



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

12th November 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 **Monday 22nd November 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 8 - 13

To approve the Minutes of the meeting held on 21st September 2021.

Recommendation: **To approve the Minutes of the meeting held on 21st 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 14 - 17

Personnel Sub-Committee: 12th July 2021

Recommendation: **To receive the Minutes of the Personnel Sub-Committee meeting of the 12th July 2021.**

6. INCOME AND EXPENDITURE REPORT

Pages 18 - 23

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

7. BANK AND CASH RECONCILIATION STATEMENTS

Pages 24 - 25

Members are requested to receive the monthly bank and cash reconciliation statements for August and September 2021.

Recommendations:

- 1. To approve the monthly bank and cash reconciliation statements for August and September 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

Pages 25- 56

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

This report is provided for information.

9. INVESTMENT REPORT

Pages 57 - 59

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 September 2021 to date.

This report is provided for information.

11. HUMAN RESOURCES PROVISION

Pages 60 - 62

At the Corporate Services meeting held on the 21st September 2021 (minute number 11775) members agreed to seek competitive quotes for this service provision.

Members will find attached a report for consideration.

Recommendation: **To recommend to Town Council that company C be appointed to provide this service.**

12. REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES

In accordance with the approved Committee Functions and Terms of Reference the Corporate Services Committee is required to annually review the Council's and/or employees' memberships of other bodies.

<i>Membership</i>	<i>Period</i>	<i>Annual Subscription 2021/22</i>
Society of Local Council Clerks (SLCC)	Annual	£421
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,101

Institute of Cemetery and Crematorium Management	Annual April to March	£95
Information Commissioners Officer (ICO)	Annual	£40
National Allotment Association	Annual	£56

13. REVIEW EXISTING CONTRACTS

In accordance with the approved Committee Functions and Terms of Reference the Corporate Services Committee is required to annually review existing contracts.

<i>Service</i>	<i>Minute No.</i>	<i>Details</i>	<i>Cost/ annum</i>	<i>Start date</i>
IT Support & Hosting		Support charge	£1800	
		Microsoft 365 Business Standard - Annual Subscription	£1,015	3rd November 2020
		Microsoft Exchange On-Line Plan1 - Annual Subscription	£576	10th November 2020
		SolarWinds Cloud Backup - per month	£600	17th November 2020
		McAfee Endpoint Protection Ess SMB 1:1 GL	£347	18th October 2020
		Total / annum	£4338	
Website hosting		Annual fee	£346	
DCK Accounting		Annual arrangement for year end close down and year end accounts preparation	£1,250	
Operation Hana	11388	Annual arrangement.	£34,990	1st April 2021 to 31st March 2022
Internal Audit	TBC	Annual arrangement	£1000 (est)	Quotes to be presented to Corporate Services February 2022
Human resources advisor	9942	Annual arrangement (rolling contract -	£2,451.60 £2,574.12	24 th June 2019

		see agenda item 11)		price increase with effect from 1 st January 2022
External audit		5 years from 2017/18 until 2021/22	£2,000	Appointed via Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015.
Town centre toilets	6846	Ongoing	£18,360 plus consumables per annum	1st July 2019 – 30th June 2021 – discussions are ongoing with the provider over future arrangements.
Insurance	9829	Long term agreement	£11,907 plus additional premiums relating to any changes in circumstance.	13 th May 2019 - 31st May 2022
Payroll	11454	Initial 6 months, then 30-day notice period	£108.23	1 st April 2021
Photocopier lease	9695	Long term agreement	£396	2018 to 2023
Mobile Phones		10 x phones 24months	£2400	Oct 2020-Sept 2022
Telephone software		12 months then rolling	Set up £270 £65 / month year 1 £88 / month year 2 £276 cost of maintenance, annual fee after year 1	November 2020
BT Broadband		24months	£611.40 p.a.	27/1/2021-26/1/2023
Franking Machine		Long term agreement	£300	1 st August 2019- 31 st July 2023
Accounting Software support		Annual arrangement	£1018	1/4/21-30/3/22
Cemetery Software support		Annual arrangement	£290	1/4/21-30/3/22
Christmas Lights	9782	Long term agreement	£10,500 fixed (excluding tree)	1 st April 2019 to 31st March 2024

Employee Assistance Programme	11774 CS <i>To be ratified at Council on the 13th December 2021</i>	Long term agreement	£500	1 st March 2022 to 28 th February 2027
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14. SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

Pages 63 - 93

At the Corporate Services meeting held on the 23rd November 2020, members were advised that the Town Councils Safeguarding policy was last reviewed on the 5th March 2018 and that whilst this policy was scheduled to be reviewed every 4 years, it was apparent that the policy was not compatible with the standards set out by the NSPCC (National Society for the Prevention of Cruelty to Children).

At this meeting Members received a report that identified the work needed to bring the Town Councils policy up to standard.

Members will find attached a report that identifies the work now started to bring this policy up to standard.

Recommendations:

- 1.1 To recommend to Town Council that the Safer Recruitment and Selection Policy be approved.**
- 1.2 To recommend to Town Council that the Induction Process be approved.**
- 1.3 To recommend to Town Council that the Ex-Offenders Recruitment Policy be approved**
- 1.4 To recommend to Town Council that the Disciplinary Policy be approved**

15. WORKPLACE HEALTH POLICY

Pages 94 - 107

At the Corporate Service meeting held on the 1st March 2021, members welcomed the revised Stress Policy however members also discussed the benefits of adding a Wellbeing Policy to their suite of policies (minute number 1532).

For information members will find attached a report and example of a Workplace Health Policy.

16. REVIEW OF CHARGES 2022/2023

Pages 108 – 109

In accordance with Financial Regulation 9.3 Members will find attached a list of charges for 2021/22 which are under the control of this Committee. In order to support users of these facilities, it is suggested that Members consider applying the same charges for 2022/23.

Recommendation:

To approve the charges for 2022/23 as attached.

17. BUDGET 2022/23

Pages 110 - 132

Members will find attached the officer draft budget for 2022/23 (Appendix A - pages 113 – 117) along with explanatory notes for the Corporate Services Committee (Appendix B – pages 118 - 132).

The draft budget reflects on ongoing budgetary commitments along with anticipated budgetary commitments arising from the Council Vision 2020/24.

It is highlighted to members that a figure for the precept has not been included at this stage. However in the explanatory notes members will find information on the tax base for 2022/23 and a note outlining the arising implications.

This is provided for initial consideration and comment.

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HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
21st September 2021 at 7.00pm.

Present: Councillors: J Carroll
E Cooper Substitute
C Copleston
Y Farrell Substitute
S Goodchild
M S Kennedy
C Slough

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

Public: 0

Apologies: Councillors: D Jones
K Wattingham

11764 APOLOGIES & SUBSTITUTIONS

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

11765 QUESTIONS FROM THE PUBLIC

None.

11766 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11767 MINUTES

To approve the Minutes of the meeting held on 1st June 2021.

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

11768 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

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.

11769 INCOME AND EXPENDITURE REPORT

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

11770 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for May, June and July 2021.

Resolved:

- 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.**

11771 LIST OF CHEQUE PAYMENTS

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

Members received this report for information.

11772 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.

The amount of notice required to withdraw funds to finance the all-weather pitch was queried. This would be confirmed and fed back to the committee.

Members received this report for information.

11773 INSURANCE CLAIMS

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

Members received this report for information.

11774 EMPLOYEE ASSISTANCE PROGRAMME (EAP)

Members were 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 was required now if members were to support the continuation of this service.

Members advised of the value of such provision and as such supported the recommendations.

Resolved:

- 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.**

11775 HUMAN RESOURCES PROVISION

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

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

Feedback from members regarding the current supplier of this service was positive. Members were advised that the current supplier would be included in the quotation process.

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

11776 CIVIC HANDBOOK

Members received, for information, updated Mayoral and Deputy Mayoral Handbooks.

Members were reminded that the town council's Ceremonial Robes Policy would also accompany this handbook.

It was queried whether the Deputy Mayor should wear their chain when the Mayor was also present at the same event and wearing their chain. After discussion, the statement within the handbook was to remain as specified, allowing the chain to be worn by the Deputy Mayor with the agreeance of the Town Mayor.

Members received this report for information.

11777 FREEDOM OF INFORMATION AND MODEL SCHEME OF PUBLICATION

The Town Council was 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 received a copy of the approved document. Some amendments had been made, shown as track changes, to reflect changes in legislation. It was suggested that it remained suitable and fit for purpose.

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

Members were advised that photocopying costs remained adequate.

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

11778 COMMUNICATIONS POLICY AND STRATEGY

Members received an updated Communications Policy and Strategy.

Amendments had been made, shown as track changes. Members were advised that the inclusion of Press Policy had been removed as the Town Council had a standalone Press Protocol Policy.

The following point was highlighted:

- **Town Guide**

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

Although amendments had been made to this policy, it was suggested that this document remained suitable and fit for purpose

Members were advised that the next edition of the Town Crier was due in October.

Members acknowledged the additional effort made during Covid to reach residents and keep information updated and relevant, with the more recent addition of posts championing the new Town Ranger.

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

11779 LOCAL GOVERNMENT PENSION SCHEME: STATEMENT OF LOCAL DISCRETIONS

Members received the Town Councils Local Government Pension Scheme: Statement of Local Discretions.

There had been no amendments to the regulations, therefore it was suggested that it remained suitable and fit for purpose.

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

11780 PRESS PROTOCOLS

Members received the Town Councils Press Protocols Policy.

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

Although amendments had been made to this policy, it was suggested that this document remained suitable and fit for purpose.

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

11781 RISK MANAGEMENT PLAN

In accordance with Financial Regulation 17.1, the council was 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.

Members were advised of the following:

- Income generation, that general reserves were within the 3-9 month banding;
- Non-compliance with legislation, it was 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

Members were advised that the BATPC had offered online training and it was hoped that further training would be available soon.

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

11782 BANKING ARRANGEMENT, INVESTMENT STRATEGY & INVESTMENT ARRANGEMENT POLICY

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

Members were 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 had been issued.

Therefore, this policy remained fit for purpose.

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

11783 VISION UPDATE

For information Members received an extract from the approved Vision 2020/2024 as it related to the work of this committee.

Members were advised that Central Bedfordshire College had been approached to begin the recruitment process for an office apprentice, members acknowledged the additional work for officers, but felt it offered a good growth opportunity for young people.

It was suggested, that as some items within the Vision were difficult to quantify, a review could be provided in the March Town Crier.

Members were advised that due to Covid, events and activities had been re-designed to reach people in an alternative way, using social media as a priority platform.

The Chairman declared the meeting closed at 8.11pm

Dated this 22nd Day of November 2021

Chairman

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
Minutes of the meeting held on
12th July 2021 at 7.00pm**

Present: Councillors: K Wattingham Chairman
J Carroll
D Jones

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

Public: 0

Apologies: Councillor: M Kennedy

PE175 ELECTION OF CHAIR

Members were requested to appoint a Chair for Personnel Sub-Committee for 2021/22.

Nominee: Cllr K Wattingham Nominated by: Cllr D Jones
Seconded by: Cllr J Carroll

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

PE176 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Councillor Kennedy.

PE177 QUESTIONS FROM THE PUBLIC

None.

PE178 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE179 ELECTION OF VICE-CHAIR

Members were requested to appoint a Vice-Chair for Personnel Sub-Committee for 2021/22.

Nominee: Cllr D Jones Nominated by: Cllr K Wattingham
Seconded by: Cllr J Carroll

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

PE180 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 13th April 2021 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 13th April 2021 be approved as a correct record and signed accordingly.

PE181 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.

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

This report was provided for information.

PE182 APPOINTMENT OF APPOINTED PERSON

As part of the Committees Functions one member of the Sub-Committee was to be appointed to act as contact for the clerk for day to day matters, to provide support, handle leave requests, absence from work and to feed matters to Committee where any decisions/action was needed and to undertake the Clerks appraisal. Often this position had been taken by the Chair of the Sub-Committee. However for continuity it was suggested that this position remain as being held by Cllr Wattingham, should he be willing to continue to do so.

Resolved: To appoint Cllr Wattingham of the Sub-Committee as an Appointed Person.

PE183 FREEDOM OF INFORMATION REQUESTS

For the period April – June no information requests had been received.

This report was provided for information.

PE184 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From April to June the Clerk had 2 day's leave.

The following leave requests were made:

The following leave was requested:

-
- 10 days in August as a 2-week block
 - Up to 3 days during school holidays

Overtime

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

Resolved: To approve the Town Clerks annual leave request.

PE185 STAFF SICKNESS

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

Members confirmed the number of members of staff changes over the last quarter. It was requested that confirmation be sought for the number of a full complement of Grounds Staff.

PE186 EXCLUSION OF PRESS AND PUBLIC

- Employee Assistance Programme
- Staffing matters

Members voted on the exclusion of the press and public:

Proposed by: Cllr D Jones Seconded by: Cllr J Carroll

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.

PE187 EMPLOYEE ASSISTANCE PROGRAMME - ANNUAL REVIEW

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.

Employee Assistance Programmes were employee benefit programmes offered by employers. EAP's were 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.

Members were provided with information, annually, detailing how many contacts and under which heading contact to this service had been made however, this information did not include names or details of those making contact, as this allowed those making contact to feel confident in the service being totally confidential.

From the 1st Jan 2020 to 30th April 2021, 2 calls were made the helpline

This report is provided for information only.

Members agreed for the continuation of this service.

PE188 STAFFING MATTERS

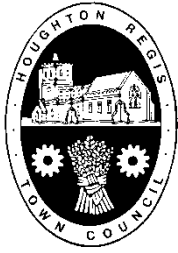
Members received a verbal update on an ongoing staffing matter.

Members received a verbal update on a separate staffing matter.

The Chairman declared the meeting closed at 6.25pm

Dated this 11th day of October 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

This report is provided for information.

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.

101-1091 Income Misc

This is a £60 compensation receipt from Natwest arising from a customer service issue.

101-1096 – Interest & Dividends received

The first quarterly payment from the Property Fund has been received and allocated, the second quarterly payment has been received but it not yet allocated.

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.

101-4057 – Accountancy & Software

This relates to the accounting treatment for year-end closedown and preparation of year end accounts. Expenditure to date includes VAT Partial Exemption work (£205) and a mis code of £787.50. This will be recoded to 191 4059

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

Some civic expenses incurred.

102-4020 Misc Establishment Costs

Expenditure to date includes hall hire for Town Council meetings, purchase of a Book of Condolence and the production of the NSH Thank You banners.

102-4024 Subscriptions

Annual subscriptions have been made to NALC, ICCM and the National Allotment Association (NAS). Subscription to SLCC 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

Hire income received for Chamber.

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 not anticipated that any further conferences will be attended in this financial year.

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 completed 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

Various small scale expenditure incurred.

190-4021 Communication Costs

Land line and mobile charges. This budget is insufficient due to increased costs arising from a change to the landline set up and increased use of mobile phones. The budget is likely to be overspent by around £2000.

190-4022 Postage

Rental costs incurred. This budget is likely to be underspent by approximately £700.

190-4023 Stationery

Ad hoc office supplies purchased. This budget is likely to be underspent by approximately £400.

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 plus the annual IT support fee and Microsoft Office charges. It was previously agreed to vire £1739 from 190 4026 to 199-4026 Computer Costs but this has not been actioned as there are insufficient funds available.

190-4027 Photocopier charges

Ad hoc costs incurred. This budget is likely to be underspent by approximately £500

190-4031 Advertising

No expenditure to date

190-4036 Property maintenance

Ad hoc costs incurred. This budget is likely to be underspent by approximately £1500

190-4038 Maintenance Contracts

This covers annual office alarm maintenance costs and sanitary services.

190-4042 Equip Main & Repairs

No expenditure to date. This code includes a mis code which will be rectified.

190 4051 Bank & Laon Charges

This is a charge to set up BACS payments for salaries with the new payroll service provider

190-4059 Other Professional Fees

No expenditure to date

191-4001 Staff Salaries, 4002 NI,4003 Superannuation

This expenditure relates to 7 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.

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

10/11/2021

Houghton Regis Town Council

Page 1

10:58

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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	969,231	969,231	0			100.0%	
1091 Income Miscellaneous	0	60	0	(60)			0.0%	
1096 Interest & Dividends Received	16	7,283	25,200	17,917			28.9%	
Corporate Management :- Income	16	976,574	994,431	17,857			98.2%	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	993	2,100	1,108		1,108	47.3%	
4061 CCLA Management Fees	0	1,020	4,000	2,980		2,980	25.5%	
Corporate Management :- Indirect Expenditure	0	1,923	8,910	6,987	0	6,987	21.6%	0
Net Income over Expenditure	16	974,651	985,521	10,870				
102 Democratic Rep'n & Mgmt								
4007 CONFERENCE COSTS	0	0	450	450		450	0.0%	
4008 TRAINING/COURSES	0	250	700	450		450	35.7%	
4009 TRAVEL	0	97	350	253		253	27.6%	
4020 MISC. ESTABLISH.COST	60	218	400	182		182	54.5%	
4024 SUBSCRIPTIONS	0	2,252	2,800	548		548	80.4%	
4104 HOSPITALITY ALLNCE	0	54	200	146		146	27.0%	
4131 ELECTION COSTS	0	7,813	12,000	4,187		4,187	65.1%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	60	10,684	16,900	6,216	0	6,216	63.2%	0
Net Expenditure	(60)	(10,684)	(16,900)	(6,216)				
190 Central Services								
1082 INC-LETTINGS	0	11	30	19			37.5%	
1091 Income Miscellaneous	0	901	100	(801)			900.8%	
Central Services :- Income	0	912	130	(782)			701.6%	0
4007 CONFERENCE COSTS	0	75	800	725		725	9.4%	
4008 TRAINING/COURSES	450	635	2,500	1,865		1,865	25.4%	
4009 TRAVEL	0	0	500	500		500	0.0%	
4011 RATES	0	7,111	7,300	189		189	97.4%	
4012 WATER RATES	84	218	600	382		382	36.3%	
4014 ELECTRICITY	146	781	1,500	719		719	52.1%	
4015 GAS	74	370	1,600	1,230		1,230	23.1%	
4017 HEALTH & SAFETY	0	0	400	400		400	0.0%	
4020 MISC. ESTABLISH.COST	13	126	200	74		74	62.8%	
4021 COMMUNICATIONS COSTS	1,207	3,150	3,600	450		450	87.5%	
4022 POSTAGE	0	400	1,500	1,100		1,100	26.7%	

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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	43	332	1,000	668		668	33.2%	
4025 INSURANCE	0	13,516	14,000	484		484	96.5%	
4026 COMPUTER COSTS	2,600	4,759	5,000	241		241	95.2%	
4027 PHOTOCOPIER CHARGES	5	1,102	2,000	898		898	55.1%	
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	8	1,000	992		992	0.8%	
4051 BANK & LOAN CHARGES	0	200	0	(200)		(200)	0.0%	
4059 OTHER PROFESSIONAL FEES	0	0	9,000	9,000		9,000	0.0%	
Central Services :- Indirect Expenditure	4,621	33,037	55,600	22,563	0	22,563	59.4%	0
Net Income over Expenditure	(4,621)	(32,125)	(55,470)	(23,345)				
<u>191 Personnel/Staff Costs</u>								
4001 STAFF SALARIES	31,243	237,094	423,205	186,111		186,111	56.0%	
4002 EMPLOYERS N.I	2,670	19,566	42,320	22,754		22,754	46.2%	
4003 EMPLOYERS SUPERANN.	7,078	49,704	100,723	51,019		51,019	49.3%	
4005 STAFF OVERTIME	0	0	7,000	7,000		7,000	0.0%	
4059 OTHER PROFESSIONAL FEES	1,753	6,189	5,500	(689)	1,838	(2,527)	145.9%	
Personnel/Staff Costs :- Indirect Expenditure	42,744	312,553	578,748	266,195	1,838	264,357	54.3%	0
Net Expenditure	(42,744)	(312,553)	(578,748)	(266,195)				
<u>199 P&R Capital and Projects</u>								
4026 COMPUTER COSTS	0	4,739	3,000	(1,739)		(1,739)	158.0%	
P&R Capital and Projects :- Indirect Expenditure	0	4,739	3,000	(1,739)	0	(1,739)	158.0%	0
Net Expenditure	0	(4,739)	(3,000)	1,739				
Grand Totals:- Income	16	977,486	994,561	17,075			98.3%	
Expenditure	47,426	362,936	663,158	300,222	1,838	298,384	55.0%	
Net Income over Expenditure	(47,410)	614,550	331,403	(283,147)				
Movement to/(from) Gen Reserve	(47,410)	614,550						

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 31 August 2021

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/08/2021 Liquidity Manager Account	40,799.87
1	31/08/2021 NatWest Current Account	1,000.00
2	31/08/2021 Business Reserve Account	266.52
3	17/08/2021 Natwest Youth Council	1,845.00
		43,911.39
<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	738,000.00
	LOMBARD PRIME RESPONSE	0.00
	PETTY CASH FLOAT	1,173.46
	Postage Franking M/C float	512.39
	TREASURY ACCOUNT	0.00
		1,340,075.85
		1,383,987.24
<u>Receipts not on Bank Statement</u>		
0	31/08/2021 All Receipts Cleared	0.00
		0.00
<u>Closing Balance</u>		
<u>All Cash & Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	41,799.87
2	NATWEST ONLINE ac 41172051	266.52
3	Natwest Yth Council	1,845.00
	Other Cash & Bank Balances	1,340,075.85
	Total Cash & Bank Balances	1,383,987.24

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 30 September 2021

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	30/09/2021	Liquidity Manager Account	462,434.02
1	30/09/2021	NatWest Current Account	1,000.00
2	30/09/2021	Business Reserve Account	266.52
3	30/09/2021	Natwest Youth Council	1,749.92
			465,450.46
<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	678,000.00
		LOMBARD PRIME RESPONSE	0.00
		PETTY CASH FLOAT	1,037.64
		Postage Franking M/C float	512.39
		TREASURY ACCOUNT	0.00
			1,279,940.03
			1,745,390.49
<u>Receipts not on Bank Statement</u>			
0	30/09/2021	All Receipts Cleared	0.00
			0.00
Closing Balance			
			1,745,390.49
<u>All Cash & Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	463,434.02
2		NATWEST ONLINE ac 41172051	266.52
3		Natwest Yth Council	1,749.92
		Other Cash & Bank Balances	1,279,940.03
		Total Cash & Bank Balances	1,745,390.49

10/11/2021

Houghton Regis Town Council

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List of Purchase Ledger Payments for Month 6

User: CSW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WOO01 J Wood (The Trollies)							
363-The Trollies	31/08/2021	1	1	350.00	0.00	350.00	0.00
					0.00	350.00	
Above paid on 01/09/2021 by Cheque FP1							
ING001 CA Ingles (The Long Riders)							
364-The Long Riders	31/08/2021	2	1	160.00	0.00	160.00	0.00
					0.00	160.00	
Above paid on 01/09/2021 by Cheque FP2							
MAR002 J Martin (The Cheats)							
365-The Cheats	31/08/2021	3	1	160.00	0.00	160.00	0.00
					0.00	160.00	
Above paid on 01/09/2021 by Cheque FP3							
DOV001 Gary Dove (Little Chino)							
366-Little Chino	31/08/2021	4	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 01/09/2021 by Cheque FP4							
ROB003 T Roberts (Roberts Family Band)							
367-Roberts Family Band	31/08/2021	5	1	320.00	0.00	320.00	0.00
					0.00	320.00	
Above paid on 01/09/2021 by Cheque FP5							
TOD001 Ian Todd-Weller (Sweeney Todd)							
368-Sweeney Todd	31/08/2021	6	1	160.00	0.00	160.00	0.00
					0.00	160.00	
Above paid on 01/09/2021 by Cheque FP6							
SKI001 CS Skinner (Supersonic)							
369-Supersonic	31/08/2021	7	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 01/09/2021 by Cheque FP7							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BADGEMASTE Badgemaster Ltd							
336-ID Badges	19/08/2021	0000075055	1	130.74	0.00	130.74	0.00
					0.00	130.74	
Above paid on 01/09/2021 by Cheque FP1							
BAD001 Badger Hill Training & Assesment Centre							
343-NPTC Assessments	16/08/2021	7618	1	490.00	0.00	490.00	0.00
344-Hedge Cutter/Pruner traini	16/08/2021	1768T	1	670.00	0.00	670.00	0.00
					0.00	1,160.00	
Above paid on 01/09/2021 by Cheque FP2							
BED02 Bedfordshire Pension Fund							
345-Pension Added Yrs July 21	16/08/2021	746152	1	51.69	0.00	51.69	0.00
					0.00	51.69	
Above paid on 01/09/2021 by Cheque FP3							
BED02 Bedfordshire Pension Fund							
384-Pensions Aug 21	31/08/2021	AUG21	1	8,619.19	0.00	8,619.19	0.00
					0.00	8,619.19	
Above paid on 01/09/2021 by Cheque FP4							
DUN02 Biffa Waste Services Ltd							
346-Trade refuse	20/08/2021	614C56564	1	1,399.25	0.00	1,399.25	0.00
					0.00	1,399.25	
Above paid on 01/09/2021 by Cheque FP5							
LS001 B & S Chains							
381-Play equipment repairs	20/08/2021	34236	1	1,644.00	0.00	1,644.00	0.00
					0.00	1,644.00	
Above paid on 01/09/2021 by Cheque FP6							
CEN04 Central Bedfordshire Council							
347-Tithe Ward election	19/08/2021	1800098949	1	3,871.55	0.00	3,871.55	0.00
348-Parkside Election	19/08/2021	1800098948	1	3,941.86	0.00	3,941.86	0.00
					0.00	7,813.41	
Above paid on 01/09/2021 by Cheque FP7							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CEN03	Central Bedfordshire Council						
337-Office Rates 21/22	29/07/2021	3012142-2122	1	7,110.75	0.00	7,110.75	0.00
					0.00	7,110.75	
Above paid on 01/09/2021 by Cheque FP8							
CEN03	Central Bedfordshire Council						
338-V/Green Pav rates 21/22	29/07/2021	3080213-2122	1	2,544.90	0.00	2,544.90	0.00
					0.00	2,544.90	
Above paid on 01/09/2021 by Cheque FP9							
CLO02	Cloudy Group						
Purchase Ledger Payment	01/09/2021	ON ACC 390	1	0.00	0.00	1,997.50	-1,997.50
					0.00	1,997.50	
Above paid on 01/09/2021 by Cheque FP10							
CRO01	Cromwell Group (Holdings) Ltd						
339-Black sacks	09/07/2021	0016230321	1	599.76	0.00	599.76	0.00
					0.00	599.76	
Above paid on 01/09/2021 by Cheque FP11							
JOA01	J Cross						
357-Photograph Town Mayor	25/08/2021	B00711	1	65.00	0.00	65.00	0.00
					0.00	65.00	
Above paid on 01/09/2021 by Cheque FP12							
DES001	DE Signs & Labels Ltd						
349-N/Plan posters	13/08/2021	18813	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 01/09/2021 by Cheque FP13							
DCK01	DCK Accounting Solutions Ltd						
340-Accounts 21.7.21	31/07/2021	TPC9787	1	432.00	0.00	432.00	0.00
					0.00	432.00	
Above paid on 01/09/2021 by Cheque FP14							

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List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ELA01	Employment Law Advisory Services Ltd						
350-Vibration assesment	12/08/2021	382345	1	1,194.00	0.00	1,194.00	0.00
					0.00	1,194.00	
	Above paid on 01/09/2021 by Cheque FP15						
HMR001	HMRC						
383-PAYE/NI Aug 21	31/08/2021	AUG21	1	7,887.84	0.00	7,887.84	0.00
385-PAYE/NI Adj July 21	31/07/2021	JULY21ADJ	1	38.52	0.00	38.52	0.00
387-PAYE/NI Jun 21 Duplicate	30/06/2021	JUN21DUPLICATE	1	-6,904.76	0.00	-6,904.76	0.00
					0.00	1,021.60	
	Above paid on 01/09/2021 by Cheque FP16						
KRI01	Krisgar Entertainments						
351-Magic work shop	16/08/2021	2108172	1	235.00	0.00	235.00	0.00
					0.00	235.00	
	Above paid on 01/09/2021 by Cheque FP17						
LAN03	Latent Digital Solutions Ltd						
352-Copier charges	27/08/2021	302312	1	40.67	0.00	40.67	0.00
					0.00	40.67	
	Above paid on 01/09/2021 by Cheque FP18						
MCS01	MCS Contract Cleaning Limited						
353-Public toilets cleaning	31/08/2021	41075	1	1,836.00	0.00	1,836.00	0.00
					0.00	1,836.00	
	Above paid on 01/09/2021 by Cheque FP19						
PPLPRS	PPL PRS Ltd						
354-Music licence royalties	09/08/2021	SIN1773116	1	153.97	0.00	153.97	0.00
					0.00	153.97	
	Above paid on 01/09/2021 by Cheque FP20						

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PER03	Perfect Personalised Parties						
355-Family Sports Day	24/08/2021	0023	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 01/09/2021 by Cheque FP21							
PLA02	The Play Inspection Company Ltd						
359-Inspection app licence fee	25/08/2021	49125	1	1,260.00	0.00	1,260.00	0.00
					0.00	1,260.00	
Above paid on 01/09/2021 by Cheque FP22							
PNC01	PNC HR Ltd						
356-Employee relation support	06/08/2021	INV-0258	1	252.00	0.00	252.00	0.00
					0.00	252.00	
Above paid on 01/09/2021 by Cheque FP23							
PRE04	Prestige Design & Workwear Ltd						
360-Embroidered hoodies	12/08/2021	105938	1	174.00	0.00	174.00	0.00
					0.00	174.00	
Above paid on 01/09/2021 by Cheque FP24							
AMR001	AMRO Catering & Events Ltd						
358-Drinks skate comp/cinema	24/08/2021	172	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 01/09/2021 by Cheque FP25							
TOT01	Right Fuelcard Company Ltd						
361-Fuel A/C	22/08/2021	3859970	1	34.45	0.00	34.45	0.00
					0.00	34.45	
Above paid on 01/09/2021 by Cheque FP26							
SPA01	Spaldings Limited						
341-Ear plugs/trimmer line	23/06/2021	SI-2687824	1	84.79	0.00	84.79	0.00
342-Wooden shaft	21/06/2021	SI-2686937	1	2.10	0.00	2.10	0.00
362-Claw hammer/saw	12/08/2021	SI-2703115	1	27.46	0.00	27.46	0.00
					0.00	114.35	
Above paid on 01/09/2021 by Cheque FP27							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TEC01 Techies Limited							
380-Power Apps plan	05/08/2021	INV-1655	1	108.00	0.00	108.00	0.00
					0.00	108.00	
Above paid on 01/09/2021 by Cheque FP28							
FAR02 Samuel Farrell							
433-H/Rocks drum kit hire	27/08/2021	27821	1	125.00	0.00	125.00	0.00
					0.00	125.00	
Above paid on 02/09/2021 by Cheque FP1							
TOO02 William Tookey							
Purchase Ledger Payment	17/09/2021	ON ACC 467	1	0.00	0.00	400.00	-400.00
					0.00	400.00	
Above paid on 17/09/2021 by Cheque FP"							
ANG01 Anglian Water Business Ltd (National)							
439-Depot water	16/09/2021	9492419	1	85.48	0.00	85.48	0.00
					0.00	85.48	
Above paid on 21/09/2021 by Cheque FP1							
ANG01 Anglian Water Business Ltd (National)							
440-Depot water	16/09/2021	9492580	1	301.35	0.00	301.35	0.00
					0.00	301.35	
Above paid on 21/09/2021 by Cheque FP2							
BATPC BATPC							
441-Cllr budget training	30/09/2021	30921	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 21/09/2021 by Cheque FP3							
BED02 Bedfordshire Pension Fund							
443-Pension Added Yrs Aug21	10/09/2021	746376	1	51.69	0.00	51.69	0.00
					0.00	51.69	
Above paid on 21/09/2021 by Cheque FP4							

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List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED02 Bedfordshire Pension Fund							
442-Pensions Sep 21	30/09/2021	SEP21	1	8,669.20	0.00	8,669.20	0.00
					0.00	8,669.20	
Above paid on 21/09/2021 by Cheque FP5							
BQ01 Trade UK							
461-B&Q Materials	06/09/2021	1193145384	1	20.84	0.00	20.84	0.00
					0.00	20.84	
Above paid on 21/09/2021 by Cheque FP6							
BUS01 Business HR Solutions (Consultancy) Ltd							
449-HR Retainer	01/09/2021	INV-021687	1	245.16	0.00	245.16	0.00
					0.00	245.16	
Above paid on 21/09/2021 by Cheque FP7							
CDS01 The CDS Group							
446-Cemetery Groundwork monitr	20/09/2021	73110	1	9,000.00	0.00	9,000.00	0.00
					0.00	9,000.00	
Above paid on 21/09/2021 by Cheque FP8							
CEN04 Central Bedfordshire Council							
432-Tithe Farm rent to 17.7.21	18/07/2021	7100007070	1	5.00	0.00	5.00	0.00
					0.00	5.00	
Above paid on 21/09/2021 by Cheque FP9							
FIV01 5 Star Loos Ltd							
447-Toilets hire	11/09/2021	21/0910	1	612.00	0.00	612.00	0.00
					0.00	612.00	
Above paid on 21/09/2021 by Cheque FP10							
GBI01 Geo Browns Implements Ltd							
445-Materials	09/09/2021	151817	1	97.63	0.00	97.63	0.00
					0.00	97.63	
Above paid on 21/09/2021 by Cheque FP11							

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List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HMR001 HMRC							
448-PAYE/NI Sep 21	30/09/2021	SEP21	1	8,024.84	0.00	8,024.84	0.00
					0.00	8,024.84	
Above paid on 21/09/2021 by Cheque FP12							
JOA01 J Cross							
451-H/Rocks photography	07/09/2021	B00712	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 21/09/2021 by Cheque FP13							
KRE01 Kreative Bunting Ltd							
434-Council logo bunting	28/08/2021	4572	1	58.20	0.00	58.20	0.00
					0.00	58.20	
Above paid on 21/09/2021 by Cheque FP14							
MAY001 The Mayor's Fund							
452-Fish & Chip tickets	13/09/2021	13921	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 21/09/2021 by Cheque FP15							
MAY02 Mayors Appeal Account							
454-15 x circus tickets	20/09/2021	20921	1	132.00	0.00	132.00	0.00
					0.00	132.00	
Above paid on 21/09/2021 by Cheque FP16							
MAZ01 Mazars LLP							
453-External Audit 20/21	09/09/2021	1906884	1	2,400.00	0.00	2,400.00	0.00
					0.00	2,400.00	
Above paid on 21/09/2021 by Cheque FP17							
PER03 Perfect Personalised Parties							
456-Remembrance Day Sound syste	10/09/2021	0025	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 21/09/2021 by Cheque FP18							

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List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PPLPRS PPL PRS Ltd							
455-PPL PRS licence fees	16/09/2021	SIN1813248	1	313.39	0.00	313.39	0.00
					0.00	313.39	
Above paid on 21/09/2021 by Cheque FP19							
PRE04 Prestige Design & Workwear Ltd							
435-8 x orange t-shirts	26/07/2021	105661	1	105.60	0.00	105.60	0.00
					0.00	105.60	
Above paid on 21/09/2021 by Cheque FP20							
RPM01 Reids Playground Maintenance Ltd							
459-Play area repairs	06/09/2021	4536	1	1,008.00	0.00	1,008.00	0.00
					0.00	1,008.00	
Above paid on 21/09/2021 by Cheque FP21							
SPA01 Spaldings Limited							
469-Oil/hand gel	31/07/2021	SI-2699387	1	144.00	0.00	144.00	0.00
470-2 x wheelbarrows	07/07/2021	SC-2049780	1	-66.00	0.00	-66.00	0.00
					0.00	78.00	
Above paid on 21/09/2021 by Cheque FP22							
STR02 Strawberry Fieldz Ltd							
436-H/rocks stage hire	31/08/2021	INV000394	1	945.00	0.00	690.00	255.00
					0.00	690.00	
Above paid on 21/09/2021 by Cheque FP23							
TAT01 Tate Business Group Ltd							
437-Graffiti remover	25/08/2021	2037677	1	81.48	0.00	81.48	0.00
					0.00	81.48	
Above paid on 21/09/2021 by Cheque FP24							
TEC01 Techies Limited							
463-IT Phone support	06/09/2021	INV-1737	1	288.00	0.00	288.00	0.00
464-IT Support	08/09/2021	INV-1775	1	144.00	0.00	144.00	0.00

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>465-Microsoft exchange</i>	17/09/2021	INV-1808	1	6.40	0.00	6.40	0.00
					0.00	438.40	
Above paid on 21/09/2021 by Cheque FP25							
TOO02	William Tookey						
<i>466-Billy Lee entertainer</i>	30/09/2021	246	1	350.00	0.00	350.00	0.00
					0.00	350.00	
Above paid on 21/09/2021 by Cheque FP26							
TOT01	Right Fuelcard Company Ltd						
<i>460-Fuel a/c</i>	05/09/2021	3895424	1	125.87	0.00	125.87	0.00
					0.00	125.87	
Above paid on 21/09/2021 by Cheque FP27							
TRA05	Transitions UK						
<i>450-Mayor allowance donation</i>	09/09/2021	9921	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 21/09/2021 by Cheque FP28							
TTT01	T T Trophies						
<i>438-H/rocks trophies</i>	25/08/2021	25821	1	75.90	0.00	75.90	0.00
					0.00	75.90	
Above paid on 21/09/2021 by Cheque FP29							
WEE01	Paula Weedon						
<i>457-Weedon stall refund</i>	01/09/2021	1921	1	15.00	0.00	15.00	0.00
					0.00	15.00	
Above paid on 21/09/2021 by Cheque FP30							
EE01	EE Limited						
<i>V01827959730/11067/EE Limited</i>	24/12/2020	V01827959730	1	363.96	0.00	363.96	0.00
<i>Purchase Ledger Payment</i>	03/08/2021	ON ACC 391	1	-282.86	0.00	-282.86	0.00
<i>395-Mobile phones</i>	24/08/2021	V01906127489	1	289.32	0.00	289.32	0.00
<i>406-Mobile phones</i>	24/07/2021	VO1896416078	1	282.86	0.00	282.86	0.00

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List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>VO1827959730C/EE Limited</i>	24/12/2020	VO1827959730C	1	-363.96	0.00	-363.96	0.00
					0.00	289.32	
Above paid on 01/09/2021 by Cheque DDR1							
TEC01	Techies Limited						
<i>Purchase Ledger Payment</i>	03/09/2021	ON ACC 536	1	0.00	0.00	253.86	-253.86
					0.00	253.86	
Above paid on 03/09/2021 by Cheque S/O2							
TEC01	Techies Limited						
<i>Purchase Ledger Payment</i>	03/09/2021	ON ACC 537	1	0.00	0.00	180.00	-180.00
					0.00	180.00	
Above paid on 03/09/2021 by Cheque S/O3							
CAS09	Castle Water - 2597769						
<i>Purchase Ledger Payment</i>	06/09/2021	ON ACC 538	1	0.00	0.00	5.00	-5.00
					0.00	5.00	
Above paid on 06/09/2021 by Cheque DDR4							
AMP02	Ampower UK Ltd						
<i>411-P/Drive electricity</i>	01/09/2021	INV-2109000028	1	12.33	0.00	12.33	0.00
					0.00	12.33	
Above paid on 07/09/2021 by Cheque DDR5							
AMP02	Ampower UK Ltd						
<i>412-T/Farm electricity</i>	01/09/2021	INV-2109000232	1	32.69	0.00	32.69	0.00
					0.00	32.69	
Above paid on 07/09/2021 by Cheque DDR6							
AMP02	Ampower UK Ltd						
<i>416-O/Close electricity</i>	01/09/2021	INV-2109000410	1	22.75	0.00	22.75	0.00
					0.00	22.75	
Above paid on 07/09/2021 by Cheque DDR7							

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List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMP02 Ampower UK Ltd							
415-The Green electricity	01/09/2021	INV-2109002303	1	93.08	0.00	93.08	0.00
					0.00	93.08	
Above paid on 07/09/2021 by Cheque DDR8							
AMP02 Ampower UK Ltd							
409-P/Drive electricity	01/09/2021	INV-2109003696	1	18.65	0.00	18.65	0.00
					0.00	18.65	
Above paid on 07/09/2021 by Cheque DDR9							
AMP02 Ampower UK Ltd							
410-Depot electricity	01/09/2021	INV-2109004403	1	14.25	0.00	14.25	0.00
					0.00	14.25	
Above paid on 07/09/2021 by Cheque DDR10							
AMP02 Ampower UK Ltd							
414-Moore Cres electricity	01/09/2021	INV-2109005014	1	109.85	0.00	109.85	0.00
					0.00	109.85	
Above paid on 07/09/2021 by Cheque DDR11							
AMP02 Ampower UK Ltd							
417-Depot electricity	01/09/2021	INV-2109006383	1	55.59	0.00	55.59	0.00
					0.00	55.59	
Above paid on 07/09/2021 by Cheque DDR12							
BRI01 British Gas							
370-T/Farm Pav gas	23/08/2021	716456703	1	7.37	0.00	7.37	0.00
					0.00	7.37	
Above paid on 07/09/2021 by Cheque DDR13							
BRI01 British Gas							
371-Depot gas	23/08/2021	716457353	1	7.37	0.00	7.37	0.00
					0.00	7.37	
Above paid on 07/09/2021 by Cheque DDR14							

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List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BRI01 British Gas							
373-P/Drive Pav gas	23/08/2021	716457971	1	7.37	0.00	7.37	0.00
					0.00	7.37	
Above paid on 07/09/2021 by Cheque DDR15							
BRI01 British Gas							
374-M/Cres Pav gas	23/08/2021	716457226	1	56.25	0.00	56.25	0.00
					0.00	56.25	
Above paid on 07/09/2021 by Cheque DDR16							
FRA02 Francotyp Postalia Ltd							
429-Postage	08/09/2021	22560301	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 14/09/2021 by Cheque DDR17							
CAS06 Castle Water - 2596363							
423-Depot water	02/09/2021	0006015718	1	15.23	0.00	15.23	0.00
					0.00	15.23	
Above paid on 16/09/2021 by Cheque ddr18							
CAS10 Castle Water - 2597749							
424-P/Pav water	02/09/2021	0006025979	1	33.03	0.00	33.03	0.00
					0.00	33.03	
Above paid on 16/09/2021 by Cheque DDR19							
CAS04 Castle Water - 2598006							
428-V/Green Pav water	02/09/2021	0006006956	1	59.02	0.00	59.02	0.00
					0.00	59.02	
Above paid on 16/09/2021 by Cheque DDR20							
CAS03 Castle Water - 2600724							
425-Depot water	02/09/2021	0006024085	1	5.76	0.00	5.76	0.00
					0.00	5.76	
Above paid on 16/09/2021 by Cheque DDR21							

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List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CAS05 Castle Water - 2618965							
422-M/Cres water	02/09/2021	0006015729	1	30.96	0.00	30.96	0.00
					0.00	30.96	
Above paid on 16/09/2021 by Cheque DDR22							
PLU03 Plusnet Plc							
458-Broadband	10/09/2021	00002193203-041	1	15.08	0.00	15.08	0.00
					0.00	15.08	
Above paid on 17/09/2021 by Cheque DDR23							
AMP02 Ampower UK Ltd							
413-Office electricity	01/09/2021	INV-2109002933	1	47.14	0.00	47.14	0.00
					0.00	47.14	
Above paid on 23/09/2021 by Cheque DDR24							
BRI01 British Gas							
420-Depot gas	13/09/2021	716569491	1	5.95	0.00	5.95	0.00
					0.00	5.95	
Above paid on 27/09/2021 by Cheque DDR25							
BRI01 British Gas							
419-P/Drive gas	13/09/2021	716569513	1	5.95	0.00	5.95	0.00
					0.00	5.95	
Above paid on 27/09/2021 by Cheque DDR26							
BRI01 British Gas							
421-Tithe Farm gas	13/09/2021	716570216	1	5.95	0.00	5.95	0.00
					0.00	5.95	
Above paid on 27/09/2021 by Cheque DDR27							
BRI01 British Gas							
418-M/Cres gas	13/09/2021	716569531	1	42.31	0.00	42.31	0.00
					0.00	42.31	
Above paid on 27/09/2021 by Cheque DDR28							

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List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PWLB01 PWLB							
430-PWLB Loan repayment	30/09/2021	30921	1	12,034.37	0.00	12,034.37	0.00
					0.00	12,034.37	
Above paid on 30/09/2021 by Cheque DDR29							
PAYROLL Payroll Options							
Purchase Ledger Payment	30/09/2021	ON ACC 539	1	0.00	0.00	137.20	-137.20
					0.00	137.20	
Above paid on 30/09/2021 by Cheque DDR30							
BRI01 British Gas							
372-Office gas	25/08/2021	963749602	1	24.95	0.00	24.95	0.00
					0.00	24.95	
Above paid on 09/09/2021 by Cheque DDR1							
STR02 Strawberry Fieldz Ltd							
436-H/rocks stage hire	31/08/2021	INV000394	1	255.00	0.00	255.00	0.00
					0.00	255.00	
Above paid on 29/09/2021 by Cheque DDR1							
HOU03 Houghton Regis Helpers Community Org A/C							
517-Deliver N/Plan leaflets	06/07/2021	6721	1	1,000.00	0.00	1,000.00	0.00
					0.00	1,000.00	
Above paid on 29/09/2021 by Cheque FP1							
CLO02 Cloudy Group							
Purchase Ledger Payment	01/09/2021	ON ACC 390	1	-1,997.50	0.00	-1,997.50	0.00
					0.00	-1,997.50	
Above paid on 01/09/2021 by Cheque FP10							
BATPC BATPC							
Purchase Ledger Payment	21/09/2021	ON ACC 540	1	0.00	0.00	-60.00	60.00
					0.00	-60.00	
Above paid on 21/09/2021 by Cheque FP3							

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List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED02 Bedfordshire Pension Fund							
442-Pensions Sep 21	30/09/2021	SEP21C	1	-8,669.20	0.00	-8,669.20	0.00
					0.00	-8,669.20	
Above paid on 21/09/2021 by Cheque FP5							
CLO02 Cloudy Group							
Purchase Ledger Payment	01/09/2021	ON ACC 541	1	0.00	0.00	3,995.00	-3,995.00
					0.00	3,995.00	
Above paid on 01/09/2021 by Cheque FP10							
TEC01 Techies Limited							
Purchase Ledger Payment	01/09/2021	ON ACC 542	1	0.00	0.00	-108.00	108.00
					0.00	-108.00	
Above paid on 01/09/2021 by Cheque FP28							
BATPC BATPC							
441-Cllr Training	30/09/2021	30921C	1	-30.00	0.00	-30.00	0.00
Purchase Ledger Payment	21/09/2021	ON ACC 540	1	60.00	0.00	60.00	0.00
					0.00	30.00	
Above paid on 21/09/2021 by Cheque FP3							
BED02 Bedfordshire Pension Fund							
473-Pensions Sep 21	30/09/2021	SEP21.	1	12,302.63	0.00	12,302.63	0.00
					0.00	12,302.63	
Above paid on 21/09/2021 by Cheque FP5							
Total Purchase Ledger Payments for Month 6						0.00	96,496.82

List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AKM01 AKM UK Group Ltd							
474-Pizzas/sides	27/07/2021	10884	1	35.82	0.00	35.82	0.00
					0.00	35.82	
Above paid on 12/10/2021 by Cheque FP1							
ANG01 Anglian Water Business Ltd (National)							
516-O/Close Pav water	17/09/2021	9497032	1	323.53	0.00	323.53	0.00
					0.00	323.53	
Above paid on 12/10/2021 by Cheque FP2							
BAN02 Bannerman Consulting Engineers Ltd							
505-Energy/Sustainability repor	27/09/2021	2021-175	1	3,072.00	0.00	3,072.00	0.00
					0.00	3,072.00	
Above paid on 12/10/2021 by Cheque FP3							
BED07 Police & Crime Commissioner for Beds							
475-Police hire Aug 21	24/09/2021	B0002575	1	3,188.15	0.00	3,188.15	0.00
476-Police hire July 21	24/09/2021	B0002576	1	1,364.75	0.00	1,364.75	0.00
477-Police hire June 21	24/09/2021	B0002577	1	3,152.85	0.00	3,152.85	0.00
					0.00	7,705.75	
Above paid on 12/10/2021 by Cheque FP4							
BUB01 Bubbles Lighting Ltd							
484-Generator hire H/rocks	27/09/2021	8428	1	567.30	0.00	567.30	0.00
					0.00	567.30	
Above paid on 12/10/2021 by Cheque FP5							
CAS01 Castele Consultancy Ltd							
519-F/F submission support	01/10/2021	1015	1	693.00	0.00	693.00	0.00
					0.00	693.00	
Above paid on 12/10/2021 by Cheque FP6							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CEN04	Central Bedfordshire Council						
485-Depot rent 29.9-24.12.21	29/09/2021	7100007780	1	3,875.00	0.00	3,875.00	0.00
					0.00	3,875.00	
				Above paid on 12/10/2021 by Cheque FP7			
CHE03	Cherishend Catering Ltd						
525-Hall hire	04/10/2021	41021	1	60.00	0.00	60.00	0.00
					0.00	60.00	
				Above paid on 12/10/2021 by Cheque FP8			
COP001	Cllr CL Copleston						
486-Clothing/hats	30/09/2021	30921	1	375.05	0.00	375.05	0.00
487-Mayor expenses	30/09/2021	30921A	1	50.00	0.00	50.00	0.00
488-Mayor travel expenses	30/09/2021	30921B	1	96.75	0.00	96.75	0.00
					0.00	521.80	
				Above paid on 12/10/2021 by Cheque FP9			
DCK01	DCK Accounting Solutions Ltd						
489-Vat Part Ex 20/21	22/09/2021	TPC9842	1	246.00	0.00	246.00	0.00
490-Accounts July/Aug 21	31/08/2021	TPC9821	1	945.00	0.00	945.00	0.00
					0.00	1,191.00	
				Above paid on 12/10/2021 by Cheque FP10			
DES001	DE Signs & Labels Ltd						
491-Parking access signs	29/09/2021	18850	1	57.60	0.00	57.60	0.00
					0.00	57.60	
				Above paid on 12/10/2021 by Cheque FP11			
DUN02	Biffa Waste Services Ltd						
478-Trade refuse skate park ev	24/09/2021	614C59623	1	132.00	0.00	132.00	0.00
479-Trade refuse cemetery	24/09/2021	614C59622	1	1,749.06	0.00	1,749.06	0.00
480-Trade refuse events	24/09/2021	614C59624	1	666.36	0.00	666.36	0.00
481-Trade refuse events	24/09/2021	614C59625	1	162.00	0.00	162.00	0.00
482-Trade refuse events	24/09/2021	614C59626	1	37.49	0.00	37.49	0.00

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
483-Trade refuse events	24/09/2021	614C59627	1	46.80	0.00	46.80	0.00
					0.00	2,793.71	

Above paid on 12/10/2021 by Cheque FP12

ELA01 Employment Law Advisory Services Ltd							
521-Staff assesments	06/10/2021	388874	1	630.00	0.00	630.00	0.00
					0.00	630.00	

Above paid on 12/10/2021 by Cheque FP13

ENV01 Envisage Promotions Ltd							
518-Marshals/SIA staff	12/10/2021	ENV11519	1	3,429.60	0.00	3,429.60	0.00
					0.00	3,429.60	

Above paid on 12/10/2021 by Cheque FP14

FAN01 Fantastic Fireworks Ltd							
492-Firework display 7.11.21	20/09/2021	18364	1	5,551.20	0.00	5,551.20	0.00
					0.00	5,551.20	

Above paid on 12/10/2021 by Cheque FP15

GBI01 Geo Browns Implements Ltd							
493-Top dresser hire	24/09/2021	807922	1	240.00	0.00	240.00	0.00
494-Kubota Mower LR21 HKO	21/09/2021	153547	1	20,400.00	0.00	20,400.00	0.00
495-Sale Shibaura Mower	21/09/2021	191753	1	-6,600.00	0.00	-6,600.00	0.00
496-Solid tyres	30/09/2021	154741	1	168.26	0.00	168.26	0.00
497-Stihl Clearing saw	21/09/2021	153603	1	2,580.00	0.00	2,580.00	0.00
					0.00	16,788.26	

Above paid on 12/10/2021 by Cheque FP16

HAR04 Harpenden Town Council Mayor's Account							
520-Wine tasting tickets	06/10/2021	61021	1	40.00	0.00	40.00	0.00
					0.00	40.00	

Above paid on 12/10/2021 by Cheque FP17

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List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HMR001 HMRC							
448-PAYE/NI Sep 21	30/09/2021	SEP21C	1	-8,024.84	0.00	-8,024.84	0.00
472-PAYE/NI Sep 21	30/09/2021	SEP21.	1	10,871.34	0.00	10,871.34	0.00
					0.00	2,846.50	
Above paid on 12/10/2021 by Cheque FP18							
HRS01 HR Solutions							
498-HR Support	30/09/2021	INV-022072	1	131.40	0.00	131.40	0.00
					0.00	131.40	
Above paid on 12/10/2021 by Cheque FP19							
ICCM01 Institute of Cemetery & Crematorium Mgmt							
4999-ICCM Subs 21/22	01/04/2021	4686/2021/22	1	95.00	0.00	95.00	0.00
					0.00	95.00	
Above paid on 12/10/2021 by Cheque FP20							
JCURL01 John Curl							
500-MK18 WYJ Transit repairs	13/09/2021	246463	1	308.40	0.00	308.40	0.00
					0.00	308.40	
Above paid on 12/10/2021 by Cheque FP21							
LAN03 Latent Digital Solutions Ltd							
501-Copier charges	29/09/2021	302417	1	73.34	0.00	73.34	0.00
					0.00	73.34	
Above paid on 12/10/2021 by Cheque FP22							
MAR04 Martin Rix							
503-Replace industrial fan	27/09/2021	12783	1	698.40	0.00	698.40	0.00
					0.00	698.40	
Above paid on 12/10/2021 by Cheque FP23							
MAY02 Mayors Appeal Account							
502-2 x Circus tickets	23/09/2021	23921	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 12/10/2021 by Cheque FP24							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MCS01	MCS Contract Cleaning Limited						
504-Toilets cleaning	30/09/2021	41146	1	1,836.00	0.00	1,836.00	0.00
					0.00	1,836.00	
Above paid on 12/10/2021 by Cheque FP25							
PCH01	PCH Associates Ltd						
506-Bldng consultancy services	29/09/2021	FAI-1634	1	4,183.00	0.00	4,183.00	0.00
					0.00	4,183.00	
Above paid on 12/10/2021 by Cheque FP26							
PPLPRS	PPL PRS Ltd						
507-PPL/PRS Licence fee	22/09/2021	SIN1819487	1	145.20	0.00	145.20	0.00
					0.00	145.20	
Above paid on 12/10/2021 by Cheque FP27							
RID01	RA Rideout						
522-Mayor reception flowers	05/10/2021	51021	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 12/10/2021 by Cheque FP28							
RIG01	Rigby Taylor						
509-Pitch dressing	26/07/2021	RSIN0382665	1	1,224.00	0.00	1,224.00	0.00
					0.00	1,224.00	
Above paid on 12/10/2021 by Cheque FP29							
SAF04	The Safer Luton Partnership						
523-1st Aid cover events	06/10/2021	SLP/HR/584	1	350.00	0.00	350.00	0.00
					0.00	350.00	
Above paid on 12/10/2021 by Cheque FP30							
SPA01	Spaldings Limited						
511-Strimmer cord	28/09/2021	SI-2717411	1	105.60	0.00	105.60	0.00
					0.00	105.60	
Above paid on 12/10/2021 by Cheque FP31							

Continued over page

List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOT01 Right Fuelcard Company Ltd							
<i>524-Fuel Account</i>	03/10/2021	3952934	1	97.45	0.00	97.45	0.00
					0.00	97.45	
Above paid on 12/10/2021 by Cheque FP32							
TEC01 Techies Limited							
<i>Purchase Ledger Payment</i>	04/10/2021	ON ACC 593	1	0.00	0.00	180.00	-180.00
					0.00	180.00	
Above paid on 04/10/2021 by Cheque DDR1							
TEC01 Techies Limited							
<i>Purchase Ledger Payment</i>	04/10/2021	ON ACC 594	1	0.00	0.00	253.86	-253.86
					0.00	253.86	
Above paid on 04/10/2021 by Cheque DDR2							
EE01 EE Limited							
<i>557-Mobile phones</i>	24/09/2021	V01915902461	1	332.10	0.00	332.10	0.00
					0.00	332.10	
Above paid on 04/10/2021 by Cheque DDR3							
GRE05 Grenke Leasing Ltd							
<i>510-Copier lease 1.10-31.12.21</i>	22/09/2021	0000382899/2021	1	118.80	0.00	118.80	0.00
					0.00	118.80	
Above paid on 05/10/2021 by Cheque DDR4							
CAS09 Castle Water - 2597769							
<i>Purchase Ledger Payment</i>	05/10/2021	ON ACC 595	1	0.00	0.00	5.00	-5.00
					0.00	5.00	
Above paid on 05/10/2021 by Cheque DDR5							
CLO02 Cloudy Group							
<i>Purchase Ledger Payment</i>	07/10/2021	ON ACC 596	1	0.00	0.00	799.00	-799.00
					0.00	799.00	
Above paid on 07/10/2021 by Cheque DDR6							

Continued over page

List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMP02 Ampower UK Ltd							
535-Depot electricity	01/10/2021	INV-2110000242	1	217.69	0.00	217.69	0.00
					0.00	217.69	
Above paid on 07/10/2021 by Cheque DDR7							
AMP02 Ampower UK Ltd							
534-O/Close Pav electricity	01/10/2021	INV-2110003318	1	81.52	0.00	81.52	0.00
					0.00	81.52	
Above paid on 07/10/2021 by Cheque DDR8							
AMP02 Ampower UK Ltd							
532-M/Cres pav electricity	01/10/2021	INV-2110005528	1	189.89	0.00	189.89	0.00
					0.00	189.89	
Above paid on 07/10/2021 by Cheque DDR9							
AMP02 Ampower UK Ltd							
533-The Green pav electricity	01/10/2021	INV-2110006600	1	206.69	0.00	206.69	0.00
					0.00	206.69	
Above paid on 07/10/2021 by Cheque DDR10							
AMP02 Ampower UK Ltd							
531-Office electricity	01/10/2021	INV-2110006652	1	152.78	0.00	152.78	0.00
					0.00	152.78	
Above paid on 07/10/2021 by Cheque DDR11							
AMP02 Ampower UK Ltd							
527-P/Drive electricity	01/10/2021	INV-2110003753	1	19.98	0.00	19.98	0.00
					0.00	19.98	
Above paid on 08/10/2021 by Cheque DDR12							
AMP02 Ampower UK Ltd							
529-P/Drive electricity	01/10/2021	INV-2110006264	1	17.43	0.00	17.43	0.00
					0.00	17.43	
Above paid on 08/10/2021 by Cheque DDR13							

Continued over page

List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMP02 Ampower UK Ltd							
<i>528-Depot electricity</i>	01/10/2021	INV-2110006511	1	12.50	0.00	12.50	0.00
					0.00	12.50	
							Above paid on 08/10/2021 by Cheque DDR14
AMP02 Ampower UK Ltd							
<i>530-T/Farm electricity</i>	01/10/2021	INV-2110007069	1	60.07	0.00	60.07	0.00
					0.00	60.07	
							Above paid on 08/10/2021 by Cheque DDR15
BRI02 BT Payment Services Ltd							
<i>Purchase Ledger Payment</i>	11/10/2021	ON ACC 597	1	0.00	0.00	534.78	-534.78
					0.00	534.78	
							Above paid on 11/10/2021 by Cheque DDR16
BRI01 British Gas							
<i>513-Depot gas</i>	30/09/2021	71665622	1	4.81	0.00	4.81	0.00
					0.00	4.81	
							Above paid on 14/10/2021 by Cheque DDR17
BRI01 British Gas							
<i>514-P/Drive pav gas</i>	30/09/2021	716656243	1	4.81	0.00	4.81	0.00
					0.00	4.81	
							Above paid on 14/10/2021 by Cheque DDR18
BRI01 British Gas							
<i>512-T/Farm Pav gas</i>	30/09/2021	716656813	1	4.81	0.00	4.81	0.00
					0.00	4.81	
							Above paid on 14/10/2021 by Cheque DDR19
BRI01 British Gas							
<i>515-M/Cres Pav gas</i>	30/09/2021	716656245	1	34.96	0.00	34.96	0.00
					0.00	34.96	
							Above paid on 14/10/2021 by Cheque DDR20

Continued over page

List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PLU03 Plusnet Plc							
<i>Purchase Ledger Payment</i>	18/10/2021	ON ACC 598	1	0.00	0.00	15.08	-15.08
					0.00	15.08	
							Above paid on 18/10/2021 by Cheque DDR21
CAS06 Castle Water - 2596363							
<i>552-Depot water</i>	04/10/2021	0006143284	1	9.06	0.00	9.06	0.00
					0.00	9.06	
							Above paid on 18/10/2021 by Cheque DDR22
CAS10 Castle Water - 2597749							
<i>550-P/Drive Pav water</i>	04/10/2021	0006148423	1	32.80	0.00	32.80	0.00
					0.00	32.80	
							Above paid on 18/10/2021 by Cheque DDR23
CAS04 Castle Water - 2598006							
<i>556-V/Green Pav water</i>	04/10/2021	0006133260	1	106.26	0.00	106.26	0.00
					0.00	106.26	
							Above paid on 18/10/2021 by Cheque DDR24
CAS05 Castle Water - 2618965							
<i>555-M/Cres Pav water</i>	04/10/2021	0006143286	1	29.65	0.00	29.65	0.00
					0.00	29.65	
							Above paid on 18/10/2021 by Cheque DDR25
BRI01 British Gas							
<i>547-Office gas</i>	14/10/2021	716736960	1	21.28	0.00	21.28	0.00
					0.00	21.28	
							Above paid on 28/10/2021 by Cheque DDR26
PAYROLL Payroll Options							
<i>508-Payroll fees Sep 21</i>	30/09/2021	134556	1	167.20	0.00	167.20	0.00
					0.00	167.20	
							Above paid on 29/10/2021 by Cheque DDR27

Continued over page

List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ERN001 Tara Earnshaw							
588-Craft materials	22/10/2021	221021	1	52.67	0.00	52.67	0.00
					0.00	52.67	
Above paid on 27/10/2021 by Cheque FP							
BUS01 Business HR Solutions (Consultancy) Ltd							
574-HR Retainer	01/10/2021	INV-022123	1	245.16	0.00	245.16	0.00
					0.00	245.16	
Above paid on 18/10/2021 by Cheque FP							
Total Purchase Ledger Payments for Month 7					0.00	63,480.50	

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AME02 Amethyst Horticulture Ltd							
561-Plants	21/10/2021	20139	1	678.00	0.00	678.00	0.00
					0.00	678.00	
Above paid on 03/11/2021 by Cheque FP1							
AMF01 AMF Services (Bedford) Ltd							
560-Hayter 48 repairs	15/10/2021	25219	1	417.97	0.00	417.97	0.00
					0.00	417.97	
Above paid on 03/11/2021 by Cheque FP2							
ANG01 Anglian Water Business Ltd (National)							
590-M/Cres Pav water	16/10/2021	9608595	1	151.46	0.00	151.46	0.00
					0.00	151.46	
Above paid on 03/11/2021 by Cheque FP3							
ANG01 Anglian Water Business Ltd (National)							
591-Office water	16/10/2021	9609350	1	71.96	0.00	71.96	0.00
					0.00	71.96	
Above paid on 03/11/2021 by Cheque FP4							
ANG01 Anglian Water Business Ltd (National)							
592-V/Green Pav water	16/10/2021	9609325	1	694.94	0.00	694.94	0.00
					0.00	694.94	
Above paid on 03/11/2021 by Cheque FP5							
BED01 Bedfordshire Rural Communities Charity							
562-DBS Disbursements	05/10/2021	2780	1	280.00	0.00	280.00	0.00
					0.00	280.00	
Above paid on 03/11/2021 by Cheque FP6							
BED02 Bedfordshire Pension Fund							
576-Pension Added yrs Sep 21	19/10/2021	746624	1	51.69	0.00	51.69	0.00
					0.00	51.69	
Above paid on 03/11/2021 by Cheque FP7							

Continued over page

List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED02 Bedfordshire Pension Fund							
602-Pensions Oct 21	31/10/2021	OCT21	1	8,768.87	0.00	8,768.87	0.00
					0.00	8,768.87	
Above paid on 03/11/2021 by Cheque FP8							
BOA01 B R Boatwright							
564-Green waste removal	22/10/2021	1480	1	540.00	0.00	540.00	0.00
					0.00	540.00	
Above paid on 03/11/2021 by Cheque FP9							
BUS01 Business HR Solutions (Consultancy) Ltd							
573-HR Retainer	31/10/2021	INV-022665	1	245.16	0.00	245.16	0.00
					0.00	245.16	
Above paid on 03/11/2021 by Cheque FP10							
CHE03 Cherishend Catering Ltd							
565-Buffett/corkage/drinks	15/10/2021	151021	1	518.00	0.00	518.00	0.00
566-Hall hire	15/10/2021	151021A	1	100.00	0.00	100.00	0.00
					0.00	618.00	
Above paid on 03/11/2021 by Cheque FP11							
DCK01 DCK Accounting Solutions Ltd							
568-Accounts Aug/Sep 21	30/09/2021	TPC9885	1	743.84	0.00	743.84	0.00
					0.00	743.84	
Above paid on 03/11/2021 by Cheque FP12							
DUN01 Dunstable Plumbing Merchants Ltd							
567-Plumbing materials	05/07/2021	024200	1	43.20	0.00	43.20	0.00
					0.00	43.20	
Above paid on 03/11/2021 by Cheque FP13							
DUN02 Biffa Waste Services Ltd							
563-Trade refuse	22/10/2021	614C62639	1	1,495.25	0.00	1,495.25	0.00
					0.00	1,495.25	
Above paid on 03/11/2021 by Cheque FP14							

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List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EAR01 Earth Anchors							
569-Memorial bench	21/10/2021	EA35003	1	1,040.40	0.00	1,040.40	0.00
					0.00	1,040.40	
Above paid on 03/11/2021 by Cheque FP15							
GBI01 Geo Browns Implements Ltd							
571-V Belt	26/10/2021	157740	1	91.12	0.00	91.12	0.00
					0.00	91.12	
Above paid on 03/11/2021 by Cheque FP16							
HER01 Hertfordshire County Council							
572-Stationery	31/10/2021	H102107839	1	51.12	0.00	51.12	0.00
					0.00	51.12	
Above paid on 03/11/2021 by Cheque FP17							
HMR001 HMRC							
601-PAYE/NI Oct 21	31/10/2021	OCT21	1	7,946.39	0.00	7,946.39	0.00
					0.00	7,946.39	
Above paid on 03/11/2021 by Cheque FP18							
INE001 Inertia Structures Ltd							
575-Structural design work	31/08/2021	21053-INV001	1	1,140.00	0.00	1,140.00	0.00
					0.00	1,140.00	
Above paid on 03/11/2021 by Cheque FP19							
JAS01 Jaspers Hire Ltd							
577-Cuttlery/crockery hire	21/10/2021	163718	1	337.50	0.00	337.50	0.00
					0.00	337.50	
Above paid on 03/11/2021 by Cheque FP20							
LAN03 Latent Digital Solutions Ltd							
580-Toner cartridge	27/10/2021	302569	1	5.99	0.00	5.99	0.00
					0.00	5.99	
Above paid on 03/11/2021 by Cheque FP21							

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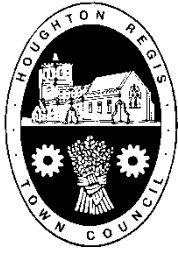
List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LAW001 John Lawson's Circus Ltd							
578-38 x popcorn	19/10/2021	191021	1	76.00	0.00	76.00	0.00
579-15 x slushie drinks	19/10/2021	191021A	1	37.50	0.00	37.50	0.00
					0.00	113.50	
Above paid on 03/11/2021 by Cheque FP22							
LEI001 Leighton-Linslade Town Council							
581-L/Linslade dinner tickets	26/10/2021	261021	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 03/11/2021 by Cheque FP23							
MCS01 MCS Contract Cleaning Limited							
582-Public toilets cleaning	30/10/2021	41223	1	1,836.00	0.00	1,836.00	0.00
					0.00	1,836.00	
Above paid on 03/11/2021 by Cheque FP24							
OIL001 Oil NRG Ltd							
583-Diesel	08/10/2021	809601	1	2,160.38	0.00	2,160.38	0.00
					0.00	2,160.38	
Above paid on 03/11/2021 by Cheque FP25							
PNC01 PNC HR Ltd							
584-Staff training	24/10/2021	INV-0276	1	540.00	0.00	540.00	0.00
					0.00	540.00	
Above paid on 03/11/2021 by Cheque FP26							
MAR04 Martin Rix							
585-Cemetery gate repairs	01/11/2021	12799	1	1,269.60	0.00	1,269.60	0.00
					0.00	1,269.60	
Above paid on 03/11/2021 by Cheque FP27							
SJS01 S J S Irrigation							
586-Bowls Club Maint contract	13/10/2021	17873	1	456.00	0.00	456.00	0.00
					0.00	456.00	
Above paid on 03/11/2021 by Cheque FP28							

Continued over page

List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TEC01 Techies Limited							
587-Telephone	27/10/2021	INV-1923	1	270.00	0.00	270.00	0.00
					0.00	270.00	
Above paid on 03/11/2021 by Cheque FP29							
THO03 Thompsons Solicitors							
589-SS Legal fees	28/10/2021	1407067	1	420.00	0.00	420.00	0.00
					0.00	420.00	
Above paid on 03/11/2021 by Cheque FP30							
BED02 Bedfordshire Pension Fund							
602-Pensions Oct 21	31/10/2021	OCT21C	1	-8,768.87	0.00	-8,768.87	0.00
					0.00	-8,768.87	
Above paid on 03/11/2021 by Cheque FP8							
HMR001 HMRC							
601-PAYE/NI Oct 21	31/10/2021	OCT21C	1	-7,946.39	0.00	-7,946.39	0.00
					0.00	-7,946.39	
Above paid on 03/11/2021 by Cheque FP18							
BED02 Bedfordshire Pension Fund							
605-Pensions Oct 21	31/10/2021	OCT21.	1	8,804.49	0.00	8,804.49	0.00
					0.00	8,804.49	
Above paid on 03/11/2021 by Cheque FP1							
HMR001 HMRC							
606-PAYE/NI Oct 21	31/10/2021	OCT21.	1	7,997.14	0.00	7,997.14	0.00
					0.00	7,997.14	
Above paid on 03/11/2021 by Cheque FP2							
Total Purchase Ledger Payments for Month 8					0.00	32,584.71	



CORPORATE SERVICES COMMITTEE

Agenda Item 9

Date:	22nd November 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 September 2021 – 3.91%

30th June 2021 - 4.18%

31st March 2021 - 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 September 2021 - £1,297,000

30th June 2021 - £1,254,000

30th April 2021£1,211,600

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 notice period for the CCLA Property Fund is 90 days. This will need to be borne in mind as this project proceeds. A cash flow forecast has been 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:

9th November 2021 – 0.0370%

2nd September 2021 - 0.0235%

21st May 2021 – 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

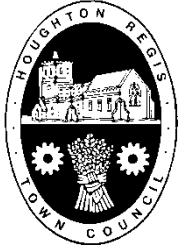
- There are no press implications.

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:	22nd November 2021
Title:	Human Resources Provision
Purpose of the Report:	To provide members with information in regard to the review of the Town Councils Human Resources provision.
Contact Officer:	Debbie Marsh, Corporate Services Manager

1. RECOMMENDATION

To recommend to Town Council that company C be appointed to provide this service.

2. BACKGROUND

At the Corporate Services meeting held on the 21st September 2021 (minute number 11775) members and agreed to seek competitive quotes for this service provision.

3. INFORMATION

The Town Council needs to have access to those who have an expertise in HR management and employment law. As there is no expertise internally, the Town Council looks to outside organisations to provide this service.

Four companies have been approached to provide quotations for this service, including the Town Councils current provider.

	Company 'A'		Company 'B'			Company 'C'	Company 'D'
Employment advice	√		√			√	√
Continuity of advisor	√	Only per case	√			√	√
Policy advice	√		√			√	√
Tailored documents and correspondence	√		X			√	√
Ad hoc advice – i.e. Non general issues (more complex cases) and creation of bespoke letters, templates, documentation and policies)	√		Additional fee of £65 per hour will be charged			√	
Contract terms	36 months	60 months	12 months	24 months	36 months	12 months	60 months
Cost based on 20 employees	£286pm Fixed regardless of increase in employee numbers	£239pm Fixed regardless of increase in employee numbers	£183pm	£165pm	£149pm	£215pm	£220pm Fixed regardless of increase in employee numbers Fees increase annually by 2% per annum.
Provision of staff handbook	√	√	√	√	√	√	√
In person support	£895 per day	£895 per day	£65 per hour	£65 per hour	£65 per hour	£119.50 per hour + travel expenses	£750 per day
Access to Occupational Health provider (additional costs dependent on type of referral)	√	√	√	√	√	√	√
Regular newsletters/updates to employment law	√	√	√	√	√	√	√

4. COUNCIL VISION

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

5. IMPLICATIONS

Corporate Implications

- Not having access to professional Human Resource advice could lead to non-compliance with legislation

Legal Implications

- Risk of legal proceedings

Financial Implications

- Risk of financial costs

Risk Implications

- Damage to reputation

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

- There are no press implications arising from the recommendations

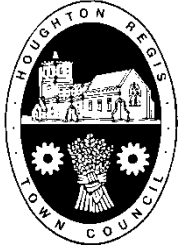
6. CONCLUSION AND NEXT STEPS

Whilst company B offers the lowest monthly fee, they do not include non general issues (more complex cases) and the creation of bespoke letters, templates, documentation and policies as part of this fee. Therefore, no definitive costs can be provided. Members are reminded that the Town Council has found itself, in the past, needing the advice of their HR provider for long lengthy, complex, HR issues.

Due to the uncertainty of costs with company B, company C offers the best value for money.

7. APPENDICES

None



CORPORATE SERVICES COMMITTEE

Agenda Item 14

Date:	22nd November 2021
Title:	Safeguarding Children and Young People
Purpose of the Report:	To inform Members on how the Town Council can meet the 6 NSPCC Standards in safeguarding and protecting children
Contact Officer:	Debbie Marsh, Corporate Services Manager

1. RECOMMENDATIONS:

- 1.1 To recommend to Town Council that the Safer Recruitment and Selection Policy be approved.**
- 1.2 To recommend to Town Council that the Induction Process be approved.**
- 1.3 To recommend to Town Council that the Ex-Offenders Recruitment Policy be approved**
- 1.4 To recommend to Town Council that the Disciplinary Policy be approved**

2. BACKGROUND

At the Corporate Services meeting held on the 23rd November 2020, members were advised that the Town Councils Safeguarding policy was last reviewed on the 5th March 2018 and that whilst this policy was scheduled to be reviewed every 4 years, it was apparent that the policy was not compatible with the standards set out by the NSPCC (National Society for the Prevention of Cruelty to Children).

At this meeting Members received a report that identified the work needed to bring the Town Councils policy up to standard.

As the Town Council has increased its face-to-face delivery in working with Young People, it is imperative that Houghton Regis Town Council strive to meet the standards set out by the NSPCC. The Town Council needs to produce documents and adapt relevant policies in order to provide a clear framework for staff and volunteers working with children and young people.

Safeguards are measures that an organisation should put in place to help reduce the risk of children, young people and adults being harmed.

The NSPCC provides a comprehensive document that sets out the 6 standards for the voluntary and community sector in support of safeguarding and protecting Children and Young People aged 0-18.

This document, which has been previously provided to members, offers information and templates to support the voluntary and community sector in reaching these standards and cover all aspects of working with Children and Young People. The document can be found by following the link:

<https://learning.nspcc.org.uk/media/1079/safeguarding-standards-and-guidance.pdf>

In essence, the standards cover:

Standard 1: Recruitment, induction and supervision

Standard 2: Protecting children and young people

Standard 3: Preventing and responding to bullying

Standard 4: Running safe activities and events

Standard 5: Recording and storing information

Standard 6: Sharing information and working with other agencies

3. ISSUES FOR CONSIDERATION

The NSPCC Standards are comprehensive and whilst there is the option to use their templates, they are only there for guidance. In order for the Town Council to fully comply with these standards, there is a need for officer time and resources to be utilised in order to complete the task. With this in mind it is proposed to present documents, under each Standard, at this and future meetings.

Members will see, under Standard 1: Recruitment, induction and supervision that there are 17 elements which go to satisfying this standard.

By not having a comprehensive framework for safeguarding and protecting children there is a risk to missed opportunities for recognising and reporting neglect and abuse. For the protection of staff and volunteers, the framework, will provide clear and concise guidelines for those working with young people.

Some of the references within the NSPCC guidelines are legal obligations.

4. ELEMENTS OF STANDARD 1

Of the 17 elements that satisfy Standard 1, the following elements are being presented for consideration:

- Safer Recruitment and Selection Policy. This particular policy was scheduled to be reviewed at the November meeting, as detailed on the Policy Review Schedule. Revisions to the current policy are shown as tracked changes.
- Induction Process - This policy needs to be revised in order to incorporate safeguarding assurances. Track changed document attached.
- Ex-Offenders Recruitment Policy – new policy
- Disciplinary Policy – in reviewing the town councils Induction Process it was noted that some of the paragraphs referred to within the document were not in

relation to induction but more specifically in relation to possibly disciplinary action during a probationary period.

The Town Council, via other documents, can satisfy the remaining elements of Standard 1.

5. COUNCIL VISION

Aspiration

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

Objective 4.3

To provide activities for young people, families and older people

6. IMPLICATIONS

Corporate Implications include:

- Policy implications
- Staff implications
- Training implications for staff and councillors (Ext Auditors report 2018/19)

Legal Implications

- This piece of work will identify and cover legal implications for staff working with children and young people.

Financial Implications

- Training costs will be identified as this project moves forward.

Risk Implications

Such as:

- Service delivery – protection for staff and young people
- H&S – clear guidance incorporated within the standards will identify measures such as lone working with children and young people.
- Reputation – Increase reputation and trust in parents and carers who entrust their children in the care of Houghton Regis Town Council

Equalities Implications

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

Clear and concise guidelines on safeguarding and the protection of children promotes equal opportunities.

Press Contact

There are no press implications arising from the recommendations

7. CONCLUSION AND NEXT STEPS

To continue to identify documents that are needed, either by updating or providing new ones, in order to meet the 6 NSPCC Standards in safeguarding and protecting children.

Further reports and policies will be presented at the next Corporate Services meeting.

8. APPENDICES

Appendix 'A' – Safer Recruitment and Selection Policy

Appendix 'B' – Induction Process

Appendix 'C' - Ex-Offenders Recruitment Policy

Appendix 'D' – Disciplinary Policy



Houghton Regis Town Council

Safer Recruitment & Selection Policy

Date of Approval:	9th October 2017
Date of Review:	12th June 2017; 22 nd November 2021
Dates of Re approval:	

The following pieces of legislation apply to this policy:

- [Rehabilitation of Offenders Act 1974](#)
- [Data Protection Act 2018](#)
- [Equality Act 2000](#)

Contents

1.0 Introduction

2.0 Aims

3.0 Responsibility

4.0 Equality Monitoring

5.0 Complaints

6.0—Review

6.07.0 [Further Information](#)

1.0 INTRODUCTION

- 1.1 Houghton Regis Town Council is committed to promoting equality and diversity.
- 1.2 This policy aims to ensure that recruitment and selection results in the most suitable person being appointed for the job based on merit, and that no employee or potential employee receives less favorable treatment than any other on grounds of sex, race, colour, nationality, ethnic or national origin or on the grounds of disability, sexual orientation, religion or belief.
- 1.3 [This policy ensures Houghton Regis Town Council adopts safe practices when recruiting staff and volunteers to work with children, young people or vulnerable adults, helping them to carry out their duties safely.](#)
- 1.4 [Houghton Regis Town Council will ensure that all information provided by applicants will be treated as confidential and, if successful, their details will be stored and controlled in line with the requirements of the Data Protection Act 2018.](#)
- 1.5 [This policy is not contractual but aims to set out the way in which Houghton Regis Town Council manages their recruitment activities.](#)
- 1.6 [This policy applies to all recruitment activity, including internal promotions and secondments, and including roles that are filled on a fixed-term contract basis of more than six months duration.](#)

2.0 AIMS

- 2.1 The Council will achieve the aims of the [Safer](#) Recruitment and Selection Policy by:
 - i. Considering whether an existing employee could be trained to do the job, whether the work could be done by part-timers, job-sharers or home-based workers and how the selection will be made.
 - ii. Ensuring that there are clear job descriptions and person specifications for every job and that every job description and person specification has been through an evaluation process.
 - iii. Ensuring that the procedure for recruitment and selection is followed by every employee and Member involved in recruitment and selection.
 - ~~iv.~~ [Ensuring that vacancies are advertised to a diverse section of the labour market.](#)
 - ~~iv.~~~~v.~~ [Ensuring posts that involve working with children, young people or vulnerable adults will be advertised with a clear safeguarding or child protection statement.](#)
 - ~~v.~~~~vi.~~ Ensuring that applicants are attracted by the best recruitment method or methods to reach the target group at the most reasonable cost.
 - ~~vi.~~~~vii.~~ Monitoring/reviewing its policy to ensure that unlawful and unfair practices are not introduced.
 - ~~vii.~~~~viii.~~ Ensuring that applicants are not asked questions which may suggest an intention to discriminate on grounds of a protected characteristic. For example,

applicants should not be asked whether they are pregnant or planning to have children.

~~viii~~.ix. Ensuring that applicants are not asked about health or disability before a job offer is made and that limited exceptions questions are only used, with the approval of the Town Councils HR consultants. For example:

- a. Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to necessary adjustments)
- b. Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment

x. Ensuring those applicants applying to work with children, young people or vulnerable adults complete a separate self-disclosure form.

xi. Ensuring interviews are carried out by a panel of more than one person.

xii. Ensuring the Town Council has a transparent scoring system for shortlisting and interviews.

xiii. Ensuring all new employees or volunteers undertake an induction process.

xiv. Ensuring those working directly with children, young people or vulnerable adults receive safeguarding or child protection training.

~~ix~~.xv. Ensuring that those working directly with children, young people or vulnerable adults receive regular supervision.

3.0 RESPONSIBILITY

- 3.1 The Town Clerk will be responsible for ensuring that the Recruitment and Selection procedures are adhered to and that advice and support is available through the Town Councils HR consultants.

4.0 EQUALITY MONITORING

- 4.1 To ensure this policy is operating effectively and to identify groups that may be underrepresented or disadvantaged, the Town Council will monitor applicants' ethnic group, gender, disability, sexual orientation, religion and ages as part of their recruitment procedure. Provision of this information is voluntary and will not adversely affect an individual's chances of recruitment or any other decision relating to their employment. The equality monitoring forms will be removed from applications prior to short listing, and will be kept in an anonymous format solely for the purposes stated. Analysing this data will help the Town Council to take appropriate steps to avoid discrimination and improve equality and diversity.

5. COMPLAINTS

- 5.1 If any applicant considers that he or she has been unfairly treated in relation to the Recruitment and Selection Policy, an investigation will be undertaken in accordance with the Town Councils Complaints Procedure.

6. REVIEW

6.1 This policy will be reviewed every four years by the Corporate Services Committee.

7. FURTHER INFORMATION

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

RECRUITMENT & SELECTION PROCEDURE

Council staff and Members will adhere to the following procedure for the recruitment and selection of staff:

1. The Town Clerk will appoint an administrator to support the recruitment process and to provide applicants with an information pack. All applications will be treated confidentially and handled in accordance with our data protection policy. For those interested in a role directly working with children, young people or vulnerable adults, the information pack to include a self-disclosure form.
2. The Town Clerk will arrange for the advertisement of a vacancy
3. The administrator will prepare the applications for short listing, ensuring the equality monitoring page is removed. Applications will be circulated to only those directly involved in the recruitment process.
4. The Town Clerk will appoint an interview panel, ~~if required~~, for all non-senior members of staff positions
- ~~4.5.~~ At all stages of the recruitment procedure, reasonable attempts will be made to accommodate the needs of any candidate who has notified the interview panel of a disability. This may include changing the timing or location of any interview to enable the candidate to attend, providing information in different formats or larger type, etc.
- ~~5.6.~~ The Town Clerk along with members of the Personnel Sub-Committee will act as interview panel for the posts of Town Clerk and other senior members of staff
- ~~6.7.~~ The interview panel will shortlist using a scoring matrix (example attached). All shortlisted applicants to provide proof of identity and copies of original qualifications on the day of the interview
8. The interview process/questions will be agreed, including any tests/presentations. These additional tests may include presentations, report writing, skills or ability tests; or any other test deemed appropriate and relevant for the position.

7-9. Questions will ask for information that will help the interview panel to assess the candidates’ ability to do the job. Questions about marriage plans, family intentions, religious or political commitments (unless there is a Genuine Occupational Requirement that applies to the vacant role), caring responsibilities (unless such questions are directly relevant to assessing a candidate’s experience of the duties of the particular vacancy), or about any other issues which may give rise to suspicions of unlawful discrimination should not be asked. Candidates will not be asked whether they plan to opt-out of auto-enrolment, nor will any statements be made (whether written or verbal) that either state or imply that the offer of a post could depend on whether they opt-out of an automatic enrolment pension scheme.

10. The interviews will be carried out and a review and comparison of the notes will be made

8-11. At each interview, the interview panel will be introduced and an outline of the structure of the interview will be given. Candidates will be encouraged to:

- Take the time they need to think about responses to questions
- Ask for clarification if any question is unclear
- Give as many examples as they can to support their answers

12. The successful candidate will be appointed and references checked (two references – one from the most recent workplace or volunteering role). The Town Clerk to inform the successful candidate if they are subject to any background checks, such as right to work, DBS and criminal record checks. In addition, and depending on the requirements of the post, the Town Clerk may also require proof of driving licence or a medical report.

13. Where possible, references should be received prior to any new employee starting work, if not then it may be that the start date will be delayed until the references are received and checked. In the event of a reference being unsatisfactory, the Town Clerk may withdraw the offer of employment but will usually discuss this with the candidate, and if appropriate the referee before making this decision.

9-14. All employment checks will be dealt with in accordance with the Town Councils Data Protection Policy.

10-15. The Town Clerk to send regret letters to those unsuccessful candidates as soon as practicably possible

11-16. Feedback will be provided, on request, to interviewees and any applicants

Example of Scoring Matrix :

Criteria	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5
Qualifications					
Education					

Experience					
Skills					
Requirements of post					
TOTAL SCORE					

- Ratings 0-3
- 0 = Candidate did not meet criteria
 - 1 = Candidate meets some of the criteria
 - 2 = Candidate meets all essential and some desirable criteria
 - 3 = Candidate meets all essential and all/most of the desirable criteria

Candidates achieving a score of 10 and above will be interviewed



HOUGHTON REGIS TOWN COUNCIL

~~STAFF~~ INDUCTION PROCESS

Date of Approval:	26 th September 2011
Date of Review:	1 st March 2013; 26th September 2017; 22 nd November 2021
Date of Re-approval:	11 th December 2017

Contents

1. Policy Statement
2. The Induction Process
3. The Probation Period
4. Review

1. Policy Statement

Houghton Regis Town Council is committed to developing all members of staff [and volunteers](#) so that they can perform to the best of their ability and can offer the best service to the Council.

Accordingly, the Town Council offer an Induction Process and an Appraisal System for all new members of staff to support staff development and service provision. [All volunteers will receive an induction into Houghton Regis Town Council and their specific volunteer role.](#)

The Town Council aims to provide a fair inclusive working environment that:

- Ensures equality or opportunity to enable all employees [and volunteers](#) to contribute to [the](#) Council and achieve personal development.
- Is free from discrimination, harassment and victimisation of any kind.
- Reflects all sections of society.

The Town Council confirms its opposition to any form of less favourable treatment of employees, [volunteers](#) or applicants for employment on grounds of gender (including gender assignment), marital status, race, ethnic origin, colour, nationality, disability, religion, age or sexual orientation.

2. The Induction Process

On the commencement of employment, [or volunteering role](#), (usually the first day) the Line Manager or Town Clerk will complete the following Induction Process:

Council Structure & Role

General description of the Town Council and the role it plays within local government and the local community

What the job [or volunteering role](#) is

This will comprise a basic description of the post [or volunteering role](#). It will consider the requirements as outlined in the job description. [All volunteers will receive an induction into Houghton Regis Town Council and their specific volunteer role.](#)

Staff structure

The employee [or volunteer](#) will be advised of the staff structure, this will specifically identify their line manager, clerk, health and safety officers and fire wardens.

Councillors

Outline of the role of elected Members and their position within the Town Council.

[For employees their terms and conditions of employment](#)

This is to include details of holiday provision, the flexi-time scheme if applicable, pay levels, pay days and pay increases, pension provision, the 6-month probation period and the appraisal system.

Line Manager

To include formal introduction to the employees [or volunteers](#) Line Manager, any specific requirements they may have and the role they play within the Council.

Town Clerk

To include formal introduction to the Town Clerk, any specific requirements they may have and the role they play within the Council.

Facilities

Employees [and volunteers](#) to be shown facilities including first aid box and accident book, cloakroom, toilets, rest room and kitchen.

Council policy

Employee to be shown location of electronic versions of Council policy documents and to be invited to review them during the first week or so of their employment. Specifically, [employees and volunteers](#) to be shown the Health & Safety Policy, the Fire Risk Assessment, Other Risk Assessments and any other policy documents applicable to their position [or role](#) within the Council.

Council IT System

Employees [and volunteers](#) to be shown around IT set up and to receive advice on use for personal reasons, prohibition on downloading external software etc

Initial Training Needs

To consult with employee over any initial training needs which may have been highlighted through the recruitment process or the reference process. [Volunteer training will be provided as appropriate. Where possible, volunteers will be entitled to receive additional training on the same basis as paid staff.](#)

[The Town Clerk, or appointed Line Manager, will source suitable safeguarding or child protection training to those people working or volunteering with children, young people or vulnerable adults](#)

Probation Period

To highlight to employees the 6-month probation as set out in the contract of employment. Further details provided below.

3. The Probation Period

The contract of employment includes a 6-month probation period for all new employees. This enables the Council to review the suitability of the employee for the role being undertaken. Satisfactory completion of the probation period results in the employee becoming a permanent member of staff.

On commencing employment, the employee will undergo the above induction process. This process may highlight any initial training needs. These should be addressed promptly to help the employee to undertake their role satisfactorily.

Training should always be sourced promptly to rectify any issues.

Both Line Managers and employees are encouraged to increase the frequency of the above discussions if felt needed / justified.

4. Review

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

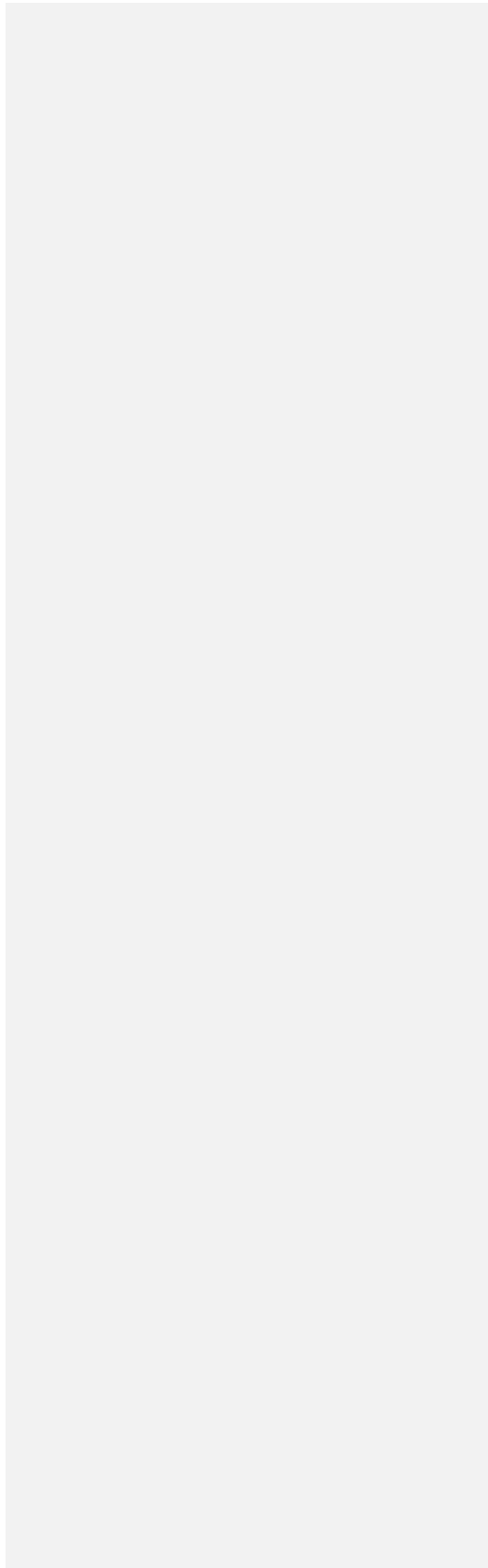
Appendix A

New employees [and volunteers](#) will undertake an Induction process upon commencement of their employment. This form is intended as a formal record of that process.

<i>Area of Induction</i>	<i>Date received</i>	<i>Signature of Employee</i>	<i>Signature of Clerk / Line Manager</i>
<p><i>Council Structure & Role</i> General description of the Town Council and the role it plays within local government and the local community</p>			
<p><i>NOTES</i></p>			
<p><i>What the job or role is</i> This will comprise a basic description of the post. It will consider the requirements as outlined in the job description.</p>			
<p><i>NOTES</i></p>			
<p><i>Staff structure</i> The employee and volunteer will be advised of the staff structure, this will specifically identify their line manager, the Town Clerk, and deputy clerk, health and safety officers and fire wardens.</p>			
<p><i>NOTES</i></p>			
<p><i>Councillors</i> Outline of the role of elected Members and their position within the Town Council.</p>			
<p><i>NOTES</i></p>			
<p><i>Terms and conditions of employment – Employees only</i> This is to include details of holiday provision, the flexi-</p>			

time scheme if applicable, pay levels, pay days and pay increases, pension provision, the 6 month probation period and the appraisal system			
<i>NOTES</i>			
<i>Line Manager</i> To include formal introduction to the employees and volunteers Line Manager, any specific requirements they may have and the role they play within the Council.			
<i>NOTES</i>			
<i>Town Clerk</i> To include formal introduction to the Town Clerk, any specific requirements they may have and the role they play within the Council.			
<i>NOTES</i>			
<i>Staff Facilities</i> Employees and volunteers to be shown facilities including first aid box and accident book, cloakroom, toilets, rest room and kitchen.			
<i>NOTES</i>			
<i>Council policy</i> Employee to be shown location of electronic versions of Council policy documents and to be invited to review them during the first week or so of their employment. Employees and Volunteers are specifically to be shown the Health & Safety Policy,			

the Fire Risk Assessment, Other Risk Assessments and any other policy documents applicable to their position or role within the Council.			
<i>NOTES</i>			
<i>Council IT System</i> Employees and volunteers to be shown around IT set up and to receive advice on use for personal reasons, prohibition on downloading external software etc			
<i>NOTES</i>			
<i>Initial Training Needs</i> To consult with employee over any initial training needs which may have been highlighted through the recruitment process or the reference process. Volunteer training will be provided as appropriate. To source suitable safeguarding or child protection training to those people working or volunteering with children, young people or vulnerable adults will be provided			
<i>NOTES</i>			
<i>Probation Period</i> To highlight to employee the 6-month probation as set out in the contract of employment.			
<i>NOTES</i>			





HOUGHTON REGIS TOWN COUNCIL

EX-Offenders Recruitment Policy

Date of approval:	
Dates of review:	22 nd November 2021
Dates of re-approval:	

Contents

1. Introduction
2. Checking processes
3. Procedure
4. Review

1.0 INTRODUCTION

- 1.1 Houghton Regis Town Council is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 1.2 Houghton Regis Town Council actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcomes applications from a wide range of candidates, including those with criminal records. Candidates will be selected for interview based on their skills, qualifications, and experience.
- 1.3 The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become 'spent', or ignored, after a 'rehabilitation period'.
- 1.4 A rehabilitation period is a set length of time from the date of conviction. After this period, with certain exceptions, an ex-offender is not normally obliged to mention their conviction when applying for a job or obtaining insurance, or when involved in criminal or civil proceedings.
- 1.5 Some positions within Houghton Regis Town Council qualify for DBS (Disclosure and Barring Service), Access NI or Disclosure Scotland checks which provide access to sensitive criminal record information about candidates. As an organisation using the Disclosure and Barring Service (DBS) Disclosure service, Access NI and Disclosure Scotland service to assess applicants' suitability for positions of trust, Houghton Regis Town Council must comply fully with the relevant legislation and DBS Code of Practice and undertakes to treat all applicants for positions fairly. Houghton Regis Town Council will undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- 1.6 Having a criminal record will not necessarily bar an individual from working with Houghton Regis Town Council. This will depend on the nature of the position and the circumstances and background of the offences. The Rehabilitation of Offenders Act 1974 (England and Wales), Rehabilitation of Offenders Order 1978 (Northern Ireland) and Offenders Act Exceptions Order (Scotland 1974 - Amendment 2003) were introduced to ensure that ex-offenders who had not re-offended for a period of time since their conviction are not discriminated against when applying for jobs. Unless a position is exempted from the Acts, employers are not allowed to discriminate on the grounds of spent convictions.
- 1.7 A DBS, Access NI and Disclosure Scotland is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application packs, job

advertises and recruitment briefs must contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

- 1.8 If the post does not involve working with children or vulnerable adults, Houghton Regis Town Council will only require applicants to disclose 'unspent' criminal convictions as part of their application. Houghton Regis Town Council will advise applicants at the time when they first submit their application, the extent and depth of the vetting they will be subjected to, before the role can be offered to them. This will enable any person who objects to the vetting process, for whatever reason, to withdraw their application early on in the recruitment process. Successful applicants will be required to consent to subsequent criminal record checks during employment as deemed appropriate by Houghton Regis Town Council or regulatory bodies.

2.0 CHECKING PROCESSES

- 2.1 All employees, volunteers, contractors, sole traders, agency workers and interns will undergo some form of pre-employment security check. The level of check will vary dependent upon the role and the access to children or young people.
- 2.2 Posts that do not involve direct access to children or young people are covered by the Rehabilitation of Offenders Act.
- 2.3 In order to protect vulnerable groups such as children and young people, when staff are recruited into positions involving regular work with these groups, they are exempt from the ROA for those positions only and so Houghton Regis Town Council is entitled to ask the individual to disclose both spent and unspent convictions.

3.0 PROCEDURE

- 3.1 Where a Disclosure is to form part of the recruitment process, all applicants called for interview must be encouraged to provide details of their criminal record at an early stage in the application process. This information is provided confidentially on a safeguarding form and given in a sealed envelope to the chair of the interview panel or interviewer. This information is only to be seen by those who need to see it as part of the recruitment process.
- 3.2 All those who are involved in the recruitment process, in particular the chair of the panel, should have been suitably trained to identify and assess the relevance and circumstances of offences and they should have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974, Rehabilitation of Offenders Order 1978, Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997, Protection of Children Act 1999/Criminal Justice and Court Services Act 2000, Safeguarding Vulnerable Groups Act 2006.

-
- 3.3 The relevance of convictions should be judged against the following criteria:
- The seriousness of the offence and its relevance to other employees and customers etc.
 - The length of time since the offence occurred
 - Whether the offence was a one-off or part of a history of offending
 - Circumstances which led to the committing of the offence
 - Whether the applicant's personal circumstances have since changed
 - The country in which the offence occurred
 - Decriminalisation and remorse
- 3.4 At interview, or in a separate discussion, it is important that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or volunteering but a thorough discussion with the Town Clerk and the candidate should have taken place first before any offer is withdrawn.
- 3.5 Any matter revealed in a Disclosure must be discussed with the person seeking the position before making or finalising any offer of employment. Only convictions which are relevant to the role which an individual applies for must be taken into consideration. Past convictions which were spent and which would not impact on an individual's ability to perform a role competently and safely, must not bar an individual from taking up a position within Houghton Regis Town Council.
- 3.6 Having a criminal record will not necessarily bar an individual from working with Houghton Regis Town Council. This will depend on the nature of the position and the circumstances and background of the offences.

4.0 REVIEW

- 4.1 This policy will be reviewed every four years by the Corporate Services Committee.



HOUGHTON REGIS TOWN COUNCIL

DISCIPLINARY POLICY

Date of Approval:	5 th December 2016
Date of Review:	2 nd March 2020; 22 nd November 2021
Date of Re-approval:	5 th October 2020

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

Contents

- 1. Introduction**
- 2. The Procedure**
- 3. Disciplinary Investigation**
- 4. Disciplinary Meeting**
- 5. Disciplinary Action**
- 6. Appeal**

1 INTRODUCTION

- a This policy is based on and complies with the [2015](#) ACAS Code of Practice. It also takes account of the ACAS guide on discipline and grievances at work. This policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below. This policy is not intended to be contractual.
- b This policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- c This policy confirms:
 - i. informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance
 - ii the Council will fully investigate the facts of each case
 - iii the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management"
 - iv employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - v. employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
 - vi. employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official at any disciplinary, investigatory or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - vii. the Council will give employees reasonable notice of any meetings in this procedure. Employees must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
 - viii. if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable to propose a later date
 - ix. any changes to the specified time limits in the Council's procedure must be agreed by the employee and the Council
 - x. information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
 - xi. audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
 - xii. employees have the right to appeal against any disciplinary action. The appeal decision is final

- xiii. if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be held after the completion of the disciplinary procedure
- xiv. disciplinary action taken by the Council can include, a written warning, final written warning or dismissal
- xv. this procedure may be implemented at any stage if the employee's alleged misconduct warrant this
- xvi. except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- xvii. if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it
- xviii. the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires consent of affected parties

d Examples of misconduct

Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct. The list is not exhaustive.

- i. unauthorised absence
- ii. poor timekeeping
- i. misuse of the Council's resources and facilities including telephone, email and internet
- ii. inappropriate behaviour
- iii. refusal to follow reasonable instruction
- iv. breach of health and safety rules.

e Examples of gross misconduct

Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- i. bullying, discrimination and harassment
- ii. incapacity at work because of alcohol or drugs
- iii. violent behaviour
- iv. fraud or theft
- v. gross negligence
- vi. gross insubordination
- vii. serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- viii. serious and deliberate damage to property
- ix. use of the internet or email to access pornographic, obscene or offensive material
- x. disclosure of confidential information.

f Suspension

If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation

While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.

The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

g Examples of unsatisfactory work performance

The following list contains some examples of unsatisfactory work performance: The list is not exhaustive;

- i. inadequate application of management instructions/ council policies/procedures
- ii. inadequate IT skills
- iii. unsatisfactory management of staff
- iv. unsatisfactory communication skills.

h Probationary period

The contract of employment includes a 6-month probation period for all new employees. This enables the Council to review the suitability of the employee for the role being undertaken. Satisfactory completion of the probation period results in the employee becoming a permanent member of staff.

On completion of one month's service a formal discussion will be held between the employee and their line manager. This gives both parties the opportunity to address any concerns over employee performance. Should any concerns be raised suitable actions to address the concerns should be identified and followed through promptly.

A second formal discussion will be held between the employee and their line manager after a further 2 months. This should concentrate on any concerns previously identified and reflect on whether performance has improved and consider if any new concerns have arisen. Again, suitable actions should be agreed and followed through promptly.

A final interview will be held just prior to the 6-month probation period ending between the employee and their line manager. Again, this should concentrate on any concerns previously identified and reflect on whether performance has improved such that the employee is considered fully suitable to the position. The employee will be formally notified by letter of satisfactory completion of their probation period.

The above series of meetings is the formal structure for the probation period, in reality Line Managers offer an open-door policy to all staff so should concerns or issues arise employees and Line Managers are encouraged to address them promptly without necessarily waiting for one of the above scheduled discussions. Issues or concerns certainly should NOT be left until the probation period is nearly completed.

If necessary, the probationary period may be extended at the Councils discretion, in which case the employee will be advised of this and the same notice periods will continue to apply.

The Council reserves the right not to apply its disciplinary policy during an employee's probationary period or during the first two years of employment.

2. THE PROCEDURE

Preliminary enquiries: The council may make preliminary enquiries to establish the basic fact of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

Informal Procedures: Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

3 DISCIPLINARY INVESTIGATION

- a A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- b. If a formal disciplinary investigation is required the Chair of the Council's Corporate Services committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent. If the Chair of the Corporate Services committee considers that there is no one within the council who is independent (for example, because they all have direct involvement in the allegations about the employee), he/she will recommend to Council that someone from outside the Council be appointed as an investigator. The Investigator will be appointed as soon as possible after the allegations have been made. The Chair of the Corporate Services committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
 - i. the allegations or events that the investigation is required to examine
 - ii. that a recommendation is required
 - iii. how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
 - iv. the findings should be reported to the Chair of the Corporate Services and who to contact for further direction if unexpected issues arise or advice is needed.
- c The Investigator will be asked to submit a report within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary as the Town Clerk has authority to undertake disciplinary actions as appropriate.
- d The Chair of the Corporate Services committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given at least five working days' notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary policy. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
- e Employees may be accompanied or represented by a workplace colleague, a trade union representative or trade union official at any investigatory meeting.

- f If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- g The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Chair of the Corporate Services committee whether or not disciplinary action should be taken.
- h The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
 - i. the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
 - ii. the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - iii. the employee has a case to answer and there should be action under the Council's disciplinary procedure.
- i The Investigator will submit the report to the Corporate Services committee which will decide whether further action will be taken.
- j If the Corporate Services committee decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

4 THE DISCIPLINARY MEETING

- a If the Corporate Services committee decides that there is a case to answer, it will appoint a Disciplinary, Grievance and Appeals sub-committee of six councillors. Three of which will form the Disciplinary Sub Committee to formally hear the allegations. The remaining 3 councillors will form the Appeals Sub Committee should it be necessary. The Disciplinary, Grievance and Appeals sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee. No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
 - i. the names of its members
 - ii. details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
 - iii. a copy of the information provided to the sub-committee which may include the investigation report, all the supporting evidence and a copy of the Council's disciplinary procedure
 - iv. the date, time and place for the meeting. The employee will be given reasonable notice of the hearing (at the least 10 working days) so that he/she has sufficient time to prepare for it
 - v. that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least five working days before the meeting. If witnesses are not able to attend the meeting, witness statements should be submitted to the council at least five working days before the hearing
 - vi. that the employee will provide the council with their supporting evidence at least five working days before the meeting.
 - vii. that the employee may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- i. the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- ii. the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report
- iii. the Chairman will invite the employee to present their account.
- iv. the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
- v. any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- vi. the employee (or the companion) will have the opportunity to sum up his/her case
- vii. the Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision
- viii. the disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

5 DISCIPLINARY ACTION

If the sub-committee decides that there should be disciplinary action, it may be any of the following:

a First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- i. the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- ii. that further misconduct/failure to improve will result in more serious disciplinary action
- iii. the employee's right of appeal
- iv. that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 12 months.

b Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the period of a prior warning the employee will be given a final written warning. A final written warning will set out:

- i. the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- ii. that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- iii. the employee's right of appeal
- iv. that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 12 months.

c Dismissal

The Council may dismiss:

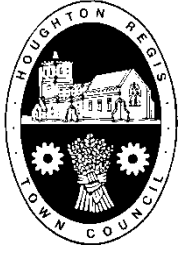
- i. for gross misconduct
- ii. if there is no improvement within the specified time period in the conduct which has been the subject of a final written warning

- iii. if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.
- d The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal.
- e If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless and until it is modified as a result of an appeal.

6 THE APPEAL

- a An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal and provide supporting evidence.
- b The grounds for appeal include:
 - i. a failure by the Council to follow its disciplinary policy
 - ii. the sub-committee's decision was not supported by the evidence
 - iii. the disciplinary action was too severe in the circumstances of the case
 - iv. new evidence has come to light since the disciplinary meeting.
- c Appeals can take various forms, depending on the circumstances of each case. They can range from a review of the original decision (essentially an assessment whether the disciplinary was fairly decided on the evidence heard) to complete re-hearing (the appeal takes place as if the matter was being heard for the first time) and would then follow the same process as in section 4.
- d Where possible, the Appeal will be heard by a panel of three members of the Disciplinary, Grievance & Appeals sub-committee who have not previously been involved in the case. There may be insufficient members of the sub-committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the sub-committee. The appeal panel will appoint a Chairman from one of its members.
- e The employee will be notified, in writing, within 10 working days of receipt of the notice of the appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official
- f At the meeting, members will appoint a Chairman. The Chairman will
 - ii. introduce the panel members to the employee
 - ii. explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the Disciplinary, Grievance and Appeals sub-committee
 - iii. explain the action that the appeal panel may take.
- g The employee (or his/her companion) will be asked to explain the grounds for appeal.
- h The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal hearing.
- i The appeal panel may decide to uphold the decision of the Disciplinary, Grievance and Appeals sub-committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

- j If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- k The appeal panel's decision is final.



CORPORATE SERVICES COMMITTEE

Agenda Item 15

Date: 22nd November 2021

Title: **WORKPLACE HEALTH POLICY**

Purpose of the Report: **To provide members with information in regard to the adoption of the Town Councils Mental Health and Workplace Wellbeing Policy.**

Contact Officer: **Debbie Marsh, Corporate Services Manager**

1. BACKGROUND

At the Corporate Service meeting held on the 1st March 2021, members welcomed the revised Stress Policy however members also discussed the benefits of adding a Wellbeing Policy to their suite of policies (minute number 11532).

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

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

2. INFORMATION

The Corporate Services Manager has sourced two examples of a Workplace Health policy, one via St John's Ambulance and one from the Town Councils HR provider.

Both policies follow a similar path however, before a policy is presented to this committee, it is suggested that staff have sight of the example policy in order for them to provide feedback.

An example of the proposed policy is attached.

Once staff have been consulted it is proposed to present a draft policy at the next Corporate Services meeting.

3. COUNCIL VISION

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

4. IMPLICATIONS

Corporate Implications

- The need to include a Workplace Health Policy to support the Town Councils Stress policy

Legal Implications

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

Financial Implications

- Budget requirement for any Mental Health First Aider or awareness training.

Risk Implications

- Risk to service continuity due to staff absence.

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

5. CONCLUSION AND NEXT STEPS

Promoting and protecting staff wellbeing in the workplace is important.

A Workplace Health Policy is an important addition to the town council's suite of policies. It will support the creation of a workplace environment that promotes the mental wellbeing of all employees.

All employees will be provided with the example Workplace Health Policy and given the opportunity to provide feedback and suggested amendments to the policy.

6. APPENDICES

Appendix A Example Workplace Health Policy



HOUGHTON REGIS TOWN COUNCIL

Workplace Health Policy

Date of Approval:	
Reviewed:	22 nd November 2021
Date of Re approval:	

Contents

1. The need for Health at Work
2. Aim of the policy.
3. Objectives
4. Communication
5. Review & Monitoring
6. Useful links

Appendix 'A' Workplace Wellness Action Plan

1. THE NEED FOR HEALTH AT WORK POLICY

1.1 Physical activity

Physical activity is essential for good health and contributes to positive wellbeing, feeling good and is a way of interacting with people. Many of the leading causes of illness and disability can be put down to inactiveness – such as coronary heart disease, strokes, obesity, type 2 diabetes, hypertension (high blood pressure), some cancers, stress, anxiety, osteoarthritis, osteoporosis, and low back pain.

For general health benefit, adults should achieve at least 20 minutes per day of moderate intensity physical activity. This should be taken in bouts of 10 minutes or more to count towards your weekly total.

Any activity during leisure, working or travel counts. Physical activity includes activities such as walking, cycling, gardening, dancing, and housework, as well as participation in sport, swimming, and formal exercise.

The workplace is an important place where people can increase their levels of activity to benefit their health and protect against illness.

Physical activity helps staff manage stress, weight, and medical conditions. Physically active employees also report less illness and recover more quickly from the illnesses they do get. There is also research that suggest physically active employees sleep better and are more productive at work.

Employees engaged in physical activity initiatives have reported greater enjoyment of their work, improved concentration and mental alertness and improved cooperation and rapport with colleagues.

1.2 Healthy eating

Healthy eating is essential for good health and contributes to positive wellbeing. Many of the leading causes of disease and disability in our society – such as obesity, coronary heart disease, type 2 diabetes, certain types of cancer, mental ill health, and osteoporosis – are associated with poor nutritional choices.

A healthy, balanced diet contains a variety of different types of food, including lots of fruit, vegetables; plenty of starchy foods such as wholemeal bread and wholegrain cereals; some protein-rich foods such as meat, fish, eggs, and lentils; and some dairy foods. We should also be drinking about 6 to 8 glasses (1.2 litres) of water, or other fluids, every day to stop us getting dehydrated.

The workplace is an important place in which people can increase their intake of healthy foods to benefit their health and protect against illness. A healthy, balanced diet also helps people to recover more quickly from illness.

The food we eat, and what we drink, not only have a physical impact on our body, but can also contribute to our mental health, resulting in improved levels of concentration, mental alertness, and ability to cope with everyday stresses and strains.

1.3 Mental wellbeing

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental

wellbeing of the workforce is important for individuals' physical health, social wellbeing, and productivity.

Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health conditions and support them once they are at work.

Important aspects of mental wellbeing include providing information and raising awareness, management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advice, and support to anyone experiencing poor mental wellbeing or returning to work after a period of absence due to poor mental wellbeing.

2. AIM OF THE POLICY

The aim of this policy is:

- to promote and encourage employee participation in regular moderate intensity physical activity.
- to support and encourage employees to make healthy eating choices.
- to create a workplace environment that promotes the mental wellbeing of all employees.
- to support and encourage employees to access smoking cessation services, raise awareness of the risks of smoking and help staff to quit.
- to raise awareness of recommended guidelines for alcohol intake and encourage staff to reduce consumption of alcohol where necessary.

3. OBJECTIVES

3.1 Physical activity

a) To raise awareness of the benefits of physical activity.

- Provide educational leaflets and resources on physical activity.
- Provide staff courses and seminars on the benefits of activity and risks of inactivity/sedentary behaviour.
- Hold physical activity promotional events.

b) To support employees in becoming more active in a variety of ways.

- Encourage employees to make active choices through the use of promotional and motivational resources, for example encouraging them to walk or cycle all or part of the way to work, or to use the stairs instead of the lift.
- Map out walking trails or routes within the grounds or local area and publicise them with times and distances.

- Provide information on local sports and leisure facilities, classes, and clubs.
- Establish a lunchtime activity group e.g., walking/running.
- Establish and support sports or activity clubs e.g., swimming or football.
- Provide corporate memberships at local fitness facilities or swimming/health spa.

c) To remove barriers and enable staff to be active in and around work.

- Provide flexible working hours to allow for physical activity before, during and after work.
- Provide incentives to staff who walk or cycle to meetings, e.g., paying activity mileage.
- Provide safe storage racks for bicycles.
- Provide showering and/or changing facilities.

3.2 Healthy eating

a) To implement a healthy eating policy that raises awareness of the benefits of healthy eating.

- Provide educational leaflets and resources on healthy eating.
- Include workplace health on the agenda at team meetings.
- Appoint a healthy eating champion, to be responsible for a workplace healthy eating programme.
- Set up a healthy eating focus group.
- Provide courses and seminars on the benefits of healthy eating and the risks of poor nutrition.
- Hold healthy eating promotional events.

b) To implement a healthy eating policy that supports employees to make healthier eating choices in a variety of ways.

- Encourage employees to make healthy eating choices through the use of promotional and motivational resources, e.g., encouraging employees to make healthy choices from the cafe menu.
- Have at least 5 healthy choices in the vending machine
- Provide food storage and preparation areas in all departments.
- Provide information on local weight management groups.
- Investigate the demand for and feasibility of having a monthly healthy breakfast event.
- Designate one week each year as Healthy Eating Week, with a range of organised activities.
- Provide access to water in all meeting and training rooms.
- Provide fruit at least 2 days per week for employees to have free.

c) To remove barriers and enable employees to make healthy eating choices.

- Review current provision of services.
- Provide cool storage areas for lunchboxes and snacks.
- Work with on-site caterers to trial more healthy choices.
- Increase access to healthy foods for shift workers by introducing healthy options in vending machines.
- Develop links with local food providers who will deliver healthy food options to the workplace.
- Encourage employees to eat meals away from their desks.
- Provide fruit bowls in each department.
- Offer fruit instead of biscuits during meetings.
- Provide access to cool drinking water for all employees.

3.3 Mental wellbeing

a) To develop a supportive culture, tackle factors that may negatively affect mental wellbeing, and to develop management skills.

- Give employees information on and increase their awareness of mental wellbeing.
- Give non-judgemental and proactive support to staff who experience mental health problems.
- Include information about your mental health policy in the new staff induction programme.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress-buster activities, and social events.
- Offer employees flexible working arrangements.
- Set employees realistic targets that do not require them to work unreasonable hours.
- Ensure all employees have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training, and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination, and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.
- All employees to have a quarterly 1-1 with their manager to discuss goals and an informal monthly meeting to catch up.

b) To provide support for employees experiencing mental health difficulties.

- Ensure individuals suffering from poor mental health are treated fairly and consistently and are not made to feel guilty about their problems.

- Encourage staff to consult the occupational health department (if there is one), their own GP, or a counsellor of their choice.
- In cases of long-term sickness absence, put in place, where possible, graduated return to work plans.
- Make every effort to identify suitable alternative employment, in full discussion with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health illness in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

c) To encourage the employment of people who have experienced mental health ill health.

- Show a positive and enabling attitude to employees and job applicants with a mental health illness. This includes having positive statements in recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act and are trained in appropriate interview skills.
- Do not make assumptions that a person with a mental health illness will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- Ensure all line managers have information and training about managing mental health in the workplace.

d) To recognise that workplace stress is a health and safety issue.

- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.
- Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.
- Provide training in good management practices.
- Provide confidential counselling and adequate resources.

e) Training

- All employees offered a mental health awareness course.
- All interested staff can apply to undertake the level 2 mental health First Aider course

f) New skills

- All employees are actively encouraged to undertake and learn a new skill. Applications to be made to the Mental Health First Aider or Line Manager. Budgets to be considered. Examples: learn a new language, learn how to dance, woodwork & practical skills. However, it could be occupational skills to gain a promotion etc.

4. COMMUNICATION

- 4.1 All employees will be made aware of the health at work policy and the facilities available.

The health at work policy will be included in the employee handbook and employee information or induction packs. It will also be promoted on an annual basis and be readily available to download through the organisation's shared drives.

A specific focus group will be established to take forward the actions from this policy. Regular updates will be provided to all employees via their line management.

There will be a noticeboard erected in the staff room where social activities, learning new skills, training and information on physical activity, healthy eating and other related topics will be displayed.

There will be a workplace health at work champion appointed who can advise on all matters and be a central point of contact

5. REVIEW AND MONITORING

- 5.1 Employees participating in any of the health at work activities will be regularly asked for feedback.

A health at work audit will be undertaken annually.

A health at work action plan will be maintained by the workplace health champion.

The policy, status updates and evaluation reports will be circulated to management and be available on request through the workplace health champion.

The human resources department (or an individual as appropriate) will be responsible for reviewing the health at work policy and for monitoring how effectively the policy meets its aims and objectives.

The policy will be reviewed six months from implementation and then annually after that to ensure that it remains relevant.

6. USEFUL LINKS

The Town Council provides access to an Employee Assistance Provider however, the following links may also offer support:

<http://www.anxietyuk.org.uk/> - Charity Providing support for sufferers with Anxiety.

<http://www.bipolaruk.org.uk/> - Charity helping people living with manic depression or bipolar disorder.

<https://www.menshealthforum.org.uk/beatstress.uk> - 24/7 support for men by text or email

<http://www.mind.org.uk/> - Support for people with Mental health problems

<http://www.samaritans.org/> - Support for people experiencing feelings of distress or despair.

<http://www.refuge.org.uk/> - Advice on dealing with domestic violence.

<http://www.alcoholics-anonymous.org.uk/> - A free self-help group with a programme to help people with alcohol issues.

<http://www.cruse.org.uk/home> - Help with the effects of bereavement

<http://www.rapecrisis.org.uk/> - Help for any victims of rape

<https://www.talktofrank.com/> - Free confidential advice on drugs, their effects, and the law

<http://www.b-eat.co.uk/> - Eating disorders and how they can be beaten.

WORKPLACE WELLNESS ACTION PLAN

APPENDIX 'A'

What is a WAP and how can it help me?

A WAP is a personalised, practical tool we can all use – whether we have a mental health concern or not – to help us identify what keeps us well at work, what causes us to become unwell, and how to address a mental health problem at work should you be experiencing one.

It also offers the opportunity to open up a dialogue with your Manager, Supervisor or anyone else you may report to, in order for them to better understand your needs and experiences and ultimately better support your mental health. This in turn leads to greater productivity, better performance and increased job satisfaction.

We all have mental health just as we all have physical health, and this WAP has been designed to support us all to manage our mental health.

WAPs are also particularly helpful during the return to work process if you have been off work due to a mental health problem or period of absence as they provide a structure for conversations around what support will help you and what reasonable adjustments might be useful to discuss and consider with your Manager.

Developing a Workplace Wellness Action Plan can help support wellness and your own mental wellbeing by reflecting on the causes of stress and mental health and taking ownership of practical steps to help address triggers.

The process can also help Managers to open dialogue with you, to understand your needs and experiences and ultimately better support wellbeing and mental health.

Please answer the following questions honestly and take some time in thinking about how you feel and what you would like to achieve from completing this plan.

- 1. What helps your wellbeing to stay mentally healthy at work?
(For example: Taking a lunch break, keeping a 'to do' list, talking with colleagues, getting some exercise)**

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2. **What can your Manager or company do to support you stay healthy at work?**

(For example: regular feedback and supervision, catch ups, discussing wider developments in the organisation, supporting social events)

3. **Are there any situations at work that can trigger poor mental health for you?**

(For example: conflict at work, organisational change, tight deadlines, something not going to plan)

4. **What do you usually do that helps you manage stress?**

(For example: relaxation, physical exercise, talking with colleagues – you may find it difficult to make decisions, struggle to prioritise work tasks, difficulty with concentration, drowsiness, confusion, headaches)

5. **What steps can you take if you start to feel unwell at work? (For example: take a break, go for a short walk, ask your line manager for support)**

- 6. If we notice early warning signs that you are experiencing poor mental health – what should we do? (For example, talk to you discreetly about it, contact someone that you have specified)**

- 7. Are there elements of your individual working style or temperament that it is worth your manager being aware of? (For example, a preference for more face to face or more email contact, gaining acknowledgement or sign off on projects/tasks)**

- 8. What support could be put in place to minimise triggers or to support you to manage symptoms? (For example: extra catch-up time with line manager)**

- 9. Is there anything else that you would like to share?**

10. Agreed Timeline with SMART objectives for projects / further meetings & return to work

EXAMPLE

Thank you for taking the time to complete this Wellness Action Plan and for helping reduce avoidable stress for yourself and others

Employee signature

Date

Workplace Health Policy

Manager signature

Date

Date completed

Review to be completed on –

EXAMPLE



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr T K McMahon**

Tel: 01582 865463

Town Clerk: **Clare Evans**

Miscellaneous Fees - Offices 2021 - 2022

Hire of the Council Chamber £7.50 per hour

Hire of the Mayor / Member Room £5 per hour

Hire of the Small Meeting Room £5 per hour

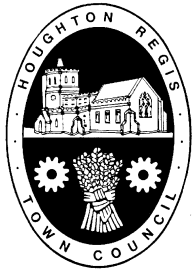
Photocopying*

	A4		A3	
	Black & White	Colour	Black & White	Colour
Councillors	2p	5p	4p	10p
Members of the Public	13p	16p	15p	21p

* VAT will be charged at standard variable rate

Notes:

- Free use of a Council room is permitted where there is no operational cost incurred or income lost for the following:
 - Any meeting at which an Officer of the Town Council is present;
 - Any Residents meeting organised and attended by Town Councillors;
 - Town Council political group meetings where that political group is elected to the council and where topics for discussion relate to town council business
- Free use of a Council room can be applied for by local voluntary or charitable organisations which will be determined by the Town Clerk
- A charge will be made for political branch meetings or political campaigning meetings
- The booking form must be used for all meetings.



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Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Corporate Services										
101	Corporate Management									
1076	Precept received	904,518	904,518	969,231	969,231	969,231	0	1,105,284	0	0
1091	Income Miscellaneous	0	0	0	60	60	0	0	0	0
1096	Interest & Dividends Received	30,400	32,367	25,200	7,283	28,360	0	28,360	0	0
	Total Income	934,918	936,885	994,431	976,574	997,651	0	1,133,644	0	0
4051	BANK & LOAN CHARGES	60	12	60	0	0	0	120	0	0
4056	AUDIT FEES	2,750	2,515	2,750	-90	2,750	0	3,000	0	0
4057	ACCOUNTANCY & SOFTWARE	2,600	2,085	2,100	993	1,800	0	2,600	0	0
4061	CCLA Management Fees	4,000	3,775	4,000	1,020	4,000	0	4,000	0	0
	Overhead Expenditure	9,410	8,387	8,910	1,923	8,550	0	9,720	0	0
	Movement to/(from) Gen Reserve	925,508	928,498	985,521	974,651	989,101		1,123,924		
102	Democratic Rep'n & Mgmt									
4007	CONFERENCE COSTS	250	0	450	0	0	0	600	0	0
4008	TRAINING/COURSES	700	160	700	250	500	0	700	0	0
4009	TRAVEL	200	0	350	97	200	0	350	0	0
4020	MISC. ESTABLISH.COST	200	0	400	218	400	0	400	0	0
4024	SUBSCRIPTIONS	3,200	2,751	2,800	2,252	2,252	0	2,848	0	0
4059	OTHER PROFESSIONAL FEES	0	0	0	0	0	0	3,000	0	0
4104	HOSPITALITY ALLNCE	200	0	200	54	200	0	250	0	0
4131	ELECTION COSTS	5,000	3,060	12,000	7,813	12,000	0	12,000	0	0
4991	Trs to Earmarked Reserve	0	1,940	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		9,750	7,910	16,900	10,684	15,552	0	20,148	0	0
Movement to/(from) Gen Reserve		(9,750)	(7,910)	(16,900)	(10,684)	(15,552)		(20,148)		
190	<u>Central Services</u>									
1082	INC-LETTINGS	0	0	30	11	30	0	30	0	0
1091	Income Miscellaneous	100	525	100	901	901	0	100	0	0
Total Income		100	525	130	912	931	0	130	0	0
4007	CONFERENCE COSTS	300	335	800	75	75	0	800	0	0
4008	TRAINING/COURSES	2,000	164	2,500	635	1,000	0	2,500	0	0
4009	TRAVEL	375	0	500	0	0	0	500	0	0
4011	RATES	7,200	7,111	7,300	7,111	7,111	0	7,300	0	0
4012	WATER RATES	600	310	600	218	600	0	600	0	0
4014	ELECTRICITY	1,400	739	1,500	781	1,500	0	1,500	0	0
4015	GAS	1,400	660	1,600	370	1,600	0	1,600	0	0
4017	HEALTH & SAFETY	300	130	400	0	400	0	400	0	0
4020	MISC. ESTABLISH.COST	200	91	200	126	200	0	200	0	0
4021	COMMUNICATIONS COSTS	2,600	6,003	3,600	3,150	5,300	0	5,300	0	0
4022	POSTAGE	1,800	1,099	1,500	400	800	0	800	0	0
4023	STATIONERY	1,200	562	1,000	332	700	0	1,000	0	0
4025	INSURANCE	14,000	12,518	14,000	13,516	13,516	0	14,000	0	0
4026	COMPUTER COSTS	5,000	6,241	5,000	4,759	5,000	0	5,000	0	0
4027	PHOTOCOPIER CHARGES	2,000	844	2,000	1,102	1,600	0	1,600	0	0
4031	ADVERTISING	1,400	0	500	0	0	0	500	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4036	PROPERTY MAINTENANCE	5,000	1,364	2,000	155	2,000	0	2,000	0	0
4038	MAINTENANCE CONTRACTS	600	896	600	100	600	0	600	0	0
4042	Equipment Repairs & Maintenance	1,500	66	1,000	8	1,000	0	1,000	0	0
4051	BANK & LOAN CHARGES	0	0	0	200	0	0	0	0	0
4052	BANK INTEREST	0	0	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	14,000	924	9,000	0	3,000	0	9,000	0	0
5012	Trs to EMR Office Provision	0	0	0	0	0	0	10,000	0	0
	Overhead Expenditure	62,875	40,054	55,600	33,037	46,002	0	66,200	0	0
	Movement to/(from) Gen Reserve	(62,775)	(39,529)	(55,470)	(32,125)	(45,071)		(66,070)		
191	<u>Personnel/Staff Costs</u>									
1091	Income Miscellaneous	0	500	0	0	0	0	0	0	0
	Total Income	0	500	0	0	0	0	0	0	0
4001	STAFF SALARIES	419,525	357,065	423,205	237,094	0	0	438,885	0	0
4002	EMPLOYERS N.I	41,852	30,338	42,320	19,566	0	0	43,888	0	0
4003	EMPLOYERS SUPERANN.	104,037	82,193	100,723	49,704	0	0	104,454	0	0
4005	STAFF OVERTIME	5,000	671	7,000	0	2,000	0	7,000	0	0
4059	OTHER PROFESSIONAL FEES	3,500	11,579	5,500	6,189	7,000	1,838	5,500	0	0
4992	Trs from Earmarked Reserve	-35,000	0	0	0	0	0	0	0	0
	Overhead Expenditure	538,914	481,846	578,748	312,553	9,000	1,838	599,727	0	0
	Movement to/(from) Gen Reserve	(538,914)	(481,346)	(578,748)	(312,553)	(9,000)		(599,727)		
199	<u>P&R Capital and Projects</u>									

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4026 COMPUTER COSTS	11,500	6,459	3,000	4,739	4,739	0	4,000	0	0
4992 Trs from Earmarked Reserve	0	-5,500	0	0	0	0	0	0	0
Overhead Expenditure	11,500	959	3,000	4,739	4,739	0	4,000	0	0
Movement to/(from) Gen Reserve	(11,500)	(959)	(3,000)	(4,739)	(4,739)		(4,000)		
Corporate Services - Income	935,018	937,910	994,561	977,486	998,582	0	1,133,774	0	0
Expenditure	632,449	539,156	663,158	362,936	83,843	1,838	699,795	0	0
Movement to/(from) Gen Reserve	302,569	398,754	331,403	614,550	914,739		433,979		
Total Budget Income	935,018	937,910	994,561	977,486	998,582	0	1,133,774	0	0
Expenditure	632,449	539,156	663,158	362,936	83,843	1,838	699,795	0	0
Movement to/(from) Gen Reserve	302,569	398,754	331,403	614,550	914,739		433,979		

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101	Corporate Management									
1076	Precept received	904,518	904,518	969,231	969,231	969,231	0	0	0	0
1091	Income Miscellaneous	0	0	0	60	60	0	0	0	0
1096	Interest & Dividends Received	30,400	32,367	25,200	7,283	28,360	0	28,360	0	0
	Total Income	934,918	936,885	994,431	976,574	997,651	0	28,360	0	0
4051	BANK & LOAN CHARGES	60	12	60	0	0	0	120	0	0
4056	AUDIT FEES	2,750	2,515	2,750	-90	2,750	0	3,000	0	0
4057	ACCOUNTANCY & SOFTWARE	2,600	2,085	2,100	993	1,800	0	2,600	0	0
4061	CCLA Management Fees	4,000	3,775	4,000	1,020	4,000	0	4,000	0	0
	Overhead Expenditure	9,410	8,387	8,910	1,923	8,550	0	9,720	0	0
	Movement to/(from) Gen Reserve	925,508	928,498	985,521	974,651	989,101		18,640		
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4009	TRAVEL	200	0	350	97	200	0	350	0	0
4020	MISC. ESTABLISH.COST	200	0	400	218	400	0	400	0	0
4024	SUBSCRIPTIONS	3,200	2,751	2,800	2,252	2,252	0	2,848	0	0
4059	OTHER PROFESSIONAL FEES	0	0	0	0	0	0	3,000	0	0
4104	HOSPITALITY ALLNCE	200	0	200	54	200	0	250	0	0
4131	ELECTION COSTS	5,000	3,060	12,000	7,813	12,000	0	12,000	0	0
4991	Trs to Earmarked Reserve	0	1,940	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>			<u>2022/23</u>			
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Movement to/(from) Gen Reserve		(9,750)	(7,910)	(16,900)	(10,684)	(15,552)		(20,148)		
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4011	RATES	7,200	7,111	7,300	7,111	7,111	0	7,300	0	0
4012	WATER RATES	600	310	600	218	600	0	600	0	0
4014	ELECTRICITY	1,400	739	1,500	781	1,500	0	1,500	0	0
4015	GAS	1,400	660	1,600	370	1,600	0	1,600	0	0
4017	HEALTH & SAFETY	300	130	400	0	400	0	400	0	0
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4021	COMMUNICATIONS COSTS	2,600	6,003	3,600	3,150	5,300	0	5,300	0	0
4022	POSTAGE	1,800	1,099	1,500	400	800	0	800	0	0
4023	STATIONERY	1,200	562	1,000	332	700	0	1,000	0	0
4025	INSURANCE	14,000	12,518	14,000	13,516	13,516	0	14,000	0	0
4026	COMPUTER COSTS	5,000	6,241	5,000	4,759	5,000	0	5,000	0	0
4027	PHOTOCOPIER CHARGES	2,000	844	2,000	1,102	1,600	0	1,600	0	0
4031	ADVERTISING	1,400	0	500	0	0	0	500	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

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4036	PROPERTY MAINTENANCE	5,000	1,364	2,000	155	2,000	0	2,000	0	0
4038	MAINTENANCE CONTRACTS	600	896	600	100	600	0	600	0	0
4042	Equipment Repairs & Maintenance	1,500	66	1,000	8	1,000	0	1,000	0	0
4051	BANK & LOAN CHARGES	0	0	0	200	0	0	0	0	0
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4059	OTHER PROFESSIONAL FEES	14,000	924	9,000	0	3,000	0	9,000	0	0
5012	Trs to EMR Office Provision	0	0	0	0	0	0	10,000	0	0
	Overhead Expenditure	62,875	40,054	55,600	33,037	46,002	0	66,200	0	0
	Movement to/(from) Gen Reserve	(62,775)	(39,529)	(55,470)	(32,125)	(45,071)		(66,070)		
191	<u>Personnel/Staff Costs</u>									
1091	Income Miscellaneous	0	500	0	0	0	0	0	0	0
	Total Income	0	500	0	0	0	0	0	0	0
4001	STAFF SALARIES	419,525	357,065	423,205	237,094	0	0	438,885	0	0
4002	EMPLOYERS N.I	41,852	30,338	42,320	19,566	0	0	43,888	0	0
4003	EMPLOYERS SUPERANN.	104,037	82,193	100,723	49,704	0	0	104,454	0	0
4005	STAFF OVERTIME	5,000	671	7,000	0	2,000	0	7,000	0	0
4059	OTHER PROFESSIONAL FEES	3,500	11,579	5,500	6,189	7,000	1,838	5,500	0	0
4992	Trs from Earmarked Reserve	-35,000	0	0	0	0	0	0	0	0
	Overhead Expenditure	538,914	481,846	578,748	312,553	9,000	1,838	599,727	0	0
	Movement to/(from) Gen Reserve	(538,914)	(481,346)	(578,748)	(312,553)	(9,000)		(599,727)		
199	<u>P&R Capital and Projects</u>									

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4026 COMPUTER COSTS	11,500	6,459	3,000	4,739	4,739	0	4,000	0	0
4992 Trs from Earmarked Reserve	0	-5,500	0	0	0	0	0	0	0
Overhead Expenditure	11,500	959	3,000	4,739	4,739	0	4,000	0	0
Movement to/(from) Gen Reserve	(11,500)	(959)	(3,000)	(4,739)	(4,739)		(4,000)		
Corporate Services - Income	935,018	937,910	994,561	977,486	998,582	0	28,490	0	0
Expenditure	632,449	539,156	663,158	362,936	83,843	1,838	699,795	0	0
Movement to/(from) Gen Reserve	302,569	398,754	331,403	614,550	914,739		(671,305)		
Total Budget Income	935,018	937,910	994,561	977,486	998,582	0	28,490	0	0
Expenditure	632,449	539,156	663,158	362,936	83,843	1,838	699,795	0	0
Movement to/(from) Gen Reserve	302,569	398,754	331,403	614,550	914,739		(671,305)		

Corporate Services Committee

101 – Corporate Management

Cost centre:	Code:	Title:	
101	1076	Precept	
2021/22 figure:	2022/23 figure (requested):	Agreed	
969231			
Justification:			
2021/22 Precept £969231 Tax Base 5315 (increase of 5.1%) Band D £182.36 2022/23 Precept £TBC Tax Base 6061 (increase of 14%) Band D £TBC To maintain the Band D at £182.36 the precept can be increased to £1105284 (an increase of £136053)			

Cost centre:	Code:	Title:	
101	1096	Interest / dividends received	
2021/22 figure:	2022/23 figure (requested):	Agreed	
25200	28360		
Justification:			
Interest reduced from approx. £100 / mth to £30/month - £360 Dividends approx.. £7000 / quarter - £28,000			

Cost centre:	Code:	Title:	
101	4051	Bank & loan charges	

2021/22 figure:	2022/23 figure (requested):	Agreed	
60	60		

Justification:	
Budget used for bank and loan charges	

Cost centre:	Code:	Title:	
101	4056	Audit fees	
2021/22 figure:	2022/23 figure (requested):	Agreed	
2750	3000		
Justification:			
Budget used for internal audit (interim and year end, total £1000) and external year end audit (£2000).			

Cost centre:	Code:	Title:	
101	4057	Accountancy & Software	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2100	2600		

Justification:	
Finance Accounts software support £395 Online Yearend close down £600 Yearend financial statements £550	
Cemetery software support (cemetery & memorial) £302	
Allotments Software purchase £520 software support £172	

Possible Saving	
Remove option for a pre year end health check	

Cost centre:	Code:	Title:	
101	4061	CCLA Management Fees	

2021/22 figure:	2022/23 figure (requested):	Agreed	
4000	4000		

Justification:	
This budget covers the CCLA Property fund management fee.	

102 – Democratic Representation & Management

Cost centre:	Code:	Title:	
102	4007	Conference costs – Members	

2021/22 figure:	2022/23 figure (requested):	Agreed	
450	600		

Justification:	
2022/2023 NALC Spring Conference predicted cost £295.86 (based on 10% increase on 21/22) 2022/2023 NALC National Conference costs predicted cost £300 2021/2022 NALC Spring Conference costs £268.97 2019-20 NALC National Conference costs £211, 2018/19 NALC Spring Conference costs £210. Requested budget allows for 1 member to attend each conference and also allows for some inflation. Assumes conference pattern re-instated for 2022/23	

Cost centre:	Code:	Title:	
102	4008	Training – members	

2021/22 figure:	2022/23 figure (requested):	Agreed	
700	700		

Justification:	
Suggestion allows for £50 per member for training for the year. Training would include BATPC (New Cllr induction, Cllr refresher, Finance, Chairmanship 1, 2, 3, General power of competence, Staff appraisal) and Other (Code of Conduct, Being a good employer, Officer members relationships, Safeguarding). 2020/21 emerging webinar training opportunities, typically £35 per members per event In line with Houghton Regis vision • To support councillor development & training	

Cost centre:	Code:	Title:	
102	4009	Travel	

2021/22 figure:	2022/23 figure (requested):	Agreed	
350	350		

Justification:	
Covers member travel to training and conferences and mayoral travel for civic duties.	

Cost centre:	Code:	Title:	
102	4020	Misc establishment costs	

2021/22 figure:	2022/23 figure (requested):	Agreed	
400	400		

Justification:	
Budget covers minor unexpected expenditure £200 and visual recording of Annual Town Council mtg at external venue £200.	

Cost centre:	Code:	Title:	
102	4024	Subscriptions	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2800	2600		

Justification:	
2600	
Subscriptions covers the council's membership as follows:	
Society of Local Council Clerks (SLCC)	Annual £440
Bedfordshire Association of Town & Parish Councils (NALC)	Annual £2,122 (inc. a predicted 1% Increase)
Institute of Cemetery and	Annual April to £100.00

Crematorium Management	March		
Association of Accounting Technicians (AAT)	Annual	£99	
Information Commissioners Officer (ICO)	Annual	£40	

Cost centre:	Code:	Title:	
102	4104	Hospitality	

2021/22 figure:	2022/23 figure (requested):	Agreed	
200	250		

Justification:	
Covers council hospitality ie refreshments at significant mtgs, seasonal civic events etc	

Cost centre:	Code:	Title:	
102	4131	Election costs	

2021/22 figure:	2022/23 figure (requested):	Agreed	
12,000	12,000		

Justification:	
Contingency in case of the need for a by election. Any surplus at year end to transfer into EMR.	

Cost centre:	Code:	Title:	
102	4059	Other Professional Fees	

2021/22 figure:	2022/23 figure (requested):	Agreed	
N/A	3,000		

Justification:	
Digitalisation project Initial set -up costs included, annual on-costs would be an average £700. Costs to be confirmed by HRHS	

190 – Central Services

Cost centre:	Code:	Title:	
190	1082	Income lettings	

2021/22 figure:	2022/23 figure (requested):	Agreed	
30	30		

Justification:	
Ad hoc hire of chamber	

Cost centre:	Code:	Title:	
190	1091	Income Misc	

2021/22 figure:	2022/23 figure (requested):	Agreed	
100	100		

Justification:	
Ad hoc income	

Cost centre:	Code:	Title:	
190	4007	Conference costs	

2021/22 figure:	2022/23 figure (requested):	Agreed	
800	800		

Justification:	
The clerks / senior officer attendance at sector specific conferences supports ongoing training and mentoring support and helps to ensure the clerk / senior officers are up to date with current legislation and good practice.	
The usual conference pattern changed in 2020/21. It is thought that conference may be more online focused going forwards.	

The requested budget allows for attendance at NALC National Conference (£245), SLCC National Conference (£300) and the SLCC Practitioners conference (£250), should the historic conference pattern resume in 2022/2023.	
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Cost centre:	Code:	Title:	
190	4008	Training – officers	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2500	2500		

Justification:	
Budget would cover office apprentice course (£900), and ad hoc training	
An additional £500 included for safeguarding training (£100 per person).	

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Cost centre:	Code:	Title:	
190	4009	Travel	

2021/22 figure:	2022/23 figure (requested):	Agreed	
500	500		

Justification:	
Average monthly staff travel costs £30-40.	

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Cost centre:	Code:	Title:	
190	4011	Rates	

2021/22 figure:	2022/23 figure (requested):	Agreed	
7300	7300		

Justification:	
Suitable figure suggested.	

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Cost centre:	Code:	Title:	
190	4012	Water Rates	

2021/22 figure:	2022/23 figure (requested):	Agreed	
600	600		

Justification:	
Competitive evaluation completed, and new contract agreed.	

Cost centre:	Code:	Title:	
190	4014	Electricity	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1500	1500		

Justification:	
Budget requested felt to be sufficient	

Cost centre:	Code:	Title:	
190	4015	Gas	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1600	1600		

Justification:	
Budget requested felt to be sufficient	

Cost centre:	Code:	Title:	
190	4017	Health & Safety	

2021/22 figure:	2022/23 figure (requested):	Agreed	
400	400		

Justification:	
Used for ad hoc health and safety matters.	

Cost centre:	Code:	Title:	
190	4020	Misc Establishment Costs	

2021/22 figure:	2022/23 figure (requested):	Agreed	
200	200		

Justification:	
Used for ad hoc matters.	

Cost centre:	Code:	Title:	
190	4021	Communications	

2021/22 figure:	2022/23 figure (requested):	Agreed	
3600	5300		

Justification:	
Mobiles, land line users and yearly costs	
Mobiles	
Mobile Contract & charges approx. £250 / month	
Landline set up:	
Telephone Support £ 240	
Telephone License £ 225	
Landline charges re alarms £450 / quarter	

Cost centre:	Code:	Title:	
190	4022	Postage	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1500	800		

Justification:	
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franking machine lease £300 / annum postage £500 / annum Costs have significantly reduced due to electronic cllr mailing. 2.1 of the Vision	
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Cost centre:	Code:	Title:	
190	4023	Stationery	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1,000	1,000		

Justification:	
22/23 Office stationery A sixth reduction in cost due to Vision objective 2.1 To reduce the use of paper by the council.	

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Cost centre:	Code:	Title:	
190	4025	Insurance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
14,000	14,000		

Justification:	
Global council insurance (annual renewal £12,210 plus ad hoc add ons)	

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Cost centre:	Code:	Title:	
190	4026	Computer Costs	

2021/22 figure:	2022/23 figure (requested):	Agreed	
5,000	5000		

Justification:	
IT support charges: Managed Service Support Contract – £ 1,800p.a. Office 365 Licenses £1019	

Exchange Online (Email only) £617 Solarwind Offsite Backup - £600p.a. Anti-Virus £466 Domain renewal and hosting £60 Total £4562	
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Cost centre:	Code:	Title:	
190	4027	Photocopier Charges	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2000	1600		

Justification:	
Copier contract: £100 / quarter rental fixed £100 / month copies	

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Cost centre:	Code:	Title:	
190	4031	Advertising	

2021/22 figure:	2022/23 figure (requested):	Agreed	
500	500		

Justification:	
Employment vacancy advertising Mediums used are: website, social media & Indeed which are all free platforms for advertising, good responses have been received using the aforementioned cost free means of advertising, however a figure remains to allow for paid advertising if a poor response is received.	

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Cost centre:	Code:	Title:	
190	4036	Property maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2000	2000		

Justification:	
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Upkeep of council offices £2000. Condition survey suggests car parking resurfacing, quotes received at £7000 new surface, repairs at £4000	
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Cost centre:	Code:	Title:	
190	4038	Maintenance contracts	

2021/22 figure:	2022/23 figure (requested):	Agreed	
600	600		

Justification:	
PAT testing £200, alarm monitoring £200, Emergency light testing £200	

Cost centre:	Code:	Title:	
190	4042	Equipment repairs and maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1,000	1,000		

Justification:	
To cover ad hoc requirements	

Cost centre:	Code:	Title:	
190	4059	Other professional fees	

2021/22 figure:	2022/23 figure (requested):	Agreed	
9,000	9,000		

Justification:	
£3,000 re unauthorised encampments (approx. 2 encampments) professional services re replacement offices land registration fees	

Cost	Code:	Title:	
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centre:			
190	5012	Transfer to EMR Office Provision	

2021/22 figure:	2022/23 figure (requested):	Agreed	
0	10,000		

Justification:			
£10,000 to contribute to fund for new offices to help spread the financial burden.			

191 – Personnel / Staff Costs

Cost centre:	Code:	Title:	
191	4001	Staff salaries	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£423205	£438,885		

Justification:			
Detailed work has been completed on salaries.			
<p>Predicted costs in 2022/23 are: £438,885. This includes: Contractual spinal point increases as applicable to various members of staff 2% percentage increase (actual increase not known) for all current members of staff additional allowance for car use, dog waste collection, first aiders, and call out. Also included £24,491 accounts officer, should it be decided not to recruit to this post this allowance would be transferred to Professional Fees to enable the continued use of external support.</p>			

Cost centre:	Code:	Title:	
191	4002	Employers NI	

2021/22 figure:	2022/23 figure (requested):	Agreed	
42320	43,888		

Justification:			
NI is approximately 10% of salaries. NI is not payable on an apprentice.			

Cost centre:	Code:	Title:	
191	4003	Employers Superannuation	

2021/22 figure:	2022/23 figure (requested):	Agreed	
100723	104,454		

Justification:	
Superannuation is 23.8% of salaries.	

Cost centre:	Code:	Title:	
191	4005	Staff Overtime	

2021/22 figure:	2022/23 figure (requested):	Agreed	
7000	7000		

Justification:	
For staffing cots re events, council mtgs	

Cost centre:	Code:	Title:	
191	4059	Other professional fees	

2021/22 figure:	2022/23 figure (requested):	Agreed	
5500	5500		

Justification:	
£1500 Annual Payroll	
£1000 Staff support costs	
£2451 HR support	
£300 HR presence at Clerks appraisal	

199 – Capital Projects

Cost centre:	Code:	Title:	
199	4026	Computer equipment	

2021/22 figure:	2022/23 figure (requested):	Agreed	
3000	4000		

Justification:	
Replacement IT for staff	
