

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

10th September 2021

To: Members of the Corporate Services Committee

Cllrs: D Jones (Chairman), J Carroll, C Copleston, S Goodchild, M Kennedy, C Slough and K Wattingham

(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 21st September 2021 at 7.00pm.**

Due ongoing Covid concerns, members of the public who wish to attend the meeting are encouraged to do so remotely through the meeting link below. Members of the public may also attend in person and, if doing so, are requested to socially distance as much as possible.

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

Clare Evans
Town Clerk

THIS MEETING MAY BE RECORDED *

Agenda

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

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

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

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

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.

**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. MINUTES

Pages 7 - 14

To approve the Minutes of the meetings held on 1st June 2021 and 6th September 2021.

Recommendation: **To approve the Minutes of the meetings held on 1st June and 6th September 2021 and for these to be signed by the Chairman.**

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

Pages 15 - 19

Personnel Sub-Committee: 11th January 2021 and 13th April 2021.

Resolved: **To receive the Minutes of the Personnel Sub-Committee meetings of the 11th January 2021 and 13th April 2021.**

6. 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.

7. BANK AND CASH RECONCILIATION STATEMENTS

Pages 26 - 29

Members are requested to receive the monthly bank and cash reconciliation statements for May, June and July 2021.

Recommendations:

- 1. To approve the monthly bank and cash reconciliation statements for May, June and July 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.**

8. LIST OF CHEQUE PAYMENTS

Page 30 - 37

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

This report is provided for information.

9. INVESTMENT REPORT

Pages 38 - 40

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.

10. INSURANCE CLAIMS

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

This report is provided for information.

11. EMPLOYEE ASSISTANCE PROGRAMME (EAP)

Pages 41 - 43

Members are advised that the current Employee Assistance Programme (EAP) contract does not end until February 2022, however due to the administration of committee meetings, the need to revisit this provision is required now if members are to support the continuation of this service.

Recommendation:

- 1. To support the continuation of this provision**
- 2. To recommend to Town Council that company B be appointed to provide this provision at the end of the current contract.**

12. HUMAN RESOURCES PROVISION

Pages 44 - 45

The council has retained the services of a local HR company for the last few years. This contract is now a rolling contract. As such it is appropriate for members to consider the suitability of the current contract and any alternative providers.

It is intended to seek quotes for this service in accordance with the attached specification. Members feedback on the suitability of the specification is invited.

Recommendation: To seek competitive quotes for this service provision based on the HR specification.

13. CIVIC HANDBOOK

Pages 46 - 65

Members will find attached, for information, updated Mayoral and Deputy Mayoral Handbooks.

Members are reminded that the town councils Ceremonial Robes Policy would also accompany this handbook.

This report is provided for information.

14. FREEDOM OF INFORMATION AND MODEL SCHEME OF PUBLICATION

Pages 66 - 80

The Town Council is required to review annually the Freedom of Information Act (2000) Policy and the Model Publication Scheme. These documents were last reviewed by this committee on the 10th June 2019.

Members will find attached a copy of the approved document. Some amendments have been made, shown as track changes, to reflect changes in legislation. It is suggested that it remains suitable and fit for purpose.

Members of this Committee are asked to consider the Freedom of Information Act (2000) Policy and Model Publication Scheme and make a recommendation to Town Council for approval.

Recommendation: To recommend to Town Council that the Freedom of Information Act (2000) Policy and the Model Publication Scheme be approved.

15. COMMUNICATIONS POLICY AND STRATEGY

Pages 81 – 91

Members will find attached an updated Communications Policy and Strategy.

Amendments have been made, shown as track changes. Members will find that the inclusion of Press Policy has been removed as the Town Council has a standalone Press Protocol Policy.

The following point is highlighted:

- **Town Guide**

The Community Services Committee have delayed this publication due to Covid-19 and the reliance of the publication of business advertisements

Although amendments have been made to this policy, it is suggested that this document remains suitable and fit for purpose

Recommendation: To recommend to Town Council that the Communications Policy and Strategy be approved.

16. LOCAL GOVERNMENT PENSION SCHEME: STATEMENT OF LOCAL DISCRETIONS

Pages 92 - 105

Members will find attached the Town Councils Local Government Pension Scheme: Statement of Local Discretions.

There have been no amendments to the Regulations, therefore it is suggested that it remains suitable and fit for purpose.

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

17. PRESS PROTOCOLS

Pages 106 - 109

Members will find attached the Town Councils Press Protocols Policy.

There are slight amendments to this policy as shown by track changes.

Although amendments have been made to this policy, it is suggested that this document remains suitable and fit for purpose.

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

18. RISK MANAGEMENT PLAN

Pages 110 - 139

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

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

Members are advised of the following:

- Income generation (page 15), that general reserves are within the 3-9 month banding;
- Non-compliance with legislation (page 18), it is highlighted that there would be a reduced risk to the council with enhanced member training through take up of opportunities and through making training mandatory (at the local level) for cllrs

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

19. BANKING ARRANGEMENT, INVESTMENT STRATEGY & INVESTMENT ARRANGEMENT POLICY

Pages 140 - 142

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

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

Therefore, this policy remains fit for purpose.

Members will find the policy attached

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

20. VISION UPDATE

Pages 143 - 145

For information Members will find attached an extract from the approved Vision 2020/2024 as it relates to the work of this committee.

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HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
1st June 2021 at 7.00pm.

Present: Councillors: D Jones Chairman
J Carroll
C Copleston (Virtual attendance)
S Goodchild
M S Kennedy
K Wattingham

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

Public: 0

Also present Councillors: C Slough

11618 ELECTION OF CHAIR

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

Nominee: Cllr Jones Nominated by: Cllr Kennedy
Seconded by: Cllr Wattingham

No other nominations were received. On being put to the vote, Councillor Jones was duly appointed as Chair of the Corporate Services Committee for the municipal year 2021 - 2022.

11619 APOLOGIES & SUBSTITUTIONS

None.

11620 QUESTIONS FROM THE PUBLIC

None.

11621 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11622 ELECTION OF VICE-CHAIR

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

Nominee: Cllr Kennedy Nominated by: Cllr Jones
Seconded by: Cllr Goodchild

No other nominations were received. On being put to the vote, Councillor Kennedy was duly appointed as Vice-Chair of the Corporate Services Committee for the municipal year 2021 - 2022.

11623 MINUTES

To approve the Minutes of the meetings held on 1st March and 15th March 2021.

Members advised of two date errors within the minutes of 15th March; minute number 11552, paragraph one should read 7th May 2021 and paragraph 8 should read Christmas 2021.

Subject to the amendments above, members agreed the approval of the minutes.

Resolved: To approve the Minutes of the meeting held on 1st March and 15th March 2021 and for these to be signed by the Chairman.

11624 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS

Personnel Sub-Committee: 11th January 2021

Members agreed to defer this item due to an error with the attached minutes.

11625 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

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

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

Members received the extract from the approved Committee Functions & Terms of Reference which related to this committee.

Members received the report for information.

11626 INCOME AND EXPENDITURE REPORT

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

Members requested clarification on 101-1096 (Interest and Dividends received). Members asked as to why the report states no quarterly payments from the Property Fund have been received, however under the attached income and expenditure report it showed a total of £7,277 as being received. Members requested the Corporate Services Manager look into this and report back to members.

It was requested that under salaries, 191-4001, that the figures be broken down into salaries, National Insurance and Pension for future reports.

11627 BANK AND CASH RECONCILIATION STATEMENTS

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

Members requested specific information regarding £200 Clerks Imprest account and what it related to. Members requested the Corporate Services Manager look into this and report back to members.

Resolved:

- 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.**

11628 LIST OF CHEQUE PAYMENTS

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

Members received the report for information.

11629 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 received the report for information.

11630 PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT

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

Members queried the report and asked for clarification on whether the settlement figures were as at 2017 or 2021. The Corporate Services Manager suggested these figures were as at 2021, but clarification would be sought and reported back to members.

Members received the report for information.

11631 INSURANCE CLAIMS

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

Members received the report for information.

11632 ELECTRONIC PAYMENTS

Members were requested to consider the use of electronic payments.

Members acknowledged the convenience for residents to be able to pay easily at events, playschemes etc. using the modern technologies available.

Councillor Wattingham advised members that there were electronic payment devices that were free and asked if the Clerk had researched the suitability of these.

Members were advised that the Clerk had undertaken a value for money exercise in order to obtain the most suitable and cost effective way to provide this service.

Resolved: To approve the provision of electronic payments.

11633 BACS PAYMENTS FOR SALARIES

In order for the new payroll provider to be able to make BACS salary payments the council was required to authorise the process. NatWest required this to be minuted and signed in accordance with the bank mandate.

Resolved: 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 Ken Wattingham and Cllr Martin Kennedy.

11634 PROPERTY SECTOR REVIEW

Members received an update from CCLA; the management company who manage investment of funds on behalf of the Town Council.

Members received the report for information.

11635 POLICY DOCUMENT REVIEW

Members were requested to consider the Policy Document Review.

Members received the report for information.

11636 FRAUD AND ETHICS POLICY

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

Members received a revised Town Council's Fraud and Ethics Policy and accompanying report.

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

11637 LATE PAYMENTS & BAD DEBTS POLICY

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

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

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

11638 OFFICER/MEMBER PROTOCOL

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

Although some slight amendments had been made, this document was considered fit for purpose.

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

11639 EXCLUSION OF PRESS AND PUBLIC

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

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

11640 MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE PROTOCOL

Members were requested to consider revisions to the Town Councils Marking the Death of a Senior National Figure or Holder of High Office Protocol and to make a recommendation to Town Council for its approval.

Resolved: To recommend to Town Council the adoption of the Town Councils Marking the Death of a Senior National Figure or Holder of High Office Protocol.

At the request of the Chair, Cllr. Copleston left the meeting

11641 STAFFING MATTER

Members received a verbal update, from Councillor Kennedy, in regard to the outcome of the Disciplinary, Grievance and Appeals Sub-Committee meeting held on the 20th May 2021.

Members discussed the requirement to support staff in regard to counselling or mediation. Members felt their commitment to support staff was important and fully upheld the suggestion to fund any counselling or mediation costs from budget heading 190-4059.

For information, members were reminded that should there be a need to establish the Disciplinary, Grievance and Appeals Sub-Committee to consider an appeal, the members appointed to this sub-committee were Cllr Morgan, Cllr Copleston and Cllr Y Farrell as agreed at the Corporate Service Committee meeting held on the 1st February 2021, minute number 11491.

Resolved:

- 1) To consider the outcome of the Disciplinary, Grievance and Appeals Sub-Committee meeting held on the 20th May 2021.
- 2) To fund costs for staff counselling or mediation from budget heading 190-4059

**The Chairman declared the meeting closed at 8.17pm
Dated this 6th day of September 2021.**

Chairman

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
6th September 2021 at 5.30pm

Present: Councillors: D Jones Chairman
J Carroll
C Copleston
S Goodchild
C Slough
K Wattingham

Officers: Clare Evans The Town Clerk
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: M S Kennedy

Also present: E Cooper

11726 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Kennedy.

11727 QUESTIONS FROM THE PUBLIC

None.

11728 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11729 PRIVATE SESSION

- Staffing issue

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 Cooper left the meeting.

11730 STAFFING ISSUE

Members were updated on, and discussed in length, a long-term staffing issue and were requested to seek a way forward.

Resolved: To support the recommendations set out in the conclusion to the report.

The Chairman declared the meeting closed at 6.33pm

Dated this 21st day of September 2021

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
11th January 2021 at 6.00pm.**

Present: Councillors: K Wattingham Chairman
D Abbott
D Jones

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

Public: 0

Apologies: Councillor: C Copleston

PE154 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Copleston.

PE155 QUESTIONS FROM THE PUBLIC

None.

PE156 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE157 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 12th October 2020 for consideration.

Resolved: To approve the Minutes of the meeting held on the 12th October 2020 and for these to be signed by the Chairman.

PE158 ANNUAL LEAVE

Members were advised that the National Joint Council for Local Government Services (NJC) agreed new pay scales for 2020-21 to be implemented from 1 April 2020.

The NJC Agreement also increased minimum leave entitlement from 21 to 22 days also backdated to April 2020.

The one-day increase applies to:

- Employees with less than five years' service.

Employees on alternative working patterns, such as a three-day working pattern, receive a pro-rata increase.

Minimum leave entitlement remains at 25 days for employees with five years' or more service.

For information the Town Councils Leave Entitlement Policy had been revised to reflect this change. This amended policy would be presented to the Corporate Services Committee at the meeting scheduled to be held on the 1st March 2021.

Members requested that the under section 3.1 Annual Leave (paragraph 4 at the top of page 5) be amended as follows:

"This additional leave is accrued on a pro rata basis at the rate of 1/12th for each whole month up until the following 1st April when the full 3 additional days will be granted."

PE159 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual Leave

From October to December the Clerk has had 7 day's leave.

The following leave requests are made:

3 days in February

5 days in March

Overtime Working

For the period from the 1st October to the 31st December 2020 the Town Clerk has attended 7 council meetings / members briefing sessions (virtual) / events.

For the period from the 1st July to the 30th September the Town Clerk has attended 5 council meetings / members briefing sessions (virtual).

Sickness

There were no absences of sickness.

Members acknowledged there was no recommendation on the agenda however, noted and agreed to the Town Clerk's annual leave request

PE160 STAFF SICKNESS

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

Resolved: To note the information.

PE161 FREEDOM OF INFORMATION REQUESTS

For the period October to December 2020 no Freedom of Information requests had been received.

Resolved: To note the information.

PE162 TOWN RANGER

Members were informed that the post of Town Ranger had been evaluated as agreed at the Town Council meeting held on 14th December 2020 (minute number 11453). Copy of resolutions below:

1. To approve the Job Description and Person Specification for Town Ranger;
2. For the position to be subject to job evaluation and for the salary scale to be approved by Personnel Committee;
3. To seek to fill the position from 1st April 2021 subject to the CBC providing the supporting capital funding.

Members were advised that the post of Town Ranger had been evaluated. It was recommended by the consultants that the spinal points relating to this position be set at 8 – 11, (£20,493 - £21,748).

Resolved: To approve spinal point range 8 - 11 for the position of Town Ranger.

PE163 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones Seconded by: Cllr Abbott

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.

PE164 UPDATE ON STAFFING ARRANGEMENTS

Members received a report in regard to staffing arrangements.

The Chairman declared the meeting closed at 6.47pm

Dated this 13th day of April 2021

Chairman

HOUGHTON REGIS TOWN COUNCIL

Personnel Sub-Committee

13th 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 11th January 2021 for consideration.

Resolved: To approve the Minutes of the meeting held on the 11th 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.

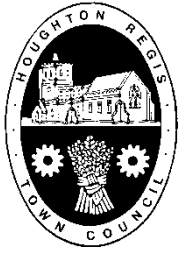
PE174 STAFFING MATTERS

Members received a verbal update in regard to staffing matters.

The Chairman declared the meeting closed at 6.18pm

Dated this 12th day of July 2021

Chairman



CORPORATE SERVICES COMMITTEE

Agenda Item 6

Date:	21st September 2021
Title:	Income & Expenditure Report
Purpose of the Report:	To provide members with the Income & Expenditure report to date for the Corporate Services Committee.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

To vire £1739 from 190 4026 to 199-4026 Computer Costs.

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 second instalment of the precept has been received, although it has not been entered into the software to date.

101-1096 – Interest & Dividends received

The first quarterly payment from the Property Fund has been received.

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 24th May 2021. The AGAR has recently been received from the external auditor and a report will be presented to Town Council on 4th October 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. The first for the first quarter has been applied.

102-4007 Member Conferences

No expenditure to date.

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

Expenditure to date includes hall hire for the June Town Council meeting and the production of the NSH Thank You banners.

102-4024 Subscriptions

Annual subscriptions have been made to NALC and the National Allotment Association (NAS). Other subscriptions to SLCC, AAT and ICCM to follow later in the year.

102-4104 Hospitality Allowance

Expenditure to date includes subsistence for staff meeting.

102-4131 – Election Costs

Expenditure to date is for the May 2021 by elections. Budget provision has been made for a contribution to reserves at year end.

190-1082 Inc Lettings

No income received to date.

190-1091 Income Misc

Income received to date includes the deposit paid by the Fair for their May visit which was retained by the council to help rectify damage to the Green and the settlement for an insurance claim regarding bollard damage at Moore Crescent.

190-4007 Conference Costs

The Clerk attended the SLCC Leadership in Action Conference in June. It is anticipated that the Clerk will attend the SLCC National Conference in October.

190-4008 Training / Courses

This covers various smaller scale online training completed by staff. The Civic & Events Officer attended an online training session regarding Operation London Bridge. Staff training has also been booked for end of October regarding disciplinary and grievance processes and management.

190-4009 Travel

No officers travel undertaken to date.

190-4011 Rates

Annual rates settled in full.

190-4012 Water rates

Payments made.

190-4014 Electricity

Payments made.

190-4015 Gas

Payments made.

190-4017 Health & Safety

No expenditure to date

190-4020 Misc Est Costs

No expenditure to date

190-4021 Communication Costs

Land line and mobile charges.

190-4022 Postage

Rental costs incurred.

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. The repair cost for the Moore Crescent bollard is coded here and is offset by the insurance income as recorded above.

190-4026 Computer Costs

Ad hoc costs incurred

190-4027 Photocopier charges

Ad hoc costs incurred

190-4031 Advertising

No expenditure to date

190-4036 Property maintenance

Ad hoc costs incurred

190-4038 Maintenance Contracts

This covers annual office alarm maintenance costs.

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 5 months.

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, 4002 and 4003. It also covers the HR retainer charge and payroll fees

199-4026 Computer Costs

Expenditure to date includes 5 laptops / tablets for staff and cllr use plus the play equipment inspection app license fee. Members are requested to vire £1739 from 190 4026 to cover this additional expenditure.

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

09/09/2021

Houghton Regis Town Council

Page 1

13:52

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Corporate Management								
1076 Precept received	0	484,616	969,231	484,615			50.0%	
1091 Income Miscellaneous	0	60	0	(60)			0.0%	
1096 Interest & Dividends Received	17	7,249	25,200	17,951			28.8%	
Corporate Management :- Income	17	491,925	994,431	502,506			49.5%	0
4051 BANK & LOAN CHARGES	0	0	60	60		60	0.0%	
4056 AUDIT FEES	0	(90)	2,750	2,840		2,840	(3.3%)	
4057 ACCOUNTANCY & SOFTWARE	0	0	2,100	2,100		2,100	0.0%	
4061 CCLA Management Fees	0	1,020	4,000	2,980		2,980	25.5%	
Corporate Management :- Indirect Expenditure	0	930	8,910	7,980	0	7,980	10.4%	0
Net Income over Expenditure	17	490,994	985,521	494,527				
102 Democratic Rep'n & Mgmt								
4007 CONFERENCE COSTS	0	0	450	450		450	0.0%	
4008 TRAINING/COURSES	0	155	700	545		545	22.1%	
4009 TRAVEL	0	0	350	350		350	0.0%	
4020 MISC. ESTABLISH.COST	0	158	400	242		242	39.5%	
4024 SUBSCRIPTIONS	0	2,157	2,800	643		643	77.0%	
4104 HOSPITALITY ALLNCE	0	54	200	146		146	27.0%	
4131 ELECTION COSTS	7,813	7,813	12,000	4,187		4,187	65.1%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	7,813	10,337	16,900	6,563	0	6,563	61.2%	0
Net Expenditure	(7,813)	(10,337)	(16,900)	(6,563)				
190 Central Services								
1082 INC-LETTINGS	0	0	30	30			0.0%	
1091 Income Miscellaneous	0	901	100	(801)			900.8%	
Central Services :- Income	0	901	130	(771)			692.9%	0
4007 CONFERENCE COSTS	0	75	800	725		725	9.4%	
4008 TRAINING/COURSES	0	185	2,500	2,315		2,315	7.4%	
4009 TRAVEL	0	0	500	500		500	0.0%	
4011 RATES	7,111	7,111	7,300	189		189	97.4%	
4012 WATER RATES	25	125	600	475		475	20.9%	
4014 ELECTRICITY	140	591	1,500	909		909	39.4%	
4015 GAS	24	296	1,600	1,304		1,304	18.5%	
4017 HEALTH & SAFETY	0	0	400	400		400	0.0%	
4020 MISC. ESTABLISH.COST	0	80	200	120		120	40.1%	
4021 COMMUNICATIONS COSTS	241	1,771	3,600	1,829		1,829	49.2%	
4022 POSTAGE	75	150	1,500	1,350		1,350	10.0%	

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4023 STATIONERY	0	289	1,000	711		711	28.9%	
4025 INSURANCE	42	13,516	14,000	484		484	96.5%	
4026 COMPUTER COSTS	0	234	5,000	4,766		4,766	4.7%	
4027 PHOTOCOPIER CHARGES	34	937	2,000	1,063		1,063	46.9%	
4031 ADVERTISING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	0	155	2,000	1,845		1,845	7.8%	
4038 MAINTENANCE CONTRACTS	0	100	600	500		500	16.7%	
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	7,690	25,615	55,600	29,985	0	29,985	46.1%	0
Net Income over Expenditure	(7,690)	(24,714)	(55,470)	(30,756)				
<u>191 Personnel/Staff Costs</u>								
4001 STAFF SALARIES	31,256	149,055	423,205	274,150		274,150	35.2%	
4002 EMPLOYERS N.I	2,687	12,712	42,320	29,608		29,608	30.0%	
4003 EMPLOYERS SUPERANN.	6,928	32,753	100,723	67,970		67,970	32.5%	
4005 STAFF OVERTIME	0	0	7,000	7,000		7,000	0.0%	
4059 OTHER PROFESSIONAL FEES	210	3,868	5,500	1,632	1,838	(207)	103.8%	
Personnel/Staff Costs :- Indirect Expenditure	41,081	198,388	578,748	380,360	1,838	378,522	34.6%	0
Net Expenditure	(41,081)	(198,388)	(578,748)	(380,360)				
<u>199 P&R Capital and Projects</u>								
4026 COMPUTER COSTS	1,050	4,739	3,000	(1,739)		(1,739)	158.0%	
P&R Capital and Projects :- Indirect Expenditure	1,050	4,739	3,000	(1,739)	0	(1,739)	158.0%	0
Net Expenditure	(1,050)	(4,739)	(3,000)	1,739				
Grand Totals:- Income	17	492,825	994,561	501,736			49.6%	
Expenditure	57,635	240,009	663,158	423,149	1,838	421,311	36.5%	
Net Income over Expenditure	(57,618)	252,817	331,403	78,586				
Movement to/(from) Gen Reserve	(57,618)	252,817						

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 31 May 2021

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/05/2021	Liquidity Manager Account	65,399.18
1	31/05/2021	NatWest Current Account	1,000.00
2	31/05/2021	Business Reserve Account	266.50
3	31/03/2021	Natwest Youth Council	379.89
			67,045.57
<u>Other Cash & Bank Balances</u>			
		CCLA Property Fund Acct	600,000.00
		CLERKS IMPREST ACCOUNT	200.00
		Fixed Rate Bond	0.00
		Float temp -Easter Playschem	190.00
		Float temp - Council Events	0.00
		L A Deposit Fund Account	949,000.00
		LOMBARD PRIME RESPONSE	0.00
		PETTY CASH FLOAT	789.98
		Postage Franking M/C float	512.39
		TREASURY ACCOUNT	0.00
			1,550,692.37
			1,617,737.94
<u>Receipts not on Bank Statement</u>			
0	31/05/2021	All Receipts Cleared	0.00
			0.00
			1,617,737.94
<u>Closing Balance</u>			
<u>All Cash & Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	66,399.18
2		NATWEST ONLINE ac 41172051	266.50
3		Natwest Yth Council	379.89
		Other Cash & Bank Balances	1,550,692.37
Total Cash & Bank Balances			1,617,737.94

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 30 June 2021

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	30/06/2021 Liquidity Manager Account	59,896.70
1	30/06/2021 NatWest Current Account	1,000.00
2	30/06/2021 Business Reserve Account	266.51
3	29/06/2021 Natwest Youth Council	2,095.18
		63,258.39
<u>Other Cash & Bank Balances</u>		
	CCLA Property Fund Acct	600,000.00
	CLERKS IMPREST ACCOUNT	200.00
	Fixed Rate Bond	0.00
	Float temp -Easter Playschem	190.00
	Float temp - Council Events	0.00
	L A Deposit Fund Account	869,000.00
	LOMBARD PRIME RESPONSE	0.00
	PETTY CASH FLOAT	823.79
	Postage Franking M/C float	512.39
	TREASURY ACCOUNT	0.00
		1,470,726.18
		1,533,984.57
<u>Unpresented Payments</u>		
1	29/06/2021 FP1	152.64
1	29/06/2021 FP10	2,805.60
1	29/06/2021 FP11	22,196.18
1	29/06/2021 FP12	942.60
1	29/06/2021 FP13	205.20
1	29/06/2021 FP14	6,904.76
1	29/06/2021 FP15	60.00
1	29/06/2021 FP16	795.03
1	29/06/2021 FP17	300.00
1	29/06/2021 FP18	50.00
1	29/06/2021 FP19	126.00
1	29/06/2021 FP2	696.00
1	29/06/2021 FP20	1,191.42
1	29/06/2021 FP21	452.36
1	29/06/2021 FP22	739.44
1	29/06/2021 FP23	302.40
1	29/06/2021 FP24	879.48
1	29/06/2021 FP25	144.00
1	29/06/2021 FP26	125.00
1	29/06/2021 FP27	14.70
1	29/06/2021 FP28	170.46
1	29/06/2021 FP3	798.17
1	29/06/2021 FP4	7,340.18
1	29/06/2021 FP5	23.08
1	29/06/2021 FP6	3,875.00

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 30 June 2021

	<u>Account Description</u>	<u>Balance</u>	
1	29/06/2021 FP7	850.50	
1	29/06/2021 FP8	332.40	
1	29/06/2021 FP9	1,749.06	
			54,221.66
			<hr/>
			1,479,762.91
<u>Receipts not on Bank Statement</u>			
0	30/06/2021 All Receipts Cleared	0.00	
			0.00
			<hr/>
Closing Balance			
			1,479,762.91
<u>All Cash & Bank Accounts</u>			
1	NATWEST CURRENT/RESERVE	6,675.04	
2	NATWEST ONLINE ac 41172051	266.51	
3	Natwest Yth Council	2,095.18	
	Other Cash & Bank Balances	1,470,726.18	
			<hr/>
	Total Cash & Bank Balances		1,479,762.91
			<hr/>

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 31 July 2021

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/07/2021 Liquidity Manager Account	36,881.08
1	31/07/2021 NatWest Current Account	1,000.00
2	31/07/2021 Business Reserve Account	266.51
3	31/07/2021 Natwest Youth Council	2,013.06
		40,160.65
<u>Other Cash & Bank Balances</u>		
	CCLA Property Fund Acct	600,000.00
	CLERKS IMPREST ACCOUNT	200.00
	Fixed Rate Bond	0.00
	Float temp -Easter Playschem	190.00
	Float temp - Council Events	0.00
	L A Deposit Fund Account	784,000.00
	LOMBARD PRIME RESPONSE	0.00
	PETTY CASH FLOAT	858.79
	Postage Franking M/C float	512.39
	TREASURY ACCOUNT	0.00
		1,385,761.18
		1,425,921.83
<u>Receipts not on Bank Statement</u>		
0	31/07/2021 All Receipts Cleared	0.00
		0.00
Closing Balance		
		1,425,921.83
<u>All Cash & Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	37,881.08
2	NATWEST ONLINE ac 41172051	266.51
3	Natwest Yth Council	2,013.06
	Other Cash & Bank Balances	1,385,761.18
	Total Cash & Bank Balances	1,425,921.83

01/08/2020		Houghton Regis Town Council				Page 22	
14:12		PURCHASE LEDGER 1 ALL INVOICES BY DATE				User: CSW	
Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	962,884.14	60,495.86	1,023,380.00	395.42
24/04/2021	V01867284663	EE01	EE LIMITED	243.37	48.67	292.04	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
28/04/2021	962702588	BRI01	BRITISH GAS	46.86	2.34	49.20	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
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	0.00
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	217897	FRA02	FRANCOTYP-POSTALIA L	75.00	15.00	90.00	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	87.84	4.39	92.23	92.23
01/05/2021	INV-	AMP02	AMPOWER UK LTD	33.22	1.66	34.88	0.00
01/05/2021	INV-	AMP02	AMPOWER UK LTD	76.11	3.81	79.92	79.92
01/05/2021	INV-	AMP02	AMPOWER UK LTD	11.59	0.58	12.17	12.17
01/05/2021	INV-	AMP02	AMPOWER UK LTD	19.08	0.95	20.03	0.00
02/05/2021	363557	TOT01	RIGHT FUEL CARD	12.25	2.45	14.70	0.00
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	0.00
04/05/2021	ON ACC 97	FRA02	FRANCOTYP-POSTALIA L	0.00	0.00	0.00	0.00
05/05/2021	0005448966	CAS05	CASTLE WATER 2618965	24.71	4.94	29.65	0.00
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
			Subtotal C/Fwd	1,006,751.18	66,481.47	1,073,232.65	-75.12

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	1,006,751.18	66,481.47	1,073,232.65	-75.12
11/05/2021	116140711	BQ01	TRADE UK (BQ)	22.84	4.57	27.41	0.00
11/05/2021	1161407111/B	SCR02	SCREWFIX/TRADE UK	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	8	HRMEMORIAL	H R MEMORIAL HALL	60.00	0.00	60.00	0.00
12/05/2021	4313	RPM01	REIDS PLAYGROUND	300.00	60.00	360.00	0.00
12/05/2021	0005468483	CAS03	CASTLE WATER 2600724	11.95	0.00	11.95	0.00
12/05/2021	0005468583	CAS04	CASTLE WATER 2598006	-12.37	-2.49	-14.86	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	0.00
14/05/2021	BK-202242	SLC01	SLCC	35.00	7.00	42.00	0.00
16/05/2021	3667960	TOT01	RIGHT FUEL CARD	127.29	25.46	152.75	0.00
16/05/2021	8945080	ANG01	WAVE ANGLIAN WATER	102.27	0.00	102.27	0.00
17/05/2021	ON ACC 157	SLC01	SLCC	0.00	0.00	0.00	0.00
17/05/2021	ON ACC 158	PLU03	PLUSNET PLC	0.00	0.00	0.00	0.00
19/05/2021	18741	DES001	DE SIGNS	24.00	4.80	28.80	0.00
19/05/2021	18742	DES001	DE SIGNS	125.00	25.00	150.00	0.00
19/05/2021	ON ACC 162	ANG01	WAVE ANGLIAN WATER	0.00	0.00	0.00	63.49
19/05/2021	ON ACC 163	BED02	BEDS PENSION FUND	0.00	0.00	0.00	0.00
20/05/2021	135004	GBI01	GEO BROWN	41.93	8.39	50.32	0.00
21/05/2021	614C47854	DUN02	BIFFA WASTE	1,166.04	233.21	1,399.25	0.00
24/05/2021	ON ACC 156	PER02	PERRYS	0.00	0.00	0.00	0.00
24/05/2021	V01876972409	EE01	EE LIMITED	235.85	47.17	283.02	0.00
25/05/2021	INV-1368	TEC01	TECHIES LIMITED	100.00	20.00	120.00	0.00
26/05/2021	715917509	BRI01	BRITISH GAS	8.10	0.40	8.50	0.00
26/05/2021	715917517	BRI01	BRITISH GAS	8.10	0.40	8.50	0.00
26/05/2021	715918640	BRI01	BRITISH GAS	8.10	0.40	8.50	0.00
26/05/2021	715919184	BRI01	BRITISH GAS	90.48	4.52	95.00	0.00
26/05/2021	INV001301	JPP001	JPP GEOTECHNICAL	3,418.00	683.60	4,101.60	0.00
26/05/2021	ON ACC 159	CAS06	CASTLE WATER 2596363	0.00	0.00	0.00	-5.45
26/05/2021	ON ACC 160	CAS10	CASTLE WATER 2597749	0.00	0.00	0.00	0.00
26/05/2021	ON ACC 161	CAS02	CASTLE WATER	0.00	0.00	0.00	-51.98
27/05/2021	80776	PRE01	PREMIER BADGES	330.27	66.05	396.32	0.00
27/05/2021	INV-1346	TEC01	TECHIES LIMITED	1,024.05	204.81	1,228.86	0.00
27/05/2021	INV-1357	TEC01	TECHIES LIMITED	534.00	106.80	640.80	0.00
27/05/2021	INV-1375	TEC01	TECHIES LIMITED	133.93	26.79	160.72	0.00
27/05/2021	INV-020216	BUS01	BUSINESS HR SOLUTION	240.00	48.00	288.00	0.00
27/05/2021	TPC9670	DCK01	DCK BEAVERS LTD	525.00	105.00	630.00	0.00
28/05/2021	958743397	BRI01	BRITISH GAS	81.44	4.07	85.51	0.00
30/05/2021	06098191	PRE07	PRESTIGE HYGIENE SER	100.00	20.00	120.00	0.00
31/05/2021	21/4955	PER01	PERFECT PRINT	10.00	2.00	12.00	0.00
31/05/2021	31521	BATPC	BATPC	90.00	0.00	90.00	0.00
31/05/2021	40824	MCS01	MCS CONTRACT	1,530.00	306.00	1,836.00	0.00
31/05/2021	132520	PAYROLL	PAYROLL OPTIONS -DD	101.58	20.32	121.90	0.00
31/05/2021	INV-0065	GRE06	GREENBRIDGE DESIGNS	883.00	176.60	1,059.60	0.00
31/05/2021	INV-1465	SET01	SETSQUARE	346.25	69.25	415.50	0.00
			Subtotal C/Fwd	1,018,576.12	68,764.16	1,087,340.28	-248.44

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	1,018,576.12	68,764.16	1,087,340.28	-248.44
31/05/2021	MAY21	HMR001	HMRC	6,904.76	0.00	6,904.76	0.00
31/05/2021	MAY21DUPLIC	HMR001	HMRC	-6,904.76	0.00	-6,904.76	0.00
31/05/2021	TPC9701	DCK01	DCK BEAVERS LTD	708.75	141.75	850.50	0.00
01/06/2021	17554	SJS01	SJS IRRIGATION	706.64	141.33	847.97	0.00
01/06/2021	3047277	PER02	PERRYS	22,520.00	4,504.00	27,024.00	0.00
01/06/2021	0005539542	CAS04	CASTLE WATER 2598006	64.97	0.00	64.97	0.00
01/06/2021	0005546776	CAS05	CASTLE WATER 2618965	30.96	0.00	30.96	0.00
01/06/2021	0005554011	CAS07	CASTLE WATER 2597763	6.75	0.00	6.75	6.75
01/06/2021	INV-020287	BUS01	BUSINESS HR SOLUTION	204.30	40.86	245.16	0.00
01/06/2021	INV-	AMP02	AMPOWER UK LTD	12.16	0.61	12.77	0.00
01/06/2021	INV-	AMP02	AMPOWER UK LTD	11.76	0.59	12.35	0.00
01/06/2021	INV-	AMP02	AMPOWER UK LTD	87.16	4.36	91.52	0.00
01/06/2021	INV-	AMP02	AMPOWER UK LTD	98.42	4.92	103.34	0.00
01/06/2021	INV-	AMP02	AMPOWER UK LTD	21.01	1.05	22.06	22.06
01/06/2021	INV-	AMP02	AMPOWER UK LTD	92.61	4.63	97.24	0.00
01/06/2021	INV-	AMP02	AMPOWER UK LTD	203.20	40.64	243.84	0.00
01/06/2021	INV-	AMP02	AMPOWER UK LTD	40.40	2.02	42.42	0.00
01/06/2021	INV-	AMP02	AMPOWER UK LTD	19.08	0.95	20.03	20.03
01/06/2021	SI-2681523	SPA01	SPALDINGS LIMITED	539.38	107.88	647.26	0.00
03/06/2021	137344	GBI01	GEO BROWN	8.84	1.77	10.61	0.00
03/06/2021	0005628315	CAS06	CASTLE WATER 2596363	6.75	1.36	8.11	8.11
03/06/2021	0005635423	CAS10	CASTLE WATER 2597749	291.31	58.25	349.56	0.00
03/06/2021	ON ACC 231	TEC01	TECHIES LIMITED	0.00	0.00	0.00	-253.86
03/06/2021	ON ACC 232	TEC01	TECHIES LIMITED	0.00	0.00	0.00	-180.00
04/06/2021	104800	PRE04	PRESTIGE DESIGN	209.00	41.80	250.80	0.00
04/06/2021	104801	PRE04	PRESTIGE DESIGN	92.00	18.40	110.40	0.00
04/06/2021	104817	PRE04	PRESTIGE DESIGN	220.00	44.00	264.00	0.00
06/06/2021	3715253	TOT01	RIGHT FUEL CARD	12.25	2.45	14.70	0.00
07/06/2021	40855	MCS01	MCS CONTRACT	550.00	110.00	660.00	0.00
07/06/2021	40856	MCS01	MCS CONTRACT	400.00	80.00	480.00	0.00
07/06/2021	0005658232	CAS09	CASTLE WATER 2597769	78.49	15.70	94.19	94.19
07/06/2021	INV-1432	TEC01	TECHIES LIMITED	120.00	24.00	144.00	0.00
07/06/2021	ON ACC 233	CAS09	CASTLE WATER 2597769	0.00	0.00	0.00	-5.00
07/06/2021	RSIN0376450	RIG01	RIGBY TAYLOR	252.00	50.40	302.40	0.00
08/06/2021	104860	PRE04	PRESTIGE DESIGN	95.20	19.04	114.24	0.00
09/06/2021	138341	GBI01	GEO BROWN	7,103.82	1,420.76	8,524.58	0.00
09/06/2021	138387	GBI01	GEO BROWN	-7,103.82	-1,420.76	-8,524.58	0.00
09/06/2021	138391	GBI01	GEO BROWN	7,103.82	1,420.76	8,524.58	0.00
09/06/2021	191738	GBI01	GEO BROWN	-1,500.00	-300.00	-1,800.00	0.00
09/06/2021	SI-2683950	SPA01	SPALDINGS LIMITED	6.02	1.20	7.22	0.00
10/06/2021	19535	AME02	AMETHYST	580.00	116.00	696.00	0.00
10/06/2021	00002193203-	PLU03	PLUSNET PLC	12.00	2.40	14.40	0.00
10/06/2021	ON ACC 234	AMP02	AMPOWER UK LTD	0.00	0.00	0.00	-4.40
10/06/2021	SI-2684260	SPA01	SPALDINGS LIMITED	50.00	10.00	60.00	0.00
10/06/2021	SLP/HRTC/6015	THESAFER01	THE SAFTER LUTON PAR	125.00	0.00	125.00	0.00
11/06/2021	138643	GBI01	GEO BROWN	846.00	169.20	1,015.20	0.00
			Subtotal C/Fwd	1,053,502.35	75,646.48	1,129,148.83	-540.56

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	1,053,502.35	75,646.48	1,129,148.83	-540.56
11/06/2021	138644	GBI01	GEO BROWN	3,730.45	746.08	4,476.53	0.00
11/06/2021	1832639223	KAR01	KARCHER (UK) LTD	46.11	9.22	55.33	0.00
11/06/2021	SIN1713590	PPLPRS	PPL PRS LTD	337.65	67.53	405.18	0.00
12/06/2021	68332411	PHS01	PHS-4158699/3474406	126.77	25.35	152.12	0.00
14/06/2021	1832639983	KAR01	KARCHER (UK) LTD	616.42	123.28	739.70	0.00
15/06/2021	1009	EL001	ELLIEVISION	2,338.00	467.60	2,805.60	0.00
15/06/2021	1170906516	BQ01	TRADE UK (BQ)	19.23	3.85	23.08	0.00
15/06/2021	ON ACC 235	CAS04	CASTLE WATER 2598006	0.00	0.00	0.00	0.00
16/06/2021	970	MCS01	MCS CONTRACT	-60.00	-12.00	-72.00	0.00
16/06/2021	89308	AAA01	A A A SECURITY	127.20	25.44	152.64	0.00
16/06/2021	0005684693	CAS03	CASTLE WATER 2600724	7.74	0.00	7.74	0.00
16/06/2021	SI-2685860	SPA01	SPALDINGS LIMITED	82.50	16.50	99.00	0.00
17/06/2021	18761	DES001	DE SIGNS	40.00	8.00	48.00	0.00
17/06/2021	18762	DES001	DE SIGNS	88.00	17.60	105.60	0.00
17/06/2021	24556	AMF01	AMF SERVICES	201.12	40.22	241.34	0.00
17/06/2021	0005698489	CAS08	CASTLE WATER 2597735	-11.69	0.00	-11.69	-11.69
17/06/2021	SI-2686228	SPA01	SPALDINGS LIMITED	55.00	11.00	66.00	0.00
18/06/2021	139762	GBI01	GEO BROWN	1,202.24	240.45	1,442.69	0.00
18/06/2021	745554	BED02	BEDS PENSION FUND	51.69	0.00	51.69	0.00
21/06/2021	SI-2686937	SPA01	SPALDINGS LIMITED	1.75	0.35	2.10	0.00
22/06/2021	246369	JCURL01	JOHN CURL	10.99	2.20	13.19	0.00
22/06/2021	0000280820/20	GRE05	GRENKE LEASING LTD	99.00	19.80	118.80	0.00
23/06/2021	40886	MCS01	MCS CONTRACT	42.85	8.57	51.42	0.00
23/06/2021	2107101	KRI01	KRISGAR	55.00	0.00	55.00	0.00
23/06/2021	SI-2687824	SPA01	SPALDINGS LIMITED	70.66	14.13	84.79	0.00
24/06/2021	2108171	KRI01	KRISGAR	245.00	0.00	245.00	0.00
24/06/2021	716111617	BRI01	BRITISH GAS	64.44	3.22	67.66	0.00
24/06/2021	716114118	BRI01	BRITISH GAS	7.83	0.39	8.22	0.00
24/06/2021	716114125	BRI01	BRITISH GAS	7.83	0.39	8.22	0.00
24/06/2021	716114140	BRI01	BRITISH GAS	7.83	0.39	8.22	0.00
24/06/2021	7100006495	CEN04	CENTRAL BED CO	3,875.00	0.00	3,875.00	0.00
24/06/2021	V01886712182	EE01	EE LIMITED	236.68	47.34	284.02	0.00
25/06/2021	614C50767	DUN02	BIFFA WASTE	1,457.55	291.51	1,749.06	0.00
25/06/2021	140860	GBI01	GEO BROWN	10.50	2.10	12.60	0.00
25/06/2021	INV-0096	GRE06	GREENBRIDGE DESIGNS	171.00	34.20	205.20	0.00
26/06/2021	1492	LEE03	LEE & SONS CLEANING	50.00	0.00	50.00	0.00
26/06/2021	24626	AMF01	AMF SERVICES	194.02	38.81	232.83	0.00
26/06/2021	24634	AMF01	AMF SERVICES	270.00	54.00	324.00	0.00
26/06/2021	9141933	ANG01	WAVE ANGLIAN WATER	170.46	0.00	170.46	0.00
26/06/2021	9141933	WAV01	WAVE	170.46	0.00	170.46	0.00
26/06/2021	I122/1010	GRE04	GREENBIRO LTD	785.50	157.10	942.60	0.00
26/06/2021	Q027CD	BRI02	BT	466.97	93.39	560.36	0.00
28/06/2021	12710	MAR04	MARTIN RIX	105.00	21.00	126.00	0.00
28/06/2021	989458821	BRI01	BRITISH GAS	34.92	1.74	36.66	0.00
28/06/2021	INV-1486	TEC01	TECHIES LIMITED	598.63	119.73	718.36	0.00
28/06/2021	INV1481	TEC01	TECHIES LIMITED	534.00	106.80	640.80	0.00
			Subtotal C/Fwd	1,072,244.65	78,453.76	1,150,698.41	-552.25

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	1,072,244.65	78,453.76	1,150,698.41	-552.25
30/06/2021	4399	RPM01	REIDS PLAYGROUND	320.00	64.00	384.00	0.00
30/06/2021	18771	DES001	DE SIGNS	36.00	7.20	43.20	0.00
30/06/2021	18772	DES001	DE SIGNS	45.00	9.00	54.00	0.00
30/06/2021	40896	MCS01	MCS CONTRACT	1,530.00	306.00	1,836.00	0.00
30/06/2021	302209	LAN03	LATENT	716.08	143.22	859.30	0.00
30/06/2021	JUN21DUPLICA	HMR001	HMRC	-6,904.76	0.00	-6,904.76	0.00
30/06/2021	JUNE21	BED02	BEDS PENSION FUND	7,340.18	0.00	7,340.18	0.00
30/06/2021	JUNE21	HMR001	HMRC	6,904.76	0.00	6,904.76	0.00
30/06/2021	TPC9726	DCK01	DCK BEAVERS LTD	855.00	171.00	1,026.00	0.00
01/07/2021	993	CAS01	CASTELE	577.50	115.50	693.00	0.00
01/07/2021	7100006933	CEN04	CENTRAL BED CO	50.00	0.00	50.00	0.00
01/07/2021	INV-020774	HRS01	HR SOLUTIONS	204.30	40.86	245.16	0.00
01/07/2021	INV-	AMP02	AMPOWER UK LTD	102.90	5.14	108.04	0.00
01/07/2021	INV-	AMP02	AMPOWER UK LTD	22.13	1.11	23.24	0.00
01/07/2021	INV-	AMP02	AMPOWER UK LTD	38.63	1.93	40.56	0.00
01/07/2021	INV-	AMP02	AMPOWER UK LTD	17.83	0.89	18.72	0.00
01/07/2021	INV-	AMP02	AMPOWER UK LTD	51.11	2.56	53.67	0.00
01/07/2021	INV-	AMP02	AMPOWER UK LTD	74.48	3.72	78.20	0.00
01/07/2021	INV-	AMP02	AMPOWER UK LTD	88.13	4.41	92.54	0.00
01/07/2021	INV-	AMP02	AMPOWER UK LTD	30.76	1.54	32.30	0.00
01/07/2021	INV-	AMP02	AMPOWER UK LTD	11.39	0.57	11.96	0.00
01/07/2021	RSIN0380131	RIG01	RIGBY TAYLOR	458.00	91.60	549.60	0.00
02/07/2021	105273	PRE04	PRESTIGE DESIGN	36.00	7.20	43.20	0.00
02/07/2021	0005767271	CAS04	CASTLE WATER 2598006	55.90	11.17	67.07	0.00
02/07/2021	0005779171	CAS05	CASTLE WATER 2618965	24.71	4.94	29.65	0.00
02/07/2021	0005779907	CAS07	CASTLE WATER 2597763	7.55	0.00	7.55	7.55
02/07/2021	0005786939	CAS08	CASTLE WATER 2597735	6.47	0.00	6.47	6.47
04/07/2021	3773626	TOT01	RIGHT FUEL CARD	74.59	14.92	89.51	0.00
05/07/2021	0005791753	CAS06	CASTLE WATER 2596363	6.56	1.32	7.88	7.88
05/07/2021	INV-1480	TEC01	TECHIES LIMITED	998.61	199.72	1,198.33	0.00
05/07/2021	ON ACC 377	TEC01	TECHIES LIMITED	0.00	0.00	0.00	-253.86
05/07/2021	ON ACC 378	TEC01	TECHIES LIMITED	0.00	0.00	0.00	-180.00
05/07/2021	ON ACC 379	CAS09	CASTLE WATER 2597769	0.00	0.00	0.00	-5.00
05/07/2021	RSIN0380429	RIG01	RIGBY TAYLOR	210.85	10.17	221.02	0.00
08/07/2021	2286	MKD01	M K DRIVER TRAINING	665.00	110.00	775.00	0.00
08/07/2021	1177542196	BQ01	TRADE UK (BQ)	18.30	3.66	21.96	0.00
08/07/2021	TBL-061	TRA02	TRAVISBEAD LTD	40.00	0.00	40.00	0.00
09/07/2021	73022	CDS01	CDS GROUP	900.00	180.00	1,080.00	0.00
09/07/2021	142556	GBI01	GEO BROWN	-1,149.17	-229.83	-1,379.00	-1,379.00
09/07/2021	142560	GBI01	GEO BROWN	1,149.17	229.83	1,379.00	0.00
09/07/2021	0016230321	CRO01	CROMWELL	499.80	99.96	599.76	0.00
10/07/2021	00002193203-	PLU03	PLUSNET PLC	13.04	2.61	15.65	0.00
12/07/2021	SLP/HRTC/6139	THESAFER01	THE SAFTER LUTON PAR	100.00	0.00	100.00	0.00
13/07/2021	12730	MAR04	MARTIN RIX	700.80	140.16	840.96	0.00
13/07/2021	246394	JCURL01	JOHN CURL	110.50	22.10	132.60	0.00
13/07/2021	B0002423	BED07	BEDS POLICE AUTHORIT	3,890.00	0.00	3,890.00	0.00
			Subtotal C/Fwd	1,093,172.75	80,231.94	1,173,404.69	-2,348.21

PURCHASE LEDGER 1 ALL INVOICES BY DATE

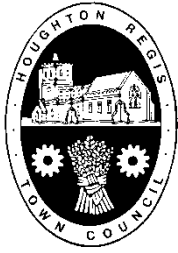
Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	1,093,172.75	80,231.94	1,173,404.69	-2,348.21
13/07/2021	B0002424	BED07	BEDS POLICE AUTHORIT	3,342.25	0.00	3,342.25	0.00
13/07/2021	B0002425	BED07	BEDS POLICE AUTHORIT	3,248.10	0.00	3,248.10	0.00
13/07/2021	SIN004178	PRO01	PROLUDIC LTD	32.48	6.50	38.98	0.00
14/07/2021	745849	BED02	BEDS PENSION FUND	51.69	0.00	51.69	0.00
14/07/2021	FAI-1548	PCH01	PCH ASSOCIATES	4,331.62	866.32	5,197.94	0.00
15/07/2021	143427	GBI01	GEO BROWN	748.34	149.66	898.00	0.00
16/07/2021	0005833600	CAS10	CASTLE WATER 2597749	26.34	5.28	31.62	0.00
19/07/2021	18788	DES001	DE SIGNS	44.00	8.80	52.80	0.00
19/07/2021	18789	DES001	DE SIGNS	22.00	4.40	26.40	0.00
21/07/2021	34136	LOC01	DUNS LOCK	265.70	53.14	318.84	0.00
21/07/2021	INV-1543	SET01	SETSQUARE	420.00	84.00	504.00	0.00
21/07/2021	ON ACC 291	CLO02	CLOUDY GROUP	0.00	0.00	0.00	0.00
21/07/2021	ON ACC 382	ANG01	WAVE ANGLIAN WATER	0.00	0.00	0.00	170.46
22/07/2021	0018	PER03	PERFECT PERSONALISED	250.00	0.00	250.00	0.00
22/07/2021	48427	PLA02	PLAY INSPECTIONS	337.50	67.50	405.00	0.00
23/07/2021	614C53679	DUN02	BIFFA WASTE	1,440.19	288.04	1,728.23	0.00
23/07/2021	614C53681	DUN02	BIFFA WASTE	160.00	32.00	192.00	0.00
23/07/2021	10879	AKM01	AKM UK	151.62	7.58	159.20	0.00
23/07/2021	24800	AMF01	AMF SERVICES	723.43	144.69	868.12	0.00
23/07/2021	SI-2697100	SPA01	SPALDINGS LIMITED	280.00	56.00	336.00	0.00
26/07/2021	230721BED	3SIXTY	3 SIXTY	800.00	160.00	960.00	0.00
27/07/2021	0019	PER03	PERFECT PERSONALISED	900.00	0.00	900.00	0.00
27/07/2021	0020	PER03	PERFECT PERSONALISED	250.00	0.00	250.00	0.00
27/07/2021	3750974	TOT01	RIGHT FUEL CARD	28.65	5.73	34.38	0.00
27/07/2021	997401962	BRI01	BRITISH GAS	7.29	0.36	7.65	0.00
28/07/2021	11444	NEW001	NEWSON	4,250.00	850.00	5,100.00	0.00
28/07/2021	302254	LAN03	LATENT	83.38	16.67	100.05	0.00
28/07/2021	716307720	BRI01	BRITISH GAS	9.18	0.45	9.63	0.00
28/07/2021	716311328	BRI01	BRITISH GAS	1.89	0.09	1.98	0.00
28/07/2021	716311330	BRI01	BRITISH GAS	68.63	3.43	72.06	0.00
28/07/2021	716312114	BRI01	BRITISH GAS	9.18	0.45	9.63	0.00
29/07/2021	3012142-2122	CEN03	CENTRAL BEDS COUNCIL	7,110.75	0.00	7,110.75	0.00
29/07/2021	3080213-2122	CEN03	CENTRAL BEDS COUNCIL	2,544.90	0.00	2,544.90	0.00
30/07/2021	18797	DES001	DE SIGNS	132.00	26.40	158.40	0.00
30/07/2021	18798	DES001	DE SIGNS	245.00	49.00	294.00	0.00
30/07/2021	958766501	BRI01	BRITISH GAS	30.01	1.50	31.51	0.00
31/07/2021	40978	MCS01	MCS CONTRACT	1,530.00	306.00	1,836.00	0.00
31/07/2021	89682	SCU01	SCUTUM	93.66	18.73	112.39	0.00
31/07/2021	133552	PAYROLL	PAYROLL OPTIONS -DD	114.33	22.87	137.20	0.00
31/07/2021	H072108877	HER01	HERTFORDSHIRE COUNCI	131.43	26.29	157.72	0.00
31/07/2021	JULY21	BED02	BEDS PENSION FUND	8,724.92	0.00	8,724.92	0.00
31/07/2021	JULY21	HMR001	HMRC	7,618.14	0.00	7,618.14	0.00
31/07/2021	JULY21ADJ	HMR001	HMRC	38.52	0.00	38.52	0.00
31/07/2021	TPC9787	DCK01	DCK BEAVERS LTD	360.00	72.00	432.00	0.00
01/08/2021	228332	FRA02	FRANCOTYP-POSTALIA L	75.00	15.00	90.00	0.00
01/08/2021	3828960	TOT01	RIGHT FUEL CARD	93.15	18.63	111.78	0.00
			Subtotal C/Fwd	1,144,298.02	83,599.45	1,227,897.47	-2,177.75

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	1,144,298.02	83,599.45	1,227,897.47	-2,177.75
01/08/2021	INV-	AMP02	AMPOWER UK LTD	47.28	2.36	49.64	0.00
01/08/2021	INV-	AMP02	AMPOWER UK LTD	18.29	0.91	19.20	0.00
01/08/2021	INV-	AMP02	AMPOWER UK LTD	28.60	1.43	30.03	0.00
01/08/2021	INV-	AMP02	AMPOWER UK LTD	102.29	5.11	107.40	0.00
01/08/2021	INV-	AMP02	AMPOWER UK LTD	25.12	1.26	26.38	0.00
01/08/2021	INV-	AMP02	AMPOWER UK LTD	14.22	0.71	14.93	0.00
01/08/2021	INV-	AMP02	AMPOWER UK LTD	139.60	6.98	146.58	0.00
01/08/2021	INV-	AMP02	AMPOWER UK LTD	12.18	0.61	12.79	0.00
01/08/2021	INV-	AMP02	AMPOWER UK LTD	82.26	4.11	86.37	0.00
02/08/2021	0005903821	CAS05	CASTLE WATER 2618965	24.81	4.96	29.77	0.00
02/08/2021	0005909938	CAS04	CASTLE WATER 2598006	155.04	31.01	186.05	0.00
02/08/2021	0005914402	CAS08	CASTLE WATER 2597735	6.55	0.00	6.55	6.55
03/08/2021	0005919258	CAS07	CASTLE WATER 2597763	24.56	0.00	24.56	24.56
03/08/2021	0005919297	CAS10	CASTLE WATER 2597749	49.28	9.87	59.15	0.00
03/08/2021	ON ACC 391	EE01	EE LIMITED	0.00	0.00	0.00	-282.86
03/08/2021	ON ACC 392	TEC01	TECHIES LIMITED	0.00	0.00	0.00	-180.00
03/08/2021	ON ACC 393	TEC01	TECHIES LIMITED	0.00	0.00	0.00	-253.86
04/08/2021	785361	CON	CONQUESTOIL	2,155.40	431.08	2,586.48	0.00
04/08/2021	508771273	ZUR01	ZURICH	41.70	0.00	41.70	0.00
04/08/2021	T21072021HRPJAC01		JACK IN A BOX	75.00	0.00	75.00	0.00
05/08/2021	INV-1655	TEC01	TECHIES LIMITED	90.00	18.00	108.00	0.00
05/08/2021	ON ACC 394	CAS09	CASTLE WATER 2597769	0.00	0.00	0.00	-5.00
06/08/2021	INV-0258	PNC01	PNC HR	210.00	42.00	252.00	0.00
09/08/2021	SIN1773116	PPLPRS	PPL PRS LTD	128.31	25.66	153.97	0.00
10/08/2021	00002193203-	PLU03	PLUSNET PLC	12.57	2.51	15.08	0.00
12/08/2021	105938	PRE04	PRESTIGE DESIGN	145.00	29.00	174.00	0.00
12/08/2021	382345	ELA01	ELAS	995.00	199.00	1,194.00	0.00
12/08/2021	SI-2703115	SPA01	SPALDINGS LIMITED	22.88	4.58	27.46	0.00
13/08/2021	18813	DES001	DE SIGNS	120.00	24.00	144.00	0.00
16/08/2021	1768T	BADGEMASTE	BADGEMASTER LTD	670.00	0.00	670.00	0.00
16/08/2021	1768T	BAD001	BADGER HILL	670.00	0.00	670.00	0.00
16/08/2021	1768TC	BADGEMASTE	BADGEMASTER LTD	-670.00	0.00	-670.00	0.00
16/08/2021	7618	BADGEMASTE	BADGEMASTER LTD	490.00	0.00	490.00	0.00
16/08/2021	7618	BAD001	BADGER HILL	490.00	0.00	490.00	0.00
16/08/2021	7618C	BADGEMASTE	BADGEMASTER LTD	-490.00	0.00	-490.00	0.00
16/08/2021	746152	BED02	BEDS PENSION FUND	51.69	0.00	51.69	0.00
16/08/2021	2108172	KRI01	KRISGAR	235.00	0.00	235.00	0.00
16/08/2021	0005951885	CAS03	CASTLE WATER 2600724	171.59	0.00	171.59	171.59
19/08/2021	0000075055	BADGEMASTE	BADGEMASTER LTD	108.95	21.79	130.74	0.00
19/08/2021	1800098948	CEN04	CENTRAL BED CO	3,941.86	0.00	3,941.86	0.00
19/08/2021	1800098949	CEN04	CENTRAL BED CO	3,871.55	0.00	3,871.55	0.00
20/08/2021	614C56564	DUN02	BIFFA WASTE	1,166.04	233.21	1,399.25	0.00
20/08/2021	34236	LS001	B & S CHAINS	1,370.00	274.00	1,644.00	0.00
22/08/2021	3859970	TOT01	RIGHT FUEL CARD	28.71	5.74	34.45	0.00
23/08/2021	716456703	BRI01	BRITISH GAS	7.02	0.35	7.37	7.37
23/08/2021	716457226	BRI01	BRITISH GAS	53.58	2.67	56.25	56.25
			Subtotal C/Fwd	1,161,189.95	84,982.36	1,246,172.31	-2,633.15

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	1,161,189.95	84,982.36	1,246,172.31	-2,633.15
23/08/2021	716457353	BRI01	BRITISH GAS	7.02	0.35	7.37	7.37
23/08/2021	716457971	BRI01	BRITISH GAS	7.02	0.35	7.37	7.37
24/08/2021	0023	PER03	PERFECT PERSONALISED	60.00	0.00	60.00	0.00
24/08/2021	172	AMR001	AMRO CATERING	195.00	39.00	234.00	0.00
24/08/2021	V01906127489	EE01	EE LIMITED	241.10	48.22	289.32	289.32
25/08/2021	49125	PLA02	PLAY INSPECTIONS	1,050.00	210.00	1,260.00	0.00
25/08/2021	963749602	BRI01	BRITISH GAS	23.77	1.18	24.95	24.95
25/08/2021	B00711	JOA01	JOANNA CROSS PHOTO	65.00	0.00	65.00	0.00
27/08/2021	302312	LAN03	LATENT	33.89	6.78	40.67	0.00
27/08/2021	ON ACC 405	CAS02	CASTLE WATER	0.00	0.00	0.00	-4.92
31/08/2021	1	WOO01	WOOD	350.00	0.00	350.00	0.00
31/08/2021	2	ING001	INGLES	160.00	0.00	160.00	0.00
31/08/2021	3	MAR002	MARTIN	160.00	0.00	160.00	0.00
31/08/2021	4	DOV001	DOVE	200.00	0.00	200.00	0.00
31/08/2021	5	ROB003	ROBERTS	320.00	0.00	320.00	0.00
31/08/2021	6	TOD001	TODD	160.00	0.00	160.00	0.00
31/08/2021	7	SKI001	SKINNER	120.00	0.00	120.00	0.00
31/08/2021	41075	MCS01	MCS CONTRACT	1,530.00	306.00	1,836.00	0.00
31/08/2021	AUG21	BED02	BEDS PENSION FUND	8,619.19	0.00	8,619.19	0.00
31/08/2021	AUG21	HMR001	HMRC	7,887.84	0.00	7,887.84	0.00
01/09/2021	ON ACC 390	CLO02	CLOUDY GROUP	0.00	0.00	0.00	-1,997.50



CORPORATE SERVICES COMMITTEE

Agenda Item 9

Date:	21st September 2021
Title:	Investment Report
Purpose of the Report:	To provide to members a report on investments to date.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

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 30th June 2021 was 4.18% compared to 31st March 2021 when it was at 4.3% .

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

Total fund size at 30th June 2021 was £1,254,000 compared to £1,211,600 at 30th April 2021.

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. A cash flow forecast has been recently requested from the project team.

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 2nd September 2021 was 0.0235% compared to the declared rate on 21st May 2021 of 0.0336%.

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

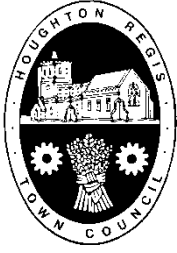
- There are no press implications.

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 11

Date:	21st September 2021
Title:	Employee Assistance Programme Provision
Purpose of the Report:	To provide members with information in regard to the review of the provision of the Town Councils Employee Assistance Programme.
Contact Officer:	Debbie Marsh, Corporate Services Manager

1. RECOMMENDATIONS

- 1. To support the continuation of this provision**
- 2. To recommend to Town Council that company B be appointed to provide this provision at the end of the current contract.**

2. BACKGROUND

At the Town Council meeting held on the 30th January 2017 (minute number 8835) members agreed to support a recommendation from the Corporate Services committee (minute number 8835) for the introduction of an Employee Assistance Programme (EAP) under a 5-year contract.

3. INFORMATION

Employee Assistance Programmes are employee benefit programmes offered by employers. EAP's are intended to help employees deal with personal problems that might adversely impact their work performance, health and well-being. EAP's generally include assessment, short-term counselling and referral services for employees. Employees' immediate family members would also have access to the online help and support for issues such as: Alcohol/Drugs, Debt, Family Issues, Bereavement, Tax, Childcare and other Citizens Advice Bureau type advice. Members unanimously agreed to the introduction of an Employee Assistance Programme in support of its commitment to the wellbeing of staff.

Personnel Sub-Committee members are provided with information, annually, detailing how many contacts and under which heading contacts to this service had been made however, producing utilisation reports for clients with less than 50 employees may in some circumstances breach data protection legislation and clinical confidentiality requirements

by unintentionally identifying employees that have utilised their confidential services. Therefore, detailed management information is not able to be provided however since the service began there have been in excess of calls made to the helpline from employees of Houghton Regis Town Council. In not providing utilisation reports allows those making contact to feel confident in the service being totally confidential.

The current contract is due to be renewed on the 1st March 2022. The current annual cost based on 20 employees is £450.

All quotations have been received from registered EAP Providers, organisations that have met strict criteria relating to EAPA standards, professional practice and delivery.

Company ‘A’ and ‘C’ charge a flat rate for their service whereas Company ‘B’ calculate their costs annually based on numbers of employees therefore, this cost could increase or decrease annually.

	Company ‘A’		Company ‘B’	Company ‘C’
24/7 telephone counselling helpline	√	√	√	√
24/7 medical information telephone helpline	√	√	√	√
Telephone helpline providing access to support on a range of everyday matters, such as financial, legal, consumer, family care and housing issues for those living at the home address of the employee	√	√	√	√
Telephonic psychological assessment	X	√	√	√
Sessions of scheduled counselling, to be delivered either telephonically, face to face or securely online	X	8 sessions √	8 sessions √	6 sessions √
Immediate support with a counselling team via online live chat	√	√	√	√
Management consultancy service providing support for line managers when day-to-day team management becomes challenging	√	√	√	√
*Available to employees and their immediate family members	√	√	√	√
Electronic promotional materials	√	√	√	√
Access to service delivery team for account queries	√	√	√	√
Available to Councillors	X	√	√	√
Contract terms	24 months		60 months	Annual
	Proposal valid for 90 days from 6th July 2021.		Proposal valid for 90 days from 6th July 2021	Proposal valid for 12 months
Cost based on 20 employees and 14 Councillors	£400	£750	£500	£750

4. COUNCIL VISION

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

5. IMPLICATIONS

Corporate Implications

- Members are reminded of section 3.1 v. of the Town Council Stress Policy where it states that Houghton Regis Town Council will provide confidential counselling for staff affected by stress caused by either work or external factors. The continuation of an EAP supports this statement.

Legal Implications

- There are no legal implication arising from the recommendations

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

That the continuataion of an Employee Assistance Programme shows the Town Councils committment to the wellness of its staff.

7. APPENDICES

None



Human Resources Services – Specification

Purpose:

To seek quotes for human resources support for Houghton Regis Town Council.

The Council:

Total staff: 20
Office: 13
Grounds: 7

Required:

Policy advice

HRTC have a number of HR related policies. These are reviewed on a regular basis. HRTC require these to be reviewed initially by HR for conformity with legislation and local policies, reflecting on good practice and general suitability.

Staff handbook

The council would like to consider this option as it would assist staff in having all relevant info in one place.

Employment advice

Advice on new employee positions may be required

Ad hoc advice

We have minor HR related queries fairly regularly. Phone or email advice is required.

Procedural advice

General advice required on how to follow / implement a policy / procedure.
Template letters etc required.

Disciplinary & Grievance support

HRTC require support and guidance through any disciplinary or grievance processes.

Organisational change

No significant structural change within the organisation is anticipated, however should the council agree a change advice and support on implementation is required.

In person support

Very occasionally in person support is required.



Mayor's Handbook

Revised June 2021

Part One.

The Annual Meeting legal procedures

- The Mayor shall be elected at the Annual Meeting of the Town Council in accordance with the Local Government Act 1972 Section 4(1) and 23 (1).
- The Deputy Mayor must be appointed by law in accordance with the Local Government Act 1972 Section 5 (1) and 5(2).

The Deputy Mayor does not automatically assume the role of Mayor the following year but will be elected in accordance with the statutes of the Local Government Act 1972.

In the case of an election year, the nominations for each post will be forthcoming from the majority party in accordance with the local Government Act 1972 Schedule 12 paragraph 39 (1).

The Mayor will assume the role of Chairman of the Town Council.

The Deputy Mayor will assume the role of Vice-Chairman of the Town Council.

It is by law that the Chairman from the Unitary Authority, The High Sheriff, and the Lord Lieutenant of the County will take precedence over all the Town Mayors.

A copy of the Local Government Act 1972 is available from the office of the Town Clerk and will be forwarded on request.

Additional useful information

The procedures for conducting the Annual Meeting will be provided for the Mayor elect in accordance with statutory procedures and no less than three days before the Annual Meeting.

The Mayor elect is advised to prepare a short acceptance speech and will be required to sign the Declaration of Acceptance of Office during the Annual Meeting.

The Mayor elect should note that the press or representatives from social media pages may be in attendance at this meeting and quotations may be taken from the acceptance speech. It is common practise that a press release be uploaded on Social Media and sent to the local press following the Annual Meeting. Contents should include background, hopes for the year ahead and their family if applicable. The Civic and Events Officer will work with the Mayor to prepare this as soon as possible after the Annual Meeting.

It is requested that the Mayor elect be available (where possible) the following morning for a photography appointment with the Town Council's appointed photographer. This will be sent to the local newspaper and used on social media.

It would be useful if the Mayor could prepare a short biography for the Civic and Events Officer to be used where appropriate on the Town Council website and newsletter.

The Role of the Town Mayor in the year prior to any local elections (next 2023)

Restrictions are placed on the Unitary Authority, which must be careful not to do anything to promote or advantage particular individuals compared to candidates who are not already elected councillors. However, as a candidate, there is nothing to stop an individual publishing and distributing their own, or the party's publicity, subject to the rules governing elections, but the Mayor should not use his / her office to gain advantage and should avoid using photos involving chain of office or robes in election material

The Mayor does not need to avoid attending functions during April/May but should avoid anything where the topic is politically sensitive and should not refer to his /her candidacy or be drawn into discussion on the elections. The Town Council will try to avoid press releases on Mayoral activity during the run-up to the election. It would also be advisable for the Mayor to avoid anything likely to generate large amounts of press coverage of his/her activities during the six-week run up.

Legal role and duty of the Town Mayor

The main duty of the Mayor is to preside at meetings of the Town Council and if the Town Mayor is present, he/she must preside.

If the Mayor is unable to attend, the Deputy Mayor must preside.

If both the Mayor and Deputy Mayor cannot preside at a principal meeting of the Town Council, then a Chairman must be elected in accordance with statutory procedures.

It is worth noting that meetings of the Town Council should take precedence over outside invitations received in order to ensure that meetings remain legally quorate.

Further details regarding the legal position of the Town Mayor are available from the office of the Town Clerk.

In addition, it is noted that the Town Mayor must not:

- Make decisions or act alone without prior resolution from the Council.
- Speak out on private or confidential issues.
- Conduct a press conference / press release without prior permission from the Council.

Traditionally, the role is neutral and not party political. The public still see the role as 'above politics'

The Town Mayor is bound by the Code of Conduct Act (as amended) and copies of this are available from the office of the Town Clerk.

Mayor's Allowance

The Town Mayor will be granted an allowance of £3,500 per annum, and the Deputy Mayor an allowance of £350 (10% of the Mayor's allowance) and this is held by the Council. It is suggested that the Civic and Events Officer arrange for tickets to be purchased on behalf of the Mayor for events that they attend, and additional expenses be reimbursed afterwards (receipts should be kept where possible).

A separate budget code has been allocated for the Civic Reception, Christmas Carol Service refreshments and Civic Service and funds for these events are not taken from the Mayor's allowance.

The Mayor is advised to keep strict records of how they spend the granted allowance as the money has been given from public funds. A member of the public could ask to see how the allowance has been spent and under the Freedom of Information Act, access would have to be permitted to this information.

What can the allowance be used for?

- Clothing
- Partner's clothing
- Hairdressing / barbers / personal grooming
- Donations to charities
- Collections
- Purchase of raffle tickets, poppies etc
- Sending flowers
- Personal hospitality (including lunches and dinners)
- Attending other events
- Raffle Prizes.

Theme

The National Assoc of Civic Officers suggests that Civic heads adopt a theme for their Mayoral Year, and that a good measure of the year is how well the Mayor has followed their theme.

Suggestions for a theme include Community, our Town, Neighbours, Friendship, and environmental themes.

Invitations

It is usual that the Mayor will be invited to attend approx. 200 events a year in addition to Town Council meetings and serving committees. The Mayor is welcome to forward any invitations that they cannot accept to the Deputy Mayor. The number of events that the Mayor or Deputy Mayor attends, isn't always as important as the type of event. Events that fit with the ethos of the Town Councils Vision and that of the local community are positively encouraged.

In accepting invitations, preference should be given to those events taking place inside the town boundary, and those which fit with the Town Council's Corporate Plan (The Vision) for example, recycling, environmental projects, events at All Saints Church and Houghton Hall Park.

Fundraising events

Each Town Mayor will wish to support their nominated charities by hosting fundraising events, and where possible these should be linked to the Town Council's Vision – assisting local businesses, environmental projects and remembering the town's history and perhaps their own theme for the year. A Charity Dinner at a local restaurant, or coffee morning at a local café / volunteering group would also fit in well with the plan. Other ways to support charities include raising awareness of the cause and helping them with recruiting volunteers.

Discussions should take place with the Civic and Events Officer as soon as possible regarding the type of events, number of events and timings of events.

Travel allowance

The Town Mayor, as any other Councillor, is entitled to claim travel expenses for any event attended. Travelling expenses can be claimed for journeys inside the town boundaries but precludes any meeting of the Town Council. The mileage allowance is set at the rate paid by the Unitary Authority, which is currently 45p per mile.

An accurate record must be kept for journeys undertaken and all expenses will be paid by cheque or bank transfer. Travel expense claims should be submitted on a monthly basis at the end of a month with payments scrutinised by the next available Corporate Services Committee.

Travelling expense forms can be obtained from the Town Council offices.

Travel arrangements

If the Mayor is unable to make his or her own way to functions, travel by taxi is permitted and arrangements can be made by the Civic and Events Officer. In this instance, the Mayor is asked to request a receipt for the journey and expenses will be paid at the end of the month.

It is possible for a chauffeured vehicle to be arranged for official Civic functions, but this is discouraged where possible.

Hospitality and 'gifts'

The Town Mayor is required to declare any Civic hospitality or 'gifts' they have been given above the value of £25, to the Monitoring Officer at Central Bedfordshire Council.

Taxation and insurance

Any duties payable to the Inland Revenue will depend on the individual status of the Mayor and Deputy Mayor. Therefore, the responsibility rests with the individuals concerned to check any potential tax liability.

The Town Council will not be held responsible for any liabilities arising from payment of the Mayor's Allowance or travelling expenses.

Accordingly, it is the responsibility of the Mayor and Deputy to inform their car insurance companies of their elected positions where applicable to account for any additional mileage incurred.

The Chain of Office

The Chain of office consists of a gold chain, with a detachable centrepiece. In addition, a green ribbon is included for occasions, which do not warrant the use of the Chain. The Chain of Office is supplied in a presentation case.

For historic purposes a link on the chain has been engraved with the initials and year of each serving Town Mayor, since 1980, when the first Mayor was elected.

A lady Mayoress chain is available for the consort to a male Mayor, whilst a consort badge on purple ribbon is provided for the consort to a lady Mayor. The purple ribbon may also be used for a guest of a male Mayor instead of the lady Mayoress chain.

The Deputy Mayor's Chain of Office is a necklace style chain, with a centre pendant and features with a detachable extension. The insignia is supplied in a small presentation case.

There is no Insignia for the consort of the Deputy Mayor.

It is worth noting that the Mayor's Chain of Office is a heavy item, which requires attachment to clothing via two safety catches. Therefore, it is advisable that clothing is adapted accordingly.

When attending events, it is preferable for the Chain of Office to be worn in preparation for the arrival at an event, especially if members of the public will be in attendance. However reasonable care must be taken and is not advisable for the Town Mayor to wear the Chain of Office, whilst walking alone –especially at night or in a visible location whilst in the street.

Where possible a consort to the Mayor is encouraged.

The Mayor and Deputy Mayor's Chain are insured for use at events and travelling on an 'all risks policy' but it is advised that for periods when the chain is not in use, that it is returned to the Civic and Events Officer for safe keeping.

When the Mayor and Deputy are travelling in their vehicle, the Chains of Office must be stored out of sight and if possible locked away in the boot compartment.

The Deputy Mayor is entitled to wear the Deputy Chain of office when attending any official event on behalf of the Town Mayor. The Deputy Mayor is also entitled to wear the chain of office to an event in Houghton Regis that the Mayor is also attending when permission has been granted from the invitee.

Any Past Mayor of Houghton Regis is entitled to wear the Past Mayor's badge to any Town Council meeting, Houghton Regis Civic Function, Houghton Regis Mayoral event or if attending an event on behalf of the Town Mayor or Deputy Mayor.

The information has been sourced from Civic Ceremonial by Paul Millward and from commonly accepted practise from the Town Council and other local authorities. This supersedes any information previously given.

Magnetic badges

The Town Mayor will be supplied with two magnetic badges for use on their cars for official purposes. These must be returned at the end of the Mayoral year.

Mayoral Photograph

An appointed photographer will take a photograph of the Town Mayor at the beginning of the Mayoral year to be displayed in the Council Chamber. At the end of the Mayoral year, this photograph will be displayed on the wall in the Council Chamber in, along with a plaque featuring their surname and initials and the year they served as Mayor.

Past Mayor and Past Consort Badges

Following the end of the Mayoral Year, the Past Mayor is invited to receive a Past Mayor's Badge, and to receive a Past Consort's Badge for one person who has supported them in carrying out their Mayoral duties and attending functions (i.e. a partner, relative or friend).

Concluding Speech

At the end of the Mayoral Term, the Mayor is requested to make a speech in response to the vote of thanks, which is read out by their group leader.



Mayor's Handbook.

Part Two

The Mayor's Officer

The Civic Officer is as follows:

Mrs Sarah Gelsthorp
Houghton Regis Town Council
Peel Street
Houghton Regis
Bedfordshire
LU5 5EY

01582 708523/ 07770 154940
sarah.gelsthorp@houghtonregis.org.uk

The Civic and Events Officer can be contacted from Monday –Friday 9.00am – 5pm.

The Mayor's Diary

The Mayor's diary will be forwarded to the Town Mayor each week via email and it is at the discretion of the Town Mayor and the Civic and Events Officer regarding the frequency of Mayoral meetings. It is advised, however those meetings take place, where possible at least weekly and that contact is made each week by telephone, WhatsApp (if acceptable to both parties) and email to discuss invitations. In addition, the Civic and Events Officer will require a contact telephone/ mobile number and email address to maintain regular contact. The Civic and Events Officer has a work mobile phone, which will be available Monday – Friday, 9am to 5pm.

There are situations where the Town Mayor is invited to attend events by members of the public or when attending other functions. The acceptance of these invitations is not advised without consulting the Civic and Events Officer to ensure that clashes do not occur.

It is the protocol that invitations are accepted in the order that they arrive and that the Deputy Mayor be asked to attend those that the Mayor cannot where appropriate, and as noted in a previous section of this handbook. The Mayoress or Mayor's Consort does not have the legal standing to attend events in the Mayor's place and may only do so in exceptional circumstance or by prior invitation.

Correspondence

The Civic and Events Officer is responsible for all administration regarding the Mayor's correspondence.

The Civic and Events Officer will write all letters from the Town Mayor regarding the acceptance or otherwise of invitations. The Civic and Events Officer will also deal with the issuing of invitations to fundraising/civic events.

The Town Mayor may dictate any other letters where necessary.

The Mayor's Office

The Mayor has been allocated an office in the Town Council. This office is occasionally used by third parties by prior arrangement with the Town Council. Priority however will be given to the Town Mayor to use this facility.

Statutory events

There will be several events which the Town Mayor will be required to host. These are:

- The Inaugural Reception (May)
- A Celebration of Christmas (November)
- The Carol Service (December)
- The Pride of Houghton Awards (February)
- The Annual Civic Service (March or April)

There are also events detailed below, which the Town Mayor must attend in their Civic capacity:

- The Carnival (July)
- Music Festival (September)
- Fireworks Display (November)
- Armistice day (11th November)
- Remembrance Sunday (Sunday in November closest to Armistice Day)
- Santa's Grotto (December)
- Easter Egg Hunt (March / April)

Other events may follow depending on national events such as a Jubilee Year.

Other information

Christmas cards will be sent each year from the Town Mayor to approx 800 senior citizens, other councils, and local organisations. This will be organised by the Civic and Events Officer.

It has become accepted practise that the Town Mayor visit each one of the care homes in Houghton Regis at Christmas and the independent living schemes, as well as each group who participate in the Celebration of Christmas to distribute certificates. Gifts or vouchers are taken to these groups from a separate Council budget and arranged by the Civic and Events Officer.

Discretionary events

The Mayor is encouraged to hold approx. three fundraising events to raise funds for their nominated charities. Examples of events held include:

- Quiz Evenings, Charity Meals, Coffee Mornings, Burns Night, Social Evenings and an Afternoon Tea on the Bowls Green.

However inventive, fun events are always welcomed!

The key to success with the Mayor's fundraising events is to invite as many personal guests as possible. These may be friends, relatives, neighbours or even work colleagues! The more support that a Mayor can obtain from outside the council, the more successful the event will be from a fundraising perspective.

It is recommended that events take place in any of the following months involve the minimum of financial outlay to encourage extra funds to be raised for the Mayor's nominated charities:

- August
- October
- January
- April

The Mayor's Charities

The Mayor is requested to name charitable organisations or community groups to act as their nominated charities during their Mayoral Year. There is no limit as to how many organisations are permitted, as the Mayor's Chosen Charities but common practise has been no more than five.

The Inaugural Reception

The Town Council hosts the Inaugural Reception on behalf of the Town Mayor, usually immediately after the Annual General Meeting has taken place.

A budget of approx.£1500 is set aside for this purpose and may be spent on:

- Buffet
- Musical entertainment
- Room decorations.

Raffle prizes, totally £50 will be bought by the Civic and Events Officer from the Mayor's Civic allowance, in order that the Mayor can 'kickstart' their fundraising at this event.

Mayors are advised, however, to start purchasing raffle prizes at the start of their Mayoral term to use at their events throughout the year.

It may not always be possible to ask the incoming Mayor about his or her requirements for the buffet at their event, especially in an election year. However, the Civic and Events Officer will try to incorporate the incoming Mayor's wishes where possible, and a good selection of Vegetarian, Vegan and Gluten free items will be included in the buffet and labelled (a book of allergens will also be available). The Mayor is permitted to invite 12 personal guests to the event as accepted by common

practise and any additional guests must be paid for on a cost per head basis as agreed by the Town Council.

The Civic and Events Officer will deal with the guest list and invitations and the addresses of any personal guests must be forwarded as soon as possible for this purpose.

Carol Service

The Carol Service is conducted in early December and will consist of a Church Service at All Saints' Parish Church followed by the Christmas Light Switch On.

It is common practise that local schools be invited take part in the Carol Service and that representatives from other churches be invited to participate where possible.

The Civic and Events Officer will draw up the order of Service in full agreement with the Mayor.

There is no limit to the amount of personal guests that the Mayor may invite to the Carol Service and indeed the more the better! The Town Council has a budget to pay for the outlay of the event, to include refreshments.

Town Council meeting before Christmas

It is usual that the Town Mayor invites the Councillors to attend an informal reception following the last Town Council meeting of the Calendar year. It is common accepted practise that the Town Council provide the light refreshments, while the Town Mayor provides any required beverages.

The Civic Service.

The Civic Service will be conducted at a time agreed by the Mayor and Mayor's Secretary. It is the common practise that the service is held at the end of the Mayor's year and arranged with the theme of giving thanks for the year gone by and to ask for guidance for the new Town Mayor and Council.

The Civic Service may be held at the Parish Church or whichever Church the Town Mayor regularly worships at. Representatives from other local churches are invited to participate in this event and the Order of Service is always decided with the Mayor's wishes.

The refreshments after the Civic Service will be purchased from the Civic Events Budget by the Civic and Events Officer following discussion with the Mayor.

Division of Charity Funds.

The Town Mayor may distribute the funds raised during their Mayoral year at any stage as is appropriate. It is however common practise that the funds are distributed at the end of the Mayoral Year when a clear total can be arrived at.

It is not recommended that funds be distributed after a term of office has ended and this will actively be discouraged.

A final note.....

The Mayor's year in office should be celebrated! There will be many exciting challenges and the year should reflect that of personal achievements as well as that of the Town Council.

The Civic and Events Officer is available to assist the Mayor with the year in office and any questions regarding the statutory or Civic position are welcomed and encouraged.



Deputy Mayor's Handbook.

Revised June 2021

Part One.

The Annual Meeting legal procedures

- The Mayor shall be elected at the Annual Meeting of the Town Council in accordance with the Local Government Act 1972 Section 4(1) and 23 (1).
- The Deputy Mayor must be appointed by law in accordance with the Local Government Act 1972 Section 5 (1) and 5(2).

The Deputy Mayor does not automatically assume the role of Mayor the following year but will be elected in accordance with the statutes of the Local Government Act 1972.

In the case of an election year, the nominations for each post will be forthcoming from the majority party in accordance with the local Government Act 1972 Schedule 12 paragraph 39 (1).

The Mayor will assume the role of Chairman of the Town Council.

The Deputy Mayor will assume the role of Vice-Chairman of the Town Council.

A copy of the Local Government Act 1972 is available from the office of the Town Clerk and will be forwarded on request.

Additional useful information

The procedures for conducting the Annual Meeting will be provided for the Deputy Mayor Elect in accordance with statutory procedures and no less than three days before the Annual Meeting.

The Mayor Elect is advised to prepare a short acceptance speech and will be required to sign the Declaration of Acceptance of Office during the Annual Meeting. This may also apply to the Deputy Mayor elect if they so wish.

In accordance with common accepted practise, the Town Council will provide light refreshments for an informal reception after the meeting. The Town Mayor is requested to provide any required beverages.

The Deputy Mayor elect should note that the press or representatives from social media pages may be in attendance at this meeting and quotations may be taken from the acceptance speech. It is common practise that a press release be uploaded on Social Media and sent to the local press following the Annual Meeting. Contents should include background, hopes for the year ahead and their family if applicable. The Civic and Events Officer will work with the Deputy Mayor to prepare this as soon as possible after the Annual Meeting.

It would be useful if the Deputy Mayor could prepare a short biography for the Civic and Events Officer, to be used where appropriate on the Town Council website, Social Media, Press and newsletter.

The Role of the Deputy Mayor in the year prior to any local elections (next 2023)

Restrictions are placed on the Unitary Authority, which must be careful not to do anything to promote or advantage particular individuals compared to candidates who are not already elected councilors. However, as a candidate, there is nothing to stop an individual publishing and distributing their own, or the party's publicity, subject to the rules governing elections, but the Deputy Mayor should not use his / her office to gain advantage and should avoid using photos involving the chain of office in election material

The Deputy Mayor does not need to avoid attending functions during April/May but should avoid anything where the topic is politically sensitive and should not refer to his /her candidacy or be drawn into discussion on the elections. The Town Council will try to avoid press releases on Civic activity during the run-up to the election. It would also be advisable for the Deputy Mayor to avoid anything likely to generate large amounts of press coverage of his/her activities during the six-week run up.

Legal role and duty of the Deputy Mayor

Please note the following:

- Mayor – Chairman of the Town Council, can be male or female;
- Mayoress – The female consort of the Mayor;
- Consort – The recognised partner of the Mayor, or nominated companion for the year (could be a son, daughter, friend etc);
- Deputy Mayor – The Vice chairman of the Town Council, can be male or female.

The main duty of the Mayor is to preside at meetings of the Town Council and if the Town Mayor is present he/she must preside.

If the Mayor is unable to attend, the Deputy Mayor must preside.

If both the Mayor and Deputy Mayor cannot preside at a principal meeting of the Town Council, then a Chairman must be elected in accordance with statutory procedures.

It is worth noting that meetings of the Town Council should take precedence over outside invitations received in order to ensure that meetings remain legally quorate.

Further details regarding the legal position of the Deputy Mayor are available from the office of the Town Clerk.

In addition, is noted that the Deputy Mayor must not:

- Make decisions or act alone without prior resolution from the Council.
- Speak out on private or confidential issues.
- Conduct a press conference / press release without prior permission from the Council.

Please note that the Deputy Mayor's Consort does not have legal standing as such and must not attend event without or in place of the Deputy Mayor.

Traditionally, the role is neutral and not party political. The public still see the role as 'above politics'

The Town Mayor is bound by the Code of Conduct Act (as amended) and copies of this are available from the office of the Town Clerk.

Deputy Mayor's Allowance

There is an allowance paid to the Deputy Mayor of £350 per annum (10% of the amount awarded to the Mayor) and this is held by the Council. It is suggested that the Civic and Events Officer arrange for tickets to be purchased on behalf of the Deputy Mayor for events that they attend, and additional expenses be reimbursed afterwards (receipts should be kept where possible). However, should the Deputy Mayor wish,

The Deputy Mayor is advised to keep strict records of how they spend the granted allowance as the money has been given from public funds. A member of the public could ask to see how the allowance has been spent and under the Freedom of Information Act, access would have to be permitted to this information.

What can the allowance be used for?

- Clothing
- Partner's clothing
- Donations to charities
- Collections
- Purchase of raffle tickets, poppies etc
- Sending flowers
- Personal hospitality (including lunches and dinners)
- Attending other events
- Raffle Prizes.

Invitations

It is usual that the Mayor will be invited to attend approx. 200 events a year in addition to Town Council meetings and serving committees. The Mayor is welcome to forward any invitations that they cannot accept to the Deputy Mayor. The number of events that the Mayor or Deputy Mayor attends, isn't always as important as the type of event. Events that fit with the ethos of the Town Councils Vision and that of the local community are positively encouraged.

In accepting invitations, preference should be given to those events taking place inside the town boundary, and those which fit with the Town Council's Corporate Plan (The Vision) for example, recycling, environmental projects, events at All Saints Church and Houghton Hall Park.

Travel allowance

The Deputy Mayor, as any other Councillor, is entitled to claim travel expenses for any event attended whilst performing this role. The mileage allowance is set at the rate paid by the Unitary Authority, which is currently 45p per mile.

An accurate record must be kept for journeys undertaken and all expenses will be paid by cheque or bank transfer. Travel expense claims should be submitted on a

monthly basis at the end of a month with payments scrutinised by the next available Corporate Services Committee.

Travelling expense forms can be obtained from the Town Council offices.

Travel arrangements

If the Deputy Mayor is unable to make his or her own way to functions, travel by taxi is permitted and arrangements can be made by the Civic and Events Officer. In this instance, the Deputy Mayor is asked to request a receipt for the journey and expenses will be paid at the end of the month.

Hospitality and 'gifts'

The Deputy Mayor is required to declare any Civic hospitality or 'gifts' they have been given above the value of £25, to the Monitoring Officer at Central Bedfordshire Council.

Taxation and insurance

Any duties payable to the Inland Revenue will depend on the individual status of the Deputy Mayor. Therefore, the responsibility rests with the individuals concerned to check any potential tax liability.

The Town Council will not be held responsible for any liabilities arising from payment of travelling expenses.

Accordingly, it is the responsibility of the Deputy to inform their car insurance companies of their elected position to ensure that their insurance is suitable and to account for any additional mileage incurred.

The Chain of Office

The Deputy Mayor's Chain of Office is a necklace style chain, with a centre pendant and features with a detachable extension. The Insignia is supplied in a small presentation case.

There is no Insignia for the consort of the Deputy Mayor.

The Deputy Mayor is entitled to wear the Deputy Chain of office when attending any official event on behalf of the Town Mayor. The Deputy Mayor is also entitled to wear the chain of office to an event in Houghton Regis that the Mayor is also attending, when permission has been granted from the invitee.

Any Past Mayor of Houghton Regis is entitled to wear the Past Mayor's badge to any Town Council meeting, Houghton Regis Civic Function, Houghton Regis Mayoral event or if attending an event on behalf of the Town Mayor or Deputy Mayor.

The information has been sourced from Civic Ceremonial by Paul Millward and from commonly accepted practise from the Town Council and other local authorities. This supersedes any information previously given.

When attending events, it is preferable for the Chain of Office to be worn in preparation for the arrival at an event, especially if members of the public will be in attendance. However reasonable care must be taken when wearing the chain in public. It is advisable to try and hide the chain when possible for personal security.

Where possible a consort for the Deputy Mayor is encouraged.

The Mayor and Deputy Mayor's Chain are insured for use at events and travelling on an 'all risks policy' but it is advised that the Chain of Office is kept at the Town Council Offices when not in use.

When the Mayor and Deputy are travelling in their vehicle, the Chains of Office must be stored out of sight and if possible locked away in the boot compartment.



Deputy Mayor's Handbook.

Part Two

The Mayor's Officer

The Civic and Events Officer is as follows:

Mrs Sarah Gelsthorp
Houghton Regis Town Council
Peel Street
Houghton Regis
Bedfordshire
LU5 5EY

01582 708523 / 07770 154940
sarah.gelsthorp@houghtonregis.org.uk

The Civic and Events Officer can be contacted from Monday –Friday 9.00am – 5pm.

The Deputy Mayor's diary

The Deputy Mayor's diary will be forwarded to each week via email and it is at the discretion of the Town Mayor and the Civic and Events Officer regarding the frequency of Mayoral meetings. It is advised, however those meetings take place, where possible at least weekly and that contact is made each week by telephone, WhatsApp (if acceptable to both parties) and email to discuss invitations. In addition, the Civic and Events Officer will require a contact telephone/ mobile number and email address to maintain regular contact. The Civic and Events Officer has a work mobile phone, which will be available Monday – Friday, 9am to 5pm.

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It is the protocol that invitations are accepted in the order that they arrive and that the Deputy Mayor be asked to attend those that the Mayor cannot where appropriate, and as noted in a previous section of this handbook.

Correspondence

The Civic and Events Officer is responsible for all administration regarding the Mayor and Deputy Mayor's correspondence.

The Civic and Events Officer will write all letters from the Deputy Town Mayor regarding the acceptance or otherwise of invitations. The Mayor's Secretary will also deal with the issuing of invitations to fundraising/civic events.

The Town Mayor and Deputy Mayor may dictate any other letters where necessary.

The Mayor's Office

The Mayor has been allocated an office in the Town Council. This office is occasionally used by third parties by prior arrangement with the Town Council. Priority however will be given to the Town Mayor to use this facility. Please ask the Civic and Events Officer to book the room as and when required.

Statutory events

There will be several events which the Town Mayor will be required to host. These are:

- The Inaugural Reception (May)
- A Celebration of Christmas (November)
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Christmas cards will be sent each year from the Town Mayor to approx 800 senior citizens, other councils and local organisations. This will be organised by the Town Mayor's Secretary.

It has become accepted practise that the Town Mayor visit each one of the residential homes in Houghton Regis at Christmas (five) and each School or group who participate in the Celebration of Christmas to distribute certificates.

Discretionary events

The Mayor is encouraged to hold approx. three fundraising events to raise funds for their nominated charities. Examples of events held include:

- Quiz Evenings, Charity Meals, Coffee Mornings, Burns Night, Social Evenings and an Afternoon Tea on the Bowls Green.

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The key to success with the Mayor's fundraising events is to invite as many personal guests as possible. These may be friends, relatives, neighbours or even work colleagues! The more support that a Mayor can obtain from outside the council, the more successful the event will be from a fundraising perspective.

It is recommended that events take place in any of the following months involve the minimum of financial outlay to encourage extra funds to be raised for the Mayor's nominated charities:

- August
- October
- January
- April

The Mayor's Charities

The Mayor is requested to name charitable organisations or community groups to act as their nominated charities during their Mayoral Year. There is no limit as to how many organisations are permitted, as the Mayor's Chosen Charities but common practise has been no more than five.

As Deputy Mayor, it is an ideal opportunity to consider which local charities will be chosen in the event of becoming Mayor the following year.

The Inaugural Reception

The Town Council hosts the Inaugural Reception on behalf of the Town Mayor, usually immediately after the Annual General Meeting has taken place.

A budget of approx. £1500 is set aside for this purpose and may be spent on:

- Buffet
- Musical entertainment
- Room decorations.

Raffle prizes, totally £50 will be bought by the Civic and Events Officer from the Mayor's Civic allowance, in order that the Mayor can 'kickstart' their fundraising at this event.

Mayors are advised, however, to start purchasing raffle prizes at the start of their Mayoral term to use at their events throughout the year.

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The Civic and Events Officer will deal with the guest list and invitations and the addresses of any personal guests must be forwarded as soon as possible for this purpose.

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It is common practise that a local school be invited take part in the Carol Service and that representatives from other churches be invited to participate where possible.

The Civic and Events Officer will draw up the Order of Service in full agreement with the Mayor.

There is no limit to the amount of personal guests that the Mayor may invite to the Carol Service and indeed the more the better!

The Town Mayor must provide the light refreshments to follow the Carol Service but the Civic and Events Officer may purchase these by prior arrangement.

Town Council meeting before Christmas

It is usual that the Town Mayor invites the Councillors to attend an informal reception following the last Town Council meeting of the Calendar year.

It is common accepted practise that the Town Council provide the light refreshments, while the Town Mayor provide any required beverages.

The Civic Service.

The Civic Service will be conducted at a time agreed by the Mayor and Civic and Events Officer. It is the common practise that the service is held at the end of the Mayor's year and arranged with the theme of giving thanks for the year gone by and to ask for guidance for the new Town Mayor and Council.

The Civic Service may be held at the Parish Church or whichever Church the Town Mayor regularly worships at. Representatives from other local churches are invited to participate in this event and the Order of Service is always decided with the Mayor's wishes.

The refreshments after the Civic Service will be purchased from the Civic Events Budget by the Civic and Events Officer following discussion with the Mayor.

A final note.....

The Deputy Mayor's year in office should be celebrated! There will be many exciting challenges and the year should reflect that of personal achievements as well as that of the Town Council.

The Civic and Events Officer is available to assist the Deputy Mayor with the year in office and any questions regarding this statutory or Civic position are welcomed and encouraged.



HOUGHTON REGIS TOWN COUNCIL

FREEDOM OF INFORMATION ACT (2000) POLICY

Date of Approval:	Town Council 28 th September 2015
Date of Review:	26 th September 2016; 5 th March 2018; 10 th June 2019; 20 th September 2021
Date of Re-approval	7 th October 2019

Based on NALC Legal Topic Note 37, Freedom of Information ~~July 2009~~ [April 2021](#)

Contents

- 1. Introduction**
- 2. The difference between FOI and Data Protection**
- 3. Purpose**
- 4. Objectives**
- 5. Requesting information**
- 6. Timescale**
- 7. Duty to provide assistance**
- 8. Charges**
- 9. Response**
- 10. Appeals**
- 11. Additional information**
- 12. Policy review**

1 INTRODUCTION

- a The Freedom of Information Act 2000 ('the Act') was passed on 30 November 2000. The Act is enforced by the Information Commissioner who also has responsibility for data protection issues. From 01 January 2005 when the Freedom of Information (FOI) Act 2000 came fully into force there was a legal right for any person or group to ask any public authority for access to information held by that authority.
- b Section 1 of the Act give a general right of access to all types of recorded information held by public authorities ~~(and those providing services for them)~~. It also sets out exemptions from that right and places a number of obligations on public authorities. Local councils are subject to the 2000 Act. Public authorities have two main responsibilities under the Act. They have to produce a 'publication scheme' and they have to deal with individual requests for information.
- c The Act gives a right to access information held by public authorities including:
- Government Departments;
 - Local Authorities;
 - NHS bodies (such as hospitals, as well as doctors, dentists, pharmacists and opticians);
 - Schools, colleges and universities
 - Police
 - The House of Commons and the House of Lords

2 THE DIFFERENCE BETWEEN FOI AND DPA

- a The 2000 Act extends access rights set out under the Data Protection Act 2018 (incorporating the UK GDPR). Personal information remains the subject of the Data Protection Act 2018 (DPA). A request by an individual for information about themselves is exempt ~~from the Freedom of Information Act (FOI) under the 2000 Act~~ and will continue to be handled as a subject access request under the Data Protection 2018 Act. In certain circumstances such a request may involve the release of associated third party information.
- b Where an applicant specifically requests information about a third party, the request falls within the remit of the 2000 Act. However, the authority must apply the data protection principles when considering the disclosure of information relating to living individuals. An authority must not release third party information, if to do so would mean breaching one of the principles.

3 PURPOSE

- a ~~FOI~~ The 2000 Act is about the right of access and gives the applicant two related rights:
- To be told whether the information exists, and
 - To receive the information
- b This policy outlines the standards, responsibilities and liabilities of staff (both Council employees and partners working for the Council), members, and the Council in relation to the Freedom of Information (FOI) Act (2000).

- c The Council's stated approach to providing information is one of openness and transparency.

4 OBJECTIVES

- a This policy highlights the following objectives outlined in the FOI Act and the Lord Chancellor's Guidance on FOI:
 - i. To ~~ensure that information is either published or made available~~ respond to requests (subject to certain exemptions) not covered by an exemption promptly to members of the public within but no later than 20 working days of receiving a request. The first day starts the day after a request is received. The date on which a request is received is the day on which it arrives or, if this is not a working day, the first working day following its arrival.
 - ii. To maintain effective search and retrieval mechanisms to enable successful compliance.
 - iii. To maintain effective and efficient records systems for both information and for recording the processing and decisions around FOI.

5 REQUESTING INFORMATION

- a ~~Citizens-Information~~ can obtain ~~information~~ from a public authority via an approved publication scheme. If the information is not included in the publication scheme, ~~citizens can make~~ a separate request can be made in writing (including email ~~and fax~~) ~~from 01 January 2005 when the General Right of Access comes into force.~~ More information about publication schemes and the General Right of Access can be found in Annex A.
- b Requests for information must be made in writing (including e-mail ~~and fax~~). The request must state the name and address of the ~~person applying for the information~~ requester and the required information.
- c **Information means information recorded in any form.**

6 TIMESCALE

- a The Council will generally have 20 working days in which to respond to a request.

7 DUTY TO PROVIDE ASSISTANCE

- a The Council is required to provide advice and assistance to people who have made or who are thinking of making a request. This will help requesters to understand their rights under the Act and identify the information they want. The Council will fulfil its responsibilities under other legislation such as the Equality Act 2010 and in responding to any particular requests from different sectors of the community.

8 CHARGES

- a The Council may charge a fee for responding to requests. The Council will inform the requester in writing.

9 RESPONSE

- a The Council will try to provide the information in the form requested unless it is unreasonable to do so.
- b If any of the information requested is exempt, the requester must be advised in writing which of the exemptions has been relied on to withhold the information.

- c In cases where an exemption applies, but an authority determines it is in the public interest to do so, it must disclose the information requested within a reasonable timescale.

10 APPEALS/COMPLAINTS

- a If a requester is unhappy with ~~a decision or~~ the way their request is handled, ~~s/he has~~ they have the right ~~of appeal to complain~~, first to the Council, and ultimately to the Information Commissioner. The requester must be informed of these rights. The Council's policy is to use the existing complaints procedure to handle any written expression of dissatisfaction even if that does not specifically ask for a review.
- b If ~~an appeal a complaint~~ is submitted to the Information Commissioner he will consider the case and inform both the applicant and the Council of the decision in a Decision Notice. Where appropriate, the Decision Notice will instruct the Council as to what steps it needs to take to comply with the Act. This may include the release of information. Both the applicant and the public authority may appeal against a decision notice to the Information Tribunal.
- c The Commissioner can also issue a public authority with an Enforcement Notice stating what steps it should take to comply with the Act. The Council may appeal to the Information Tribunal against such a notice otherwise it must comply with the Enforcement Notice. Failure to do so may lead to court proceedings.

11 ADDITIONAL INFORMATION

- a The Town Clerk is ultimately responsible for ensuring the Council complies with the FOI Act.
- b Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence and is subject to fines of up to ~~£5000 in a Magistrates' Court or an unlimited amount in the High Court.~~ level 5 on the standard scale.
- c The Council needs to keep records of all the enquiries received, how they were dealt with, any decisions and reasons for them; and of any complaints or appeals. Appropriate records management arrangements support good record keeping and efficient, effective access to information.
- d Any request for information should be considered in the first instance as a request under the FOI Act. All members and officers need to be aware of their responsibilities under FOI.

12 POLICY REVIEW

- a This policy will be reviewed annually by the Corporate Services Committee

ANNEX A – DEFINITIONS

1 PUBLICATION SCHEMES

A publication scheme is a guide to the types of information that the authority routinely publishes the format in which the information is available in and how much it will cost if there are any charges. The Council's publication scheme is available via the website.

The information is presented in the form of classes (categories) of information.

Using a publication scheme

A person can contact the authority in any way, such as telephone, email, ~~fax~~ or in writing and ask to see their publication scheme. They can then make a request for any of the information included within the scheme.

2 GENERAL RIGHT OF ACCESS

Anyone has a right to ask public authorities for any information they hold.

Some of the records requested may contain exempt information which does not have to be provided when responding to a request.

Retrospective

The Act allows for access to information held by public authorities regardless of when that information was created or how long it has been held by the public authority.

Codes of Practice

Two codes of practice have been created under the Act which help public authorities in meeting their new responsibilities.

The first code produced under section 45 of the Act is sometimes referred to the Access Code. It deals with how to handle requests for information including:

- the level of advice and assistance an Authority is expected to provide,
- transferring requests from one public authority to another,
- consulting with third parties who may be affected by the release of information

It also deals with complaints procedures and how the Act impacts on public sector contracts.

The second code is made under section 46 of the Act and deals with records management. If a public authority does not have good records management procedures in place it may well find it difficult to comply with its obligations under the Act.

ANNEX B – EXEMPTIONS

There are [2325](#) exemptions from the general rights of access, and of these eight are in whole or part ‘absolute’ exemptions. However, for other exemptions the ‘public interest’ test applies (see below).

ABSOLUTE EXEMPTIONS

- 1 Information accessible to the requestor by other means (section 21). For example, information already in the public domain and readily available in paper form or on the internet.
- 2 Information supplied by or relating to bodies dealing with security matters (section 23).
- 3 Court records (section 32). This includes information in documents served for the purposes of legal proceedings or held by a person conducting an inquiry or arbitration.
- 4 Information is exempt if the exemption is required for the purpose of avoiding an infringement of the privileges of either House of Parliament (section 34).
- 5 Information is exempt if, in the reasonable opinion of a qualified person, disclosure would, or would be likely to, prejudice the effective conduct of public affairs. This is an absolute exemption only in so far as it relates to Parliament (section 36).
- 6 Personal information about the person making a request (section 40). This is covered by the Data Protection Act 2018.
- 7 Information provided in confidence (section 41). This applies if releasing the information would amount to an actionable breach of confidence at the time a request is made. The current draft compliance code of practice states that a public authority should only accept information in confidence from third parties if it is ‘necessary’ to obtain that information in connection with any of the authority’s functions. An authority would be open to criticism by the Information Commissioner if it agreed unjustifiably to receive information ‘in confidence’.
- 8 Prohibition on disclosure (section 44). This applies to information the disclosure of which is prohibited by any legislation, ~~or European Community obligation,~~ or if disclosure would be a contempt of court.

Exemptions Subject to the Public Interest Test

The following exemptions are subject to the public interest test. An authority must release the information requested unless “*in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information*”

- 9 Information intended for future publication (section 22).
- 10 Information held for the purpose of safeguarding national security (section 24)
- 11 Information whose disclosure would, or would be likely to, prejudice the defence of the realm (section 26)
- 12 Information whose disclosure would, or would be likely to, prejudice relations between the UK and any other state, international organisation or court or UK interests abroad (section 27).
- 13 Information whose disclosure would or would be likely to prejudice relations between any administration in the UK and any other such administration (section 28).

- 14 Information whose disclosure would, or would be likely to, prejudice the economic or financial interests of the UK (section 29).
- 15 Information held at any time by an authority in connection with a criminal investigation (section 30).
- 16 Information whose disclosure would, or would be likely to, prejudice the prevention or detection of crime, the apprehension of offenders, or the administration of justice, information relating to civil proceedings (section 31).
- 17 Audit information (section 33). This relates to information held by any public authority which has functions in relation to the audit of the accounts of other public authorities.
- 18 Information is exempt if it is held by a government department of the National Assembly of Wales and relates to the formulation of policy, ministerial communications, or the operation of any Ministerial private office (section 35).
- 19 Information is exempt if it would prejudice effective conduct of public affairs (except information held by the House of Commons or the House of Lords).
- 1920 Information is exempt if it relates to communications with Her Majesty or with other members of the Royal Family or the Royal Household (section 37).
- 2021 Information is exempt if it is likely to endanger the health and safety of an individual (section 38).
- 2122 Information is exempt if the authority is obliged to release the information under the Environment Information Regulations (section 39).
- 23 Information in respect of personal information of a third party (ie. not data relating to the requester) (section 40)
- 2224 Information in respect of which a claim for legal professional privilege could be maintained is exempt (section 42).
- 2325 Information is exempt if it constitutes a trade secret (section 43).

-

Information available from
HOUGHTON REGIS TOWN COUNCIL
under the Freedom of Information Scheme based on the Model Publication Scheme

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. Houghton Regis Town Council has adopted the model publication scheme prepared and approved by the Information Commissioner.

Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

The Council will provide responses to requests in the following time scales:

- 20 working days for freedom of information and environmental information requests.

Publishing datasets for re-use

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

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

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

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

INFORMATION TO BE PUBLISHED

Note: Information obtained through the Town Council's website is free of charge. For hard copies of information charges apply, see Schedule of Charges for details.

	How the information can be obtained	Cost
Class1 - Who we are and what we do - <i>current information only</i> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Hard copy Website	Charge Free

	Email	Free
Contact details for Town Clerk and Council members	Hard copy Website Email	Charge Free Free
Location of main Council office and accessibility details	Hard copy Website Email	Charge Free Free
Staffing structure	Hard copy Website Email	Charge Free Free
Class 2 – What we spend and how we spend it - Current and previous financial year (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Hard copy Website Email	Charge Free Free
Finalised budget	Hard copy Website Email	Charge Free Free
Precept	Hard copy Email	Charge Free
Borrowing Approval letter	Hard copy Email	Charge Free
Financial Standing Orders and Regulations	Hard copy Website Email	Charge Free Free
Grants given and received	Hard copy Website Email	Charge Free Free

List of current contracts awarded and value of contract	Hard copy Email	Charge Free
Members' allowances and expenses	Hard copy Website Email	Charge Free Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report	Hard copy Website Email	Charge Free Free
Local Council Award Scheme	Hard copy Email	Charge Free
Town Councils Vision 2020 - 2024	Hard copy Website Email	Charge Free Free
Class 4 – How we make decisions - Current and previous council year as a minimum (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website Email	Charge Free Free
Agendas of meetings (as above) –this will exclude information that is properly regarded as private to the meeting.	Hard copy Website Email	Charge Free Free
Minutes of meetings (as above)	Hard copy Website Email	Charge Free Free

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website Email	Charge Free Free
Responses to consultation papers	Hard copy	Charge
Responses to planning applications	Hard copy Website Email	Charge Free Free
Bye-laws	Hard copy Email	Charge Free
Class 5 – Our policies and procedures - Current information only (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business, including: Standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Hard copy Website Email	Charge Free Free
Policies and procedures for the provision of services and about the employment of staff, including: Equal opportunities policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website Email	Charge Free Free
Information security policy	Hard copy	Charge
Records management policies (records retention, destruction and archive)	Hard copy	Charge
Data protection policies	Hard copy Website Email	Charge Free Free

Schedule of charges for the publication of information	Hard copy Website Email	Charge Free Free
Class 6 – Lists and Registers - <i>Currently maintained lists and registers only</i> Note: some information may only be available by inspection		
Any publicly available register or list including Electoral Register	Inspection only	Free
Assets Register	Hard copy Website Email	Charge Free Free
Register of members' interests	Hard copy Website	Charge Free
Register of gifts and hospitality	Hard copy	Charge
Class 7 – The services we offer - <i>Current information only</i> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Note: some information may only be available by inspection		
Burial grounds and closed churchyards	Hard copy Website Email	Charge Free Free
Community centres and village halls	Hard copy Website	Charge Free
Parks, playing fields and recreational facilities	Hard copy Website	Charge Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	Charge
Bus shelters	Hard copy	Charge
Public conveniences	Hard copy	Charge

Agency agreements	Hard copy	Charge
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy Website Email	Charge Free Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

CONTACT DETAILS:

Town Clerk
 Houghton Regis Town Council
 Peel Street
 Houghton Regis
 Beds LU5 5EY

Tel: 01582 708540
 Fax: 01582 861102
 e-mail: info@houghtonregis.org.uk
 website: www.houghtonregis.org.uk

SCHEDULE OF CHARGES

Information obtained through the Town Council's website and by email is free of charge. For hard copies of information the following charges apply:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying – Black and White @ 13p per A4 copy	Actual cost *

	16p per A3 copy	
	Photocopying – Colour @ 15p per A4 copy 21p per A3 copy	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class



HOUGHTON REGIS TOWN COUNCIL

Communication Policy & Communication Strategy

Date of Approval:	3 rd December 2014
Date of Review:	12 th June 2017; 21 st September 2021
Date of Re approval:	9 th October 2017

Contents

1. Introduction
2. Benefits of Good Communication
3. Who is our Community?
4. Communication Policy- Vision & Aims
5. Overarching Communication Principles Statement
6. Current Communication Methods
7. Communication Strategy
8. Evaluation
9. Review

1. Introduction

Houghton Regis Town Council has an aspiration to engage effectively with its residents, partners, employees, councillors and stakeholders.

The Council is responsible for the delivery of local services to those living in the in the parish of Houghton Regis*. Effective communication is key to providing responsive services that meet the local need.

Communication is a complex, multi-dimensional topic and needs to embody a variety of communication methods to enable communications to reach out as widely as possible.

The Communications Policy will set out how Houghton Regis Town Council currently communicates, and the Communication Strategy will set out how the Council can develop its communications.

An important part of any organisation's role is to ensure that information provided both by and to it is easily accessible, relevant and timely. The Council has to recognise the importance of communication and be committed to developing its own services to meet the expectations of the community it serves.

*Where Houghton Regis is referred to reference should be made to the Parish of Houghton Regis which encompasses the town of Houghton Regis, and the rural settlements of ~~Thorn and~~ Sewell

2. The Benefits of Good Communication

Engaging communities in the work of the Council has many benefits. Good quality engagement will increase people's understanding of the services the Council provides, so that those who need the Council's services can access them. It will also improve customer satisfaction with the Council, by ensuring that services meet the needs of residents and enabling them to help shape the decisions that affect them.

3. Who is our Community?

Our community includes:

- Residents and prospective residents
- Those working-in and visiting Houghton Regis
- Businesses and prospective businesses
- Voluntary organisations and groups
- Stakeholders, partners and other public sector organisations (police, health, fire)
- Central government and government offices.
- The local, regional and trade media (press, radio and television).
- Town and unitary councillors and employees.

4. Communication Policy - Vision & Aims

Our Communication Vision is that our community will:

- Know what services the Council provides and the quality of service they can expect;
- Feel confident and satisfied with the Council's services, and costs;
- Understand how to get involved with, or influence, the Council's work.

The Council's Aims are to seek to ensure that communications are:

- Relevant and appropriate;
- Honest, open and accurate;
- Accessible to all members of the community;
- Clear, simple and user-friendly;
- Timely and current;
- Up to date and relevant;
- Legitimate in accordance with relevant legislation, national codes of practice and with the Council's own protocols and guidelines;
- Cost-effective.

Through doing so the following outcomes are intended:

- Raised community satisfaction, trust and confidence levels;
- Raised community awareness of services provided by the Council;
- Raised profile of the Council.

The Council will also ensure that all communication activity takes into account the differing accessibility needs of all, regardless of culture or ethnic origin, nationality, religion or belief, gender, disability, age, sexuality, geographical location or any other status.

The Council's approach will be sensitive to the needs, values, language and cultural differences that exist within its communities and will make communication materials available in other formats, where reasonable and appropriate.

5. Overarching Communication Principles Statement

We will be polite and courteous at all times;

We will use plain language avoiding jargon or words that are not in everyday use;

We will listen carefully to what the community has to say;

We will respect your right to privacy, confidentiality and safety.

Contact by letter or email or social media

We will try to reply to you within 3 working days of receipt.

If we can't give you a full reply within 3 working days, we will send an acknowledgement stating the timescale for reply, explaining who is dealing with the matter and giving you details of how to contact them.

Contact by telephone

We will try to answer the telephone within 15 seconds (or six rings);

We will tell you who you are talking to and ask how we can help;

We will take ownership of any calls that we answer. If you have called the wrong extension number, we will take your details and pass them on to the right person who can help;

We will return your telephone call as soon as we are able and will always try and acknowledge telephone calls within one working day.

6. Current Communication Methods

The Council employs a range of different communication media for internal and external communications. Currently, the principal means of communication are:

(a) External Communications

Printed media:

- **Press Statements, Media Releases and Features**

Some Council employees have a press office function, producing responses to media enquiries and proactive releases to publicise council events. Council may also direct press releases on Council decisions and projects through the council meeting process.

- **Town Crier**

The Town Crier is a ~~quarterly~~ resident's newsletter that provides information and features about the council and its services, civic and democratic details, current consultations, community events, grants and developments, local business, updates on forthcoming strategic developments, crime and anti social behaviour and environmental matters.

- **Town Guide**

This is produced every ~~23~~ years and contains articles on recent and forthcoming strategic developments and a wealth of community information and advice.

- **Event Programmes**

~~These may be produced~~ specially to promote events these can often include other pieces of information and advice relevant to Houghton Regis.

- **Event Presence**

~~To have a Town Council presence at community events i.e. stall with Town Council information, roller banners with promotional detail on;~~

- **Other**

~~These include the Council's Annual Report reflecting on the past year and looking forward to the next year and t~~The Council's Vision which sets out the Council's priorities.

Electronic media:

- **Website**

The Council's website – www.houghtonregis.org.uk – contains information on the Council and its services, other local services as well as latest news and events.

Copies of the Town Crier and the Town Guide are also available on the website. It also allows people to contact the council with their enquiries, suggestions and complaints. The website is also where the Council post details of its meetings, agendas and minutes.

- **Social Media** to include the sharing of other community events. the council uses social media to provide information, advice and notifications.
- **Links with retailers**
Have been established through the Shop Local Scheme

(b) Internal Communications

Employees:

As a small council, internal communications centre around:

Face to face meetings / briefings as required;

Emails

Regular senior officers' meetings (~~fortnightly~~weekly);

Regular full staff meetings (~~every 2 months~~quarterly);

Council documentation is stored on a shared drive accessible to all staff.

Ensure that staff have a broad understanding of the council and its services as a whole by circulating draft minutes.

Councillors:

Staff communication to councillors includes:

Weekly newsletter sent electronically ~~where possible~~ and ~~by post otherwise~~ includes draft minutes, mayoral diary, forthcoming events, other opportunities / information;

Staff able to meet with Councillors, where available;

Leaders briefing meetings are held ~~fortnightly~~monthly on average (dependent on availability);

Council and committee meetings (publicly accessible);

Members briefings as required to brief and update members on a specific topic (not accessible by members of the public).

7. Communication Strategy

Improvement to communications:

- All staff and councillors to think about the messages they need to communicate and the opportunities to showcase success and good practice;
- Through Council and committee meetings councillors to consider issuing instructions for press releases;
- Through Council and committee meetings councillors to consider issuing instructions for public consultation;
- To investigate options on the website for electronic newsletters such as business, community, environment, strategic updates etc;
- To investigate options on the website for a consultation portal;
- ~~Add a Press section to the existing website which would include media releases, information and a selection of photographic material for journalists use;~~

- Undertake councillor and staff training in dealing with the press / media.

In addition the council will seek to:

~~*Introduce new ways for Council information to be distributed including the use of social media, including Facebook and LinkedIn (see Appendix C for social media benefits); completed*~~

~~*To have a Town Council presence at community events i.e. stall with Town Council information, roller banners with promotional detail on; completed*~~

~~*Develop a Business email group to encourage business participation in the local community and to disseminate information and updates; completed as far as possible through the Shop Local Scheme*~~

~~*Maintain a strong and recognisable council identity to promote a professional image and ensure that the Council identity is consistently used in public facing communications; completed*~~

Create a Communications Calendar to highlight the activities the council is involved in and any associated communications activity for each month for the year ahead;

~~*Ensure that staff have a broad understanding of the council and its services as a whole by circulating draft minutes. Completed*~~

8. EVALUATION

In order that communities know about the services the Council offers and for the Council to ensure that those services meet – and continue to meet – the needs of local people, the Council needs to adopt a proactive approach to communication and keep under constant review the means by which they communicate.

What can be measured?

- Raised awareness of the Town Council and the services it provides
- Attitudes towards HRTC
- Participation and engagement with Council projects, initiatives and consultation processes

How will this be achieved?

- Consultation with residents – perception and satisfaction surveys
- Measure press coverage for saturation and against press releases for content usage
- Hits on website
- Number of Friends and Followers on Social Networking sites (~~if applicable~~)

9. REVIEW

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

APPENDIX A

Managing the media effectively to promote and defend the council

This strategy should be read in conjunction with the [Town Councils Press Protocol](#) Policy. ~~[Appendix B.](#)~~

The key points for effective management of media relations are to:

- ◆ Respond to journalists in full within a reasonable time (maximum 4 hours)
- ◆ Be helpful, polite and positive
- ◆ Never say “no comment”
- ◆ Ensure any statements to hostile enquiries are cleared by the most appropriate person and keep written records of responses to journalists
- ◆ Monitor response times to media enquiries and evaluate media coverage
- ◆ Ensure the appropriate council spokesman is fully briefed and available for interview if required
- ◆ Issue timely and relevant press releases using the brand template
- ◆ Pre-empt potential stories arising from council agendas/minutes by issuing proactive PR
- ◆ Organise Media training for key speakers (Mayor, Deputy Mayor, Town Clerk and Senior Officers)

APPENDIX B

Press Protocols

Introduction

~~This document has been prepared as a guidance note for officers and elected members. It represents the policy of the Council in respect of its relationships with the Press and Media. The policy has been prepared to ensure consistency in the Council's dealing with the Media and details who is authorised to speak on behalf of the Council. It has been drafted to ensure that the views and policy of the Council are presented accurately.~~

~~The overriding principle of this policy is that all elements of the Media will be treated equally.~~

The Town Clerk and Officers of the Council

~~The Town Clerk as the Proper Officer of the Council is authorised to receive all communications from the Press and Media and to issue Press Statements on behalf of the Council as instructed by Committee or as the Officer may consider appropriate. All communications made by the Town Clerk will relate to the stated business, day to day management of its activities or adopted policy of the Council. The Town Clerk is not expected or authorised to speculate on matters that have not been considered by the Council. Where such questions are put to the Town Clerk the enquirer should be referred to all of the Group Leaders on the Council, the Chair of a Committee or the Town Mayor as considered appropriate.~~

~~In the absence of the Town Clerk media communications will handled by authorised Senior Officers. In the absence of these officers' enquirers will be referred to the Town Mayor or Deputy Town Mayor who will act as the Town Clerk for the purposes of this element of the policy.~~

~~In relation to mayoral activities or council events the Communications & Promotions Officer may respond to queries from the media and may issue press releases.~~

~~No other officer of the Council apart from the above, or whom may be authorised by the Town Clerk, is authorised to speak or communicate with the Media on any matter affecting the Council or its business.~~

~~*[Note: 1. This requirement will not prevent any officer contacting the Media in the capacity of an elected Union representative, or individually if in dispute with the Council.*~~

~~*Note2: Town Council officers are expected to consult senior members (normally Committee Chairs) on any Press matter concerning the key current initiatives or objectives of the Council. There will be an expectation of consultation with senior members on matters of above-average public concern, an in anticipation of Press enquiry where that is appropriate.]*~~

Members of the Council

~~When speaking or providing written material to the Media Members should make it clear in what capacity they are providing information or, are responding to the enquiry or interview. For example:-~~

~~As Group Leader~~

~~As Chair of Committee~~

~~As Town Mayor~~

~~As individual (i.e. letter to press for publication)~~

~~As spokesperson or as Press Officer for a political party~~

~~A copy of any written material provided by a Member, as representing the Council, to the media shall be forwarded on to the Town Clerk~~

Meetings of Council and Committees

~~Copies of Agenda and Minutes sent to Members for meetings of the Council or its Committees will be posted to the Media, without charge, at the same time.~~

~~Facilities will be provided at meetings for the Press to take notes of the proceedings.~~

~~As provided in the Council's Standing Orders both the Press and Public may be excluded from a meeting whilst certain confidential matters (as provided for in the relevant legislation) are under discussion.~~

~~*[Note: The Town Council as a Parish Council is governed by the Public Bodies (Admission to Meetings) Act, 1960. The provisions of the Local Government (Access to Information) Act, 1985, which gave greater public access to the proceedings of local authorities, does not apply to Parish Councils. However, in adopting the policy contained in this document the Town Council has included parts of the revised procedures]*~~

Communicating Decisions of the Council to the Media

~~The Town Clerk will, in consultation with the Chair of the relevant Committee and the Chairman of the Council, communicate decisions of the Council to the media only when specifically requested to do so at the meeting.~~

APPENDIX **€B**

Social Networking

Social Networking is now a credible communication channel that is increasingly utilised by organisations, as well as individuals, as a means of developing online communities for gathering and disseminating information that is of mutual interest.

Many Public Sector bodies have their own Social Networking sites. The most popular are Facebook and Twitter, Facebook currently being the larger of the two with over 18-45 million users in the UK although Twitter's popularity ~~is~~ has rapidly ~~rising~~ risen.

Social Networking sites offer value for money and a strong community focus. Running the sites utilises existing ITC systems and is therefore effectively free to set up and update.

~~Launching our own Town Council pages would provide an effective real time, two-way communication channel. It will allow us to engage with online groups that may not normally interact willingly with the Council. It will also help provide more people with access to Council services and allow the Council to engage with new audiences such as the under 25's, and will bridge the gap taking the Council to the place where people already are.~~

There will be certain communities that the Council has previously struggled to communicate to consistently that will already be using Facebook and/or Twitter.

It is a fast, efficient way of communicating as there are no lead-in production times for print or production – you can have a message up and available for viewing by your fans/followers in minutes.

At the same time, it positions the Town Council as a modern council and to change perceptions of remoteness by allowing the Council into the user's own space. More people will be tempted to engage because it does not involve attending a meeting, or even using very much of their time.

Social Networking sites provide the opportunity to communicate with people immediately, in real time. This will, of course, bring its own challenge in that to be truly valued by Friends/Followers there must be a regular flow of messages and content that will encourage regular interaction. Staff already regularly monitor the Town Councils social media pages so that any specific questions or issues that arise can be addressed.

Local Government Pension Scheme 2014 (LGPS)
Houghton Regis Town Council
Employer Discretion Policy Statement

The new pension scheme rules, which apply from 1 April 2014, require each scheme employer within the LGPS to publish a statement with regards to how the employer will respond to discretionary aspects of the scheme rules and regulations.

This statement will be published on the Houghton Regis Town Council website and will also be made freely available in other ways such as intranet sites, staff groups, trade unions and HR officers.

The date of this publication is: 29th September 2014

The effective date of this policy is: 1st April 2014

This is the formal employers policy in respect of the employer that is currently known as: Houghton Regis Town Council

This policy applies to: Prospective members, current contributory members, deferred members and pensioner members of the Local Government Pension Scheme (LGPS), and their dependants.

Where quoted regulations* refer to:

The Local Government Pension Scheme Regulations 2013, or The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.

*For certain employees/ers reference may also be contained to the following regulations:

- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000
- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)
- The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

This statement will be reviewed at least every 3 years at the time of the pension evaluation and may change from time to time as required. You should obtain the latest version of this document before making any decisions in respect of your retirement provisions as the situation may have changed.

You are advised to read this statement in conjunction with the information provided in respect of the benefits provided by the LGPS – the occupational pension scheme provided by Houghton Regis Town Council

This policy does not convey any form of contractual rights for LGPS/staff members. The policy will be reviewed and may be subject to change, only the version of the policy that is 'current' at the time at which an event occurs will be the one applied for the purposes of LGPS benefits or membership. This policy cannot, nor does it seek to, override the provision of the Local Government Pension Scheme Regulations (as amended), the Local Government (Discretionary Payments) as amended, and the Employment Rights Act.

Houghton Regis Town Council will not use this policy for any ulterior motive, it will ensure that such discretions will be exercised reasonably and where a cost is incurred it will only be used when there is a future benefit to the employer for incurring the extra costs that may arise or be associated with the discretion. It will ensure that where exercised any discretions that incur additional costs, will be applied and recorded as appropriate.

In publishing this policy the scheme employer, Houghton Regis Town Council, is required to pay due regard to the requirement that the formulated policy and its application and the extent to which the exercise of the discretions could lead to a serious loss of confidence in the public service.

Signed:

DO NOT COPY

Local Government Pension Scheme 2014 (LGPS) - Employer Policy Statement

Employer discretions required under:

The Local Government Pension Scheme Regulations 2013
[prefix R]

The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 [prefix TP]

Regulation R16 (2)(e) & R16 (4)(d)

Whether, how much, and in what circumstances to contribute to a shared cost Additional Pension Contract (APC) scheme.

The Scheme employer may resolve to fund in whole or in part any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with Regulation 16(2)(e), or by way of a lump sum in accordance with Regulation 16(4)(d).

The Scheme employer may enter into an APC contract with a Scheme member who is contributing to the MAIN section of the Scheme in order to purchase additional pension of not more than the additional pension limit (£6,500 from 1st April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

The amount of additional contribution to be paid is determined by reference to actuarial guidance issued by the Secretary of State.

Consideration needs to be given to the circumstances under which the Scheme employer may wish to use their discretion to fund in whole or in part an employee's Additional Pension Contributions.

The policy of Houghton Regis Town Council is:

A request for the authority to fund an APC received from a current contributing member of the LGPS employee will be granted only with the consent of the Personnel Committee and only if there is a clear demonstrable financial or operational advantage for the authority in doing so.

Regulation R30(6)* & TP11(2)

Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement)

An active member who has attained the age of 55 or over and who with the agreement of their employer reduces their working hours or grade of employment may, with the further consent of their employer, elect to receive immediate payment of all or part of the retirement pension to which they would be entitled in respect of that employment as if that member were no longer an employee in local government service on the date of the reduction in hours or grade (adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State – separate policy required under Regulation 30(8)).

As part of the policy making decision the Scheme employer must consider whether, in addition to the benefits the member may have accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw all, part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014 and all, part or none of the pension benefits they built up after 1 April 2014.

Due consideration must be given to the financial implications of allowing an employee to draw all or part of their pension benefits earlier than their normal retirement age.

The policy of Houghton Regis Town Council is:

Houghton Regis Town Council has a flexible retirement policy that is reliant upon a sound business case being made for the granting of flexible retirement with immediate access to all or part of the member's benefits.

To this end Houghton Regis Town Council will consider requests on a case by case basis.

The following criteria will apply:-

There must be at least a 40% reduction in gross pay or contractual hours worked.

Regulation R30(8)*

Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement. Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age.

Where a Scheme employer's policy under regulation 30(6) (flexible retirement) is to consent to the immediate release of benefits in respect of an active member who is aged 55 or over, those benefits must be adjusted by an amount shown as appropriate in actuarial guidance issued by the Secretary of State (commonly referred to as actuarial reduction or early payment reduction).

A Scheme employer (or former employer as the case may be) may agree to waive in whole or in part and at their own cost, any actuarial reduction that may be required by the Scheme Regulations.

Due consideration must be given to the financial implications of agreeing to waive in whole or in part any actuarial reduction.

The policy of Houghton Regis Town Council is:

As a consequence of flexible retirement there may be a reduction to the benefit paid where the employee does so before the age of 65.

The value of any actuarial reductions will be applied. Houghton Regis Town Council will not seek to fund the reductions applied.

TP Sch 2 para 2(2)

Whether to "switch on" the 85-year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.

Where a scheme member retires or leaves employment and elects to draw their benefits at or after the age of 55 and before the age of 60 those benefits will be actuarially reduced unless their Scheme employer agrees to meet the full or part cost of those reductions as a result of the member otherwise being protected under the 85 year rule as set out in previous Regulations.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund

The policy of Houghton Regis Town Council is:

As a consequence there may be a reduction to the benefit paid where the employees does so before the age of 60.

The value of any actuarial reductions will be applied. Houghton Regis Town Council will not seek to fund the reductions applied.

TP Sch 2 para 2(3)

Whether to waive on compassionate grounds the actuarial reduction applied to benefits from pre 1/4/14 membership where the employer has switched on the 85-year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or

partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund

The policy of Houghton Regis Town Council is:

That it may agree to adopt these discretions based on compassionate grounds.

But it will further consider the definition of compassionate grounds to include, but not be restricted to:

Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements

and/or

Reasons of ill health, which do not meet the current criteria for ill-health retirement.

Appropriate medical evidence, should be provided by the member, at the member's cost in support of such cases. Any medical evidence provided should be compiled by a suitably qualified occupational physician.

Regulation R31

Whether to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £6,500 p.a.)

A Scheme employer may resolve to award

- (a) an active member, or
- (b) a member who was an active member but dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency,

additional annual pension of, in total (including any additional pension purchased by the Scheme employer under Regulation 16), not more than the additional pension limit (£6,500 from 1st April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

Any additional pension awarded is payable from the same date as any pension payable under other provisions of the Scheme Regulations from the account to which the additional pension is attached.

In the case of a member falling within sub-paragraph (b) above, the resolution to award additional pension must be made within 6 months of the date that the member's employment ended.

The policy of Houghton Regis Town Council is:

That the Council will not generally, during its normal course of business ordinarily consider this discretion due to financial pressures at a time when there is a need to make significant savings via the public sector spending revue.

**Employer discretions required under:
The Local Government Pension Scheme Regulations 2007
(as amended) [prefix B]**

Regulation B12

(This discretion will be spent entirely after 30th September 2014, and should be removed in any further published versions after this date.)

Whether, for a member leaving on the grounds of redundancy or business efficiency on or before 31st March 2014, to augment membership (by up to 10 years). The resolution to do so would have to be made within 6 months of the date of leaving.

LGPS - - Employer Discretion Policy Statement – Approved 28th September 2015. Re-Approved 5th October 2020.

The policy of Houghton Regis Town Council is:

That it does not wish to adopt this policy in light of the requirement for the effective use of financial resources in the current financial climate/year 2014/2015.

It does not intend to review this discretion until the financial situation has improved sufficiently in real terms.

Regulation B30(2)*

Whether to grant application for early payment of deferred benefits on or after age 55 and before age 60

The policy of Houghton Regis Town Council is:

That it does not wish to adopt this policy in light of the requirement for the effective use of financial resources in the current financial climate/year 2014/2015.

It does not intend to review this discretion until the financial situation has improved sufficiently in real terms

Regulation B30(5)*

Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30

The policy of Houghton Regis Town Council is:

That it may agree to adopt these discretions based on compassionate grounds.

But it will further consider the definition of compassionate grounds to include, but not be restricted to:

Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements

and/or

Reasons of ill health, which do not meet the current criteria for ill-health retirement.

Appropriate medical evidence, should be provided by the member, at the member's cost in support of such cases. Any medical evidence provided should be compiled by a suitably qualified occupational physician.

Regulation B30A(3)*

Whether to grant an application for early payment of a suspended tier 3 ill health pension on or after age 55 and before age 60

The policy of Houghton Regis Town Council is:

That it may agree to adopt these discretions based on compassionate grounds.

But it will further consider the definition of compassionate grounds to include, but not be restricted to:

Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements

and/or

Reasons of ill health, which do not meet the current criteria for ill-health retirement.

Appropriate medical evidence, should be provided by the member, at the member's cost in support of such cases. Any medical evidence provided should be compiled by a suitably

qualified occupational physician.

Regulation B30A(5)*

Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early under B30A

The policy of Houghton Regis Town Council is:

The policy of Houghton Regis Town Council is:

That it will agree to adopt these discretions based on compassionate grounds.

It will further consider the definition of compassionate grounds to include, but not be restricted to:

Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements

and/or

Reasons of ill health, which do not meet the current criteria for ill-health retirement.

Appropriate medical evidence, should be provided by the member, at the member's cost in support of such cases. Any medical evidence provided should be compiled by a suitably qualified occupational physician.

Employer discretions required under:

**The Local Government Pension Scheme Regulations 1997
(as amended) [prefix L]**

Regulation L31(2)

Grant application from a post 31.3.98. / pre 1.4.08. leaver for early payment of benefits on or after age 50/55 and before age 60

The policy of Houghton Regis Town Council is:

That it does not wish to adopt this policy in light of the requirement for the effective use of financial resources in the current financial climate/year 2014/2015.

It does not intend to review this discretion until the financial situation has improved sufficiently in real terms.

Regulation L31(5)

Waive, on compassionate grounds, the actuarial reduction applied to benefits paid early for a post 31.3.98. / pre 1.4.08. leaver.

The policy of Houghton Regis Town Council is:

That it may agree to adopt these discretions based on compassionate grounds.

But it will further consider the definition of compassionate grounds to include, but not be restricted to:

Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements

and/or

Reasons of ill health, which do not meet the current criteria for ill-health retirement.

Appropriate medical evidence, should be provided by the member, at the member's cost in

support of such cases. Any medical evidence provided should be compiled by a suitably qualified occupational physician.

Regulation L31(7A)

Optants out pre 1.4.08. employee optants out only to get benefits paid from Normal Retirement Date (NRD) if employer agrees

The policy of Houghton Regis Town Council is:

That it does not wish to adopt this policy for all potential members in light of the requirement for the effective use of financial resources in the current financial climate/year 2014/2015.

However, it confirms that it will consider such requests from employees where there is no capital cost to the authority.

The Following Further Employer Discretions may be required for certain employers, for reasons of transparency, the position of Houghton Regis Town Council is shown where relevant:

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000]

Regulation 21(4)

How any surviving spouse's or civil partner's annual compensatory added years is to be apportioned where the deceased person is survived by more than one spouse or civil partner.

The policy of Houghton Regis Town Council is:

That any surviving spouse's annual compensatory added years payment deemed payable, will be divided equally amongst those eligible for payment, where the deceased person is survived by more than one spouse or civil partner.

Regulation 25(2)

How it will decide to whom any children's annual compensatory added years payments are to be paid where children's pensions are not payable under the LGPS (because the employee had not joined the LGPS) and in such case how the annual added years will be apportioned amongst the eligible children

The policy of Houghton Regis Town Council is:

That any annual compensatory added years payment deemed payable, to a child will be divided equally amongst those children eligible for payment. Therefore any annual added years payments will be divided equally amongst any eligible children.

Regulation 21(7)

Whether in respect of the spouse of a person who ceased employment before 1 April 1998 and where the spouses or civil partner remarries, enters into a new civil partnership or cohabits after 1 April 1998, the normal pension suspension rules should be disapplied i.e. whether the spouse's or civil partners annual compensatory added years payments should continue to be paid.

The policy of Houghton Regis Town Council is:

That the normal pension suspension rules will be disapplied.

Regulation 21(5)

{If the decision in 21(7) is to apply suspension of benefits.}

...whether the spouses or civil partners pension should be reinstated after the end of the remarriage, new civil partnership or co habitation.

The policy of Houghton Regis Town Council is:

LGPS - - Employer Discretion Policy Statement – Approved 28th September 2015. Re-Approved 5th October 2020.

As suspension of pensions will not be applied under Regulation 21(7) this discretion will not be relevant to the authority.

Regulation 21(7)

Whether, in respect of the spouses or civil partner of a person who ceased employment before 1 April 1998 and where the spouses or civil partner remarries or cohabits or enters into a civil partnership on or after 1 April 1998 with another person who is also entitled to a spouses or civil partners annual compensatory added years (CAY) payment, the normal rules requiring one of them to forgoe payment whilst the period of marriage, civil partnership or co habitation lasts, should be disapplied i.e. whether the spouses or civil partners annual CAY payments should continue to be paid to both of them.

The policy of Houghton Regis Town Council is:

That the normal pension suspension rules will be disapplied.

Regulation 17

Whether to and to what extent to reduce or suspend the member's annual compensatory added years payment during any period of re-employment in local government.

The policy of Houghton Regis Town Council is:

That as such payments are unlikely to have been made by the authority under the regulations, no attempt will be made to suspend such payments in the event of reemployment. This is rationale is further strengthened because it would seem to be disingenuous in light of the current flexible retirement policy to do so.

Regulation 19

How to reduce the member's annual compensatory added years payment following the cessation of a period of re-employment.

The policy of Houghton Regis Town Council is:

As suspension of pensions will not be applied this discretion will not be relevant to the authority.

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)

Note: For the purposes of the above, 'local government' means employment with an employer who offers membership of the LGPS to its employees, regardless of whether or not the employee chooses to join the LGPS (except where the employer is an Admitted Body). Technically, an employee of an Admitted Body (i.e. a body that has applied to the administering authority to allow its employees to join the LGPS and has entered into a formal admission agreement) is only employed in 'local government' if he / she is a member of the LGPS.

Regulation 5

To base redundancy payments on an actual weeks pay where this exceeds the statutory weeks pay limit.

The policy of Houghton Regis Town Council is:

That it will base redundancy pay on actual pay where actual pay exceeds the statutory maximum under the Employment Rights Act 1996.

Regulation 6

To award lump sum compensation of up to 104 weeks pay in cases of redundancy, termination of employment on efficiency grounds, or cessation of a joint appointment.

The policy of Houghton Regis Town Council is:

LGPS - - Employer Discretion Policy Statement – Approved 28th September 2015. Re-Approved 5th October 2020.

That the authority would not have sought to normally pay compensation under this Regulation except to ensure that an employee whose employment was terminated by reason of redundancy received, under Regulation 5 of the Compensation Regulations, and this Regulation, a total of up to 30 weeks pay calculated in accordance with the Statutory Redundancy Pay Table.

It should be Noted that: The effect of the authority's policy on the exercise of its discretions under Regulations 5 and 6 of the Compensation Regulations is that a person whose employment is terminated by reason of redundancy will be paid up to 30 weeks' pay calculated in accordance with the Statutory Redundancy Pay Table.

A person whose employment is terminated in the interests of the efficient exercise of the authority's functions, or where the other holder of a joint appointment leaves, will not normally be paid compensation under these Regulations.

The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

Formulating and publishing a policy under the Injury Allowances Regulations 2011 Each LGPS employer is required to formulate, publish and keep under review the policy that it will apply in the exercise of its discretionary powers to make any award under the Injury Allowances Regulations.

Regulation 3(1)

Whether to grant an injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

The policy of Houghton Regis Town Council is:

That the authority has, after due regard to the facility, determined not to adopt the discretionary powers in respect of the injury allowance regulations as it cannot be satisfied that such a policy would be workable, affordable and reasonable having regard to the foreseeable cost and the use of public funds.

This discretion is therefore redundant as no injury allowance would be payable.

Regulation 3(4) and 8

Amount of injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 3(2)

Determine whether person continues to be entitled to an injury allowance awarded under regulation 3(1).

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 4(1)

Whether to grant an injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 4(3) and 8

Amount of injury allowance following cessation of employment as a result of permanent

incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 4(2)

Determine whether person continues to be entitled to an injury allowance awarded

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 4(5)

Whether to suspend or discontinue injury allowance awarded under regulation 4(1) if person secures paid employment for not less than 30 hours per week for a period of not less than 12 months.

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 6(1)

Whether to grant an injury allowance following cessation of employment with entitlement to immediate LGPS pension where a Regulation 3 payment was being made at date of cessation of employment but Regulation 4 does not apply.

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 6(1)

Determine amount of any injury allowance to be paid under regulation 6(1)

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 6(2)

Determine whether and when to cease payment of an injury allowance payable under regulation 6(1)

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 7(1)

Whether to grant an injury allowance to the spouse, civil partner, nominated co-habiting partner or dependent of an employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 7(2) and 8

Determine amount of any injury allowance.

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 7(3)

Determine whether and when to cease payment of an injury allowance payable under regulation 7(1)

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Further Employer Discretions

(set out as best practice)

– in accordance with the Local Government Pension Scheme Regulations 2013

R9(1) & (3) – Contributions

Where an active member changes employment or there is a material change which affects the member's pensionable pay during the course of a financial year, the Scheme employer may determine that a contribution rate from a different band (as set out in Regulation 9(2)) should be applied.

Where the Scheme employer makes such a determination it shall inform the member of the revised contribution rate and the date from which it is to be applied.

The policy of Houghton Regis Town Council is:

The authority, having taken due regard to the administrative functions required to ensure an effective and legitimate payroll function is present that fulfills all legal requirements, has determined that any variations to the rate of contribution will be applied from 1st of April each year following any re-assessment of bandings.

Any further assessment will only be carried out, during the year when the variance in the total annual remuneration is more than 25% of the existing total annual remuneration, and would be subject to the agreement of the Chief Executive in conjunction with the Leader of the Council.

R17(1) – Additional Voluntary Contributions

An active member may enter into arrangements to pay additional voluntary contributions (AVCs) or to contribute to a shared cost additional voluntary contribution arrangement (SCAVCs) in respect of an employment. The arrangement must be a scheme established between the appropriate administering authority and a body approved for the purposes of the Finance Act 2004, registered in accordance with that Act and administered in accordance with the Pensions Act 2004.

The Scheme employer needs to determine whether or not it will make contributions to such an arrangement on behalf of its active members.

The policy of Houghton Regis Town Council is:

That it will not set up any Shared Cost Additional Voluntary Contribution (SCAVC) Arrangements as it does not believe this to be a prudent use of funds.

R21(5) – Assumed Pensionable Pay

A Scheme employer needs to determine whether or not to include in the calculation of assumed pensionable pay, any 'regular lump sum payment' received by a Scheme member in the 12 months preceding the date that gave rise to the need for an assumed pensionable pay figure to be calculated.

The policy of Houghton Regis Town Council is:

That it will take all reasonable and necessary steps to ensure that in individual cases, it will establish a fair, equitable and justifiable way to identify what the members likely pay would have been, had the absence not occurred, and in cases where this pay is to be used for

future benefits, whether that level of pay would have been received every year to normal retirement age.

R22 - Merging of Deferred Member Pension Accounts with Active Member Pension Accounts

A deferred member's pension account is automatically aggregated with their active member's pension account unless the member elects within the first 12 months of the new active member's pension account being opened to retain their deferred member's pension account.

A Scheme employer can, at their discretion, extend the 12 month election period.

The policy of Houghton Regis Town Council is:

That the 12 months deadline would not be extended, however, extenuating circumstances may apply and this may include one or more of the following:

Where evidence exists that an election was made within 12 months but the administering authority did not receive this

Where evidence exists that the member was not aware of the 12 month limit due to maladministration

Where there has been an administrative error on the part of the employer, its contractor, or the scheme administrator

Where one or all of the above exist, the Chief Executive in conjunction with the Leader of the Council, may extend the period in question.

R74 Adjudication

Each Scheme employer must appoint a person ("the adjudicator") to consider applications from any person whose rights or liabilities under the Scheme are affected by:

- (a) a decision under regulation 72 (first instance decisions); or
- (b) any other act or omission by a Scheme employer or administering authority,

and to make a decision on such applications.

Responsibility for determinations under this **first stage of the Internal Disputes Resolution Procedure (IDRP)** rests with "the adjudicator" as named below by the Scheme employer:

Houghton Regis Council's 'Adjudicator's' details are:

Chair of Corporate Services Committee
Full Address: Houghton Regis Town Council,
Peel Street,
Houghton Regis,
Beds
Post Code: LU5 5EY
Tel No: 01582 708540
Fax No: 01582 861102
Email Address: info@houghtonregis.org.uk

Regulation R100(6) –Transfers of Pension Rights into the LGPS

A request from an active member to transfer previously attained pension rights into the LGPS must be made in writing to the administering authority and the Scheme employer before the expiry of the period of 12 months beginning with the date on which the employee first became an active member in an employment (or such longer period as the Scheme employer and administering authority may allow).

The policy of Houghton Regis Town Council is:

That the 12 months deadline would not be extended, however, extenuating circumstances may apply and this may include one or more of the following:

Where evidence exists that an election was made within 12 months but the administering authority did not receive this

Where evidence exists that the member was not aware of the 12 month limit due to maladministration

Where there has been an administrative error on the part of the employer, its contractor, or the scheme administrator

Where one or all of the above exist the Chief Executive in conjunction with the Leader of the Council, may extend the period in question.

This policy will be reviewed annually by the Corporate Services Committee



HOUGHTON REGIS TOWN COUNCIL

Press Protocols

Date of approval:	1 st January 2013
Dates of review:	9 th September 2013; 22 nd September 2014; 21 st March 2016; 20 th September 2021
Dates of re-approval :	9 th September 2013; 22 nd September 2014; 21 st March 2016;

Contents

- 1. Introduction**
- 2. The Town Clerk and Officers of the Council**
- 3. Members of the Council**
- 4. Meetings of Council and Committees**
- 5. Communicating Decisions of the Council to the Media**
- 6. Policy Review**

1. Introduction

- 1.1 This document has been prepared as a guidance note for officers and elected members. It represents the policy of the Council in respect of its relationships with the Press and Media. The policy has been prepared to ensure consistency in the Council's dealing with the Media and details who is authorised to speak on behalf of the Council. It has been drafted to ensure that the views and policy of the Council are presented accurately.
- 1.2 The overriding principle of this policy is that all elements of the Media will be treated equally. Introduction

2. The Town Clerk and Officers of the Council

- 2.1 The Town Clerk as the Proper Officer of the Council is authorised to receive all communications from the Press and Media and to issue Press Statements on behalf of the Council as instructed by Committee or as the Officer may consider appropriate. All communications made by the Town Clerk will relate to the stated business, day to day management of its activities or adopted policy of the Council. The Town Clerk is not expected or authorised to speculate on matters that have not been considered by the Council. Where such questions are put to the Town Clerk the enquirer should be referred to all of the Group Leaders on the Council, the Chair of a Committee or the Town Mayor as considered appropriate.
- 2.2 In the absence of the Town Clerk media communications will handled by Deputy Town Clerk. In the absence of these officers enquirers will be referred to the Town Mayor or Deputy Town Mayor who will act as the Town Clerk for the purposes of this element of the policy.
- 2.3 In relation to mayoral activities or council events the Communications & Promotions Officer may respond to queries from the media and may issue press releases.
- 2.4 No other officer of the Council apart from the above, or whom may be authorised by the Town Clerk, is authorised to speak or communicate with the Media on any matter affecting the Council or its business.

[Note: 1. This requirement will not prevent any officer contacting the Media in the capacity of an elected Union representative, or individually if in dispute with the Council.

Note2: Town Council officers are expected to consult senior members (normally Committee Chairs) on any Press matter concerning the key current initiatives or objectives of the Council. There will be an expectation of consultation with senior members on matters of above-average public concern, an in anticipation of Press enquiry where that is appropriate.]

3. Members of the Council

- 3.1 When speaking or providing written material to the Media Members should make it clear in what capacity they are providing information or, are responding to the enquiry or interview. For example:
- As Group Leader
 - As Chair of Committee
 - As Town Mayor
 - As individual (i.e. letter to press for publication to be signed Mr, Mrs, Miss, Ms as appropriate)
 - As spokesperson or as Press Officer for a political party
- 3.2 A copy of any written material provided by a Member, as representing the Council, to the media shall be forwarded on to the Town Clerk

4. Meetings of Council and Committees

- 4.1 Copies of Agenda and Minutes sent to Members for meetings of the Council or its Committees will be ~~posted to the Media, without charge, made available on the [Town Councils website](#)~~ at the same time.
- 4.2 Facilities will be provided at meetings for the Press to take notes of the proceedings.
- 4.3 As provided in the Council's Standing Orders both the Press and Public may be excluded from a meeting whilst certain confidential matters (as provided for in the relevant legislation) are under discussion.

[Note: The Town Council as a Parish Council is governed by the Public Bodies (Admission to Meetings) Act, 1960. The provisions of the Local Government (Access to Information) Act, 1985, which gave greater public access to the proceedings of local authorities, does not apply to Parish Councils. However, in adopting the policy contained in this document the Town Council has included parts of the revised procedures]

5. Communicating Decisions of the Council to the Media

- 5.1 The Town Clerk will, in consultation with the Chair of the relevant Committee and the Chairman of the Council, communicate decisions of the Council to the media only when specifically requested to do so at the meeting.

6. Policy Review

6.1 This policy will be reviewed ~~annually~~ every 4 years by the Corporate Services Committee.



HOUGHTON REGIS TOWN COUNCIL

RISK MANAGEMENT STRATEGY & SCHEDULE

Date of Approval:	Town Council 28 th September 2015
Date of Review:	26 th September 2016; 25 th September 2017; 24 th September 2018; 23 rd September 2019; 14 th September 2020; 20 th September 2021
Date of Re-approval Town Council	5 th December 2016; 11 th December 2017; 8 th October 2018; 9 th December 2019; 14 th December 2020

Risk Management Strategy

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

Appendix 1 - Impact and Likelihood Descriptors and Risk Scoring Matrix

Risk Management Schedule

- Corporate Services
- Environment & Leisure

- Planning
- Community Services

1.0 Introduction

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

2.0 Scope

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

3.0 Strategy Outcomes

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

4.0 Risk Management - Overview

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

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

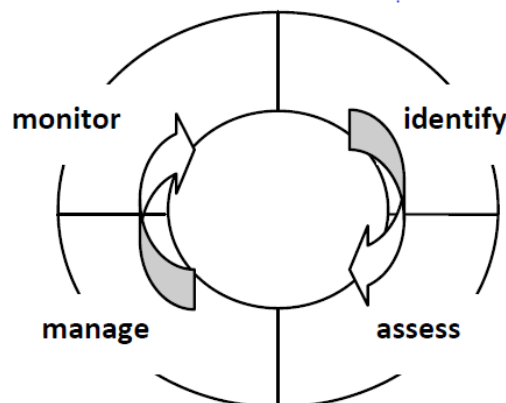
4.3 Risk management is a continuous process. For known risks, it should operate from the time that each risk is first identified until such time as it no longer represents a significant risk to the organisation. Recorded risks and the controls used to mitigate them should be reviewed on

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

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

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

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



5.0 Risk Appetite

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

6.0 Embedding Risk Management

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

7.0 Roles and Responsibilities

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

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

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

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

7.5 The following table identifies other specific roles and responsibilities.

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

8.0 Risk Management Processes

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

- **Risk identification** – the Risk Owner will determine what might happen that could impact on delivery and establish when, how and why such an event might occur.
- **Risk assessment** – the Risk Owner will apply the guidance set out in Appendix 1 to determine the relevant risk score: if the risk score is outside the tolerance level action will be required. At this point the Risk Owner is assessing the “inherent risk”, that is the risk that the organisation would be exposed to if no mitigating actions were taken.
- **Initial risk mitigation** – the Risk Owner will identify what controls are already in place to reduce the chance of a risk materialising
- **Initial risk response** – the Risk Owner will determine what to do about a risk in terms of treating, tolerating, transferring or terminating the risky activity in order to reduce the potential impact on the organisation. Alternatively, you might take the risk in order to get an outcome that would not be achievable without taking the risk.
- **Risk review** – the Risk Owner will review the scoring with the responses and controls in place to come up with the residual risk score.
- **Future risk mitigation** – the Risk Owner will identify actions that need to be taken to reduce the residual risk score to within the risk appetite.

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

- Corporate – cross cutting and affecting all services in the organisation
- Operational – related to a specific service or activity
- Strategic – may affect the strategic direction of the organisation
- Project – time limited and specific to finite projects

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

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

8.5 Risks relating to committee decisions are recorded in each committee report. The Risk Manager provides advice and guidance and will identify if the Risk Register requires updating with any corporate or service risks emerging from report recommendations.

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

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

9.0 Monitoring and Review

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

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

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

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

10.0 Glossary of terms

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

APPENDIX 1

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

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

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

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

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

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

RISK SCORING MATRIX

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

Scores are mapped on the matrix above.

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

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

Green scores – monitor as necessary

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RISK MANAGEMENT SCHEDULE

Corporate Services

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

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

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

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

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

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

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

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

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

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

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

Environment & Leisure

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

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

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

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

Community Services

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

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

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

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

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

Planning

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



HOUGHTON REGIS TOWN COUNCIL

Banking Arrangements, Investment Strategy & Investment Arrangements

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

Contents

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

1. Banking Arrangements

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

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

2. Investment Strategy

2.1 Introduction:

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

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

2.2 Objectives:

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

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

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

2.3 Policy:

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

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

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

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

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

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

3. Investment Arrangements

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

4. Review

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

<i>Aspiration</i>	<i>How</i>	<i>Delivery timeframe</i>	<i>Resource requirement</i>	<i>Committee</i>	<i>Work to date - Corporate Services</i>	<i>Update</i>
To develop and enhance partnerships between HRTC, stakeholders, partners, community groups and residents	· To engage with partners to support the enhancement of services within the town	Ongoing	Staff time	As applicable	To be progressed as required	
	· To press for the enhancement of services as required	Ongoing	Staff time	As applicable	To be progressed as required	
	· To engage in the development of the strategic growth areas and to ensure integration between the existing town and the new areas	Ongoing	Staff time	As applicable	To be progressed as required	
	· To respond and participate in consultation processes	Ongoing	Staff time	As applicable	To be progressed as required	
To effectively and proactively represent our community	· To engage with partners on issues extending beyond the scope of the town council notably but not restricted to: town centre, planning and the growth area, transport and car parking, sport, leisure and recreational facilities, education and health	Ongoing	Staff time	As applicable	To be progressed as required	Approved Vision to be shared with strategic partners and residents
To ensure the council is fit for purpose and efficient in its delivery of services	· Regular review of services (in particular events, communications and software packages)	Ongoing	Staff time	As applicable		A new office phone system has been installed.

	· Maximise income opportunities (investments, chargeable services, hire charges / fees)	Ongoing	Staff time	As applicable	To be progressed as required.	This is and may well continue to be difficult to achieve during Covid-19.
			Income opportunities	As applicable		
	· Review staff structure in particular additional staff support required for events, cemetery, finance and ad hoc support required for sessional work re playscheme, family trips, youth council	Ongoing	Additional staff	Corp Serv	To be progressed as required.	This will be progressed once a more settled way of working is re-established in light of Covid-19 temporary staff member employed for an interim solution
			£30,000 / annum	Corp Serv		
	· To support councillor and staff development & training	Ongoing	Current rev budget available	Corp Serv	Member training offered through Members Newsletter. Staff training undertaken. Benefits (time and cost) achieved through remote training sessions.	
	· Introduce electronic payments system (links to staff resource)	2020	Staff time	Corp Serv		To be progressed.
			£500 / annum	Corp Serv		
	· Increased use of online forms	2020	Staff time £2000 / annum	Corp Serv		To be progressed.
	· To stay informed and up to date and to communicate this out	Ongoing	Staff time	Corp Serv	To be progressed as required.	
2.1 To reduce the use of paper	· Electronic mailing to members	Ongoing	Staff time	Corp Serv	This is implemented, although to aid	working groups are still receiving paper copies 144/145

by the council					remote meetings there has been some increase in paper mailing of agendas.	remain virtual meetings, but Committees and Sub-committees have reverted to using electronic agendas as meetings are being held in person
	· increased use of IT			Corp Serv		
	· Electronic mailing for community events and civic events		Staff time	Corp Serv		
	· Improve recycling within the office	Ongoing	Staff time	Corp Serv	The consumption of stationery has reduced considerably with remote working.	
4.1 To create or enhance community facilities which support community development and cohesion	· Development of a sporting hub and all-weather pitch	2020	£1.5m, HRTC contrib £300-500k	As applicable	All weather pitch, changing facilities and car park project being progressed through E&L.	This Committee will need to consider the funding implications in due course.
			Staff time	As applicable		
	· Work with partners on the delivery of community facilities with the strategic growth area	2020	N/K	As applicable		
4.4 To help to protect and preserve historic gems	· All Saints Church	Ongoing	Staff time	As applicable	To be progressed as required.	
	· HHP	Ongoing	Staff time	As applicable		
	· Red House	Ongoing	Staff time	As applicable		