stress Policy was last reviewed in 2017.

Members received a revised Town Councils Stress Policy and accompanying report.

Members welcomed the revised Stress Policy however members also discussed the benefits of adding a Wellbeing Policy to their suite of policies.

Members felt that the wellbeing of staff was an important issue and that a policy would support management in helping to create a supportive workplace culture, tackle factors that may have a negative impact on mental health, and ensure they have the right skills to support staff

Members requested that consideration be given on mental health first aid training for staff or to have mental health first aiders who can support staff with mental ill health.

An additional motion to the recommendation was proposed to read:

*To present a report on a wellbeing policy at the next Corporate Services meeting*

Proposed by: Cllr Kennedy seconded by: Cllr Copleston

All were in favour, accordingly, this was added to the substantive motion.

- Resolved:**
- 1. To recommend to Town Council the adoption of the Town Councils Stress Policy**
  - 2. To present a report on a wellbeing policy at the next Corporate Services meeting**

### 11533 MOBILE PHONE AND TELEPHONE USE POLICY

Members received a draft Mobile Phone and Telephone Use Policy along with an accompanying report.



**Resolved:** To recommend to Council that the Mobile Phone and Telephone Use Policy, along with any recommended changes, be formally adopted by full council at its meeting to be held on the 22<sup>nd</sup> March 2021.

#### **11534 IT POLICY**

Members were requested to consider a revised IT Policy,

The Town Council last reviewed this policy on the 11<sup>th</sup> June 2018. Although this policy would ordinarily be reviewed in 2022, due to the recent changes in home working and the introduction of new phone systems, a review of the current policy was felt to be beneficial.

Members received a revised IT Policy along with an accompanying report.

**Resolved:** To recommend to Council that the IT Policy, along with any recommended changes, be formally adopted by full council at its meeting to be held on the 22<sup>nd</sup> March 2021.

#### **11535 LEAVE ENTITLEMENT POLICY**

Due to an agreed increase of the minimum leave entitlement for employees, from 21 days to 22 days, Members received a revised Town Council Leave Entitlement Policy and report attached.

**Resolved:** To recommend to Town Council the adoption of the Town Councils Leave Entitlement Policy

#### **11536 REVIEW OF INVENTORY OF TANGIBLE ASSETS**

In accordance with Standing Order 2.12 and Financial Regulation 14.5 this committee was required to annually review the Council's inventory of tangible assets including land, buildings and equipment. Members received an extract from the Statement of Accounts for the year 2019/20.

**Resolved:** To note the Inventory.

#### **11537 REVIEW OF CHARGES**

In accordance with Financial Regulation 9.3 Members received a list of charges for 2020/21 which were under the control of this Committee. In order to support users of these facilities, it was suggested that Members consider applying the same charges for 2021/22.

**Resolved:** To approve the charges for 2021/22 as attached.

**The Chairman declared the meeting closed at 7.40pm**

**Dated this            day of**

**Chairman**

DRAFT

## HOUGHTON REGIS TOWN COUNCIL

### Corporate Services Committee

Minutes of the meeting held on  
15<sup>th</sup> March 2021 at 7.00pm.

Present:	Councillors:	D Jones C Copleston S Goodchild M S Kennedy S Thorne	Chairman  Substitute
	Officers:	Debbie Marsh Louise Senior	Corporate Services Manager Head of Democratic Services
	Public:	0	
Apologies:	Councillor:	K Wattingham	
Also present:	Councillors:	Y Farrell T McMahon	Part meeting Part meeting

#### 11549 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Wattingham (Cllr Goodchild substituted)

#### 11550 QUESTIONS FROM THE PUBLIC

None.

#### 11551 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

#### 11552 OFFICE ARRANGEMENTS

The Corporate Services Committee previously agreed to staff working from home until 7<sup>th</sup> May 2022 due to restrictions on movement and work arising from Covid.

Since this decision was made staff had continued to work from home providing email and telephone services to facilitate the work of the council. However, the council's reception had largely remained closed. There was a period when national restrictions enabled reception to be opened. This was secured through staff working on a rota basis and remained in place until restrictions were re-imposed.

The recent road map suggested by the government sets out a plan for the easing of restrictions from 12<sup>th</sup> April 2021 until 21<sup>st</sup> June 2021, providing that certain conditions were met. Staff were currently reviewing services to ensure that services were resumed in a safe way as soon as possible in accordance with national guidance.

Members were requested to consider the working arrangements during this transition period in particular in relation to the opening of Reception. To provide a face to face service to residents during this transition period and to continue to ensure staff safety, it was suggested that members consider the following:

12<sup>th</sup> April 2021 to 17<sup>th</sup> May 2021 – reception open 9am-5pm Monday, Wednesday, Friday with 2 staff members on a rota system

17<sup>th</sup> May 2021 to beginning of January 2022 – reception open 5 days 9am-5pm with 3 staff members on a rota system

Staff had been consulted on this possibility and were welcoming of the council being a considerate employer. As members were aware staff work under a flexi-time scheme, to accommodate this with this rota, staff will link in with others they were scheduled to work alongside to ensure that the office is open 9am to 5pm. Staff were also aware that they would be required to provide cover during periods of annual leave.

Members were supportive of a phased return that was in a safe and considered manner. It also supported the Town Council with their Vision to reduce their carbon footprint with fewer staff travelling to the council offices.

Members were advised that the arrangements post December 2021 would be revisited before Christmas 2020 and communicated with staff.

Members were in agreement with the proposed return based around the Governments roadmap.

**Resolved: In accordance with government guidance to seek to re-open Reception as follows:**

**12<sup>th</sup> April 2021 to 17<sup>th</sup> May 2021 – reception open 9am-5pm Monday, Wednesday, Friday with 2 staff members on a rota system**

**17<sup>th</sup> May 2021 to beginning of January 2022 – reception open 5 days 9am-5pm with 3 staff members on a rota system**

## 11553 EXCLUSION OF PRESS AND PUBLIC

- Staffing matter

Proposed by: Cllr Goodchild seconded by: Cllr Kennedy  
Members for: 4 Members against: 0 Abstentions: 0

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

Councillor Y Farrell and Councillor T McMahon left the meeting.

**11554 STAFFING MATTERS**

6.1 Members received a report, with resolutions, detailing this matter.

Members discussed the next steps of this staffing matter at length.

**Resolved: To support the recommendations as detailed in the report.**

Cllr D Jones left the meeting.

6.2 Members were advised that an additional staffing matter was requested to be discussed. Members received a report, with resolutions, detailing this matter.

Members discussed the next steps of this staffing matter at length.

**Resolved: To support the recommendations as detailed in the report.**

**The Chairman declared the meeting closed at 7.36pm**

**Dated this      day of**

**Chairman**

**HOUGHTON REGIS TOWN COUNCIL**

**Personnel Sub-Committee**

**13<sup>th</sup> April 2021 at 6.00pm.**

Present: Councillors: K Wattingham Chairman  
C Copleston  
D Jones  
Officers: Debbie Marsh Corporate Services Manager  
Public: 0

**PE165 APOLOGIES AND SUBSTITUTIONS**

None.

**PE166 QUESTIONS FROM THE PUBLIC**

None.

**PE167 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE168 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 11<sup>th</sup> January 2021 for consideration.

**Resolved: To approve the Minutes of the meeting held on the 11<sup>th</sup> January 2021 and for these to be signed by the Chairman.**

**PE169 FREEDOM OF INFORMATION REQUESTS**

Members were informed that for the period January to March no Freedom of Information requests were received.

**PE170 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

Annual leave

From January to March the Clerk has had 7.5 day's leave.

The following leave requests are made:

The following leave is requested:

- 2 days in April (1-day leave, one day flexi)
- 4 days in May (3 days leave, one day flexi)

Overtime Working

Overtime

---

The Clerk has attended 6 meetings or events outside of the normal working day within the period January to March (compared with 7 meetings in the previous quarter).

**Resolved: To approve the Town Clerks annual leave request.**

**PE171 STAFF SICKNESS**

Members received a rolling twelve-month record of sickness absence for all members of staff.

**Resolved: To note the information.**

**PE172 EXCLUSION OF PRESS AND PUBLIC**

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones Seconded by: Cllr Copleston

Votes for: all in favour

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

**PE173 STAFF SICKNESS**

Members received a report in regard to staff sickness.

**PE174 STAFFING MATTERS**

Members received a verbal update in regard to staffing matters.

**The Chairman declared the meeting closed at 6.18pm**

**Dated this 12<sup>th</sup> day of July 2021**

**Chairman**

## Corporate Services Committee

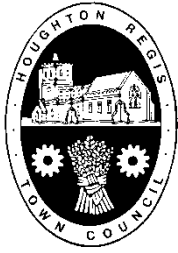
### *Functions*

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



### *Terms of Reference*

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



## **CORPORATE SERVICES COMMITTEE**

## **Agenda Item 9**

---

<b>Date:</b>	<b>1<sup>st</sup> June 2021</b>
<b>Title:</b>	<b>Income &amp; Expenditure Report</b>
<b>Purpose of the Report:</b>	<b>To provide members with the Income &amp; Expenditure report to date for the Corporate Services Committee.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

---

### **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.

### **3. ISSUES FOR CONSIDERATION**

101-1076 – Precept

The first instalment of the precept has been received.

101-1096 – Interest & Dividends received

To date no quarterly payments from the Property Fund have been received.

101-4012 Water rates

This is a mis code and will be rectified to 190-4012

101-4014 Electricity

This is a mis code and will be rectified to 190-4014

101-4023 Stationery

This is a mis code and will be rectified to 190-4023

101-4025 Insurance

This is a mis code and will be rectified to 190-4025

101-4051 Bank & Loan Charges

No expenditure to date

101-4056 Audit Fess

This relates to the accounting treatment for year end audit fees. No expenditure to date. The internal year end audit was completed on 24<sup>th</sup> May 2021.

101-4057 – Accountancy & Software

This relates to the accounting treatment for year-end closedown and preparation of year end accounts. No expenditure to date

101-4061 – CCLA Management Fees

This relates to CCLA management fees for the Property Fund.

101-4100 Deputy Mayors Allowance

This is a mis code and will be rectified to Civic Allowances.

102-4007 Member Conferences &

The Mayor has been invited to attend the NALC Conference in October.

102-4008 Member Training

Members are reminded the training opportunities are available through NALC. Some online training opportunities have been booked by members.

102-4009 Travel

No expenditure to date

102-4020 Misc Establishment Costs

No expenditure to date

102-4024 Subscriptions

Annual subscriptions have been made to NALC. Other subscriptions to SLCC, AAT and ICCM to follow later in the year.

102-4104 Hospitality Allowance

No expenditure to date

102-4131 – Election Costs

Budget provision has been made in 2021/22 for the May 2021 by election and also for a contribution to reserves at year end. The invoice for the May by election is awaited.

190-1082 Inc Lettings

No income received to date.

190-1091 Income Misc

No income received to date.

190-4007 Conference Costs

The Clerk is looking to book to attend the SLCC Leadership in Action Conference in June.

190-4008 Training / Courses

This covers various smaller scale online training completed by staff. The Civic 7 Events Officer has booked to attend an online training session regarding Operation London Bridge.

190-4009 Travel

No officers travel undertaken to date.

190-4011 Rates

No expenditure to date

190-4012 Water rates

Payment made.

190-4014 Electricity

Payment made.

190-4015

Payment made.

190-4017 Health & Safety

No expenditure to date

190-4020 Misc Est Costs  
 No expenditure to date  
 190-4021 Communications  
 No expenditure to date  
 190-4022 postage  
 No expenditure to date  
 190-4023 Stationery  
 Ad hoc office supplies purchased.  
 190-4025 Insurance  
 The annual premium has been paid although allocated to 101-4025. The remaining budget will be used for any additional insurance requirements.  
 190-4026 Computer Costs  
 No expenditure to date  
 190-4027 Photocopier charges  
 Ad hoc charge for delivery of toner  
 190-4031 Advertising  
 No expenditure to date  
 190-4036 Property maintenance  
 No expenditure to date  
 190-4038 Maintenance Contracts  
 This covers annual office alarm maintenance costs. No expenditure to date  
 190-4042 Equip Main & Repairs  
 No expenditure to date  
 190-4059 Other Professional Fees  
 No expenditure to date  
 191-4001 Staff Salaries, 4002 NI,4003 Superannuation  
 This expenditure relates to 1 month.  
 191-4005 Staff overtime  
 No expenditure to date  
 191-4059 Other Professional Fees  
 This budget is being used due to the ongoing need to utilise accountancy support. It will be offset by a reduction in expenditure in 191-4001.  
 199-4026 Computer Costs  
 No expenditure to date although a new laptop has been ordered.

#### 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 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**

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

24/05/2021

## Houghton Regis Town Council

Page 1

12:57

## Detailed Income &amp; Expenditure by Budget Heading 24/05/2021

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Corporate Management</b>								
1076 Precept received	0	484,616	969,231	484,615			50.0%	
1096 Interest & Dividends Received	21	(7,277)	25,200	32,477			(28.9%)	
Corporate Management :- Income	<b>21</b>	<b>477,339</b>	<b>994,431</b>	<b>517,092</b>			<b>48.0%</b>	<b>0</b>
4012 WATER RATES	23	23	0	(23)		(23)	0.0%	
4014 ELECTRICITY	187	187	0	(187)		(187)	0.0%	
4023 STATIONERY	0	13	0	(13)		(13)	0.0%	
4025 INSURANCE	0	12,773	0	(12,773)		(12,773)	0.0%	
4051 BANK & LOAN CHARGES	0	0	60	60		60	0.0%	
4056 AUDIT FEES	0	0	2,750	2,750		2,750	0.0%	
4057 ACCOUNTANCY & SOFTWARE	0	0	2,100	2,100		2,100	0.0%	
4061 CCLA Management Fees	0	(964)	4,000	4,964		4,964	(24.1%)	
4100 Deputy Mayor Allowance	(25)	(25)	0	25		25	0.0%	
Corporate Management :- Indirect Expenditure	<b>185</b>	<b>12,008</b>	<b>8,910</b>	<b>(3,098)</b>	<b>0</b>	<b>(3,098)</b>	<b>134.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(165)</b>	<b>465,331</b>	<b>985,521</b>	<b>520,190</b>				
<b>102 Democratic Rep'n &amp; Mgmt</b>								
4007 CONFERENCE COSTS	0	0	450	450		450	0.0%	
4008 TRAINING/COURSES	0	0	700	700		700	0.0%	
4009 TRAVEL	0	0	350	350		350	0.0%	
4020 MISC. ESTABLISH.COST	0	0	400	400		400	0.0%	
4024 SUBSCRIPTIONS	0	2,157	2,800	643		643	77.0%	
4104 HOSPITALITY ALLNCE	0	0	200	200		200	0.0%	
4131 ELECTION COSTS	0	0	12,000	12,000		12,000	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	<b>0</b>	<b>2,157</b>	<b>16,900</b>	<b>14,743</b>	<b>0</b>	<b>14,743</b>	<b>12.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,157)</b>	<b>(16,900)</b>	<b>(14,743)</b>				
<b>190 Central Services</b>								
1082 INC-LETTINGS	0	0	30	30			0.0%	
1091 Income Miscellaneous	0	0	100	100			0.0%	
Central Services :- Income	<b>0</b>	<b>0</b>	<b>130</b>	<b>130</b>			<b>0.0%</b>	<b>0</b>
4007 CONFERENCE COSTS	0	75	800	725		725	9.4%	
4008 TRAINING/COURSES	35	35	2,500	2,465		2,465	1.4%	
4009 TRAVEL	0	0	500	500		500	0.0%	
4011 RATES	0	0	7,300	7,300		7,300	0.0%	
4012 WATER RATES	0	63	600	537		537	10.6%	
4014 ELECTRICITY	0	0	1,500	1,500		1,500	0.0%	
4015 GAS	0	79	1,600	1,521		1,521	4.9%	

## Detailed Income &amp; Expenditure by Budget Heading 24/05/2021

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4017 HEALTH & SAFETY	0	0	400	400		400	0.0%	
4020 MISC. ESTABLISH.COST	0	0	200	200		200	0.0%	
4021 COMMUNICATIONS COSTS	0	0	3,600	3,600		3,600	0.0%	
4022 POSTAGE	0	0	1,500	1,500		1,500	0.0%	
4023 STATIONERY	0	67	1,000	933		933	6.7%	
4025 INSURANCE	0	0	14,000	14,000		14,000	0.0%	
4026 COMPUTER COSTS	0	0	5,000	5,000		5,000	0.0%	
4027 PHOTOCOPIER CHARGES	0	5	2,000	1,995		1,995	0.2%	
4031 ADVERTISING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
4038 MAINTENANCE CONTRACTS	0	0	600	600		600	0.0%	
4042 Equipment Repairs & Maintenance	0	0	1,000	1,000		1,000	0.0%	
4059 OTHER PROFESSIONAL FEES	0	0	9,000	9,000		9,000	0.0%	
Central Services :- Indirect Expenditure	<b>35</b>	<b>325</b>	<b>55,600</b>	<b>55,275</b>	<b>0</b>	<b>55,275</b>	<b>0.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(35)</b>	<b>(325)</b>	<b>(55,470)</b>	<b>(55,145)</b>				
<u>191 Personnel/Staff Costs</u>								
4001 STAFF SALARIES	0	22,775	423,205	400,430		400,430	5.4%	
4002 EMPLOYERS N.I	0	0	42,320	42,320		42,320	0.0%	
4003 EMPLOYERS SUPERANN.	52	52	100,723	100,671		100,671	0.1%	
4005 STAFF OVERTIME	0	0	7,000	7,000		7,000	0.0%	
4059 OTHER PROFESSIONAL FEES	204	1,660	5,500	3,840	1,838	2,002	63.6%	
Personnel/Staff Costs :- Indirect Expenditure	<b>256</b>	<b>24,486</b>	<b>578,748</b>	<b>554,262</b>	<b>1,838</b>	<b>552,423</b>	<b>4.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(256)</b>	<b>(24,486)</b>	<b>(578,748)</b>	<b>(554,262)</b>				
<u>199 P&amp;R Capital and Projects</u>								
4026 COMPUTER COSTS	0	0	3,000	3,000		3,000	0.0%	
P&R Capital and Projects :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(3,000)</b>	<b>(3,000)</b>				
Grand Totals:- Income	<b>21</b>	<b>477,339</b>	<b>994,561</b>	<b>517,222</b>			<b>48.0%</b>	
Expenditure	<b>476</b>	<b>38,976</b>	<b>663,158</b>	<b>624,182</b>	<b>1,838</b>	<b>622,344</b>	<b>6.2%</b>	
<b>Net Income over Expenditure</b>	<b>(456)</b>	<b>438,363</b>	<b>331,403</b>	<b>(106,960)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(456)</b>	<b>438,363</b>						

## Houghton Regis Town Council

### Bank - Cash and Investment Reconciliation as at 31 January 2021

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/01/2021	Liquidity Manager Account	50,269.12
1	31/01/2021	NatWest Current Account	1,000.00
2	31/01/2021	Business Reserve Account	266.48
3	31/01/2021	Natwest Youth Council	372.89
			<b>51,908.49</b>
<u>Other Cash &amp; 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	775,000.00
		LOMBARD PRIME RESPONSE	0.00
		PETTY CASH FLOAT	789.98
		Postage Franking M/C float	512.39
		TREASURY ACCOUNT	0.00
			<b>1,376,692.37</b>
			<b>1,428,600.86</b>
<u>Unpresented Payments</u>			
1	05/09/2019	010478	40.00
1	15/10/2019	010488	12.50
1	11/06/2020	FP/SHA03	10.00
1	17/11/2020	SOR01/FP	2,000.00
			<b>2,062.50</b>
			<b>1,426,538.36</b>
<u>Receipts not on Bank Statement</u>			
0	31/01/2021	All Receipts Cleared	0.00
			<b>0.00</b>
<b>Closing Balance</b>			<b>1,426,538.36</b>
<u>All Cash &amp; Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	49,206.62
2		NATWEST ONLINE ac 41172051	266.48
3		Natwest Yth Council	372.89
Other Cash & Bank Balances			1,376,692.37
<b>Total Cash &amp; Bank Balances</b>			<b>1,426,538.36</b>



---

## Houghton Regis Town Council

### Bank - Cash and Investment Reconciliation as at 28 February 2021

---

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	28/02/2021 Liquidity Manager Account	32,465.51
1	28/02/2021 NatWest Current Account	1,000.00
2	28/02/2021 Business Reserve Account	266.49
3	28/02/2021 Natwest Youth Council	372.89
		<b>34,104.89</b>
<u>Other Cash &amp; 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	705,000.00
	LOMBARD PRIME RESPONSE	0.00
	PETTY CASH FLOAT	789.98
	Postage Franking M/C float	512.39
	TREASURY ACCOUNT	0.00
		<b>1,306,692.37</b>
		<b>1,340,797.26</b>
<u>Unpresented Payments</u>		
1	05/09/2019 010478	40.00
1	15/10/2019 010488	12.50
1	11/06/2020 FP/SHA03	10.00
1	02/02/2021 RBS01/FP	0.20
1	24/02/2021 BED02/FP	51.43
		<b>114.13</b>
		<b>1,340,683.13</b>
<u>Receipts not on Bank Statement</u>		
0	28/02/2021 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		
		<b>1,340,683.13</b>
<u>All Cash &amp; Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	33,351.38
2	NATWEST ONLINE ac 41172051	266.49
3	Natwest Yth Council	372.89
	Other Cash & Bank Balances	1,306,692.37
	<b>Total Cash &amp; Bank Balances</b>	<b>1,340,683.13</b>

---

## Houghton Regis Town Council

### Bank - Cash and Investment Reconciliation as at 31 March 2021

---

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/03/2021 Liquidity Manager Account	28,534.80
1	31/03/2021 NatWest Current Account	1,000.00
2	31/03/2021 Business Reserve Account	266.49
3	31/03/2021 Natwest Youth Council	379.89
		<b>30,181.18</b>
<u>Other Cash &amp; 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	637,000.00
	LOMBARD PRIME RESPONSE	0.00
	PETTY CASH FLOAT	789.98
	Postage Franking M/C float	512.39
	TREASURY ACCOUNT	0.00
		<b>1,238,692.37</b>
		<b>1,268,873.55</b>
<u>Receipts not on Bank Statement</u>		
0	31/03/2021 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		
<u>All Cash &amp; Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	29,534.80
2	NATWEST ONLINE ac 41172051	266.49
3	Natwest Yth Council	379.89
	Other Cash & Bank Balances	1,238,692.37
	<b>Total Cash &amp; Bank Balances</b>	<b>1,268,873.55</b>

**Bank Reconciliation Statement as at 19/05/2021  
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	30/04/2021		1,000.00
Liquidity Manager Account	30/04/2021		80,584.38
			<u>81,584.38</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			81,584.38
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			81,584.38
		<b>Balance per Cash Book is :-</b>	<b>81,120.78</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>463.60</b>
 <b>Adjustments to Reconciliation</b>			
26/04/2021	Dets req	Setford's Law	1,463.60
29/04/2021	POS	Donation Shelter -code req	-250.00
29/04/2021	POS	Donation JDRF- code req	-250.00
30/04/2021	POS	JDRF code req Mayors Appeal Fu	-250.00
30/04/2021	POS	Shelter code req mayors Fund	-250.00
			<u>463.60</u>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>

30/04/2020  
14:14

Houghton Regis Town Council  
PURCHASE LEDGER 1 ALL INVOICES BY DATE

Page 18  
User: CSW

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	<b>739,581.56</b>	<b>40,157.20</b>	<b>779,738.76</b>	<b>208.95</b>
01/02/2021	INV-018624	BUS01	BUSINESS HR SOLUTION	204.30	40.86	245.16	0.00
01/02/2021	INV-	AMP02	AMPOWER UK LTD	22.65	1.13	23.78	23.78
01/02/2021	INV-	AMP02	AMPOWER UK LTD	126.47	6.32	132.79	0.00
01/02/2021	INV-	AMP02	AMPOWER UK LTD	57.51	2.88	60.39	0.00
01/02/2021	INV-	AMP02	AMPOWER UK LTD	167.83	33.57	201.40	0.00
01/02/2021	INV-	AMP02	AMPOWER UK LTD	84.73	4.24	88.97	0.00
01/02/2021	INV-	AMP02	AMPOWER UK LTD	15.43	0.77	16.20	16.20
01/02/2021	INV-	AMP02	AMPOWER UK LTD	251.49	50.30	301.79	0.00
01/02/2021	INV-	AMP02	AMPOWER UK LTD	12.16	0.61	12.77	0.00
01/02/2021	INV-	AMP02	AMPOWER UK LTD	15.51	0.78	16.29	0.00
02/02/2021	340798111	BRI01	BRITISH GAS	46.35	2.31	48.66	0.00
03/02/2021	0005089805	CAS08	CASTLE WATER 2597735	10.76	0.00	10.76	0.00
03/02/2021	0005090409	CAS07	CASTLE WATER 2597763	5.12	0.00	5.12	5.12
03/02/2021	0005090692	CAS03	CASTLE WATER 2600724	2.82	0.00	2.82	0.00
03/02/2021	520553841	BRI01	BRITISH GAS	13.23	0.66	13.89	0.00
03/02/2021	ON ACC 11126	TEC01	TECHIES LIMITED	0.00	0.00	0.00	0.00
03/02/2021	ON ACC 11127	TEC01	TECHIES LIMITED	0.00	0.00	0.00	0.00
04/02/2021	0005109778	CAS10	CASTLE WATER 2597749	5.12	1.03	6.15	0.00
04/02/2021	0005110977	CAS04	CASTLE WATER 2598006	23.38	4.65	28.03	0.00
04/02/2021	0005111701	CAS06	CASTLE WATER 2596363	8.61	1.72	10.33	0.00
05/02/2021	5273	JME01	J M ELECTRICAL	123.72	24.74	148.46	0.00
05/02/2021	12642	MAR04	MARTIN RIX	1,110.00	222.00	1,332.00	0.00
05/02/2021	12643	MAR04	MARTIN RIX	20,000.00	4,000.00	24,000.00	0.00
08/02/2021	715235358	BRI01	BRITISH GAS	25.31	1.26	26.57	0.00
08/02/2021	715237482	BRI01	BRITISH GAS	2.16	0.10	2.26	0.00
08/02/2021	715237783	BRI01	BRITISH GAS	5.40	0.27	5.67	0.00
08/02/2021	715237787	BRI01	BRITISH GAS	36.74	1.83	38.57	0.00
08/02/2021	715237788	BRI01	BRITISH GAS	23.89	1.19	25.08	0.00
10/02/2021	00002193203-	PLU03	PLUSNET PLC	12.00	2.40	14.40	0.00
10/02/2021	SM23073	RBS01	RIALTAS BUS (RBS)	816.00	163.20	979.20	0.00
12/02/2021	744519	BED02	BEDS PENSION FUND	51.43	0.00	51.43	0.00
12/02/2021	715277723	BRI01	BRITISH GAS	-2.97	-0.14	-3.11	-3.11
12/02/2021	715277730	BRI01	BRITISH GAS	4.86	0.24	5.10	0.00
14/02/2021	SM23074	RBS01	RIALTAS BUS (RBS)	290.00	58.00	348.00	0.00
15/02/2021	1800080847	CEN04	CENTRAL BED CO	2,700.00	540.00	3,240.00	0.00
16/02/2021	4174	RPM01	REIDS PLAYGROUND	260.00	52.00	312.00	0.00
19/02/2021	614C40169	DUN02	BIFFA WASTE	1,158.34	231.67	1,390.01	0.00
19/02/2021	18087302	BED04	BED BOR COUNCIL	37,425.11	14.91	37,440.02	0.00
19/02/2021	RSIN0361336	RIG01	RIGBY TAYLOR	493.20	98.64	591.84	0.00
22/02/2021	0005171379	CAS05	CASTLE WATER 2618965	28.64	5.74	34.38	0.00
22/02/2021	REFUND	RAF02	RAFA	30.00	0.00	30.00	0.00
22/02/2021	REFUND	DYE001	DYER	270.00	0.00	270.00	0.00
24/02/2021	33994	LOC01	DUNS LOCK	140.00	28.00	168.00	0.00
24/02/2021	SIN003540	PRO01	PROLUDIC LTD	26.85	5.38	32.23	0.00
24/02/2021	V01847715622	EE01	EE LIMITED	228.04	45.61	273.65	0.00
26/02/2021	72857	CDS01	CDS GROUP	2,500.00	500.00	3,000.00	0.00
			Subtotal C/Fwd	<b>808,413.75</b>	<b>46,306.07</b>	<b>854,719.82</b>	<b>250.94</b>

## PURCHASE LEDGER 1 ALL INVOICES BY DATE

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	808,413.75	46,306.07	854,719.82	250.94
28/02/2021	40565	MCS01	MCS CONTRACT	1,530.00	306.00	1,836.00	0.00
28/02/2021	88000	AAA01	A A A SECURITY	458.49	91.70	550.19	0.00
28/02/2021	88001	AAA01	A A A SECURITY	283.34	56.67	340.01	0.00
28/02/2021	3512934	TOT01	RIGHT FUEL CARD	12.25	2.45	14.70	0.00
28/02/2021	H022104196	HER01	HERTFORDSHIRE COUNCI	47.13	9.43	56.56	0.00
28/02/2021	REFUND	MAY02	MAYORAPPEAL	15.00	0.00	15.00	0.00
28/02/2021	TPC9534	DCK01	DCK BEAVERS LTD	790.00	158.00	948.00	0.00
01/03/2021	960	CAS01	CASTELE	577.50	115.50	693.00	0.00
01/03/2021	1321	NA001	NAO	55.83	11.17	67.00	0.00
01/03/2021	12657	MAR04	MARTIN RIX	20,000.00	4,000.00	24,000.00	0.00
01/03/2021	INV-1105	TEC01	TECHIES LIMITED	120.39	24.08	144.47	0.00
01/03/2021	INV-018987	BUS01	BUSINESS HR SOLUTION	204.30	40.86	245.16	0.00
01/03/2021	INV-	AMP02	AMPOWER UK LTD	95.82	4.79	100.61	0.00
01/03/2021	INV-	AMP02	AMPOWER UK LTD	54.11	2.71	56.82	0.00
01/03/2021	INV-	AMP02	AMPOWER UK LTD	180.31	36.06	216.37	0.00
01/03/2021	INV-	AMP02	AMPOWER UK LTD	70.79	3.54	74.33	74.33
01/03/2021	INV-	AMP02	AMPOWER UK LTD	20.08	1.00	21.08	21.08
01/03/2021	INV-	AMP02	AMPOWER UK LTD	13.02	0.65	13.67	13.67
01/03/2021	INV-	AMP02	AMPOWER UK LTD	223.15	44.63	267.78	0.00
01/03/2021	INV-	AMP02	AMPOWER UK LTD	10.98	0.55	11.53	0.00
01/03/2021	INV-	AMP02	AMPOWER UK LTD	27.04	1.35	28.39	0.00
03/03/2021	005HR/2020-21	PAR03	PARISH & COMMUNITY	252.00	0.00	252.00	0.00
03/03/2021	3321	PWLB01	PWLB	12,034.37	0.00	12,034.37	0.00
03/03/2021	0005218837	CAS04	CASTLE WATER 2598006	21.76	4.35	26.11	0.00
03/03/2021	0005219144	CAS05	CASTLE WATER 2618965	20.43	4.08	24.51	0.00
03/03/2021	0005219232	CAS08	CASTLE WATER 2597735	9.23	0.00	9.23	0.00
03/03/2021	0005220664	CAS10	CASTLE WATER 2597749	4.85	0.97	5.82	0.00
03/03/2021	989431751	BRI01	BRITISH GAS	75.10	3.75	78.85	0.00
04/03/2021	11339	NEW001	NEWSON	4,550.00	910.00	5,460.00	0.00
04/03/2021	162249923	BRI01	BRITISH GAS	68.31	3.41	71.72	0.00
05/03/2021	5321	NEW002	NEWLIFE CHURCH	15.00	0.00	15.00	0.00
05/03/2021	998375603	BRI01	BRITISH GAS	37.45	1.87	39.32	0.00
09/03/2021	9321	HAR02	HARPENDEN TC	15.00	0.00	15.00	0.00
09/03/2021	0005242690	CAS07	CASTLE WATER 2597763	4.85	0.00	4.85	4.85
09/03/2021	715443757	BRI01	BRITISH GAS	8.37	0.41	8.78	0.00
09/03/2021	715446372	BRI01	BRITISH GAS	7.83	0.39	8.22	0.00
09/03/2021	715448257	BRI01	BRITISH GAS	24.00	1.20	25.20	0.00
09/03/2021	715448271	BRI01	BRITISH GAS	31.30	1.56	32.86	0.00
09/03/2021	715448788	BRI01	BRITISH GAS	2.16	0.10	2.26	0.00
09/03/2021	INV-70072	LAM01	LAMPS&TUBES	219.20	43.84	263.04	0.00
09/03/2021	INV-70074	LAM01	LAMPS&TUBES	3,105.00	621.00	3,726.00	0.00
10/03/2021	744671	BED02	BEDS PENSION FUND	51.43	0.00	51.43	0.00
10/03/2021	00002193203-	PLU03	PLUSNET PLC	12.00	2.40	14.40	0.00
12/03/2021	88263	AAA01	A A A SECURITY	60.00	12.00	72.00	0.00
15/03/2021	22447257	FRA02	FRANCOTYP-POSTALIA L	250.00	0.00	250.00	0.00
16/03/2021	8677107	ANG01	WAVE ANGLIAN WATER	73.12	0.00	73.12	0.00
			Subtotal C/Fwd	854,156.04	52,828.54	906,984.58	364.87



Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	854,156.04	52,828.54	906,984.58	364.87
16/03/2021	8678064	ANG01	WAVE ANGLIAN WATER	55.97	0.00	55.97	0.00
16/03/2021	ON ACC 52	DCK01	DCK BEAVERS LTD	0.00	0.00	0.00	0.00
16/03/2021	ON ACC 53	DCK01	DCK BEAVERS LTD	0.00	0.00	0.00	0.00
16/03/2021	ON ACC 54	HAR02	HARPENDEN TC	0.00	0.00	0.00	15.00
17/03/2021	12663	MAR04	MARTIN RIX	20,000.00	4,000.00	24,000.00	0.00
17/03/2021	103574	PRE04	PRESTIGE DESIGN	220.00	44.00	264.00	0.00
17/03/2021	3016930/21	CEN03	CENTRAL BEDS COUNCIL	1,010.48	0.00	1,010.48	1,010.48
17/03/2021	3016930/21C	CEN03	CENTRAL BEDS COUNCIL	-1,010.48	0.00	-1,010.48	-1,010.48
18/03/2021	TPC9554	DCK01	DCK BEAVERS LTD	395.00	79.00	474.00	0.00
21/03/2021	0001757/2021	GRE05	GRENKE LEASING LTD	99.00	19.80	118.80	0.00
21/03/2021	3551452	TOT01	RIGHT FUEL CARD	86.53	17.31	103.84	0.00
22/03/2021	INV-70079	LAM01	LAMPS&TUBES	500.00	100.00	600.00	0.00
23/03/2021	18151223	BED04	BED BOR COUNCIL	35,996.37	14.91	36,011.28	0.00
24/03/2021	11379	BED07	BEDS POLICE AUTHORIT	1,270.05	0.00	1,270.05	0.00
24/03/2021	B0002266	BED07	BEDS POLICE AUTHORIT	2,106.90	0.00	2,106.90	0.00
24/03/2021	B0002270	BED07	BEDS POLICE AUTHORIT	3,546.50	0.00	3,546.50	0.00
24/03/2021	B0002271	BED07	BEDS POLICE AUTHORIT	3,626.35	0.00	3,626.35	0.00
25/03/2021	7100005246	CEN03	CENTRAL BEDS COUNCIL	3,875.00	0.00	3,875.00	0.00
25/03/2021	SIN003712	PRO01	PROLUDIC LTD	133.58	26.72	160.30	0.00
26/03/2021	614C42666	DUN02	BIFFA WASTE	1,457.55	291.51	1,749.06	0.00
26/03/2021	0016216208	CRO01	CROMWELL	249.90	49.98	299.88	0.00
26/03/2021	Q02680	BRI02	BT	499.74	99.95	599.69	0.00
29/03/2021	SIN003776	PRO01	PROLUDIC LTD	717.78	143.58	861.36	0.00
30/03/2021	24194	AMF01	AMF SERVICES	6.40	1.28	7.68	0.00
31/03/2021	24197	AMF01	AMF SERVICES	3,255.42	651.08	3,906.50	0.00
31/03/2021	88380	AAA01	A A A SECURITY	83.25	16.65	99.90	0.00
31/03/2021	88381	AAA01	A A A SECURITY	78.05	15.61	93.66	0.00
31/03/2021	88382	AAA01	A A A SECURITY	83.25	16.65	99.90	0.00
01/04/2021	7KW429202201	CEN03	CENTRAL BEDS COUNCIL	8,732.50	0.00	8,732.50	0.00
01/04/2021	12674	MAR04	MARTIN RIX	294.00	58.80	352.80	0.00
01/04/2021	12675	MAR04	MARTIN RIX	3,840.00	768.00	4,608.00	0.00
01/04/2021	40668	MCS01	MCS CONTRACT	1,530.00	306.00	1,836.00	0.00
01/04/2021	3016930A	CEN03	CENTRAL BEDS COUNCIL	1,010.48	0.00	1,010.48	0.00
01/04/2021	3160492A	CEN03	CENTRAL BEDS COUNCIL	4,440.20	0.00	4,440.20	0.00
01/04/2021	AFF49	BATPC	BATPC	2,101.00	0.00	2,101.00	0.00
01/04/2021	INV-019405	BUS01	BUSINESS HR SOLUTION	204.30	40.86	245.16	0.00
01/04/2021	INV-	AMP02	AMPOWER UK LTD	71.85	3.59	75.44	0.00
01/04/2021	INV-	AMP02	AMPOWER UK LTD	182.78	36.56	219.34	0.00
01/04/2021	INV-	AMP02	AMPOWER UK LTD	67.33	3.37	70.70	70.70
01/04/2021	INV-	AMP02	AMPOWER UK LTD	60.69	3.03	63.72	0.00
01/04/2021	INV-	AMP02	AMPOWER UK LTD	11.52	0.58	12.10	12.10
01/04/2021	INV-	AMP02	AMPOWER UK LTD	226.28	45.26	271.54	0.00
01/04/2021	INV-	AMP02	AMPOWER UK LTD	205.00	41.00	246.00	0.00
01/04/2021	INV-	AMP02	AMPOWER UK LTD	11.86	0.59	12.45	0.00
01/04/2021	INV-	AMP02	AMPOWER UK LTD	18.92	0.95	19.87	19.87
01/04/2021	ON ACC 55	EE01	EE LIMITED	0.00	0.00	0.00	-271.99
			Subtotal C/Fwd	955,507.34	59,725.16	1,015,232.50	210.55

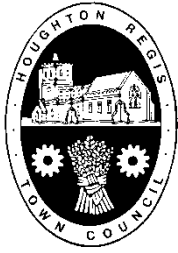
Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	955,507.34	59,725.16	1,015,232.50	210.55
04/04/2021	3581311	TOT01	RIGHT FUEL CARD	12.25	2.45	14.70	0.00
05/04/2021	0005323482	CAS05	CASTLE WATER 2618965	117.29	23.46	140.75	0.00
06/04/2021	6421	MAY001	MAYOR FUND LUTON	10.00	0.00	10.00	0.00
06/04/2021	0005339425	CAS08	CASTLE WATER 2597735	11.91	0.00	11.91	0.00
06/04/2021	962693654	BRI01	BRITISH GAS	6.21	0.31	6.52	6.52
06/04/2021	962693655	BRI01	BRITISH GAS	63.71	3.18	66.89	0.00
07/04/2021	103835	PRE04	PRESTIGE DESIGN	192.00	38.40	230.40	0.00
07/04/2021	971628940	BRI01	BRITISH GAS	76.61	3.83	80.44	0.00
07/04/2021	SI-2665228	SPA01	SPALDINGS LIMITED	75.00	15.00	90.00	0.00
08/04/2021	0005349083	CAS04	CASTLE WATER 2598006	191.53	38.30	229.83	0.00
08/04/2021	715602603	BRI01	BRITISH GAS	1.89	0.09	1.98	0.00
08/04/2021	715602604	BRI01	BRITISH GAS	15.37	0.76	16.13	0.00
08/04/2021	715604658	BRI01	BRITISH GAS	8.10	0.40	8.50	0.00
08/04/2021	715606426	BRI01	BRITISH GAS	21.64	1.08	22.72	0.00
09/04/2021	128674	GBI01	GEO BROWN	45.50	9.10	54.60	0.00
10/04/2021	00002193203-	PLU03	PLUSNET PLC	12.00	2.40	14.40	0.00
12/04/2021	246300	JCURL01	JOHN CURL	15.00	3.00	18.00	0.00
13/04/2021	302014	LAN03	LATENT	4.99	1.00	5.99	0.00
13/04/2021	100013775	THR01	AFFINITY WATER	325.20	5.92	331.12	0.00
14/04/2021	129267	GBI01	GEO BROWN	40.72	8.14	48.86	0.00
14/04/2021	966666865	BRI01	BRITISH GAS	8.10	0.40	8.50	0.00
15/04/2021	ON ACC 56	AMP02	AMPOWER UK LTD	0.00	0.00	0.00	-145.03
16/04/2021	8829191	ANG01	WAVE ANGLIAN WATER	106.56	0.00	106.56	0.00
16/04/2021	8830005	ANG01	WAVE ANGLIAN WATER	361.63	0.00	361.63	0.00
16/04/2021	8830027	ANG01	WAVE ANGLIAN WATER	63.49	0.00	63.49	0.00
16/04/2021	INV-MCR1823	MIC02	MICHAELS CIVIC ROBES	102.50	20.50	123.00	0.00
16/04/2021	RSIN0369427	RIG01	RIGBY TAYLOR	2,442.60	0.00	2,442.60	0.00
19/04/2021	000539397	CAS08	CASTLE WATER 2597735	40.06	0.00	40.06	0.00
19/04/2021	0005394027	CAS10	CASTLE WATER 2597749	40.04	0.00	40.04	0.00
20/04/2021	2100050936	STJ01	ST JOHN AMB	315.00	63.00	378.00	0.00
20/04/2021	ON ACC 57	BRI01	BRITISH GAS	0.00	0.00	0.00	-6.52
21/04/2021	ON ACC 58	CAS04	CASTLE WATER 2598006	0.00	0.00	0.00	-26.11
21/04/2021	ON ACC 59	CAS08	CASTLE WATER 2597735	0.00	0.00	0.00	-9.23
21/04/2021	ON ACC 60	CAS10	CASTLE WATER 2597749	0.00	0.00	0.00	-5.82
22/04/2021	ON ACC 61	CAS05	CASTLE WATER 2618965	0.00	0.00	0.00	-24.51
23/04/2021	614C45165	DUN02	BIFFA WASTE	1,166.04	233.21	1,399.25	0.00
23/04/2021	SIN040304	FEN01	FENLAND LEISURE	278.00	55.60	333.60	0.00
26/04/2021	715711365	BRI01	BRITISH GAS	4.86	0.24	5.10	0.00
26/04/2021	715712028	BRI01	BRITISH GAS	7.89	0.39	8.28	0.00
26/04/2021	715712031	BRI01	BRITISH GAS	4.86	0.24	5.10	0.00
26/04/2021	715712772	BRI01	BRITISH GAS	56.11	2.80	58.91	0.00
27/04/2021	745108	BED02	BEDS PENSION FUND	51.43	0.00	51.43	0.00
27/04/2021	746680	CON	CONQUESTOIL	2,079.00	415.80	2,494.80	0.00
28/04/2021	506636214	ZUR01	ZURICH	12,773.08	0.00	12,773.08	0.00
30/04/2021	40726	MCS01	MCS CONTRACT	1,530.00	306.00	1,836.00	0.00
30/04/2021	88785	AAA01	A A A SECURITY	83.25	16.65	99.90	0.00
			Subtotal C/Fwd	978,268.76	60,996.81	1,039,265.57	-0.15



Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	978,268.76	60,996.81	1,039,265.57	-0.15
30/04/2021	88926	AAA01	A A A SECURITY	20.00	4.00	24.00	0.00
30/04/2021	132007	GBI01	GEO BROWN	481.34	96.27	577.61	0.00
30/04/2021	132051	PAYROLL	PAYROLL OPTIONS -DD	101.58	20.32	121.90	121.90
30/04/2021	SF-077050	HEA01	HEALTH ASSURED	340.00	68.00	408.00	0.00
30/04/2021	TPC9646	DCK01	DCK BEAVERS LTD	810.00	162.00	972.00	0.00
01/05/2021	2105004206	AMP02	AMPOWER UK LTD	139.96	7.00	146.96	0.00
01/05/2021	21050040208	AMP02	AMPOWER UK LTD	175.84	8.79	184.63	0.00
01/05/2021	INV-019851	HRS01	HR SOLUTIONS	204.30	40.86	245.16	0.00
01/05/2021	INV-	AMP02	AMPOWER UK LTD	11.52	0.58	12.10	0.00
01/05/2021	INV-	AMP02	AMPOWER UK LTD	33.22	1.66	34.88	0.00
01/05/2021	INV-	AMP02	AMPOWER UK LTD	11.59	0.58	12.17	12.17
02/05/2021	363557	TOT01	RIGHT FUEL CARD	12.25	2.45	14.70	14.70
04/05/2021	4300	RPM01	REIDS PLAYGROUND	21,081.00	4,216.20	25,297.20	0.00
04/05/2021	1159411530	BQ01	TRADE UK (BQ)	42.37	8.48	50.85	0.00
04/05/2021	ON ACC 94	TEC01	TECHIES LIMITED	0.00	0.00	0.00	-180.00
04/05/2021	ON ACC 95	TEC01	TECHIES LIMITED	0.00	0.00	0.00	-253.86
04/05/2021	ON ACC 96	EE01	EE LIMITED	0.00	0.00	0.00	-292.04
04/05/2021	ON ACC 97	FRA02	FRANCOTYP-POSTALIA L	0.00	0.00	0.00	-90.00
05/05/2021	0005450274	CAS06	CASTLE WATER 2596363	16.97	3.39	20.36	0.00
05/05/2021	0005453855	CAS07	CASTLE WATER 2597763	6.16	0.00	6.16	6.16
05/05/2021	0005454144	CAS10	CASTLE WATER 2597749	5.13	1.03	6.16	0.00
05/05/2021	INV-	AMP02	AMPOWER UK LTD	49.12	2.46	51.58	0.00
06/05/2021	54911	ROSPA	ROSPA PLAY SAFETY	1,073.00	112.00	1,185.00	0.00
06/05/2021	ON ACC 102	JCURL01	JOHN CURL	0.00	0.00	0.00	-227.16
07/05/2021	80680	PRE01	PREMIER BADGES	379.24	75.84	455.08	0.00
07/05/2021	0016222005	CRO01	CROMWELL	249.90	49.98	299.88	0.00
10/05/2021	INV	PLU03	PLUSNET PLC	12.00	2.40	14.40	0.00
10/05/2021	RSIN0372708	RIG01	RIGBY TAYLOR	1,305.50	261.10	1,566.60	0.00
10/05/2021	SIN040531	FEN01	FENLAND LEISURE	90.00	18.00	108.00	0.00
11/05/2021	745279	BED02	BEDS PENSION FUND	51.60	0.00	51.60	0.00
11/05/2021	116140711	BQ01	TRADE UK (BQ)	22.84	4.57	27.41	0.00
11/05/2021	ON ACC 98	AMP02	AMPOWER UK LTD	0.00	0.00	0.00	-92.23
11/05/2021	ON ACC 99	AMP02	AMPOWER UK LTD	0.00	0.00	0.00	-79.92
12/05/2021	4313	RPM01	REIDS PLAYGROUND	300.00	60.00	360.00	0.00
13/05/2021	ON ACC 100	AMP02	AMPOWER UK LTD	0.00	0.00	0.00	-7.23
13/05/2021	ON ACC 101	BRI01	BRITISH GAS	0.00	0.00	0.00	-49.20
14/05/2021	BK-202242	SLC01	SLCC	35.00	7.00	42.00	0.00
			<b>TOTAL INVOICES</b>	<b>1,005,330.19</b>	<b>66,231.77</b>	<b>1,071,561.96</b>	<b>-1,116.86</b>







## CORPORATE SERVICES COMMITTEE

## Agenda Item 12

---

<b>Date:</b>	<b>1<sup>st</sup> June 2021</b>
<b>Title:</b>	<b>Investment Report</b>
<b>Purpose of the Report:</b>	<b>To provide to members a report on investments to date.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

---

### 1. RECOMMENDATION

*This report is provided for information.*

### 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 31<sup>st</sup> March 2021 was 4.3% compared to 31<sup>st</sup> December 2020 when it was at 4.49%.

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 30<sup>th</sup> April 2021 was £1,211,600, compared to £1,173,000 at 31<sup>st</sup> December 2020.

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

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. 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 21<sup>st</sup> May 2021 was 0.0336% was compared to the declared rate on 11<sup>th</sup> February 2021 of 0.0383%.

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.

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**

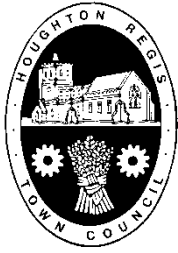
- There are no press implications.

## **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 13**

---

**Date:** 1<sup>st</sup> June 2021

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

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

**Contact Officer:** Clare Evans, Town Clerk

---

**1. RECOMMENDATION**

*This report is provided for information.*

**2. BACKGROUND**

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

**3. PUBLIC WORKS LOANS**

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

- Loan No. 496047
  - Value of the loan: £170,000
  - Purpose of the loan: Moore Crescent Pavilion at Moore Crescent Recreation Ground
  - Terms of the loan: annual rate of interest of 4.00%
  - Period of the loan: 24 years, final repayment due March 2033
  - Received: October 2009
  - Other detail:
    - This project was funded through the securing of 2 loans;
    - Commencement of works May 2009, completion April 2010.

- Loan No. 496518
  - Value of the loan: £190,125
  - Purpose of the loan: Moore Crescent Pavilion at Moore Crescent Recreation Ground
  - Terms of the loan: annual rate of interest of 4.46%
  - Period of the loan: 24 years, final repayment due March 2033
  - Received: February 2010
  - Other detail:
    - Second loan to fund the provision of Moore Crescent Pavilion

#### 4. Early Settlement Payments

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

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

The council is able to make an early settlement on loans reference 496047 and 496518. The outstanding principal on these loans as a combined figure is £231,595.97. The early settlement figure is £293,113.89.

#### 5. COUNCIL VISION

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

#### 6. IMPLICATIONS

##### **Corporate Implications**

This review is supported by the following council policies:

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

##### **Legal Implications**

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

##### **Financial Implications**

There are no financial implications of this report.

**Risk Implications**

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

**Equalities Implications**

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

This report does not discriminate.

**Press Contact**

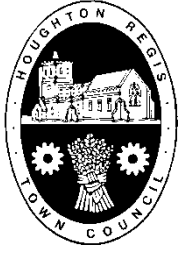
There are no press implications arising from this report.

**7. CONCLUSION AND NEXT STEPS**

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

**8. APPENDICES**

None.



---

**CORPORATE SERVICES COMMITTEE****Agenda Item 15**

---

**Date:** 1<sup>st</sup> June 2021

**Title:** ELECTRONIC PAYMENTS

**Purpose of the Report:** For members to consider the use of electronic payments.

**Contact Officer:** Clare Evans, Town Clerk

---

**1. RECOMMENDATION**

**To approve the provision of electronic payments.**

**2. BACKGROUND**

Currently the council can receive payments through cash, cheque or online. It is suggested that this be expanded to enable electronic payments to be made.

**3. OPTIONS**

There are a number of suppliers of devices which enable organisations to take electronic payments from customers. The device is linked to a mobile phone and transactions are recorded on an App on the phone, reports can then be downloaded.

The devices cost from £30 to £150. There is more flexibility with the more expensive devices which would be beneficial as the device can be taken off site to, for example, community events.

There is, however, a transaction charge of typically 1.75% of each transaction. This facility would be of benefit to customers and it suggested that the loss in income from the transaction charge would be outweighed by the flexibility.

**4. COUNCIL VISION**

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

**5. IMPLICATIONS**



**Corporate Implications**

- There are no corporate implications of this report

**Legal Implications**

- There are no legal implications of this report.

**Financial Implications**

- There is a financial implications as any payments received through this means will be charge a transaction charge of 1.75%

**Risk Implications**

- There are no risk implications of 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 report does not discriminate.

**Press Contact**

- There are no press implications arising from this report.

**6. CONCLUSION AND NEXT STEPS**

This provision increases the council's flexibility in how it can receive payments from customers and supports the trend for contactless payments.

**7. APPENDICES**

None.

### Property Sector Review

The reaction of the sector to the COVID pandemic was understandably one of substantial caution, as participants reflected on a challenge which was unfamiliar, but which could have a deep and lasting impact on the sector. At the heart of a range of challenges was the impracticalities of lock down and restrictions on mobility and was manifested in two related ways; transaction volumes fell sharply, to barely a quarter of previous norms, and, in a defensive move, valuers marked down estimates of capital values. This was followed by warnings that valuation accuracy was uncertain, a development that led to the suspension of trading in sector funds until pricing clarity was restored in the early weeks of the autumn. Behind the headlines within the sector established trends continued. Areas of pre-existing weakness such as shops and shopping centres declined faster, a reflection of the increased threat from lock-down to rents and tenant viability. In contrast, winners emerged and demand for industrial assets, in particular distribution facilities, continued at a high level as shopping patterns were changing combined with a basic shortage of good quality supply.

The conditions also created a series of new challenges for fund managers, the first of which related to income. Most tenants had suffered a loss of cash flow and for some the loss had been both sudden and near total. Once again retail suffered badly, as did the hotel sector. Industrial assets were less impacted and indeed some areas actually saw activity increase. The impact on offices was more mixed and it became clear that staff working from home helped protect business revenues and so the ability to meet rent obligations. A past focus on strong tenants and strong tenant relationships proved helpful for rent collection, as did a sympathetic approach to those experiencing difficulty. Inevitably there was a small number of 'can't pay' and some 'won't pay' too, as businesses open for trading chose to use the government's temporary tenant protection regulations to withhold payments.

As the economy showed improved signs of stability so did the sector. Transaction volumes rose back near to historic averages and valuations overall stabilised. Trends at the sub-sector level however remained distinct. Rents in the retail sector continued to fall and this was mirrored in further declines in capital values. The sub-sector currently has a void rate of just 6% compared with 9% for the industry as a whole, but the real risk is tenanted outlets currently closed by lock-down simply do not reopen. A problem for the sector has been the homogeneity of high streets and domination of retail space by a small number of large companies. Failures and closures by this group have been reflected in communities across the country. Almost all the retail sector remained firmly under a cloud but there was one area of improvement as a recovery began for retail warehouses, reflecting the resilience of bulk goods and discount sales, to both the impact of lock-down and the threat of online competition. Offices have come more into focus on concerns that flexible working practices which had become commonplace during the year would lead to a permanent decline in

demand for space. There was no significant impact on values and rents but there was a defensive increase in sector yields to reflect the uncertainty.

Looking forward, the trends which have dominated the sector over the past year will remain the principal influences on returns in the near term. Realistically values for shops, on the high street and in shopping centres, can't be expected to stabilise until lock down ends and the longer-term effects on the sector are understood. Yields on industrial assets have fallen to levels from which capital progress will be more difficult, but demand for good quality properties in strong locations will continue. The main area of uncertainty concerns offices. It seems clear that space requirements will change, but for the time being less obvious that they will fall. Our expectation is that prime offices will remain supported, with those in poor condition or poor locations most exposed to changes in demand. In terms of likely returns we are expecting a positive outcome in 2021, supported by the sector's exceptional income yield. We anticipate more in 2022, when higher capital values are expected to make a more substantial contribution. Asset allocation will be a key source of return, whilst in a changing market, active management will support both capital and income returns.

April '21

#### **Disclaimer**

This document is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice.

The market review, analysis, and any projections contained in this document are the opinion of the author only and should not be relied upon to form the basis of any investment decisions. CCLA strongly recommends you seek independent professional advice prior to investing. Any forward-looking statements are based upon CCLA's current opinions, expectations and projections. CCLA undertakes no obligations to update or revise these. Actual results could differ materially from those anticipated.

CCLA Investment Management Limited (registered in England and Wales, number 2183088) and CCLA Fund Managers Limited (registered in England and Wales, number 8735639), whose registered address is: Senator House, 85 Queen Victoria Street, London EC4V 4ET, are authorised and regulated by the Financial Conduct Authority.

<b>Policy</b>	<b>Last Reviewed</b>	<b>Committee</b>	<b>Meeting Date</b>	<b>Comments</b>
Alcohol, Drug & Substance Misuse	14 <sup>th</sup> September 2020 14 <sup>th</sup> December 2020	Corporate Services Town Council		Every 4 years
Banking arrangement, investment strategy & investment arrangement	14 <sup>th</sup> September 2020 14 <sup>th</sup> December 2020	Corporate Services & Town Council	September 2021	Annually
Bullying & Harassment at work policy	23 <sup>rd</sup> November 2020 14 <sup>th</sup> December 2020	Corporate Services & Town Council		Every 4 years
Capability Policy	4 <sup>th</sup> March 2019 17 <sup>th</sup> June 2019	Corporate Services & Town Council	2023	Every 4 years.
Cemetery Regulations	24 <sup>th</sup> February 2020	Environment & Leisure	June 2021	
Chairmanship	10 <sup>th</sup> June 2019 7 <sup>th</sup> October 2019	Corporate Services & Town Council		Every 4 years.
Code of Conduct	14 <sup>th</sup> September 2020 14 <sup>th</sup> December 2020	Corporate Services & Town Council		Every 4 years.
Committee Functions & Terms of Reference	5 <sup>th</sup> May 2021	Town Council		Annual approval on AGM agenda.
Complaints Procedure	14 <sup>th</sup> September 2020 14 <sup>th</sup> December 2020	Corporate Services & Town Council		Every 4 years.
Communications Policy & Strategy	12 <sup>th</sup> June 2017 9 <sup>th</sup> October 2017	Corporate Services & Town Council	2021	Every 4 years.
Councillors Expenses	14th September 2020 14th December 2020	Corporate Services Town Council	June 2023	Every first meeting following new administration
Data Protection	25 <sup>th</sup> November 2019 20 <sup>th</sup> July 2020	Corporate Services & Town Council	2023	Every 4 years
Disciplinary Procedure	2 <sup>nd</sup> March 2020 5 <sup>th</sup> October 2020	Corporate Services & Town Council		Every 4 years.
Equality & Diversity	5 <sup>th</sup> October 2020	Town Council		Annually.
Eye care Policy	27th November 2017 26 <sup>th</sup> March 2018	Corporate Services & Town Council	2021	Every 4 years.
Financial Regulations	5 <sup>th</sup> May 2021	Town Council		Annual approval on AGM agenda.
Flexible Working	14 <sup>th</sup> September 2020 14 <sup>th</sup> December 2020	Corporate Services & Town Council		Every 4 years.

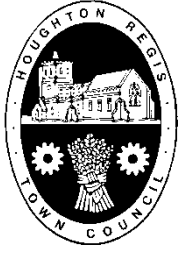
Policy Schedule 2021-22

Flexi Time Scheme	14 <sup>th</sup> September 2020 14 <sup>th</sup> December 2020	Corporate Services & Town Council		Every 4 years.
Fraud and Ethics Policy	12 <sup>th</sup> June 2017 9 <sup>th</sup> October 2017	Corporate Services & Town Council	1 <sup>st</sup> June 2021	Every 4 years.
Freedom of Information & Model Scheme of Publication	10 <sup>th</sup> June 2019 7 <sup>th</sup> October 2019	Corporate Services & Town Council	13 <sup>th</sup> September 2021	Annually
Grants Policy				
Grievance Procedure	2 <sup>nd</sup> March 2020 5 <sup>th</sup> October 2020	Corporate Services & Town Council		Every 4 years.
Health & Safety at Work	8 <sup>th</sup> June 2020 5 <sup>th</sup> October 2020	Corporate Services & Town Council		Annually
Honorary Freeman & Freewoman	9 <sup>th</sup> October 2017	Town Council	October 2021	Every 4 years
Internal Controls	8 <sup>th</sup> October 2018	Town Council	7 <sup>th</sup> October 2019	
Internal Audit Planning, Reporting & Review Policy	5 <sup>th</sup> October 2020	Town Council		Annually in March
IT Use Policy	1 <sup>st</sup> March 2021 22 <sup>nd</sup> March 2021	Corporate Services & Town Council	2025	Every 4 years.
Late payments & bad debts policy	2 <sup>nd</sup> March 2020 5 <sup>th</sup> October 2020	Corporate Services & Town Council	1 <sup>st</sup> June 2021	Annually
Leave Entitlement Policy	11th January 2021  1 <sup>st</sup> March 2021 21 <sup>st</sup> or 28 <sup>th</sup> June 2021	Personnel Sub- Committee Corporate Services Town Council		Every 4 years.
Local Govt Pension Scheme: Statement of Local Discretions	2 <sup>nd</sup> March 2020 5 <sup>th</sup> October 2020	Corporate Services & Town Council		Annually
Mayoral Robes Policy	23 <sup>rd</sup> September 2019	Corporate Services & Town Council	2023	Every 4 years
Officer/Member protocol	25 <sup>th</sup> November 2019 23 <sup>rd</sup> March 2020	Corporate Services & Town Council	1 <sup>st</sup> June 2021	Annually.
Press Protocols	21 <sup>st</sup> March 2016	Town Council	13 <sup>th</sup> September 2021	Every 4 years.
Recruitment & Selection Policy	12 <sup>th</sup> June 2017 9 <sup>th</sup> October 2017	Corporate Services & Town Council	22 <sup>nd</sup> November 2021	Every 4 years.
Retirement policy & flexible retirement	20 <sup>th</sup> March 2017 26 <sup>th</sup> June 2017	Corporate Services & Town Council	22 <sup>nd</sup> November 2021	Every 4 years.

Policy Schedule 2021-22

Risk Management Plan	14 <sup>th</sup> September 2020 14 <sup>th</sup> December 2020	Corporate Services & Town Council	13 <sup>th</sup> September 2021	Annually
Safeguarding Children, Young People & Vulnerable Adults	5 <sup>th</sup> March 2018 18 <sup>th</sup> June 2018	Corporate Services & Town Council	13 <sup>th</sup> September 2021	Every 4 years.
Scheme of Delegation	5 <sup>th</sup> May 2021	Town Council		Annual approval on AGM agenda.
Sickness Management Policy	8 <sup>th</sup> June 2020 20 <sup>th</sup> July 2020	Corporate Services & Town Council	2024	Every 4 years.
Social Media Policy	23 <sup>rd</sup> August 2017 9 <sup>th</sup> October 2017	Corporate Services & Town Council	22 <sup>nd</sup> November 2021	Every 4 years.
Staff induction & appraisal process	25 <sup>th</sup> September 2017 11 <sup>th</sup> December 2017	Corporate Services & Town Council	18 <sup>th</sup> February 2022	Every 4 years.
Standing Orders	5 <sup>th</sup> May 2021	Town Council		Annual approval on AGM agenda.
Statutory Functions	26 <sup>th</sup> November 2018 25 <sup>th</sup> March 2019	Corporate Services & Town Council	18 <sup>th</sup> February 2022	Every 4 years
Stress Policy	1 <sup>st</sup> March 2021 21 <sup>st</sup> or 28 <sup>th</sup> June 2021	Corporate Services & Town Council	2025	Every 4 years.
Training Agreement	18 <sup>th</sup> July 2017	Town Council	2021	Every 4 years
Training Statement of Intent	25 <sup>th</sup> November 2019 23 <sup>rd</sup> March 2020	Corporate Services & Town Council	22 <sup>nd</sup> November 2021	Annually
Volunteering	10 <sup>th</sup> June 2019 7 <sup>th</sup> October 2019	Corporate Services & Town Council	2023	Every 4 years
Wellbeing Policy			TBC*	
Whistleblowing	23 <sup>rd</sup> November 2020 14 <sup>th</sup> December 2020	Corporate Services & Town Council		Every 4 years

Committee date	Policy
1 <sup>st</sup> June 2021	Fraud and Ethics Policy; Late payments & bad debts policy; Officer/Member protocol;
13 <sup>th</sup> September 2021	Communications Policy & Strategy; Local Govt Pension Scheme: Statement of Local Discretions; Press Protocols; Risk Management Plan; Safeguarding Children, Young People & Vulnerable Adults; Freedom of Information & Model Scheme of Publication;
22 <sup>nd</sup> November 2021	Recruitment & Selection Policy; Retirement policy & flexible retirement; Social Media Policy; Training Statement of Intent
18 <sup>th</sup> February 2022	Staff induction & appraisal process; Statutory Functions; *Wellbeing Strategy (TBC)



---

**CORPORATE SERVICES COMMITTEE****Agenda Item 19**

---

<b>Date:</b>	<b>1<sup>st</sup> June 2021</b>
<b>Title:</b>	<b>FRAUD &amp; ETHICS POLICY</b>
<b>Purpose of the Report:</b>	<b>To provide members with information in regard to the review of the Town Councils Fraud &amp; Ethics Policy.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Corporate Services Manager</b>

---

**1. RECOMMENDATION**

**To recommend to Town Council the adoption of the Town Councils Fraud and Ethics Policy**

**2. BACKGROUND**

The Town Councils Fraud & Ethics Policy was last reviewed in 2017.

**3. INFORMATION**

This policy was updated in 2017 due to changes in legislation.

There have been no further changes to legislation, since this time and therefore it is recommended that this policy is considered fit for purpose.

Since the last review the Town Council has formally adopted a standalone Whistleblowing Policy. A copy of the Whistleblowing Policy is attached, for reference, as an appendix to the Fraud and Ethics Policy.

**4. COUNCIL VISION**

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

**5. IMPLICATIONS****Corporate Implications**

- The need to amend the Town Councils Fraud & Ethics policy to reflect the implementation of a standalone Whistleblowing policy.

### **Legal Implications**

- The following pieces of legislation apply to this policy:
- Health and Safety at Work etc Act 1974
- Whistleblowing and the Public Interest Disclosure Act 1998
- Protection from Harassment Act 1997
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010.

### **Financial Implications**

- There are no financial implications arising from the recommendations

### **Risk Implications**

- There are no risk implications arising from the recommendation.

### **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 the recommendations

## **6. CONCLUSION AND NEXT STEPS**

A Fraud & Ethics policy is an important component in setting out how an organisation can manage instances of fraud or deception. By adopting this policy, the Town Council, is setting out their responsibilities with regard to fraud prevention, what to do if fraud is suspected and what action will be taken.

The revised policy and associated Whistleblowing Policy will be shared with staff members.

## **7. APPENDICES**

### **Appendix A Revised Fraud & Ethics Policy**





## HOUGHTON REGIS TOWN COUNCIL

### Fraud and Ethics Policy (including Whistleblowing)

Date of Approval:	23 <sup>rd</sup> October 2006
Reviewed:	20 <sup>th</sup> January 2014; 12 <sup>th</sup> June 2017; 1 <sup>st</sup> June 2021
Date of Re approval:	9 <sup>th</sup> October 2017

#### Contents

1. INTRODUCTION
2. CULTURE
3. PREVENTION
4. DETECTION and INVESTIGATION
5. TRAINING
6. CONTINUS REVIEW of STRATEGY
7. FRAUD and CORRUPTION RESPONSE PLAN
8. REVIEW
9. RELATED POLICES AND DOCUMENTS
10. FURTHER INFORMATION

## 1.0 INTRODUCTION

- 1.1 This strategy has been developed in response to the acknowledged need to formalise procedures regarding corporate governance.
- 1.2 Houghton Regis Town Council, its councillors and employees, are committed to the highest standards of personal and corporate ethics and compliance with laws and regulations. Integrity and effort are valued, not just in financial performance, but in all dealings with staff, customers and suppliers. The objective is to be open and honest in all dealings, internal and external.
- 1.3 This policy applies at every level regardless of seniority. Non-compliance is considered to be a disciplinary offence and would be dealt with accordingly.
- 1.4 The Council has adopted the Model Code of Conduct and is committed to sound corporate governance. It supports the Nolan Committee's "Seven principles of Public Life" for the conduct of Council Members and employees, namely:
  - Selflessness;
  - Integrity;
  - Objectivity;
  - Accountability;
  - Openness;
  - Honesty; and
  - Leadership.
- 1.5 This Fraud and Ethics Policy is designed to encompass all of these areas as well as protect the Town Council against fraud and corruption both from within the Town Council and from outside. The Town Council is committed to an effective Fraud and Ethics Policy designed to:
  - Encourage prevention;
  - Promote detection; and
  - Identify a clear pathway for investigation.
- 1.6 The Town Council expects Members and all employees to lead by example in ensuring adherence to legal requirements, rules, procedures and practices.
- 1.7 The Town Council also expects that individuals and organisations (e.g. suppliers, contractors and service providers) that it comes into contact with, will act with integrity and without thought or actions involving fraud or corruption.
- 1.8 This Fraud and Ethics Policy is based upon a series of procedures designed to frustrate any attempted fraudulent or corrupt act. These cover:
  - Culture;
  - Prevention;
  - Detection and investigation; and

- Training

## 2.0 CULTURE

- 2.1 The Town Council is determined that the culture and tone of the organisation is one of honesty and integrity and opposition to fraud and corruption.
- 2.2 There is an expectation and requirement that all individuals and organisations associated in what ever way with the Town Council will act with integrity, and that Town Council employees at all times will lead by example in these matters.
- 2.3 The Town Council employees are an important element in its stance on fraud and corruption and they are positively encouraged to raise any concerns that they may have on these issues where associated with the Town Council's activity.
- 2.4 They can do this in the knowledge that such concerns will be treated in confidence and will be properly investigated. Reporting should be through the Town Clerk.

Members of the public/third parties are also encouraged to report concerns.

- 2.5 The Town Clerk will be responsible for following up any allegation of fraud or corruption received and will do so through clearly defined procedures (See Detection and Investigation section, 4)
- 2.6 The Town Clerk is expected to deal swiftly and firmly with those who defraud or are corrupt. The Town Council, including Members, will be robust in dealing with financial malpractice.
- 2.7 There is, of course, a need to ensure that any investigation process is not misused and, therefore, any abuse (such as raising unfounded malicious allegations) may be dealt with as a disciplinary matter.
- 2.8 ~~It is the Council's intention to simultaneously introduce~~ The Town Council has introduced a formal "~~Confidential Reporting Code /~~Whistleblowing Policy" which will improve the system in terms of procedures relating to the reporting of such concerns. This ~~will be~~ is designed to reassure individuals that they will not suffer repercussions, and indeed will be encouraged to voice their legitimate concerns. Where a report is made in good faith, the employee making the report is protected in law by the Public Interest Disclosure Act 1998. ~~The "Confidential Reporting Code/Whistleblowing Policy" is attached at Appendix A.~~

## 3.0 PREVENTION

- 3.1 Prevention will be achieved via:

- Staffing policies
- Making Members aware of their responsibilities
- Internal control systems
- Working in partnership

## **Staff**

- 3.2 As an employer, the Town Council is entitled to expect, and obliged to maintain, high standards of conduct among its employees to ensure that public confidence in their integrity and impartiality is not undermined. The public is entitled to demand conduct of the highest standard and that employees work honestly and without bias in order to achieve the Town Council's objectives. Employees are expected to maintain the duty of confidentiality. Information obtained in the course of their duties should not be disclosed to a third party and should not be used for the employee's own benefit or that of others.
- 3.3 The Town Council recognises that a key preventative measure in the fight against fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the propriety and integrity of potential employees. In this regard temporary and contract employee's are treated in the same manner as permanent employees.
- 3.4 The Town Clerk should ensure that recruitment procedures are followed and, in particular, written references must be obtained regarding the known honesty and integrity of potential employees before employment commences. Where the post so demands, appropriate Disclosure and Barring Service (DBS) clearance must be obtained.

## **Members**

- 3.5 Councillors are expected to operate honestly and without bias. Their conduct is governed by:
- National Code of Local Government Conduct
  - Sections 94-96 of the Local Government Act, 1972
  - Localism Act 2011
  - Houghton Regis Town Council's Standing Orders
  - Houghton Regis Town Council's Financial Regulations
- 3.6 These matters and other guidance are specifically brought to the attention of Councillors. Councillors are specifically required under the Model Code of Conduct to be alert to and have regard for the need to register potential areas of conflict between Town Councillors' duties and responsibilities, and any other areas of their personal, or professional lives.
- 3.7 These codes and regulations are the subject of review, Councillors will be closely involved in the process, and will be fully advised as to their responsibilities.

## **Internal Control System**

- 3.8 The internal control system comprises the whole network of financial, operational and managerial systems established with the Town Council to ensure that its objectives are achieved in the most economic and efficient manner. The Financial Regulations of the Town Council provide the framework

for financial control. Under Financial Regulations, the Town Clerk is required to ensure that arrangements, guidelines and procedures for the proper administration of financial affairs are operated in accordance with Financial Regulations.

- 3.9 The Town Council has developed, and is committed to continuing with, systems and procedures, which incorporate efficient and effective internal controls. The existence, appropriateness and effectiveness of these internal controls are independently monitored by the Town Council's Internal Auditor.

### **Working in Partnership**

- 3.10 Houghton Regis Town Council encourages the exchange of information between the Town Council and other agencies on national and local fraud corruption activity.

- 3.11 With the rapid increase in recent years of frauds perpetrated against a variety of local authorities and benefit agencies, usually involving fraudsters having multiple identities and addresses, the necessity to liaise between organisations has become paramount. The Town Council has existing liaison arrangements with:

- Police
- Internal Auditor
- External Auditor
- Bank

## **4.0 DETECTION AND INVESTIGATION**

- 4.1 When fraud and corruption occur, systems should assist in revealing the occurrences, and people should be encouraged to do likewise. They must then be investigated in a fair and impartial manner.

- 4.2 A Fraud and Corruption Response Plan is incorporated (section 7). This gives detailed guidance on the processes for employees who wish to notify suspicions and how the Council's officers should respond.

### **Detection**

- 4.3 The array of preventative systems, particularly internal control systems and Audit, within the Town Council generally should be sufficient in themselves to deter fraud, but they have also been designed to provide indications of any fraudulent activity.

- 4.4 It is often the alertness of employees and the public to such indicators that enables detection to occur and the appropriate action to take place when there is evidence that fraud or corruption may be in process.

- 4.5 Despite the best efforts of managers and auditors, many frauds are discovered by chance or "tip off", and the Town Council has developed a ~~"confidential reporting~~

~~code~~ or “whistle-blowing” policy to formalise such arrangements to enable such information to be properly dealt with (Appendix A).

## **Investigation**

4.6 Depending on the nature and the anticipated extent of the allegations, the Internal Auditor will normally work closely with the Town Clerk and other agencies, such as the Police, to ensure that all the allegations are properly investigated and reported and where appropriate, maximum recoveries are made for the Town Council. The follow up of any allegation of fraud and corruption received will be through agreed procedures, which ensure that:

- Matters are dealt with promptly;
- All evidence is reported;
- Evidence is sound and adequately supported;
- All evidence is securely held;
- Where appropriate, the Police and the Town Council’s Insurers are informed;
- The Town Council’s Disciplinary Procedures are implemented
- The rules of natural justice are incorporated.

4.7 The procedures and reporting lines are an integral part of the Town Council’s Fraud Policy which ensures:

- Consistent treatment of information about fraud and corruption;
- Proper investigation;
- Restitution or compensation;
- The optimum protection of the Town Council’s interests.

4.8 Where financial impropriety is discovered, referral to the Police is a matter for the Town Clerk. In deciding whether to recommend referral, the following factors are taken into account:

- The amount of loss and duration of the offence;
- The suspect’s physical and mental condition;
- Voluntary disclosure and arrangement for restitution;
- How strong the evidence is.

4.9 The Town Council’s Disciplinary Procedure will be used as appropriate irrespective of Police involvement or not.

## **5.0 TRAINING**

5.1 The Town Council recognises that the continuing success of its Fraud and Ethics Policy and its general creditability, will depend largely upon the effectiveness of its training programmes and the responsiveness of employees throughout the organisation.

- 5.2 To facilitate this, the Town Council supports the concept of induction training and continuous development appraisal (particularly for employees involved in internal control systems) to ensure that their responsibilities and duties are regularly highlighted and reinforced.
- 5.3 The Town Council has in place a Disciplinary Procedure for all categories of its employees who are fully aware of the consequences of disregarding it.

## **6.0 CONTINUOUS REVIEW OF STRATEGY**

- 6.1 The Town Council has in place a clear network of systems and procedures to assist it in the fight against fraud and corruption. It is determined that these arrangements will keep pace with any future developments in both preventative and detection techniques regarding fraudulent or corporate activity that may affect its operation.
- 6.2 The Council will maintain a continuous review of such arrangements through the Town Clerk, Full Council meetings and Internal and External Auditors, and will update the arrangements as required.

## **7.0 FRAUD AND CORRUPTION RESPONSE PLAN**

### **Introduction**

- 7.1 The Authority is committed to the values of probity and accountability, but the determined perpetrator will always find a way round systems and procedures. It is therefore necessary for the Town Clerk to be aware of what is required in the event of being notified of a suspected fraud. This document sets out the process for persons who wish to notify any suspicions and also how the Town Clerk should respond.

### **Actions Constituting Fraud**

- 7.2 Fraud constitutes many types of unacceptable behaviour. There is no strict legal definition in the UK for fraud, however it is generally thought of as involving deception to obtain advantage. It may be perpetrated by those outside the organisation (“third parties”), by employees, or through collusion of employees and third parties. Examples include:
- Theft of Council property
  - Forgery or deliberate alteration of any document e.g. cheque, journal entry
  - Destruction or removal of records to cover tracks
  - Falsifying of expense claims
  - Disclosing confidential information to outside parties, without authority, for personal gain
  - Computer misuse
  - Misuse of intellectual property

## Notifying Suspected Fraud

- 7.3 Suspected fraud can be discovered in a number of ways but in all cases, it is important that employees feel able to report their concerns and are also aware of the means by which they are able to do so.

The Town Council has several means available to employees:

### *Town Clerk (and Responsible Financial Officer)*

- 7.4 If an employee discovers a suspected fraud, then it must be reported to the Town Clerk as a matter of urgency.
- 7.5 The Town Clerk is ultimately responsible for all operations and as such, should be able to be contacted by an employee regarding suspicions they may have.

### *Internal Auditor*

- 7.6 The primary role of the Internal Auditor is to report on the adequacy of systems and procedures (the “internal control” environment). However, they are also charged with the responsibility for being the usual means of investigating suspected fraud. Concerns raised by employees, members or the general public can be discussed with the Internal Auditor.

### *External Audit*

- 7.7 The Council’s external auditors have responsibilities to review, in accordance with the Local Audit and Accountability Act 2014 the arrangements made by management to prevent and detect fraud. External Audit also reviews the adequacy of measures taken by the Authority to limit the possibility of corrupt practices. As such External Audit will investigate any concerns that are brought to their attention.

## Initial Steps

- 7.8 Once fraud is suspected it is crucial that any investigation is conducted in a professional manner aimed at ensuring that the current and future interests of both the Authority and the suspected individual(s) are protected. The latter is equally important, as a suspicion should not be seen as guilt to be proved. To this end the Authority’s disciplinary procedure will be invoked where necessary.
- 7.9 It is also crucial that the notifying employee does not feel threatened. As far as possible the Authority undertakes to protect the identity of such employees and not to release the source of notification at any time during the investigation. ~~This will be formalised with the introduction of a “Confidential Reporting Code”/ “Whistleblowing Policy” (Appendix A).~~ This is formalised within the Town Councils Whistleblowing Policy.



7.10 For each notified suspicion the Town Clerk will appoint an “Investigating Officer”, to be in charge of the investigation on a day-to-day basis. This will usually be the Internal Auditor, but each case will be judged on merit.

### **Subsequent Steps**

7.11 The Investigating Officer and Town Clerk must:

- Initially assess whether there is a need for any employee to be suspended. The decision should be kept under review at all stages of the investigation.
- Identify an action plan. (What, who, when, how, where)
- Identify the reporting process (who by, to whom, when and how) to ensure that strict confidentiality is continuously maintained.

7.11 The Investigating Officer will:

- Open a file to record chronologically;
  - Telephone conversations
  - Face to face discussions
  - Record/documents viewed
  - Tests undertaken and results

The file should be indexed, and all details recorded no matter how insignificant they initially appear.

- Ensure the correct form of evidence is obtained and appropriately retained, witnessed and corroborated:
  - Prime documents
  - Certified copies
  - Physical items
  - Secondary evidence
  - Circumstantial
  - Hearsay
- Ensure interviews are conducted in the right manner. In particular, that the requirements of the Police and Criminal Evidence Act 1984 (as amended) are complied with when interviewing suspects.

### **Liaison with External Audit and the Police**

#### *External Audit*

- 7.12 Each Local Authority has a duty to report all suspected frauds to its external auditors. This will be done by the Town Clerk/Responsible Financial Officer at the earliest opportunity.

#### *Police*

- 7.13 The experts at investigating fraud are the Police, they will also advise on the likely outcome of any intended prosecution. Initial contact with the Police should only be undertaken following discussion with the Town Clerk. It is the policy of the Police to welcome early notification of suspected fraud.
- 7.14 If the Police decide a formal investigation is necessary, all employees should co-operate fully with any subsequent requests or recommendations. All contact with the Police following their initial involvement will usually be via the Investigating Officer.
- 7.15 Where the Police decide to formally investigate this will not prejudice any internal disciplinary procedures; these should continue as normal. However, the internal investigation and the Police's should be coordinated to make maximum use of resources and information.

#### **Interim Report**

- 7.16 A soon as the initial "detection" stage of investigation has been completed an interim confidential report, which may be verbal, but is more likely to be written, should be made by the Investigating Officer to the Town Clerk/Responsible Financial Officer and any other Officer decided upon at the preliminary stage.

The interim report should set out:

- The findings to date
- The interim conclusions drawn from those findings; and
- Should seek approval to continue the investigation if this is appropriate.

If it is decided to continue the investigation, then future reporting arrangements and any changes to the planned action should be confirmed.

#### **Final Report**

- 7.17 This report will supersede all other reports and be the definitive document on which management (in a disciplinary situation) and possibly the Police (in a criminal situation) will base their initial decisions.
- 7.18 The format of the final report will not always be the same as each case is unique, but will frequently set out:
- How the investigation arose
  - Who the suspects are
  - Their position in the Authority
  - How the investigation was undertaken

- The facts and evidence that were identified
- Summary of findings and recommendations, both regarding the fraud itself and any additional work required on the system weaknesses identified during the investigation.

#### 7.19 Defamation

All reports must be sustained by the strongest evidence and avoid contents that could be considered to be defamatory in the event of the report being made public.

Defamation in law is defined as:

“The publication (i.e. communication) of a statement which tends to lower a person in the estimation of right-thinking members of society in general or which tends to make them shun or avoid that person”.

### 8. POLICY REVIEW

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

### 11. RELATED POLICES AND DOCUMENTS

- Whistleblowing policy
- Data protection policy
- Disciplinary policy
- Equal opportunity policy
- Grievance policy
- Health and safety policy
- Bullying & harassment policy

The above list is not exhaustive.

### 10 FURTHER INFORMATION

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

APPENDIX 'A'



## HOUGHTON REGIS TOWN COUNCIL

### WHISTLEBLOWING POLICY

Date of Approval:	14 <sup>th</sup> December 2020
Date of Review:	23 <sup>rd</sup> November 2020
Date of Re-approval:	

#### Contents

1. Purpose
2. Scope
3. Responsibility
4. Procedure
5. Protection
6. False claims
7. External advice
8. Ex-employees and workers
9. Related policies and documents
10. Further information
11. Policy review

#### 1. PURPOSE

- 1.1 We aim always to conduct our business with the highest standards of integrity and honesty. We expect all our employees to maintain the same standards in everything they do. We therefore encourage anyone to report any perceived wrongdoing by the

Town Council or its employees, contractors or agents that falls short of these business principles.

- 1.2 The policy aims to assist us in the early detection of any inappropriate behaviour or practices within our business and to provide all employees, including managers, with the relevant information so that they understand the procedure to follow when raising concerns about any malpractice within our business which they believe has occurred, or is likely to occur. The policy complies with the Public Interest Disclosure Act 1998.
- 1.3 We wish to create an atmosphere of openness in which employees feel confident that they can raise any reasonable concern about our business activities with us in the knowledge that it will be taken seriously, treated as confidential and that no action will be taken against them for raising the matter.
- 1.4 Employees are encouraged to use the procedure set out below if they have any concerns at all about wrongdoing at work, including any criminal offence, a failure to comply with legal obligations, a miscarriage of justice, a health and safety danger, an environmental risk, breach of equal opportunity, not acting professionally or honestly in meeting the needs of our customers/clients, consumers and suppliers or a concealment of any of these.
- 1.5 This policy is not contractual but sets out the way in which we plan to manage such issues.

## **2 SCOPE**

- 2.1 This policy and procedure applies to all employees, including those on fixed-term contracts, any casual workers or agency workers. It aims to protect those who make a 'protected disclosure' either during their employment (or duration of the contract/agreement in the case of casual/agency workers) and also after this has ended, and also enables them to take action in respect of any victimisation.
- 2.2 For a disclosure to be protected it must reasonably appear to the employee or worker that it is in the 'public interest'. The previous requirement that it should be brought in "good faith" no longer applies (however a disclosure that is not made in good faith may result in a reduction of up to 25% in any compensation subsequently awarded by an employment tribunal).
- 2.3 Note that the scope of this policy does not cover any potential breaches of an individual's employment contract: these should be raised under the Town Councils grievance procedure. Nor is this policy intended to be used to question financial or business decisions taken by us, nor as a means of reconsidering any matters that have already been addressed under our bullying and harassment, grievance, disciplinary or other procedures.
- 2.4 The policy covers any malpractice within our business and includes:
  - a criminal offence
  - the breach of a legal obligation or any statutory Code of Practice

- a miscarriage of justice
- a danger to the health and safety of any individual
- an environmental risk
- any attempt to conceal any of the above.

2.5 The list below is not exhaustive but gives examples of the types of concerns that should be raised:

- misuse of assets (including stores, equipment, vehicles, buildings, computer hardware and software)
- failure to comply with appropriate professional standards
- bribery, corruption or fraud, including the receiving or giving of gifts or hospitality in breach of our procedures
- falsifying records
- failure to take reasonable steps to report and rectify any situation which is likely to give rise to a significant avoidable cost, or loss of income to our business or would otherwise seriously prejudice it
- abuse of authority
- using the power and authority of our business for any unauthorised or ulterior purpose
- causing damage to the environment

2.6 Employees are encouraged to 'blow the whistle' on malpractice. By being alerted to any potential malpractice at an early stage we can take the necessary steps to safeguard the interests of all employees and protect our business. The employee or worker does not have to be able to prove the allegations, but should have a reasonable and genuine belief that the information being disclosed is true: some allegations may prove to be unfounded, but we would prefer the issue or concern to be raised, rather than run the risk of not detecting a problem early on.

2.7 Where requested, we will respect (so far as we can legally) the confidentiality of any whistleblowing complaint received but cannot guarantee that the investigation process will not result in colleagues speculating on the identity of the whistleblower. It must be appreciated that it will be easier to follow up and to verify complaints if the individual is prepared to give their name, and unsupported anonymous complaints and allegations are much less powerful and therefore will be treated with caution.

### **3 RESPONSIBILITY**

3.1 The overall responsibility for implementing and monitoring the effectiveness of this policy rests with the senior management. All managers have a crucial role to play in encouraging employees and workers under their supervision to report any concerns they may have.

- 3.2 Any employee or worker who has knowledge of, or reasonably suspects, any fraud, theft or other suspicious or unlawful act taking place within our business is required to report this to their manager, or to use the procedure set out below.
- 3.3 All employees and workers, irrespective of their job or seniority, are required not to subject any other employee or worker to any detrimental treatment nor harass or bully such an individual on the basis that they have raised a concern under this policy. They are also required not to encourage others to do so nor to tolerate such behaviour. Disciplinary action, including dismissal, may be taken against any employee found guilty of such behaviour. In addition, an employee or worker who has victimised a colleague may be personally liable for any victimisation.

#### **4 PROCEDURE**

- 4.1 An employee who is concerned about any form of malpractice should, in the first instance, raise the issue with their manager. This can be done either verbally or in writing.
- 4.2 The letter may be anonymous, although openness is encouraged so that the appropriate investigations may be carried out.
- 4.3 If the individual feels they cannot raise the alleged malpractice with their manager, for whatever reason, the issue should be referred to the Town Clerk.
- 4.4 If a matter has been raised but the individual is still concerned, or if the issue is so serious that the individual feels they cannot discuss it with either their manager or the Town Clerk, they should contact the Chairman of the Corporate Services committee.
- 4.5 Upon receipt of a concern, we will respond in a reasonable and appropriate manner. This may involve, in the first instance, making internal enquiries. It may be necessary to carry out an investigation which may be formal or informal, depending on the nature of the concern raised.
- 4.6 A confidential meeting may be arranged, and the employee or worker may ask a work colleague to act as a companion.
- 4.7 Where such investigation involves outside agencies (eg the police) this may cause some delay in the investigation
- 4.8 As far as possible, the person raising the concern will be kept informed of the outcome of any enquiries and investigations we conduct and what action, if any, has been taken. Individuals will not be informed of any matter which would infringe on the duty of confidentiality to others.
- 4.9 In most cases, it should not be necessary to contact external agencies to express concerns. However, there may be exceptional or urgent circumstances where it might be appropriate to do so. The following serves only as an example and the list is not exhaustive:
- a significant breach of an approved procedure or practice
  - a breach of a legal obligation, or a regulatory requirement

- a criminal offence
- fraud
- bribery
- environmental damage
- a breach of any of our intellectual property rights
- the concealment of any of the above or any other malpractice.

4.10 If an employee has a complaint about their own personal circumstances, the normal grievance policy should be used.

## **5 PROTECTION**

5.1 We undertake that no employee who makes a bone fide report under this procedure will be subjected to any detriment as a result and we will not condone any form of victimisation, bullying or other detrimental treatment of anyone who has raised a concern under this policy.

5.2 If any individual believes that they are being subjected to any detrimental treatment, bullying or harassment by any person within our business (including by their work colleagues and co-workers) as a result of their decision to invoke this procedure, they must inform their manager immediately and appropriate action will be taken to protect them from any reprisals.

5.3 Any victimisation, bullying or detrimental treatment will be dealt with under our disciplinary policy.

## **6 FALSE CLAIMS**

6.1 If it should become clear that the procedure has not been invoked in good faith, for example for malicious reasons or to pursue a personal grudge against another employee, this will constitute misconduct and will be dealt with under our disciplinary policy.

6.2 Under the Public Interest Disclosure Act 1998, disclosures to persons outside our business should only be made if the individual honestly and reasonably believes the allegation to be true. The making of malicious allegations relating to our activities to external persons will constitute gross misconduct and disciplinary action (up to and including dismissal) and/or legal action may be taken against the whistleblower.

## **7 EXTERNAL ADVICE**

7.1 Protect (formerly known as 'Public Concern at Work') is a charity with the objective of promoting compliance with the law and good practice and can advise on the best course of action. It offers free confidential advice to any individual who is unsure whether to raise an issue under this policy, or who needs advice as to how to do it.



7.2 If the matter is serious and our internal procedures have been exhausted, individuals may then contact the appropriate regulating authority relevant to the matter in question e.g:

- the police
- the Health and Safety Executive (HSE)
- Her Majesty's Revenue and Customs (HMRC)
- the Financial Conduct Authority (FCA).

7.3 We also reserve the right to make such a referral without the whistleblower's consent.

## **8 EX-EMPLOYEES AND WORKERS**

8.1 Any protected disclosures made by ex-employees or workers after the termination of their employment/contract should also be dealt with under this policy. In such cases, we normally ask that the employee/worker sets out the details of their concerns in writing and we will then respond in writing, having undertaken such investigations as we deem to be appropriate.

## **9 RELATED POLICES AND DOCUMENTS**

- Data protection policy
- Disciplinary policy
- Equal opportunity policy
- Grievance policy
- Health and safety policy
- Bullying & harassment policy

The above list is not exhaustive.

## **10 FURTHER INFORMATION**

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

## **11 POLICY REVIEW**

This policy is reviewed by the Corporate Services committee every four years or sooner if required.



## HOUGHTON REGIS TOWN COUNCIL

### Late Payment & Bad Debts Policy

Date of approval:	3 <sup>rd</sup> December 2012
Dates of review:	16 <sup>th</sup> March 2015; 14 <sup>th</sup> March 2016; 1 <sup>st</sup> December 2016; 27 <sup>th</sup> November 2017; 2 <sup>nd</sup> March 2020; 1 <sup>st</sup> June 2021
Dates of re-approval:	23 <sup>rd</sup> March 2015; 21 <sup>st</sup> March 2016; 30 <sup>th</sup> January 2017; 26 <sup>th</sup> March 2018; 5 <sup>th</sup> October 2020; TBC

#### Contents

1. Introduction
2. Policy
3. Credit Control
4. Payment Collection
5. Review

## **1.0 INTRODUCTION**

1.1 This policy outlines the Council's procedures for dealing with late payments and outstanding accounts (bad debts) in accordance with Financial Regulation No. 9.4.

## **2.0 POLICY**

2.1 All accounts due will be collected in accordance with Financial Regulation No. 9.4 and any sums found to be irrecoverable or any subsequent bad debts shall be reported to Town Council.

Overdue accounts and bad debts shall be treated in the following manner:

- (i) Customers with outstanding accounts at 90 days shall be passed to a registered debt collector following a final seven day warning at the discretion of the RFO or appropriate Officer of the Town Council.
- (ii) Any bad debts that cannot be recovered shall be referred to Town Council for authorisation to be written off or for authorisation to make arrangements to collect the debt in other ways.

## **3.0 CREDIT CONTROL**

3.1 Invoices are raised and reminders sent at 30, 60 and 90 day intervals.

3.2 After 90 days, a letter is sent by recorded delivery to the debtor advising that if no payment is made within 7 days, the debt will be passed to a debt collector for recovery.

3.3 In some instances, specific debts will be reported to the Corporate Services Committee prior to being passed to the debt collector.

3.4 Where the debt collector is unable to secure payment, the debt will be referred to Town Council.

## **4.0 PAYMENT COLLECTION**

4.1 The Council receives income from the following sources:

- Agency services
- Advertising
- Cemetery fees
- Use of office facilities
- Sport bookings
- Venue hire
- Use of Recreation Grounds
- Sponsorship

#### 4.2 Agency services

##### *Regular work*

Invoices to be sent out at beginning of financial year on receipt of customers purchase order. Payment required within 28 days. Statements to be issued monthly. Report to Council if payment not received within 90 days of invoice.

##### *Ad hoc work*

Work to be completed on receipt of official order. Invoice to be sent on basis of order after work completed. Statements to be issued monthly. Report to Council if payment not received within 90 days of invoice.

#### 4.3 Advertising

Invoice to be sent on receipt of order. Payment required within 28 days. Statements to be issued monthly. Report to Council if payment not received within 90 days of invoice.

#### 4.4 Cemetery fees

Invoice to be sent on receipt of order. Payment required within 28 days. Statements to be issued monthly. Report to Council if payment not received within 90 days of invoice.

#### 4.5 Use of office facilities (photocopier etc)

If required invoice to be sent on receipt of order. Payment required within 28 days. Statements to be issued monthly. Report to Council if payment not received within 90 days of invoice.

#### 4.6 Sport bookings

##### *Regular / seasonal bookings*

Invoice to be sent at beginning of the season for payment for full season. Payment required within 28 days. Statements to be issued monthly. Clubs to contact Clerk to arrange payment plan if required. Report to Council if full payment not received within 90 days of invoice or if agreed payment plan not honoured.

##### *Ad hoc bookings*

Invoice to be sent on receipt of order. Payment required before date of event. Booking to be denied should payment not be received in advance.

#### 4.7 Venue hire

##### *Regular bookings*

Clerk to determine suitable invoicing dates depending of nature of booking. Payment required within 28 days. Statements to be issued monthly. Hirer to contact Clerk to

arrange payment plan if required. Report to Council if full payment not received within 90 days of invoice or agreed payment plan not honoured.

*Ad hoc bookings*

Invoice to be sent on receipt of order. Payment required before date of event. Booking to be denied should payment not be received in advance.

*New regular bookings*

Invoice to be sent on receipt of order. Payment required before commencement of hire for a period to be determined by the Clerk (to be dependent on the nature of hire). Booking to be denied should payment not be received in advance.

4.8 Use of Recreation Grounds (e.g. Fair & Circus)

Payment required with deposit on submission of booking form. Booking to be denied should payment not be received in advance.

4.9 Sponsorship

Invoice sent on receipt of agreement. Payment required 28 days prior to the event or publication to which the sponsorship applies.

**5.0 REVIEW**

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



## Houghton Regis Town Council

### Officer/Member Protocol

Date of Approval:	Town Council 28 <sup>th</sup> September 2015
Dates of Review:	1 December 2016 (deferred); 27 <sup>th</sup> November 2017; 25 <sup>th</sup> November 2019; 1 <sup>st</sup> June 2021
Dates of Re approval:	26 <sup>th</sup> March 2018; 23 <sup>rd</sup> March 2020

#### Contents

- 1.0 Introduction**
- 2.0 Quick guide to Member and Officer roles**
- 3.0 Application of the Protocol**
- 4.0 Principles of Member/Officer relations**
- 5.0 Working arrangements**
- 6.0 Forms of address and conduct at meetings**
- 7.0 Personal relationships**
- 8.0 The management of officers**
- 9.0 Access to information**
- 10.0 Members' enquires**
- 11.0 Media relations and publicity**
- 12.0 When things go wrong: dispute resolution**
- 13.0 Monitoring and review**

## **1.0 INTRODUCTION - PURPOSE OF THE PROTOCOL**

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

## **2.0 QUICK GUIDE TO MEMBER AND OFFICER ROLES**

### **2.1 Members**

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

### **2.2 Officers**

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

## **3.0 APPLICATION OF THE PROTOCOL**

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

## **4.0 PRINCIPLES OF MEMBER/OFFICER RELATIONS**

### **4.1 Basic Principles**

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

- Mutual trust and respect of the different roles of Members and Officers;
- A common purpose; providing the best possible service to the residents and other stakeholders;

- A commitment to non-confrontational resolution of disputes.

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

4.3 Expectations

**Members can expect and will receive from Officers:-**

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

**Officers can expect and will receive from Members:-**

- A working partnership;
- An understanding of and support for respective roles, workloads and pressures;
- Political leadership and direction;
- Respect, dignity and courtesy;
- Integrity, openness, mutual support and appropriate confidentiality;
- Not to be subject to bullying, harassment or to be put under undue pressure. Members should have regard to the seniority of Officers in determining what reasonable requests are;



- That Members will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
- That Members will at all times comply with the Code of Conduct for Members.

## **5.0 WORKING ARRANGEMENTS**

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

## **6.0 FORMS OF ADDRESS AND CONDUCT AT MEETINGS**

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

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

## **7.0 PERSONAL RELATIONSHIPS**

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

## **8.0 THE MANAGEMENT OF OFFICERS**

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

- day to day management of Officers is the responsibility of managers and ultimately the Town Clerk;
- Officers will comply with all reasonable requests from Members but individual Members cannot instruct Officers to do any piece of work or take any course of action;

- Officers will not seek any Member's support in any employment or other dispute or a Council appointment or promotion;

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

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

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

## **9.0 ACCESS TO INFORMATION**

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

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

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

## **10.0 MEMBERS' ENQUIRIES**

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

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

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

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

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

## **11.0 MEDIA RELATIONS AND PUBLICITY**

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

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

## **12.0 WHEN THINGS GO WRONG: DISPUTE RESOLUTION**

12.1 The Council's experience is that Members and Officers work well together, however it is good practice to have a clear process to handle issues.

12.2 The key principle for dispute resolution is that both Members and Officers are committed to informal, non-adversarial solutions. Where a dispute arises, the first step should be for both parties to seek to resolve any differences informally between themselves or, where necessary, with the assistance of the Town Clerk, ~~the deputy Town Clerk~~ [a Senior Manager](#) or a senior Member.

12.3 When an informal resolution is not possible, the following processes will apply.

### **Formal complaints about Officers**

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

Members must:-

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

### **Formal complaints about Members**

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

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

[A report on the outcome will be presented at the next available full council meeting.](#)

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

## **13.0 MONITORING AND REVIEW**

13.1 The Protocol will be monitored and reviewed by Town Council on an annual basis.