



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor Y Farrell**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis.org.uk

18th November 2022

To: Members of the Corporate Services Committee

Cllrs: D Jones (Chair), J Carroll, E Cooper, C Copleston, S Goodchild, M Kennedy 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 28th November 2022 at 7.00pm.**

Members of the public who wish to attend the meeting may do so in person or remotely through the meeting link below.

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

Please follow this guidance if attending the meeting remotely [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**

**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.

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

4. MINUTES

Pages 11 - 17

To approve the Minutes of the meeting held on 18th August 2022 and 4th October 2022.

Recommendation: To approve the Minutes of the meeting held on 18th August 2022 and 4th October 2022 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 18 - 22

Personnel Sub-Committee: 11th July 2022

Recommendation: To receive the Minutes of the Personnel Sub-Committee meeting of the 11th July 2022.

6. INCOME AND EXPENDITURE REPORT

Pages 23 - 28

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

This report is provided for information.

7. BANK AND CASH RECONCILIATION STATEMENTS

Pages 29 - 30

Members are requested to receive the monthly bank and cash reconciliation statements for August and September 2022.

Recommendations:

1. To approve the monthly bank and cash reconciliation statements for August and September 2022;
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 31 - 42

Members will find a list of payments for the period August and September 2022 (inclusive).

This report is provided for information.

9. INVESTMENT REPORT

Pages 43 - 45

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 2022 to date.

This report is provided for information.

11. 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 2023/24</i>
Society of Local Council Clerks (SLCC)	Annual	£446
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,122
Institute of Cemetery and Crematorium Management	Annual April to March	£100
Information Commissioners Officer (ICO)	Annual	£55
National Allotment Association	Annual	£56

Campaign to Protect Rural England (CPRE)	Annual	£36
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This report is provided for information.

12. 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	£1,800	
		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	£4,338	
Website hosting		Annual fee	£346	
DCK Accounting		Annual arrangement for year-end close down and year end accounts preparation	£1,250	
Operation Hana	CC214	Annual arrangement	£34,990	1st April 2022 to 31st March 2023
Internal Audit	11965 (CS) 12082 (TC)	3-year arrangement	£1097.25	May 2022, 2023, and 2024
Human resources advisor	9942	Annual arrangement	£2,574.12	
External audit	12191	5 years from 1 st April 2022 and ending on 31 st March 2027	Cost TBC as SAAA central external auditor	Appointed via Regulation 3 of the Local Audit (Smaller

			appointment arrangements process is currently being undertaken.	Authorities) Regulations 2015.
Town centre toilets	12119 (Com Serv) 12186 (TC)	3 years from 1st September 2022 to 31st August 2025	£9,600.00 plus consumables per annum	
Insurance	12048	Long term agreement	£13,034.97 plus additional premiums relating to any changes in circumstance.	13 th May 2019 - 31st May 2024
Payroll	11454	Initial 6 months, then 30-day notice period	£145.25 pm	1 st April 2021
Photocopier lease	9695	Long term agreement	£396	2018 to 2023
Mobile Phones		10 x phones 12 month contract – Sim only	£1440	Oct 2022-Sept 2023
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 st April 2021 onwards
Allotment Software support		Annual arrangement	£695 year 1 £175 year 2 onwards	17 th June 2022 onwards
Christmas Lights	9782	Long term agreement	£10,500 fixed (excluding tree)	1 st April 2019 to 31st March 2024
Employee Assistance Programme	11774 (CS) 11879 (TC)	Long term agreement	£500	1 st March 2022 to 28 th February 2027

This report is provided for information.

13. REVIEW OF CHARGES 2023/2024

Pages 46 - 47

In accordance with Financial Regulation 9.3 Members will find attached a list of charges for 2022/23 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 2023/24.

Recommendation: To approve the charges for 2023/24 as attached.

14. BUDGET 2023/24

Pages 48 - 66

Members will find attached the officer draft budget for 2023/24 (*Appendix A - pages 50 - 53*) along with explanatory notes for the Corporate Services Committee (*Appendix B – pages 54 - 69*).

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 note's members will find information on the tax base for 2023/24 and a note outlining the arising implications.

The following points are highlighted:

- There is a predicted increase in interest and dividends receivable
- Bank and loan charges have increased to reflect the agreed account upgrade
- Additional software is required to support the council operations
- Additional budget is suggested to support member attendance at conferences and member training to reflect a new council from May 2023
- Continuation of the Digitalisation project re land transfer documents
- Professional support to the council to produce the next town council plan
- Additional budget to fund the May 2023 election
- Staff training
- Additional budget to support staff costs as progressed through the Personnel Sub Committee and the Corporate Services Committee
- Additional overtime budget to support council events

This is provided for initial consideration and comment.

15. LOCAL GOVERNMENT PENSION SCHEME: STATEMENT OF LOCAL DISCRETIONS

Pages 67 - 79

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

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

For information this Statement of Local Discretions is applicable to Houghton Regis Town Council employees only. This statement was required to be effective from the 1st April 2014, the administrating authority and the employing authority were required to have individual statements setting out their local discretions.

Members are reminded that this item was deferred from the last meeting held on the 4th October 2022.

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

16. BEDFORDSHIRE LGPS – TRIENNIAL VALUATION AND EMPLOYER CONTRIBUTION RATE 1st APRIL 2023 – 31st MARCH 2026

Members are advised that a valuation of the Pension Fund takes place every three years, this also includes an assessment of employer pension contribution rate for coming three year period (1st April 2023 to 31st March 2026).

The outcome of the valuation is that the Town Councils contribution rate is set at 26.8% for the next three years. Current contribution rate is 25.8% This rate has been included in the officer's draft budget for financial year 2023/2024.

This report is provided for information.

17. EYE CARE POLICY

Pages 80 - 81

The law states employers must arrange an eye test for display screen equipment (DSE) users if they ask for one and provide glasses if an employee needs them only for DSE use.

The Town Council Eye Care Policy was adopted on the 26th March 2018. This policy is to be reviewed every 4 years or as required by the Corporate Services Committee.

Members are advised that regulations have not changed since this time and therefore this policy remains fit for purpose.

Members are also advised that Town Council employees are fully aware of this policy.

Recommendation: To recommend to Town Council that the Town Councils Eye Care Policy be approved.

18. LEAVE ENTITLEMENT POLICY

At the Personnel Sub-Committee meeting held on the 8th October 2022 Members were informed that the National Joint Council (NJC) has reached an agreement on rates of pay applicable from the 1st April 2022. This agreement was reached on the 2nd November 2022.

The agreement was that from the 1 April 2022, there was an increase of £1,925 on all NJC pay points 1 and above (pro rata for part-timers).

In addition, the National Joint Council (NJC) had agreed that from 1 April 2023, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement.

Members are being requested to note this minor amendment to the Town Councils Leave Entitlement Policy which has been revised to include the increase to the leave entitlement however, it is anticipated that a Family Friendly Policy will be presented to members at the next Corporate Services meeting which will specifically cover all leave entitlements other than Annual Leave and that the current Leave Entitlement Policy will just cover this one aspect of leave.

Recommendation: **To note the information and to await a revised Annual Leave Entitlement Policy that removes reference to all other leave entitlements other than Annual Leave and to receive a new Family Friendly Policy, that specifically covers all leave entitlements other than Annual Leave.**

19. HEALTH & SAFETY AT WORK POLICY

Pages 82 - 89

Members will find the Town Councils Health & Safety at Work Policy which has been slightly amended, shown as track changes.

These amendments cover the addition of employees working from home, names of those who are Appointed Persons for first aid and the word vaping has been added to section 4 Code of Practice paragraph 4.1XVII. Other than these amendments the policy remains fit for purpose.

Recommendation: **To recommend to Town Council the adoption of the Town Councils Health & Safety at Work Policy.**

20. RISK MANAGEMENT STRATEGY & SCHEDULE

Pages 90 - 124

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

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

Members are advised of the following:

- The addition of Allotments to the schedule ready for when the Town Council is responsible, information shown in red on the document.

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

21. EXCLUSION OF PRESS AND PUBLIC

- Staffing matters

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

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
18th August 2022 at 6.00pm.

Present: Councillors: D Jones Chairman
J Carroll
E Cooper
S Goodchild
M S Kennedy
C Slough Substitute
K Wattingham

Officers: Clare Evans Town Clerk

Public: 0

Apologies: Councillor: C Copleston

12136 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Copleston.

12137 QUESTIONS FROM THE PUBLIC

None.

12138 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12139 EXCLUSION OF PRESS AND PUBLIC

- Staffing matter

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

12140 STAFFING MATTER

Members discussed the current issue.

Resolved: To agree the agenda recommendation.

The Chairman declared the meeting closed at 6.26pm

Dated this 28th day of November 2022

HOUGHTON REGIS TOWN COUNCIL

Corporate Services Committee

Minutes of the meeting held on
4th October 2022 at 7.00pm.

Present: Councillors: D Jones Chairman
J Carroll
S Goodchild
S Thorne Substitute

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

Public: 0

Apologies: Councillors: C Copleston
K Wattingham
M Kennedy

Absent: E Cooper

12197 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Copleston, M Kennedy and Cllr Wattingham (Cllr Thorne substituted)

12198 QUESTIONS FROM THE PUBLIC

None.

12199 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr Carroll advised members, in relation to agenda item 18, that he was in receipt of a Local Government Pension.

Cllr Goodchild advised members, in relation to agenda item 18, that she was in receipt of a Local Government Pension.

It was advised that agenda item 18 would not be quorate for consideration.

12200 MINUTES

To approve the Minutes of the meetings held on 30th May 2022.

Resolved: To approve the Minutes of the meetings held on 30th May 2022 and for these to be signed by the Chairman.

12201 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Personnel Sub-Committee: 19th April 2022.

Resolved: To receive the Minutes of the Personnel Sub-Committee meeting of the 19th April 2022.

12202 INCOME AND EXPENDITURE REPORT

Members received the income and expenditure report, highlighting significant variances, for Corporate Services Committee to date. An addendum had also been received outlining concerns over 191 4005 Staff Overtime.

It was confirmed to members that feedback regarding the budget for overtime would be fed back to Events Working Group at their next meeting.

Members were advised of the Town Council's re-subscription to CPRE (Countryside Protection for Rural England) after several years of non-subscription.

Members discussed the overtime budget and ways to mitigate the impact of the overtime costs.

The status of the consideration of casual contracts for staff working at events was queried, it was advised that these contracts had been put on hold for the time being.

The need for councillors to provide more support at events to mitigate the need for paid Marshalls was suggested. It was highlighted that events would still require the significant support of staff members to ensure the smooth running of each event.

Resolved:

- 1. To provide feedback to the Events Working group of the deliberations and concerns of the Corporate Services Committee on the budget strain that the Overtime budget was facing and to seek their assistance in limiting additional overtime pressures;**
- 2. To review the overtime budget at Corporate Services in February when the council would have more certainty over the scope of other codes in 191 to cover the overtime budget.**

12203 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for April, May, June and July 2022.

The amount of £10,000 in the Liquidity Manager was queried, it was highlighted that although the sum was not required to be a specific amount, a sum of money was transferred to ensure there were enough funds for any outgoing payments when the council's accounts company completed the accounts and made payments.

- Resolved:**
- 1. To approve the monthly bank and cash reconciliation statements for April, May, June and July 2022;**
 - 2. For these along with the original bank statements to be signed and dated by the Chair of Corporate Services Committee and the Council's RFO.**

12204 LIST OF CHEQUE PAYMENTS

Members received a list of payments for the period April to July 2022 (inclusive).

Members received this report for information.

12205 INVESTMENT REPORT

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

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

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

Members queried the dividend yield falling and the impact this had on the councils return. The Town Clerk agreed to send the CCLA report to members of this committee.

Members received this report for information.

12206 PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT

In accordance with the Committee Functions & Terms of Reference and Financial Regulations, Members were presented with an annual report which provided detail on the council's loans including current value, repayments and early settlement options as they stood as of 1st April 2022.

Resolved: To note the Public Works Loan Board Repayments Annual Report.

12207 INSURANCE CLAIMS

Members were advised that there had been no insurance claims from the 1st June 2022 to 31st August 2022.

Members noted that there had been some vandalism across the parks, and requested clarification as to whether this would go through the councils insurers, it was confirmed that these would be dealt with by the insurance company.

Members received this report for information.

12208 BANKING ARRANGEMENTS, INVESTMENTS STRATEGY & INVESTMENT ARRANGEMENTS

This committee was required to review the Town Councils Banking Arrangements, Investments Strategy & Investments on an annual basis.

Following the recent internal audit, the Internal Auditor raised concerns in regard to single person authorisation for online payments. Currently one person has full access to all online payment services. The Internal Auditor raised this issue and recommended the Town Council consider introducing a dual authorisation payment method, as a high priority. Members were provided with a report.

In addition to this the Banking Arrangements, Investments Strategy & Investment Arrangements policy had been updated to include reference of investments being placed in CCLA or PSDF (Public Sector Deposit Fund) accounts. Members were advised of an amendment as highlighted in section 2.3 (iv) of the policy.

Members suggested some further amendments within the document.

- Resolved:**
- 1. To recommend to Town Council that the Banking Arrangements, Investment Strategy & Investment Arrangements policy be approved.**
 - 2. To support the upgrade to the Town Councils banking arrangements.**

12209 INTERNAL AUDIT PLANNING, REPORTING & REVIEW POLICY AND INTERNAL AUDIT SPECIFICATION

Historically this document had been presented annually at a full Council meeting. Moving forward, it was thought that this policy should be added to the Policy Review list in order that this Committee had sight of it, for comment, before being presented to Council. Members received a copy of the approved document. There had been no changes in legislation therefore, it was suggested that it remained suitable and fit for purpose. Members of this Committee were asked to consider the Internal Audit Planning, Reporting & Review Policy and Internal Audit Specification and make a recommendation to Town Council for approval.

- Resolved:** **To recommend to Town Council that the Internal Audit Planning, Reporting & Review Policy and Internal Audit Specification be approved.**

12210 WORKING SAFELY WITH CORONAVIRUS POLICY

Members received a draft policy on Working Safely with Coronavirus. This policy had been adapted from a version provided by the town councils HR consultant. It had been shared with all staff with an opportunity for staff to feedback with any comments and questions. Two questions were raised, both of these questions were referred to HR

for their advice and both staff members have confirmed they have received satisfactory responses. Members were requested, if agreeable, to recommend that this policy be presented to Town Council at the meeting to be held on the 3rd October 2022, for adoption, to allow staff to have suitable guidance in time for the Autumn/Winter season. For information, staff had also received an up-to-date risk assessment.

Members requested some amendments to be made within the policy.

Resolved: To recommend to Town Council the adoption of the Town Councils Working Safely with Coronavirus Policy.

12211 MENOPAUSE POLICY

Members of this committee were requested to consider supporting the introduction of a new policy which sets out how the Town Council could support employees who were undergoing the menopause.

Members requested some amendments to be made within the policy.

Resolved: To recommend to Town Council the adoption of the Town Councils Menopause Policy.

12212 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 21st September 2021.

Members received a copy of the approved document. There had been no changes in legislation therefore, 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.

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

12213 LATE PAYMENTS & BAD DEBTS POLICY

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

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

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

12214 LOCAL GOVERNMENT PENSION SCHEME: STATEMENT OF LOCAL DISCRETIONS

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

Councillor J Carroll and Councillor S Goodchild declared an interest in this item as both were in receipt of a Local Government Pension.

This item was deferred to the next meeting for consideration.

12215 EXCLUSION OF PRESS AND PUBLIC

- Staffing matter
- Ongoing staffing matter

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

12216 STAFFING MATTER

Members received a report that in part was presented to the Personnel Sub-Committee at the meeting held on the 11th July 2022. Members were being requested to support the next steps as detailed in the report.

Resolved: To support the next steps as set out.

12217 ONGOING STAFFING MATTER

Members received a report relating to this item.

Resolved: To agree the recommendation set out in the report.

The Chairman declared the meeting closed at 8.17pm

Dated this 28th day of November 2022

Chairman

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
Minutes of the meeting held on
11th July 2022 at 6.00pm**

Present: Councillors: S Goodchild Chairman
 J Carroll
 C Copleston
 Y Farrell Substitute

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

Public: 0

Apologies: Councillor: D Jones

Also present: Councillor: T McMahon

PE217 ELECTION OF CHAIR

Members were invited to elect a Chair for Personnel Sub-Committee for 2022/23.

Nomination: Cllr Goodchild Nominated by: Cllr Farrell
 Seconded by: Cllr Copleston

No other nominations were received. On being put to the vote, Councillor Goodchild was duly appointed as Chair of the Personnel Sub-Committee for the municipal year 2022 - 2023.

PE218 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Jones (Cllr Farrell substituted).

PE219 QUESTIONS FROM THE PUBLIC

None.

PE220 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE221 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice-Chair for Personnel Sub-Committee for 2022/23.

Nomination: Cllr Jones Nominated by: Cllr Farrell
 Seconded by: Cllr Copleston

No other nominations were received. On being put to the vote, Councillor Jones was duly appointed as Vice-Chair of the Personnel Sub-Committee for the municipal year 2022 - 2023.

PE222 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 19th April 2022 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 19th April 2022 be approved as a correct record and signed accordingly.

PE223 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 sub-committee.

Members received this report for information.

PE224 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 but this was not a requirement.

Members agreed to defer this item to the next meeting.

Resolved: To appoint one member of the Sub-Committee as an Appointed Person.

PE225 FREEDOM OF INFORMATION REQUESTS

Members were advised for the period April to June, the council had received no Freedom of Information requests.

Resolved: To note the information.

PE226 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave
From April to June the Clerk had 4 day's leave.

The following leave was requested:

- 25th July to 2nd August (7 working days)
- 22nd August to 7th September (this is 2.5 weeks; the clerk may work some hours during this time to monitor work)

Overtime

The Clerk attended 9 meetings or events outside of the normal working day within the period April to June (compared with 10 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request.

PE227 STAFF APPRAISALS

Members were informed that all staff appraisals had been completed during May 2022. The following points were highlighted:

- A number of members of staff raised work capacity issues
- A number of members of staff requested a job evaluation be undertaken on their roles within the council

Members requested assurances that the issues raised by staff would be addressed.

PE228 WORK EXPERIENCE – CENTRAL BEDFORDSHIRE COLLEGE

The Town Council had been contacted by the Supported Internship Coordinator at Central Bedfordshire College. The aim of Supported Internship was to support young adults with additional needs into a work placement, so that they can gain the relevant experience and skills to help them obtain employment in the future.

The college had new students starting in September who had a very keen interest in working in a Grounds Person role.

The Supported Internship Coordinator had asked if the Town Council would be interested in offering a student/s work placement for up to 3 days a week from September 2022 to June 2023. The student/s would be accompanied by a Job Coach who works to the Supported Employment model of 'Place, Train, Maintain and Fade.'

The Job Coach would be trained in the jobs that the student would be doing first, so, that they were fully equipped with the knowledge, skills, and experience to best support the student and would lessen the impact on staff. Once the student can work confidently, the support would gradually be withdrawn to allow them to work independently.

The aim of Supported Internship was for the student to gain a paid position at the end of their experience; however, it was appreciated that this was not always possible. Central Bedfordshire College would be grateful for any experience, skills, and knowledge that student/s could gain along their journey.

Central Bedfordshire College's own in-house Health and Safety Advisor who would carry out a risk assessment prior to a student starting.

This was a Government Supported scheme championing to close the employment gap between people with a disability or learning difficulty and those without.

Members expressed their support for such programmes and welcomed the prospect to assist with this opportunity. Members highlighted concerns that assurances would be needed to ensure college support would not be removed before the student was ready.

It was requested that it be looked into whether the college would supply the PPE needed for the student.

Resolved: To offer work experience to Central Bedfordshire College under the Supported Internship Scheme.

PE229 EXCLUSION OF PRESS AND PUBLIC

- Staff sickness
- Staffing matters
- Managing Staff Overtime budget

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.

PE230 STAFF SICKNESS

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

PE231 STAFFING MATTERS

Members received a report on short to medium term staffing requirements and discussed in depth the contents of the report and the requirements of the growing town.

Resolved: To support the next steps as set out.

PE232 MANAGING STAFF OVERTIME BUDGET

Members received information in regard to the equality on pay for staff along with possible cost savings associated with running events.

Members discussed at length the information received and acknowledged the exceptional work that officers of the council undertook in supporting events.

Members requested that outside organisations and voluntary groups be contacted to ask whether support could be offered at events and the outcome reported back.

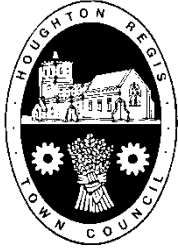
It was agreed that overtime expenditure would be reported to Events Working Group, both predicted, presented before the event, and actual, presented after the event to enable accurate cost information when giving consideration to planning an event.

- Resolved:**
- 1) **To continue to support staff under their current contract until the staff review is concluded.**
 - 2) **To seek contact with outside organisations and voluntary groups in order to obtain information as to whether there would be any support from them and to report the findings back.**
 - 3) **To report to the Events Working Group, the anticipated overtime costs when consideration is being given to running an event and to also report back on actual overtime costs, once the event has been held.**

The Chairman declared the meeting closed at 7.15pm

Dated this 8th day of November 2022

Chairman *S.A. Guedes*



CORPORATE SERVICES COMMITTEE

Agenda Item 6

Date:	28th November 2022
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 first and second instalment of the precept has been received.

101 1091 Income Misc

Income source to be investigated. It possibly needs re-coding.

101-1096 – Interest & Dividends received

Six month's interest from the Deposit account has been received. Three quarterly payment from the Property Fund has been received.

101-4051 Bank & Loan Charges

This has a budget of £40, £23 spent on CHAPS fee re precept transfer. Additional charges from the card machine have been coded here.

101-4056 Audit Fees

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

101-4057 – Accountancy & Software

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

101-4061 – CCLA Management Fees

This relates to CCLA management fees for the Property Fund. To date quarters have been charged.

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

Civic travel expenses incurred.

102-4020 Misc. Establishment Costs

Expenditure to date includes the purchase of the Jubilee flag, hall hire and cllr chamber place name stands.

102-4024 Subscriptions

The annual subscriptions have been made to NALC, SLCC, National Allotment Association, CPRE, ICCM.

102 4059 Other Professional Fees

50% payment made for the digitalisation project for the council minutes.

102-4104 Hospitality Allowance

Hospitality for after the AGM.

102-4131 – Election Costs

Expenditure relating to the by election.

190-1082 Inc Lettings

Hire income received for Chamber. None to date.

190-1091 Income Misc.

£56 received as shown on the report.

190-4007 Conference Costs

The Clerk has booked to attend the SLCC Practitioners Conference in February 2023.

190-4008 Training / Courses

This covers various smaller scale online training completed by staff. The Clerk attended the NALC Fighting Climate Change session. There is also a mis-code of £450 relating to Grounds Training. This will be rectified. The Clerk has notified the Personnel Committee of a training course ILM Level 5 Diploma in Leadership & Management and support has been given. The start date of this course has been postponed until April 2023.

190-4011 Rates

Annual rates settled in full.

190-4012 Water rates

Payments made.

190-4014 Electricity

Payments to date made covering April to October.

190-4015 Gas

Payments to date made covering April to October.

190-4017 Health & Safety

Expenditure to date relates to 4 employee eye tests.

190-4020 Misc. Est Costs

Various small-scale expenditure incurred. Over budget by £155

190-4021 Communication Costs

Land line and mobile charges.

190-4022 Postage

This covers rental costs and ad hoc stamps.

190-4023 Stationery

Ad hoc office supplies purchased.

190-4025 Insurance

The annual premium paid.

190-4026 Computer Costs

Ad hoc costs incurred plus the annual IT support fee and Microsoft Office charges.

Additional expenditure incurred for Allotment software £695.

190-4027 Photocopier charges

Ad hoc costs incurred.

190-4031 Advertising

No expenditure to date

190-4036 Property maintenance

Expenditure incurred on forecourt markings, reception door repair plus a few misc items.

190-4038 Maintenance Contracts

This covers annual office alarm maintenance costs and sanitary services.

190-4042 Equip Main & Repairs

Expenditure to date on small scale additional IT.

190-4059 Other Professional Fees

Mis code to be rectified

191-4001 Staff Salaries, 4002 NI,4003 Superannuation

Expenditure relates to April to October.

191-4005 Staff overtime

Expenditure relates to April to October. This budget is overspent.

191-4007 Conference Costs

This is a mis-code to be rectified.

191-4008 Training Course

This is a mis-code to be rectified.

191-4059 Other Professional Fees

This budget will be 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 relates to the purchase of 2 laptops as replacement desktop machines.

Expenditure has also been incurred in relation to the IT set up in the Council Chamber.

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

15/11/2022

Houghton Regis Town Council

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Detailed Income & Expenditure by Budget Heading 01/11/2021

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	1,119,236	1,119,236	0			100.0%	
1091 Income Miscellaneous	0	171	0	(171)			0.0%	
1096 Interest & Dividends Received	8,324	19,899	28,360	8,462			70.2%	
Corporate Management :- Income	8,324	1,139,306	1,147,596	8,291			99.3%	0
4051 BANK & LOAN CHARGES	0	70	40	(30)		(30)	173.8%	
4056 AUDIT FEES	0	(30)	3,000	3,030	3,030	3,030	(1.0%)	
4057 ACCOUNTANCY & SOFTWARE	0	0	2,600	2,600	2,600	2,600	0.0%	
4061 CCLA Management Fees	1,219	2,394	4,000	1,606		1,606	59.9%	
Corporate Management :- Indirect Expenditure	1,219	2,434	9,640	7,206	0	7,206	25.2%	0
Net Income over Expenditure	7,105	1,136,872	1,137,956	1,084				
102 Democratic Rep'n & Mgmt								
4007 CONFERENCE COSTS	0	0	600	600		600	0.0%	
4008 TRAINING/COURSES	0	92	700	608		608	13.2%	
4009 TRAVEL	0	127	350	223		223	36.3%	
4020 MISC. ESTABLISH.COST	0	230	400	170		170	57.5%	
4024 SUBSCRIPTIONS	0	2,745	2,848	103		103	96.4%	
4059 OTHER PROFESSIONAL FEES	1,859	1,859	4,000	2,141		2,141	46.5%	
4104 HOSPITALITY ALLNCE	0	85	250	165		165	33.8%	
4131 ELECTION COSTS	0	5,350	12,000	6,650		6,650	44.6%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	1,859	10,488	21,148	10,660	0	10,660	49.6%	0
Net Expenditure	(1,859)	(10,488)	(21,148)	(10,660)				
190 Central Services								
1082 INC-LETTINGS	0	0	30	30			0.0%	
1091 Income Miscellaneous	0	56	100	44			56.0%	
Central Services :- Income	0	56	130	74			43.1%	0
4007 CONFERENCE COSTS	0	0	800	800		800	0.0%	
4008 TRAINING/COURSES	0	538	2,500	1,962		1,962	21.5%	
4009 TRAVEL	0	0	500	500		500	0.0%	
4011 RATES	0	7,111	7,300	189		189	97.4%	
4012 WATER RATES	0	195	600	405		405	32.5%	
4014 ELECTRICITY	0	828	2,700	1,872		1,872	30.7%	
4015 GAS	41	266	850	584		584	31.2%	
4017 HEALTH & SAFETY	0	91	400	309		309	22.7%	
4020 MISC. ESTABLISH.COST	0	355	200	(155)		(155)	177.7%	
4021 COMMUNICATIONS COSTS	704	4,965	5,800	835		835	85.6%	

Detailed Income & Expenditure by Budget Heading 01/11/2021

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
4022 POSTAGE	0	324	800	476		476	40.5%	
4023 STATIONERY	144	447	1,000	553		553	44.7%	
4025 INSURANCE	0	13,035	14,000	965		965	93.1%	
4026 COMPUTER COSTS	4,179	7,406	6,300	(1,106)		(1,106)	117.6%	
4027 PHOTOCOPIER CHARGES	237	769	1,600	831		831	48.1%	
4031 ADVERTISING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	460	847	2,000	1,153		1,153	42.4%	
4038 MAINTENANCE CONTRACTS	0	0	600	600		600	0.0%	
4042 Equipment Repairs & Maintenance	0	334	1,000	666		666	33.4%	
4051 BANK & LOAN CHARGES	0	0	0	(0)		(0)	0.0%	
4059 OTHER PROFESSIONAL FEES	601	601	5,000	4,399		4,399	12.0%	
Central Services :- Indirect Expenditure	6,365	38,113	54,450	16,337	0	16,337	70.0%	0
Net Income over Expenditure	(6,365)	(38,057)	(54,320)	(16,263)				
<u>191 Personnel/Staff Costs</u>								
4001 STAFF SALARIES	32,132	226,223	431,705	205,482		205,482	52.4%	
4002 EMPLOYERS N.I	3,117	21,355	49,646	28,291		28,291	43.0%	
4003 EMPLOYERS SUPERANN.	7,705	52,602	102,745	50,143		50,143	51.2%	
4005 STAFF OVERTIME	1,061	9,919	6,000	(3,919)		(3,919)	165.3%	
4007 CONFERENCE COSTS	340	340	0	(340)		(340)	0.0%	
4008 TRAINING/COURSES	0	691	0	(691)		(691)	0.0%	
4059 OTHER PROFESSIONAL FEES	840	8,295	5,500	(2,795)		(2,795)	150.8%	
Personnel/Staff Costs :- Indirect Expenditure	45,196	319,424	595,596	276,172	0	276,172	53.6%	0
Net Expenditure	(45,196)	(319,424)	(595,596)	(276,172)				
<u>199 P&R Capital and Projects</u>								
4026 COMPUTER COSTS	0	4,403	4,000	(403)		(403)	110.1%	
P&R Capital and Projects :- Indirect Expenditure	0	4,403	4,000	(403)	0	(403)	110.1%	0
Net Expenditure	0	(4,403)	(4,000)	403				
Grand Totals:- Income	8,324	1,139,362	1,147,726	8,365			99.3%	
Expenditure	54,638	374,861	684,834	309,973	0	309,973	54.7%	
Net Income over Expenditure	(46,314)	764,500	462,892	(301,608)				
Movement to/(from) Gen Reserve	(46,314)	764,500						

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 31 August 2022

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	31/08/2022	Liquidity Manager Account	61,008.88	
1	31/08/2022	NatWest Current Account	1,000.00	
2	31/08/2022	Business Reserve Account	266.64	
3	31/08/2022	Natwest Youth Council	994.68	
				63,270.20
<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	0.00	
		Float temp - Council Events	0.00	
		L A Deposit Fund Account	865,500.00	
		LOMBARD PRIME RESPONSE	0.00	
		PETTY CASH FLOAT	59.77	
		Postage Franking M/C float	0.00	
		TREASURY ACCOUNT	0.00	
				1,465,759.77
				1,529,029.97
<u>Unpresented Payments</u>				
1	23/08/2022	FP1	274.00	
1	23/08/2022	FP10	53.29	
1	23/08/2022	FP11	65.00	
1	23/08/2022	FP12	405.00	
1	23/08/2022	FP13	1,150.00	
1	23/08/2022	FP14	99.22	
1	23/08/2022	FP15	36.00	
1	23/08/2022	FP16	8.00	
1	23/08/2022	FP17	175.00	
1	23/08/2022	FP18	132.00	
1	23/08/2022	FP19	2,988.76	
1	23/08/2022	FP2	76.38	
1	23/08/2022	FP20	55.63	
1	23/08/2022	FP21	400.00	
1	23/08/2022	FP3	1,080.00	
1	23/08/2022	FP4	665.70	
1	23/08/2022	FP5	540.00	
1	23/08/2022	FP6	144.00	
1	23/08/2022	FP7	5,350.39	
1	23/08/2022	FP8	58.80	
1	23/08/2022	FP9	4,830.75	
				18,587.92
				1,510,442.05
<u>Receipts not on Bank Statement</u>				
0	31/08/2022	All Receipts Cleared	0.00	
				0.00
Closing Balance				1,510,442.05
<u>All Cash & Bank Accounts</u>				
1		NATWEST CURRENT/RESERVE	43,420.96	
2		NATWEST ONLINE ac 41172051	266.64	
3		Natwest Yth Council	994.68	
		Other Cash & Bank Balances	1,465,759.77	
Total Cash & Bank Balances				1,510,442.05

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 30 September 2022

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	30/09/2022	Liquidity Manager Account	521,312.30
1	30/09/2022	NatWest Current Account	1,000.00
2	30/09/2022	Business Reserve Account	266.69
3	30/09/2022	Natwest Youth Council	959.14
			523,538.13
<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	0.00
		Float temp - Council Events	0.00
		L A Deposit Fund Account	865,500.00
		LOMBARD PRIME RESPONSE	0.00
		PETTY CASH FLOAT	46.18
		Postage Franking M/C float	0.00
		TREASURY ACCOUNT	0.00
			1,465,746.18
			1,989,284.31
<u>Receipts not on Bank Statement</u>			
0	30/09/2022	All Receipts Cleared	0.00
			0.00
Closing Balance			
			1,989,284.31
<u>All Cash & Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	522,312.30
2		NATWEST ONLINE ac 41172051	266.69
3		Natwest Yth Council	959.14
		Other Cash & Bank Balances	<u>1,465,746.18</u>
		Total Cash & Bank Balances	<u>1,989,284.31</u>

10/11/2022

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
ABF01	ABF The Soldiers Charity						
448-ABF Soldier lunch ticket	12/09/2022	12922	1	33.00	0.00	33.00	0.00
					0.00	33.00	
	Above paid on 20/09/2022 by Cheque FP1						
AMF01	AMF Services (Bedford) Ltd						
442-Allet mower repairs	25/08/2022	26629	1	441.02	0.00	441.02	0.00
					0.00	441.02	
	Above paid on 20/09/2022 by Cheque FP2						
ARE001	Arena Security Ltd						
421-Carnival security	31/08/2022	INV-1576	1	864.00	0.00	864.00	0.00
449-H/Rocks security	03/09/2022	INV-1577	1	648.00	0.00	648.00	0.00
					0.00	1,512.00	
	Above paid on 20/09/2022 by Cheque FP4						
BED02	Bedfordshire Pension Fund						
455-Pension Added Yrs Aug 22	13/09/2022	750128	1	53.29	0.00	53.29	0.00
					0.00	53.29	
	Above paid on 20/09/2022 by Cheque FP16						
BED02	Bedfordshire Pension Fund						
474-Pensions Aug 22	31/08/2022	AUG22	1	9,428.36	0.00	9,428.36	0.00
					0.00	9,428.36	
	Above paid on 20/09/2022 by Cheque FP24						
BQ01	Trade UK						
422-Materials	25/08/2022	1294042440	1	16.07	0.00	16.07	0.00
423-Materials	31/08/2022	1295456362	1	48.64	0.00	48.64	0.00
451-Materials	01/09/2022	1295888599	1	28.83	0.00	28.83	0.00
450-Materials	02/09/2022	1296206068	1	1.39	0.00	1.39	0.00
					0.00	94.93	
	Above paid on 20/09/2022 by Cheque FP5						

Continued over page

List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BUB01	Bubbles Lighting Ltd						
452-H/Rocks generator hire	05/09/2022	8576	1	646.80	0.00	646.80	0.00
					0.00	646.80	
Above paid on 20/09/2022 by Cheque FP7							
DCK01	DCK Accounting Solutions Ltd						
429-Accountanyc Aug 22	31/08/2022	TPC10327	1	1,462.04	0.00	1,462.04	0.00
					0.00	1,462.04	
Above paid on 20/09/2022 by Cheque FP11							
DES001	DE Signs & Labels Ltd						
443-signs	26/10/2021	18868	1	18.00	0.00	18.00	0.00
445-Signs	31/03/2022	18983	1	52.80	0.00	52.80	0.00
444-Signs	11/04/2022	18993	1	26.40	0.00	26.40	0.00
427-Dementia friendly signs	16/08/2022	19097	1	1,766.40	0.00	1,766.40	0.00
					0.00	1,863.60	
Above paid on 20/09/2022 by Cheque FP9							
DUN02	Biffa Waste Services Ltd						
424-Cemetery trade refuse	19/08/2022	614C93027	1	2,165.32	0.00	2,165.32	0.00
					0.00	2,165.32	
Above paid on 20/09/2022 by Cheque FP6							
FAR03	Cllr Y Farrell						
425-Mayor expenses	25/08/2022	25822	1	115.00	0.00	115.00	0.00
426-Mayor travel expenses	26/08/2022	26822	1	46.89	0.00	46.89	0.00
					0.00	161.89	
Above paid on 20/09/2022 by Cheque FP8							
FIV01	5 Star Loos Ltd						
420-Events toilet hire	23/08/2022	22/0820	1	1,968.00	0.00	1,968.00	0.00
					0.00	1,968.00	
Above paid on 20/09/2022 by Cheque FP3							

Continued over page

List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HIG01 Highline Adventure Ltd							
<i>Purchase Ledger Payment</i>	14/07/2022	ON ACC 441	1	918.00	0.00	918.00	0.00
					0.00	918.00	
Above paid on 20/09/2022 by Cheque FP15							
HMR001 HMRC							
<i>473-PAYE/NI Aug 22</i>	31/08/2022	AUG22	1	8,075.69	0.00	8,075.69	0.00
					0.00	8,075.69	
Above paid on 20/09/2022 by Cheque FP23							
HRS01 HR Solutions							
<i>430-HR Retainer</i>	01/08/2022	INV-027439	1	257.42	0.00	257.42	0.00
					0.00	257.42	
Above paid on 20/09/2022 by Cheque FP12							
JCURL01 John Curl							
<i>431-EN68 VTG new tyres</i>	17/08/2022	246950	1	312.00	0.00	312.00	0.00
					0.00	312.00	
Above paid on 20/09/2022 by Cheque FP14							
JOA01 J Cross							
<i>453-H/Rocks photography</i>	08/09/2022	B00728	1	350.00	0.00	350.00	0.00
<i>454-King proclamation photogra</i>	13/09/2022	B00729	1	50.00	0.00	50.00	0.00
					0.00	400.00	
Above paid on 20/09/2022 by Cheque FP13							
KAR01 Karcher (UK) Ltd							
<i>432-pressure washer repair</i>	30/08/2022	1832882187	1	32.22	0.00	32.22	0.00
					0.00	32.22	
Above paid on 20/09/2022 by Cheque FP18							
LD002 L&D CF General Account							
<i>456-Autumn Quiz ticket</i>	08/09/2022	8922	1	12.00	0.00	12.00	0.00
					0.00	12.00	
Above paid on 20/09/2022 by Cheque FP17							

Continued over page

List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MAY02	Mayors Appeal Account						
428-Binder Charity donation	31/08/2022	31822	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 20/09/2022 by Cheque FP10							
MCS01	MCS Contract Cleaning Limited						
433-Public toilets cleaning	30/08/2022	41936	1	1,920.00	0.00	1,920.00	0.00
					0.00	1,920.00	
Above paid on 20/09/2022 by Cheque FP19							
TEC01	Techies Limited						
458-Telephone	06/09/2022	INV-3106	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 20/09/2022 by Cheque FP22							
THR03	Three Star (Luton) Ltd						
434-Increase coach size	05/07/2022	32847	1	340.00	0.00	340.00	0.00
					0.00	340.00	
Above paid on 20/09/2022 by Cheque FP21							
TOT01	Right Fuelcard Company Ltd						
457-Fuel A/C	04/09/2022	4632134	1	13.46	0.00	13.46	0.00
					0.00	13.46	
Above paid on 20/09/2022 by Cheque FP20							
Total Purchase Ledger Payments for Month 6					0.00	32,275.04	

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BQ01 Trade UK							
499-Cistern lever/tap	15/09/2022	1299992447	1	18.48	0.00	18.48	0.00
					0.00	18.48	
Above paid on 11/10/2022 by Cheque FP2							
BRO01 Brown & White							
498-SG Eye examination	28/09/2022	13	1	23.14	0.00	23.14	0.00
					0.00	23.14	
Above paid on 11/10/2022 by Cheque FP1							
BUS01 Business HR Solutions (Consultancy) Ltd							
512-HR Retainer	01/09/2022	INV-027938	1	257.42	0.00	257.42	0.00
534-HR Retainer	01/10/2022	INV-028493	1	257.42	0.00	257.42	0.00
					0.00	514.84	
Above paid on 11/10/2022 by Cheque FP8							
CEN04 Central Bedfordshire Council							
503-Depot rent 29.9-24.12.22	29/09/2022	7100012335	1	3,875.00	0.00	3,875.00	0.00
					0.00	3,875.00	
Above paid on 11/10/2022 by Cheque FP3							
CLO02 Cloudy Group							
505-App hosting Aug 22	27/09/2022	INV-2330	1	110.19	0.00	110.19	0.00
504-App Hosting Sep 22	27/09/2022	INV-2331	1	110.19	0.00	110.19	0.00
533-App hosting	01/10/2022	INV-2383	1	110.19	0.00	110.19	0.00
					0.00	330.57	
Above paid on 11/10/2022 by Cheque FP4							
DES001 DE Signs & Labels Ltd							
506-Door signs	23/09/2022	19127	1	264.00	0.00	264.00	0.00
					0.00	264.00	
Above paid on 11/10/2022 by Cheque FP5							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GBI01	Geo Browns Implements Ltd						
509-Equipment repairs	30/09/2022	107911	1	22.56	0.00	22.56	0.00
511-Adapter/wiper blade	30/09/2022	107912	1	41.59	0.00	41.59	0.00
510-Top dresser hire	21/09/2022	809732	1	264.00	0.00	264.00	0.00
					0.00	328.15	
Above paid on 11/10/2022 by Cheque FP7							
GRE06	Greenbridge Designs Ltd						
508-New Ashes vaults	29/09/2022	INV-0564	1	7,824.00	0.00	7,824.00	0.00
					0.00	7,824.00	
Above paid on 11/10/2022 by Cheque FP6							
HMR001	HMRC						
527-PAYE/NI Sep 22	30/09/2022	SEP22	1	8,476.24	0.00	8,476.24	0.00
					0.00	8,476.24	
Above paid on 11/10/2022 by Cheque FP25							
HOU03	Houghton Regis Helpers Community Org A/C						
513-Remeberance Service refres	27/09/2022	27922	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 11/10/2022 by Cheque FP9							
JCURL01	John Curl						
514-KY64 BGK Serive/MOT	14/09/2022	246999	1	358.22	0.00	358.22	0.00
					0.00	358.22	
Above paid on 11/10/2022 by Cheque FP10							
KEN01	Kensworth Sawmills Ltd						
535-Softwood sleepers	10/10/2022	42153	1	480.00	0.00	480.00	0.00
					0.00	480.00	
Above paid on 11/10/2022 by Cheque FP11							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MAZ01 Mazars LLP							
515-External Audit 21/22	21/09/2022	2072203	1	2,400.00	0.00	2,400.00	0.00
					0.00	2,400.00	
Above paid on 11/10/2022 by Cheque FP12							
MCS01 MCS Contract Cleaning Limited							
516-Public toilets cleaning	30/09/2022	42002	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
Above paid on 11/10/2022 by Cheque FP13							
NEW001 P R Newson Ltd							
518-All Saints Tree works	11/09/2022	11834	1	22,800.00	0.00	22,800.00	0.00
					0.00	22,800.00	
Above paid on 11/10/2022 by Cheque FP14							
ORI001 Origin Amenity Solutions							
521-White line marker	13/09/2022	OASI0033025	1	646.80	0.00	646.80	0.00
538-Pitch dressing	06/10/2022	OASI0036672	1	1,264.80	0.00	1,264.80	0.00
					0.00	1,911.60	
Above paid on 11/10/2022 by Cheque FP18							
PLA02 The Play Inspection Company Ltd							
537-Inspection App licence fee	07/10/2022	56695	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Above paid on 11/10/2022 by Cheque FP16							
PRE04 Prestige Design & Workwear Ltd							
519-T-Shirts	22/08/2022	112227	1	28.80	0.00	28.80	0.00
					0.00	28.80	
Above paid on 11/10/2022 by Cheque FP15							
REA002 Reactive Doors Ltd							
520-Office door repairs	30/09/2022	RD13069	1	198.00	0.00	198.00	0.00
					0.00	198.00	
Above paid on 11/10/2022 by Cheque FP17							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ROA001 Road Victims Trust							
522-Road Victims Trust donatio	21/09/2022	21922	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 11/10/2022 by Cheque FP19							
RPM01 Reids Playground Maintenance Ltd							
539-Car park repairs (insuranc	03/10/2022	5198	1	3,672.00	0.00	3,672.00	0.00
					0.00	3,672.00	
Above paid on 11/10/2022 by Cheque FP20							
SET01 Setsquare Creative Solutions Limited							
525-Recover deleted content	30/09/2022	INV-2114	1	81.00	0.00	81.00	0.00
					0.00	81.00	
Above paid on 11/10/2022 by Cheque FP23							
SPA01 Spaldings Limited							
524-Strimmer cord	30/09/2022	SI-2815550	1	115.20	0.00	115.20	0.00
540-Adjustable spanners	06/10/2022	SI-2817170	1	72.04	0.00	72.04	0.00
541-Adjustable spanner	07/10/2022	SI-2817679	1	18.76	0.00	18.76	0.00
					0.00	206.00	
Above paid on 11/10/2022 by Cheque FP22							
TB001 T&B Contractors Ltd							
526-T/Farm Pavilion Val 1	27/09/2022	33479	1	77,569.68	0.00	77,569.68	0.00
					0.00	77,569.68	
Above paid on 11/10/2022 by Cheque FP24							
TOT01 Right Fuelcard Company Ltd							
523-Fuel A/C	18/09/2022	4652656	1	122.24	0.00	122.24	0.00
					0.00	122.24	
Above paid on 11/10/2022 by Cheque FP21							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED02 Bedfordshire Pension Fund							
553-Pension Added Yrs Sep 22	14/10/2022	750299	1	53.29	0.00	53.29	0.00
					0.00	53.29	
Above paid on 25/10/2022 by Cheque FP9							
BED07 Police & Crime Commissioner for Beds							
74-OP Hana Dec 21	04/04/2022	B0002929	1	3,422.10	0.00	3,422.10	0.00
76-OP HANA Feb 22	23/03/2022	B0002975	1	3,626.35	0.00	3,626.35	0.00
75-OP Hana - Jan 22	23/03/2022	B0002976	1	2,918.90	0.00	2,918.90	0.00
545-OP HANA June 22	21/10/2022	B0003352	1	3,070.55	0.00	3,070.55	0.00
Purchase Ledger Payment	24/03/2022	ON ACC 1081	1	-11,250.40	0.00	-11,250.40	0.00
					0.00	1,787.50	
Above paid on 25/10/2022 by Cheque FP1							
BQ01 Trade UK							
548-Postcrete	21/10/2022	1310948569	1	60.80	0.00	60.80	0.00
					0.00	60.80	
Above paid on 25/10/2022 by Cheque FP3							
DCK01 DCK Accounting Solutions Ltd							
542-Accountancy Sep 22	30/09/2022	TPC10387	1	1,077.30	0.00	1,077.30	0.00
					0.00	1,077.30	
Above paid on 25/10/2022 by Cheque FP4							
DUN02 Biffa Waste Services Ltd							
546-Trade refuse	21/10/2022	614C99086	1	622.18	0.00	622.18	0.00
547-Trade Refuse	21/10/2022	614C99087	1	1,395.91	0.00	1,395.91	0.00
					0.00	2,018.09	
Above paid on 25/10/2022 by Cheque FP2							
EL001 EllievisionAV Ltd							
549-Halloween screen filmings	13/10/2022	1230A	1	2,611.20	0.00	2,611.20	0.00
					0.00	2,611.20	
Above paid on 25/10/2022 by Cheque FP5							

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
FAR03 Cllr Y Farrell							
567-Mayor reception band	10/10/2022	101022	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 25/10/2022 by Cheque FP21							
FLI02 Flitwick Town Council							
550-Mayor Flitwick donation	19/10/2022	191022	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 25/10/2022 by Cheque FP6							
HOU14 Houghton Regis Consortium							
552-Xmas Event hall hire	30/10/2022	FS85	1	174.00	0.00	174.00	0.00
					0.00	174.00	
Above paid on 25/10/2022 by Cheque FP8							
JCURL01 John Curl							
554-EN68 VTG Repairs	19/10/2022	247057	1	244.79	0.00	244.79	0.00
					0.00	244.79	
Above paid on 25/10/2022 by Cheque FP10							
LEE03 Lee & Sons Cleaning Services							
555-Office window cleaning	07/10/2022	1682	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 25/10/2022 by Cheque FP11							
MAR04 Martin Rix							
556-O/C Pav Roof repairs	11/10/2022	13041	1	2,378.40	0.00	2,378.40	0.00
557-T/Farm Pav Roof repairs	11/10/2022	13042	1	1,584.00	0.00	1,584.00	0.00
					0.00	3,962.40	
Above paid on 25/10/2022 by Cheque FP12							
MAY02 Mayors Appeal Account							
568-Mayor circus ticket	14/08/2022	14822	1	10.00	0.00	10.00	0.00
569-D Binder Donation	25/10/2022	251022	1	20.00	0.00	20.00	0.00

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
570-Mayor Circus Event	25/10/2022	251022A	1	117.50	0.00	117.50	0.00
571-C Lyus Circus event	25/10/2022	251022B	1	10.00	0.00	10.00	0.00
					0.00	157.50	

Above paid on 25/10/2022 by Cheque FP22

PER03 Perfect Personalised Parties

558-Xmas Lights Sound System h	17/10/2022	0029	1	50.00	0.00	50.00	0.00
					0.00	50.00	

Above paid on 25/10/2022 by Cheque FP13

REA002 Reactive Doors Ltd

559-Door repairs	21/10/2022	RD13186	1	492.00	0.00	492.00	0.00
					0.00	492.00	

Above paid on 25/10/2022 by Cheque FP14

ROG02 GI Rogers & Son

551-20ft Christmas tree	14/10/2022	INV-1837	1	1,614.00	0.00	1,614.00	0.00
					0.00	1,614.00	

Above paid on 25/10/2022 by Cheque FP7

SCR02 Trade UK Account

561-Safety boots	20/10/2022	1310621926	1	52.99	0.00	52.99	0.00
					0.00	52.99	

Above paid on 25/10/2022 by Cheque FP16

SLC02 SLCC Enterprises Ltd

562-CE SLCC Conference	10/10/2022	BK207879-1	1	408.00	0.00	408.00	0.00
					0.00	408.00	

Above paid on 25/10/2022 by Cheque FP17

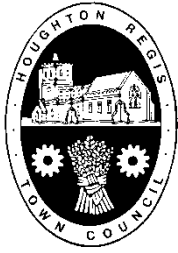
TEC01 Techies Limited

563-IT Support	10/10/2022	INV-3226	1	270.00	0.00	270.00	0.00
					0.00	270.00	

Above paid on 25/10/2022 by Cheque FP18

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOT01	Right Fuelcard Company Ltd						
560-Fuel A/C	02/10/2022	4687248	1	18.40	0.00	18.40	0.00
					0.00	18.40	
	Above paid on 25/10/2022 by Cheque FP15						
TOW02	Townsweb Archiving Ltd						
566-Digitisation Meeting minut	15/10/2022	ARC0232-0001	1	2,230.80	0.00	2,230.80	0.00
					0.00	2,230.80	
	Above paid on 25/10/2022 by Cheque FP20						
WIL01	The Wildlife Trust BCN						
565-Local Greenspace Mapping	12/10/2022	13488	1	456.00	0.00	456.00	0.00
					0.00	456.00	
	Above paid on 25/10/2022 by Cheque FP19						
				Total Purchase Ledger Payments for Month 7	0.00	153,181.02	



CORPORATE SERVICES COMMITTEE

Agenda Item 9

Date:	28th November 2022
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 2022 – 3.39%
30th June 2022 – 2.3%
31st March 2022 – 3.16%
31st January 2022 – 3.44%

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

Total fund size at:
31st October 2022 - £1,451,000
30th June 2022 - £1,529,000
31st March 2022 - £1,439,000
31st January 2022 - £1,379,000

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

Members are informed that the CCLA will be exercising their discretion to extend the redemption notice period from the current 90 days to 6 months with immediate effect. This will need to be borne in mind when the Council considers accessing this fund.

5. SHORT-TERM INVESTMENT – PUBLIC SECTOR DEPOSIT ACCOUNT

Commencement of the Public Sector Deposit Fund was September 2014.

This is a pooled, qualified money market fund created by and for the public sector which has a low level of risks. Shares are bought and the dividend is paid at the end of each month (in accordance with IAS 18 – Revenue) less management fees but without deduction of tax.

The declared yield rate as at:
31st October 2022 - 2.1368%
18th August 2022 – 1.5894%
20th May 2022 – 0.8584%
16th February 2022 – 0.3402%

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

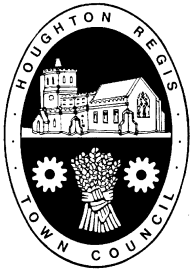
- There are no press implications.

8. CONCLUSION AND NEXT STEPS

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

9. APPENDICES

None.



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr C L Copleston**

Tel: 01582 865463

Town Clerk: **Clare Evans**

Miscellaneous Fees - Offices 2022 - 2023

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

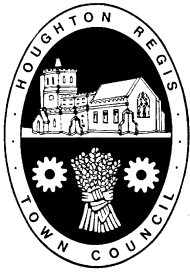
Photocopying*

	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.



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Councillor Y Farrell**

Tel: 01582 865463

Town Clerk: **Clare Evans**

Miscellaneous Fees - Offices 2023 - 2024

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:

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 - Any meeting at which an Officer of the Town Council is present;
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 - Town Council political group meetings where that political group is elected to the council and where topics for discussion relate to town council business
2. Free use of a Council room can be applied for by local voluntary or charitable organisations which will be determined by the Town Clerk
3. A charge will be made for political branch meetings or political campaigning meetings
4. The booking form must be used for all meetings.

Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Corporate Services										
101	Corporate Management									
1076	Precept received	969,231	969,231	1,119,236	1,119,236	0	0	0	0	0
1091	Income Miscellaneous	0	60	0	171	0	0	0	0	0
1096	Interest & Dividends Received	25,200	29,166	28,360	19,899	0	0	39,360	0	0
	Total Income	994,431	998,457	1,147,596	1,139,306	0	0	39,360	0	0
4051	BANK & LOAN CHARGES	60	0	40	70	0	0	840	0	0
4056	AUDIT FEES	2,750	2,711	3,000	-30	0	0	3,000	0	0
4057	ACCOUNTANCY & SOFTWARE	2,100	1,895	2,600	0	0	0	5,000	0	0
4061	CCLA Management Fees	4,000	4,289	4,000	2,394	0	0	4,800	0	0
	Overhead Expenditure	8,910	8,894	9,640	2,434	0	0	13,640	0	0
	Movement to/(from) Gen Reserve	985,521	989,563	1,137,956	1,136,872	0		25,720		
102	Democratic Rep'n & Mgmt									
4007	CONFERENCE COSTS	450	0	600	0	0	0	890	0	0
4008	TRAINING/COURSES	700	336	700	92	0	0	1,400	0	0
4009	TRAVEL	350	296	350	127	0	0	350	0	0
4020	MISC. ESTABLISH.COST	400	278	400	230	0	0	400	0	0
4024	SUBSCRIPTIONS	2,800	2,743	2,848	2,745	0	0	2,815	0	0
4059	OTHER PROFESSIONAL FEES	0	0	4,000	1,859	0	0	7,000	0	0
4104	HOSPITALITY ALLNCE	200	54	250	85	0	0	250	0	0
4131	ELECTION COSTS	12,000	7,813	12,000	5,350	0	0	17,000	0	0
4992	Trs from Earmarked Reserve	0	0	0	0	0	0	-6,650	0	0

Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5021 Tfr to Elections Res	0	4,187	0	0	0	0	0	0	0
Overhead Expenditure	16,900	15,708	21,148	10,488	0	0	23,455	0	0
Movement to/(from) Gen Reserve	<u>(16,900)</u>	<u>(15,708)</u>	<u>(21,148)</u>	<u>(10,488)</u>	<u>0</u>		<u>(23,455)</u>		
<u>190 Central Services</u>									
1082 INC-LETTINGS	30	33	30	0	0	0	30	0	0
1091 Income Miscellaneous	100	901	100	56	0	0	100	0	0
Total Income	130	934	130	56	0	0	130	0	0
4007 CONFERENCE COSTS	800	75	800	0	0	0	800	0	0
4008 TRAINING/COURSES	2,500	960	2,500	538	0	0	4,000	0	0
4009 TRAVEL	500	0	500	0	0	0	500	0	0
4011 RATES	7,300	7,111	7,300	7,111	0	0	7,300	0	0
4012 WATER RATES	600	300	600	195	0	0	500	0	0
4014 ELECTRICITY	1,500	1,729	2,700	828	0	0	2,400	0	0
4015 GAS	1,600	1,242	850	266	0	0	1,200	0	0
4017 HEALTH & SAFETY	400	446	400	91	0	0	400	0	0
4020 MISC. ESTABLISH.COST	200	195	200	355	0	0	300	0	0
4021 COMMUNICATIONS COSTS	3,600	5,493	5,800	4,965	0	0	5,000	0	0
4022 POSTAGE	1,500	1,694	800	324	0	0	600	0	0
4023 STATIONERY	1,000	650	1,000	447	0	0	1,000	0	0
4025 INSURANCE	14,000	13,516	14,000	13,035	0	0	13,500	0	0
4026 COMPUTER COSTS	5,000	5,331	6,300	7,406	0	0	5,000	0	0
4027 PHOTOCOPIER CHARGES	2,000	1,623	1,600	769	0	0	1,600	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4031 ADVERTISING	500	0	500	0	0	0	1,000	0	0
4036 PROPERTY MAINTENANCE	2,000	1,134	2,000	847	0	0	1,500	0	0
4038 MAINTENANCE CONTRACTS	600	285	600	0	0	0	600	0	0
4042 Equipment Repairs & Maintenance	1,000	100	1,000	334	0	0	1,000	0	0
4051 BANK & LOAN CHARGES	0	200	0	0	0	0	0	0	0
4059 OTHER PROFESSIONAL FEES	9,000	0	5,000	601	0	0	5,000	0	0
Overhead Expenditure	55,600	42,083	54,450	38,113	0	0	53,200	0	0
Movement to/(from) Gen Reserve	(55,470)	(41,149)	(54,320)	(38,057)	0		(53,070)		
191 Personnel/Staff Costs									
4001 STAFF SALARIES	423,205	407,780	431,705	226,223	0	0	571,200	0	0
4002 EMPLOYERS N.I	42,320	33,928	49,646	21,355	0	0	65,688	0	0
4003 EMPLOYERS SUPERANN.	100,723	86,264	102,745	52,602	0	0	153,082	0	0
4005 STAFF OVERTIME	7,000	497	6,000	9,919	0	0	10,000	0	0
4007 CONFERENCE COSTS	0	0	0	340	0	0	0	0	0
4008 TRAINING/COURSES	0	0	0	691	0	0	0	0	0
4038 MAINTENANCE CONTRACTS	0	153	0	0	0	0	0	0	0
4059 OTHER PROFESSIONAL FEES	5,500	12,822	5,500	8,295	0	0	26,000	0	0
Overhead Expenditure	578,748	541,445	595,596	319,424	0	0	825,970	0	0
Movement to/(from) Gen Reserve	(578,748)	(541,445)	(595,596)	(319,424)	0		(825,970)		
199 P&R Capital and Projects									
4026 COMPUTER COSTS	3,000	5,021	4,000	4,403	0	0	4,000	0	0
Overhead Expenditure	3,000	5,021	4,000	4,403	0	0	4,000	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(3,000)</u>	<u>(5,021)</u>	<u>(4,000)</u>	<u>(4,403)</u>	<u>0</u>		<u>(4,000)</u>		
Corporate Services - Income	994,561	999,391	1,147,726	1,139,362	0	0	39,490	0	0
Expenditure	663,158	613,151	684,834	374,861	0	0	920,265	0	0
Movement to/(from) Gen Reserve	<u>331,403</u>	<u>386,240</u>	<u>462,892</u>	<u>764,500</u>	<u>0</u>		<u>(880,775)</u>		
Total Budget Income	994,561	999,391	1,147,726	1,139,362	0	0	39,490	0	0
Expenditure	663,158	613,151	684,834	374,861	0	0	920,265	0	0
Movement to/(from) Gen Reserve	<u>331,403</u>	<u>386,240</u>	<u>462,892</u>	<u>764,500</u>	<u>0</u>		<u>(880,775)</u>		

Corporate Services Committee

101 – Corporate Management

Cost centre:	Code:	Title:	
101	1076	Precept	
2022/23 figure:	2023/24 figure (requested):	Agreed	
£1,119,236	TBC		
Justification:			
2022/23 Precept £1,119,236 Tax Base 6061 (increase of 14% from 2021/22) Band D £184.66 2023/24 Precept £TBC Tax Base 6481 (increase of 6.9% from 2022/23) Band D £TBC If the Band D charge is maintained at £184.66, the precept can be set at £1,196,781. This equates to an increase in the precept of 6.9%.			

Cost centre:	Code:	Title:	
101	1096	Interest / dividends received	
2022/23 figure:	2023/24 figure (requested):	Agreed	
28360	39360		
Justification:			
Bank Interest £30/month - £360 CCLA Dividends approx.. £7500 / quarter - £30,000 CCLA PSDF variable £350-£1200 per month. Ave est at £750 per month, equate to £9000/annum			

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
40	840		

Justification:	
Budget used for bank and loan charges and card machine charges Upgrade to bank account, fees now incurred per transaction. Bankline charges £20/mth fee, £30/mth transaction charges, Sumup £20/mth	

Cost centre:	Code:	Title:	
101	4056	Audit fees	
2022/23 figure:	2023/24 figure (requested):	Agreed	
3000	3000		

Justification:	
Budget used for internal audit (interim and year end, total £1000) and external year end audit (£2000). SAAA currently securing external audit arrangements for a 5 year period from 2022/23 to 2026/27. This budget figure may change if external auditor is appointed by SAAA and the fee schedule is released.	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
2600	5000		

Justification:	
Year end support– fees TBC by DCK Yearend close down £600 Yearend financial statements £550 £250 for VAT Partial Exemption calculation by DCK Software – fees TBC by Harris / Rialtas Accounts software support £400 Cemetery software support (cemetery & memorial) £300 Allotments Software purchase £550 software support £170 mobile inspection ap £150/annum	

integration of mobile inspection ap to software £75/anum Assets: Software purchase £300 software support £170 Design Software £100 Playground inspection ap £1100	
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Cost centre:	Code:	Title:	
101	4061	CCLA Management Fees	

2022/23 figure:	2023/24 figure (requested):	Agreed	
4000	4800		

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

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102 – Democratic Representation & Management

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
600	890		

Justification:	
2023/2024 costs are currently unavailable; thus costs below are based on 10% increase on 22/23 2023/2024 NALC Spring Conference predicted cost £330 2023/2024 NALC National Conference costs predicted cost £330 2023/2024 NALC Spring Conference costs £230 Requested budget allows for 1 member to attend each conference and also allows for some inflation. Assumes conference pattern for 2023/24	

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

2022/23 figure:	2023/24 figure (requested):	Agreed		
700	1400			

Justification:			
Election in May 2023. Suggestion allows for £100 per member for training for the year. Training would include BATPC <ul style="list-style-type: none"> • New cllr induction • Cllr refresher • Finance • Chairmanship 1, 2, 3 • General power of competence • Staff appraisal Other <ul style="list-style-type: none"> • Code of Conduct • Being a good employer • Officer members relationships • Safeguarding 			

Cost centre:	Code:	Title:		
102	4009	Travel		

2022/23 figure:	2023/24 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		

2022/23 figure:	2023/24 figure (requested):	Agreed		
400	400			

Justification:			
Budget covers minor unexpected expenditure			

Cost centre:	Code:	Title:	
102	4024	Subscriptions	

2022/23 figure:	2023/24 figure (requested):	Agreed	
2848	2815		

Justification:			
2019/20			
Subscriptions covers the council's membership as follows:			
Society of Local Council Clerks (SLCC)	Annual	£446	
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,122 (inc. a predicted 1% Increase)	
Institute of Cemetery and Crematorium Management	Annual April to March	£100	
Information Commissioners Officer (ICO)	Annual	£55	
National Allotment Association	Annual	£56	
Campaign to Protect Rural England (CPRE)	Annual	£36	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
4,000	7,000		

Justification:			
£2000 Continuation of the Digitalisation project - To have land transfer documents digitalised.			
£5000 To provide professional support to the council to produce the next town council plan.			

Cost centre:	Code:	Title:	
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102	4104	Hospitality	
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2022/23 figure:	2023/24 figure (requested):	Agreed	
250	250		

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

Cost centre:	Code:	Title:	
102	4131	Election costs	

2022/23 figure:	2023/24 figure (requested):	Agreed	
12,000	17,000		

Justification:			
Town Council election due May 2023. Returning officer advised: Election May 2023 – 2019 costs were £14548. Elections Act 2022 brought in some changes, not all will be implemented in 2023 but may need extra staff re photo ID at polling stations. Budget for £17000			

Cost centre:	Code:	Title:	
102	4992	Transfer From reserves	

2022/23 figure:	2023/24 figure (requested):	Agreed	
0	6650		

Justification:			
To use funds not spent in 2022/23 in 102 4131			

190 – Central Services

Cost centre:	Code:	Title:	
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190	1082	Income lettings	
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2022/23 figure:	2023/24 figure (requested):	Agreed	
30	30		

Justification:			
Ad hoc hire of chamber			

Cost centre:	Code:	Title:	
190	1091	Income Misc	

2022/23 figure:	2023/24 figure (requested):	Agreed	
100	100		

Justification:			
Ad hoc income			

Cost centre:	Code:	Title:	
190	4007	Conference costs	

2022/23 figure:	2023/24 figure (requested):	Agreed	
800	800		

Justification:			
<p>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.</p> <p>The requested budget allows for attendance at NALC National Conference (£245), SLCC National Conference (£300) and the SLCC Practitioners conference (£250)</p>			

Cost centre:	Code:	Title:	
190	4008	Training – officers	

2022/23 figure:	2023/24 figure (requested):	Agreed	
2500	4000		

Justification:	
Budget would cover:	
Clerk Leadership & Management course	
CiLCA training	
First aid training	
safeguarding training	

Cost centre:	Code:	Title:	
190	4009	Travel	

2022/23 figure:	2023/24 figure (requested):	Agreed	
500	500		

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

Cost centre:	Code:	Title:	
190	4011	Rates	

2022/23 figure:	2023/24 figure (requested):	Agreed	
7300	7300		

Justification:	
Suitable figure suggested.	

Cost centre:	Code:	Title:	
190	4012	Water Rates	

2022/23 figure:	2023/24 figure (requested):	Agreed	
600	500		

Justification:	
Competitive evaluation completed, and new contract agreed.	

Cost centre:	Code:	Title:	
190	4014	Electricity	

2022/23 figure:	2023/24 figure (requested):	Agreed	
2700	2400		

Justification:	
Requested to incorporate increased energy costs	

Cost centre:	Code:	Title:	
190	4015	Gas	

2022/23 figure:	2023/24 figure (requested):	Agreed	
850	1200		

Justification:	
Increased requested to incorporate increased energy costs	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
400	400		

Justification:	
Used for ad hoc health and safety matters.	

Cost centre:	Code:	Title:	

190	4020	Misc Establishment Costs	
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2022/23 figure:	2023/24 figure (requested):	Agreed	
200	300		

Justification:	
Used for ad hoc matters.	

Cost centre:	Code:	Title:	
190	4021	Communications	

2022/23 figure:	2023/24 figure (requested):	Agreed	
5800	5000		

Justification:	
Mobiles, land line users and yearly costs	
Mobiles Mobile Contract & charges approx. £1140/annum	
Landline: Telephone Support £ 300 Telephone License £ 225 Landline charges re alarms £500 / quarter	
Broadband at Green Pavilion to support Youth Café £200/year	

Cost centre:	Code:	Title:	
190	4022	Postage	

2022/23 figure:	2023/24 figure (requested):	Agreed	
800	600		

Justification:	
franking machine lease £300 / annum postage £300 / annum Costs have significantly reduced due to electronic cllr mailing. 2.1 of the Vision	

Cost centre:	Code:	Title:	
190	4023	Stationery	

2022/23 figure:	2023/24 figure (requested):	Agreed	
1,000	1,000		

Justification:			
23/24 Office stationery			
Vision objective 2.1 To reduce the use of paper by the council.			

Cost centre:	Code:	Title:	
190	4025	Insurance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
14,000	13,500		

Justification:			
Global council insurance (annual renewal £13034 plus ad hoc add ons)			

Cost centre:	Code:	Title:	
190	4026	Computer Costs	

2022/23 figure:	2023/24 figure (requested):	Agreed	
6300	5000		

Justification:			
IT support charges: TBC by Techies			
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			
Replacement network switch £200			
Replacement server UPS £200			
Chamber network point £400			

Desk top phone x 2 £200 Spam filter (highly recommended by IT support) £600	
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Cost centre:	Code:	Title:	
190	4027	Photocopier Charges	

2022/23 figure:	2023/24 figure (requested):	Agreed	
2000	1600		

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

Cost centre:	Code:	Title:	
190	4031	Advertising	

2022/23 figure:	2023/24 figure (requested):	Agreed	
500	1000		

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.	

Cost centre:	Code:	Title:	
190	4036	Property maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
2000	1500		

Justification:	
Upkeep of council offices £2000.	

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Cost centre:	Code:	Title:	
190	4038	Maintenance contracts	

2022/23 figure:	2023/24 figure (requested):	Agreed	
600	600		

Justification:	
PAT testing £150, alarm monitoring £150, Emergency light testing £200. Fire extinguisher testing £100	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
1,000	1,000		

Justification:	
To cover ad hoc requirements	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
5000	5000		

Justification:	
unauthorised encampments (approx. 2 encampments)	

191 – Personnel / Staff Costs

Cost centre:	Code:	Title:	
191	4001	Staff salaries	

2022/23 figure:	2023/24 figure (requested):	Agreed	
£431,705	571,200		

Justification:			
Detailed work has been completed on salaries.			
Predicted costs includes:			
Contractual spinal point increases as applicable to various members of staff			
2% percentage increase (actual increase not known for 2023/2024) for all current members of staff			
additional allowance for car use, dog waste collection, first aiders, and call out			
Outcomes of recent considerations by Personnel Sub Committee and Corporate Services Committee.			

Cost centre:	Code:	Title:	
191	4002	Employers NI	

2022/23 figure:	2023/24 figure (requested):	Agreed	
49,646	65,688		

Justification:			
NI is approximately 11.5% of salaries. NI is not payable on an apprentice.			
Employers NI contributions has increased by 1.5%.			

Cost centre:	Code:	Title:	
191	4003	Employers Superannuation	

2022/23 figure:	2023/24 figure (requested):	Agreed	
102745	153,082		

Justification:			
Superannuation is 26.8% of salaries. However, some members of staff have opted out of the Pension scheme.			

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Cost centre:	Code:	Title:	
191	4005	Staff Overtime	

2022/23 figure:	2023/24 figure (requested):	Agreed	
6000	10000		

Justification:	
For staffing costs re events, council mtgs	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
5500	26000		

Justification:	
£1743 Annual Payroll	
£1000 Staff support costs	
£2451 HR support	
£300 HR presence at Clerks appraisal	
£1500 miscellaneous	
£7000 staffing misc	
£12000 Accounts support	

199 – Capital Projects

Cost centre:	Code:	Title:	
199	4026	Computer equipment	

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

Justification:	
Replacement IT for staff / cllrs	

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

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

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

The date of this publication is: 29th September 2014

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

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

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

Where quoted regulations* refer to:

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

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

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

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

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

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

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

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

Signed:
Town Clerk, Houghton Regis Town Council

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

**Employer discretions required under:
The Local Government Pension Scheme Regulations 2013
[prefix R]**

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

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

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

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

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

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

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

The policy of Houghton Regis Town Council is:

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

Regulation R30(6)* & TP11(2)

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

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

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

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

The policy of Houghton Regis Town Council is:

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

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

The following criteria will apply:-

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

Regulation R30(8)*

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

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

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

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

The policy of Houghton Regis Town Council is:

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

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

TP Sch 2 para 2(2)

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

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

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

The policy of Houghton Regis Town Council is:

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

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

TP Sch 2 para 2(3)

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

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

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

The policy of Houghton Regis Town Council is:

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

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

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

and/or

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

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

Regulation R31

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

A Scheme employer may resolve to award

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

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

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

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

The policy of Houghton Regis Town Council is:

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

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

Regulation B12

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

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

The policy of Houghton Regis Town Council is:

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

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

Regulation B30(2)*

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

The policy of Houghton Regis Town Council is:

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

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

Regulation B30(5)*

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

The policy of Houghton Regis Town Council is:

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

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

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

and/or

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

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

Regulation B30A(3)*

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

The policy of Houghton Regis Town Council is:

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

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

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

and/or

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

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

Regulation B30A(5)*

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

The policy of Houghton Regis Town Council is:

The policy of Houghton Regis Town Council is:

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

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

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

and/or

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

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

Employer discretions required under:

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

Regulation L31(2)

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

The policy of Houghton Regis Town Council is:

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

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

Regulation L31(5)

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

The policy of Houghton Regis Town Council is:

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

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

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

and/or

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

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

Regulation L31(7A)

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

The policy of Houghton Regis Town Council is:

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

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

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

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

Regulation 21(4)

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

The policy of Houghton Regis Town Council is:

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

Regulation 25(2)

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

The policy of Houghton Regis Town Council is:

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

Regulation 21(7)

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

The policy of Houghton Regis Town Council is:

That the normal pension suspension rules will be disapplied.

Regulation 21(5)

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

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

The policy of Houghton Regis Town Council is:

As suspension of pensions will not be applied under Regulation 21(7) this discretion will not

be relevant to the authority.

Regulation 21(7)

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

The policy of Houghton Regis Town Council is:

That the normal pension suspension rules will be disapplied.

Regulation 17

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

The policy of Houghton Regis Town Council is:

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

Regulation 19

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

The policy of Houghton Regis Town Council is:

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

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

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

Regulation 5

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

The policy of Houghton Regis Town Council is:

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

Regulation 6

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

The policy of Houghton Regis Town Council is:

That the authority would not have sought to normally pay compensation under this Regulation

except to ensure that an employee whose employment was terminated by reason of redundancy received, under Regulation 5 of the Compensation Regulations, and this Regulation, a total of up to 30 weeks pay calculated in accordance with the Statutory Redundancy Pay Table.

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

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

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

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

Regulation 3(1)

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

The policy of Houghton Regis Town Council is:

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

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

Regulation 3(4) and 8

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

The policy of Houghton Regis Town Council is:

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

Regulation 3(2)

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

The policy of Houghton Regis Town Council is:

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

Regulation 4(1)

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

The policy of Houghton Regis Town Council is:

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

Regulation 4(3) and 8

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

The policy of Houghton Regis Town Council is:

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

Regulation 4(2)

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

The policy of Houghton Regis Town Council is:

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

Regulation 4(5)

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

The policy of Houghton Regis Town Council is:

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

Regulation 6(1)

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

The policy of Houghton Regis Town Council is:

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

Regulation 6(1)

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

The policy of Houghton Regis Town Council is:

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

Regulation 6(2)

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

The policy of Houghton Regis Town Council is:

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

Regulation 7(1)

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

The policy of Houghton Regis Town Council is:

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

Regulation 7(2) and 8

Determine amount of any injury allowance.

The policy of Houghton Regis Town Council is:

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

Regulation 7(3)

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

The policy of Houghton Regis Town Council is:

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

Further Employer Discretions (set out as best practice)

– in accordance with the Local Government Pension Scheme Regulations 2013

R9(1) & (3) – Contributions

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

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

The policy of Houghton Regis Town Council is:

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

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

R17(1) – Additional Voluntary Contributions

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

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

The policy of Houghton Regis Town Council is:

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

R21(5) – Assumed Pensionable Pay

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

The policy of Houghton Regis Town Council is:

That it will take all reasonable and necessary steps to ensure that in individual cases, it will establish a fair, equitable and justifiable way to identify what the members likely pay would have been, had the absence not occurred, and in cases where this pay is to be used for future benefits, whether that level of pay would have been received every year to normal retirement age.

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

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

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

The policy of Houghton Regis Town Council is:

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

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

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

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

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

R74 Adjudication

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

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

and to make a decision on such applications.

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

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

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

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

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

The policy of Houghton Regis Town Council is:

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

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

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

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

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

This policy will be reviewed annually by the Corporate Services Committee



Houghton Regis Town Council

Eye Care Policy

Date of Approval:	26 th March 2018
Dates of Re approval:	
Dates of Review:	28 th November 2022

Based on: HSE ‘Health and Safety (Display Screen Equipment) Regulations 1992’

Contents

1.0 Introduction

2.0 Policy

3.0 Review

1.0 INTRODUCTION

- 1.1 Houghton Regis Town Council (HRTC) is committed to protecting the health, safety and welfare of its employees. It recognizes that employees need to be protected from any risks associated with Display Screen Equipment (DSE).
- 1.2 The Display Screen Regulations 1992 only apply to employees who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users.
- 1.3 If a user or a potential user requests an eye examination the Town Council is required to provide one. If the test shows that the user needs glasses specifically for DSE work, the Town Council must pay for a basic pair of frames and lenses.

2.0 POLICY

- 2.1 Houghton Regis Town Council will:
 - i. Provide an eye examination for those employees covered by the DSE regulations (up to the cost of £25).
 - ii. Pay up to a specified amount for DSE (single-vision) spectacles (currently £49), if required.
 - iii. Reimburse employees to a specified amount, not exceeding the value already agreed with the Town Councils appointed Optician, to those employees deciding to use an alternative Optician.
- 2.2 Employees will:
 - i. Discuss with their Manager their request for an eye examination, prior to booking.
 - ii. Complete an eye examination request form, to be signed by their Manager and to provide a copy of this form, to the Town Councils appointed Optician, at the time of examination.
 - iii. Pay direct any monies due over and above the specified agreed amount.
 - iv. Pay direct any costs incurred in using an alternative Optician.

3.0 POLICY REVIEW

- 3.1 This policy will be reviewed every 4 years or as required by the Corporate Services Committee.
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Houghton Regis Town Council

Health & Safety at Work Policy

Date of Approval:	Town Council 22 nd June 2015
Date of Review:	18 th May 2016; 5 th March 2018; 4 th March 2019; 8 th June 2020; 28 th November 2022
Date of Re-approval:	18 th May 2016; 18 th June 2018; 17 th June 2019; 5 th October 2020

Contents

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

To be issued to all employees.

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

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

1.0 POLICY STATEMENT

Houghton Regis Town Council:

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

Signed:
Cllr Y Farrell, Town Mayor

.....
Mrs C Evans, Town Clerk

2.0 RESPONSIBILITIES FOR HEALTH AND SAFETY

The Council's Responsibilities:

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

Line Manager's Responsibilities:

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

Town Clerk (Clare Evans) Day to day management responsibilities & Council Offices
In the absence of the Town Clerk, the Corporate Services Manager (Debbie Marsh) assumes these responsibilities.

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

- (iv) Taking a direct interest in the Council's safety, health and welfare policy / programme and supporting other persons in carrying it out.
- (v) Ensuring that first aid facilities are available to all employees.
- (vi) Evaluating all risks relating to accidents and health at work, loss or damage to the Council's property and to the public and putting in place appropriate safe working procedures.
- (vii) Ensuring that all liability is covered by Insurance.
- (viii) Taking part in an annual review of the performance of the Council in the field of safety, health and welfare and developing an annual safety, health and welfare programme (risk assessments).
- ix) Ensuring that appropriate records are kept including Accident Reporting (via Online: www.hse.gov.uk/riddor or by Telephone: All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm) and Assessments (COSHH and Manual Handling.)

Employees' Responsibilities:

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

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

3.0 ARRANGEMENTS

3.1 Health & Safety Risks Arising from Work Activities

- Risk assessments will be undertaken by the Town Clerk and the Grounds Foreman.
- Confirmation of the completion of the risk assessments and actions required will be reported to Town Council on an annual basis.
- Action required to remove / control risks will be approved by Town Clerk or Town Council.

- The Town Clerk / Grounds Foreman will be responsible for ensuring the action required is implemented and that the action has removed / reduced the risks.
- Risk assessments will be reviewed annually or when circumstances change whichever is the soonest.

3.2 Consultation with employees

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

3.3 Safe plant and equipment

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

3.4 Safe handling and use of substances

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

3.5 Information, Instruction and Supervision

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

3.6 Competency for Tasks and Training

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

3.7 Accidents, First Aid and Work-Related Ill Health

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

3.8 Monitoring

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

- Discuss health and safety issues at the bi-monthly staff meetings

- Discuss on an individual basis health and safety issues with employees at their bi-annual appraisal meeting
- Carry out periodic inspections of work practices
- Investigate accidents (responsibility of the Town Clerk)
- Investigate work related causes of sickness absences (responsibility of the Town Clerk)
- Act on investigation findings to prevent a recurrence (responsibility of the Town Clerk).

3.9 Emergency Procedures – Fire and Evacuation

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

4.0 CODE OF PRACTICE

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

- I. If you are unsure on any aspect of safety in respect of any task seek guidance from your Manager.
- II. If you discover a fault on any item of equipment, or notice anything you consider to be unsafe, report it to your Manager.
- III. Keep your workplace clean and tidy.
- IV. Keep your working area, including floor space, free from all obstructions.
- V. Good standards of hygiene must be maintained at all times.
- VI. Clothing/footwear must be appropriate for the job. Protective clothing should be worn when supplied.
- VII. Do not attempt to use any item of machinery or equipment if you have not had adequate instruction.

- VIII. Council vehicles should only be driven by Council employees. The driver must ensure the vehicle is not overloaded. Vehicles must be regularly cleaned (inside and out) and regular checks made on oil, water, tyres and lights.
- IX. No attempt should be made to lift heavy or awkward items unassisted. If assistance is not available, do not lift.
- X. All fuels, chemicals, cleaning materials, etc., must be stored in safety zones and used in accordance with the supplier's instructions or local safe working procedures as appropriate.
- XI. Be aware of the health risk from exposure to hypodermic needles/blood and use protective clothing when handling such items.
- XII. Equipment must not be stacked unless so designed.
- XIII. Step ladders must be in good condition and used by a competent person.
- XIV. Ladders must be in good condition and must not be used by one person alone. There must always be another person at the foot of the ladder unless the ladder is securely fixed by some other means.
- XV. Appropriate fire notices are displayed throughout the Council's premises. Be aware of procedure in case of fire and ensure it is strictly adhered to. On hearing the alarm vacate the premises immediately. Life is more important than property.
- XVI. All accidents must be reported and entered in one of the Accident Books. These are kept at the Council Offices, Peel Street and at the workshop.
- XVII. Smoking [and vaping](#) is not permitted in any of the council premises or in any Council vehicle.



HOUGHTON REGIS TOWN COUNCIL

RISK MANAGEMENT STRATEGY & SCHEDULE

Date of Approval:	Town Council 28 th September 2015
Date of Review:	26 th September 2016; 25 th September 2017; 24 th September 2018; 23 rd September 2019; 14 th September 2020; 21st September 2021; 28 th November 2022
Date of Re-approval Town Council	5 th December 2016; 11 th December 2017; 8 th October 2018; 9 th December 2019; 14 th December 2020; 13 th December 2021

Risk Management Strategy

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

Appendix 1 - Impact and Likelihood Descriptors and Risk Scoring Matrix

Risk Management Schedule

- Corporate Services
- Environment & Leisure
- Planning
- Community Services

1.0 Introduction

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

2.0 Scope

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

3.0 Strategy Outcomes

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

4.0 Risk Management - Overview

- 4.1 Risk management is the process by which the organisation seeks to identify, assess and manage key risks which might prevent it from achieving its corporate outcomes and goals or from doing so in an effective and efficient manner.
- 4.2 Risk management should not be treated as a standalone process. It should be treated just like budgeting and financial management or service planning and performance management – something that any good manager does as a matter of course. It should be linked to the service and financial planning and management as managers identify both the risks to their plans as they develop them and the risks associated with subsequent actions to keep those plans on track.
- 4.3 Risk management is a continuous process. For known risks, it should operate from the time that each risk is first identified until such time as it no longer represents a significant risk to the organisation. Recorded risks and the controls used to mitigate them should be reviewed on

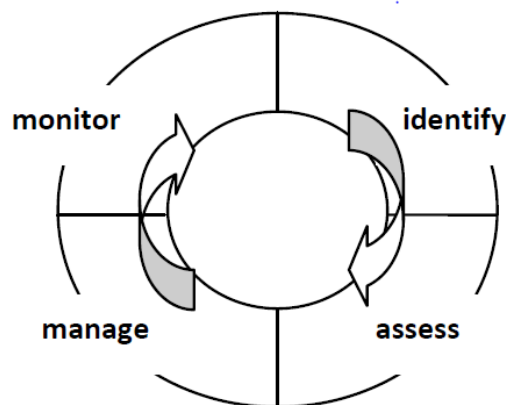
a regular basis: the frequency of review for each risk should reflect the impact the risk might have and the degree of confidence placed on the controls in place to manage it. In addition,

there is a need for constant and ongoing vigilance to ensure that any new risks that may arise are recognised and dealt with before they can impact on the organisation.

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

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

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



5.0 Risk Appetite

5.1 Risk appetite or risk tolerance are two terms that mean the same thing – how much risk the organisation is prepared to live with to achieve service goals and reach its strategic objectives. Using the language of the risk management professional, the organisation may be risk averse, risk neutral or risk loving. The organisation's risk appetite may vary depending on which aspect of its activities it is considering but for risk management purposes, it must be capable of expressing its appetite objectively – and numerically.

5.2 Houghton Regis Town Council has determined that it will use a scoring model based on impact and likelihood and will set a single risk tolerance level: any risk that scores 9 or more, using the model will be considered "primary" risks and will be subject to positive action designed to mitigate the risk and bring its score within the tolerance level. Appendix 1 to the Strategy provides guidance for scoring the impact and likelihood of each risk.

5.3 To provide full assurance, those risks scoring less than 9 will also be recorded in the Risk Register – as will be the controls and other mitigations that resulted in a within-tolerance risk score. They will also be subject to monitoring designed to give assurance that controls are operating as expected to keep them within tolerance.

6.0 Embedding Risk Management

6.1 Embedding risk management is defined as building risk consistently and uniformly into all operations at every level so that it becomes part of ‘the way we do things’ as a matter of routine.

6.2 The key factors for successfully embedding risk management are:

- Sponsorship;
- Ownership;
- Developing linkages with service plans and corporate priorities
- Developing the appropriate knowledge and skills to identify, assess and manage risks

6.3 How we will seek to achieve these success factors – and embed risk management - is outlined in sections 7 and 8 of the Strategy and the accompanying appendices and guidance notes.

7.0 Roles and Responsibilities

7.1 Houghton Regis Town Council will only succeed in managing its risks if everyone understands their responsibilities in this area. The key message for all of us is that we share responsibility for our risks – and we can’t afford to have anyone shirking their responsibility.

7.2 The Town Clerk is specifically responsible for:

- Producing and reviewing the Risk Management Strategy
- Reporting to those charged with governance on the effectiveness of risk management arrangements
- Providing (or obtaining via competent specialists) advice, guidance, support and training to employees and Councillors or other accountable persons
- Reviewing committee reports to ensure risks relating to recommendations /decisions are clearly stated in the report
- Promoting effective risk management across the organisation
- Assisting officers in maintaining the corporate Risk Register

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

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

7.5 The following table identifies other specific roles and responsibilities.

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

8.0 Risk Management Processes

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

- **Risk identification** – the Risk Owner will determine what might happen that could impact on delivery and establish when, how and why such an event might occur.
- **Risk assessment** – the Risk Owner will apply the guidance set out in Appendix 1 to determine the relevant risk score: if the risk score is outside the tolerance level action will be required. At this point the Risk Owner is assessing the “inherent risk”, that is the risk that the organisation would be exposed to if no mitigating actions were taken.
- **Initial risk mitigation** – the Risk Owner will identify what controls are already in place to reduce the chance of a risk materialising

- **Initial risk response** – the Risk Owner will determine what to do about a risk in terms of treating, tolerating, transferring or terminating the risky activity in order to reduce the potential impact on the organisation. Alternatively, you might take the risk in order to get an outcome that would not be achievable without taking the risk.
 - **Risk review** – the Risk Owner will review the scoring with the responses and controls in place to come up with the residual risk score.
 - **Future risk mitigation** – the Risk Owner will identify actions that need to be taken to reduce the residual risk score to within the risk appetite.
- 8.2 These steps may be undertaken by officers during a group workshop, or individually with the assistance of the Risk Manager or an external facilitator. Risks, controls and actions can then be recorded in the Risk Register. Risks can be classified as:
- Corporate – cross cutting and affecting all services in the organisation
 - Operational – related to a specific service or activity
 - Strategic – may affect the strategic direction of the organisation
 - Project – time limited and specific to finite projects
- 8.3 Implementation of risk actions are monitored as part of the organisation’s regular reporting of budgets, performance and risk management (where such reporting exists). Where actions have not been taken in a timely manner to mitigate risks, this shall be reported to the appropriate committee charged with governance.
- 8.4 Emerging risks identified through regular horizon scanning will be assessed, analysed and recorded on the Risk Register with suitable responses as soon as they are identified.
- 8.5 Risks relating to committee decisions are recorded in each committee report. The Risk Manager provides advice and guidance and will identify if the Risk Register requires updating with any corporate or service risks emerging from report recommendations.
- 8.6 Project risks will be identified at the outset of any project and recorded in the organisation’s Project Management approach. Any project risks that have an inherent risk score of 9 or above will be recorded on the Risk Register in a sub-section for the appropriate service area. This will enable monitoring of controls and actions.
- 8.7 Once the project is completed, project risks will be removed from the Risk Register.
- 9.0 Monitoring and Review**
- 9.1 The Strategy will be reviewed annually by Corporate Services Committee and reported to Town Council.
- 9.2 Progress with actions designed to mitigate primary risks will be reported to those charged with governance.
- 9.3 Risk Owners will review their risks on the Risk Register every six months and give assurance that controls are still operating as recorded.
- 9.4 Where appropriate, Internal Audit will review the organisation’s risk management processes at least once every two years.

10.0 Glossary of terms

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

APPENDIX 1

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

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

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

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

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

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

RISK SCORING MATRIX

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

Scores are mapped on the matrix above.

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

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

Green scores – monitor as necessary

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RISK MANAGEMENT SCHEDULE

Corporate Services

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

Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Audit external	Failure of audit to provide appropriate assurance and give unqualified opinion	Financial penalties Damage to reputation	1	2	2	Use of national auditors as required by Public Sector Audit Appointments Ltd Preparation of accounts by professional accountants	1	2	2	RFO	Ongoing
• Audit – internal	Failure of audit to identify failings Unsuitability of internal audit service	Financial penalties Damage to reputation	1	2	2	Internal auditor is suitably qualified and independent of the Council. Appt made and scope set by Council	1	2	2	RFO	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date

• Software	Loss of data Failure of software Protection of data from breach of confidentiality	Unable to undertake council functions Unlawful access to data Damage to reputation	2	3	6	Use of qualified IT support Up to date premise security Up to date IT security Off site secure data storage Up to date equipment	2	3	6	Town Clerk	Ongoing
• Investments	Failure of investment company	Loss of funds Restricted access to funds	2	4	8	Good track record Nationally renown	2	4	8	RFO	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Financial management	Poor financial decisions	Damage to reputation	3	3	9	Financial policy controls in place	3	3	9	RFO	Ongoing

	Non compliance with legislation & policy	Unable to meet financial commitments				<p>Council appoints an RFO</p> <p>Staff and Councillor training provided</p> <p>Internal and external audit undertaken</p> <p>Use of professional accountancy support</p> <p>Use of council specific accounts software</p>					
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Income generation	Predicted income doesn't match budgeted income	Damage to reputation	3	2	6	<p>Council sets balanced budget</p> <p>3-9 months general</p>	3	2	6	RFO	Ongoing

	Threat to service provision	Unable to meet service commitments				reserves maintained Regular budget monitoring Main income from Precept and is governed by Legislation					
Democracy											
• Elections	Not contested Insufficient Cllr's Suitability of candidates Not run according to statute	Damage to reputation Reduced democratic mandate Poor decisions	2	2	4	Elections promoted Information provided Elections run by principal authority	2	2	4	Head of Democratic Services	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Councillors	Cllr vacancies though resigning, leaving or disqualification	Insufficient numbers to support the democratic process	2	3	6	Cllr training and support provided	2	3	6	Head of Democratic Services	Ongoing

	Suitability of skills and experience Quality of guidance / decisions	Damage to reputation Financial costs				<p>Cllr's agree to Code of Conduct</p> <p>Cllr complete Declarations of Interest forms and declare interests at meetings</p> <p>Cllr workload shared among 14 Cllr's</p> <p>Council staff provide guidance, knowledge and support</p> <p>Council and Cllr's work under approved policies</p>					
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Subscriptions	Loss of outside professional bodies who provide	Poor actions	2	2	4	Long history of subscriptions	2	2	4	Town Clerk	Ongoing

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

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

						insurance arrangements					
• Contracts	Company failure Termination of contract Insufficient / unsuitable monitoring	Damage to reputation Financial costs Cessation / disruption of service Dissatisfied customers	2	3	6	Use of recognised & competent providers Annual review of contracts All contracts are signed Financial statements provided	2	3	6	Town Clerk	Ongoing
• Professional support inc legal, hr, occ health, payroll, accounts / year end	Insufficient cover Incorrect advice	Damage to reputation Financial costs Dissatisfied customers / staff / contractors etc	2	3	6	Use of competent providers	2	3	6	Town Clerk	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date

<ul style="list-style-type: none"> IT & copier / equipment 	Security Failure Replacement Maintenance contracts fail	Damage to reputation Financial costs Cessation / disruption of service Dissatisfied customers	1	2	2	Routine maintenance provided Up to date equipment & security	1	2	2	Town Clerk	Ongoing
<ul style="list-style-type: none"> Staff 	Competence Resignation Unplanned extended leave Fraud Misconduct Policy compliance	Poor / disrupted service delivery Damage to reputation Financial costs Dissatisfied customers	2	2	4	Qualified staff Ongoing training provided Contracts of employment Policy guidance Staff aware of colleagues work and processes Cllr monitor Appraisals	2	2	4	Town Clerk	Ongoing

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

Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Service continuity	Disruption to / cessation of services	Damage to reputation Financial costs	2	3	6	Premises security measures in place Data backed up off site Remote working available Staff and Cllr training to be provided	2	3	6	Town Clerk	Ongoing
• Senior Staff and Member leadership	Disruption to / cessation of services Failure to meet statutory requirements	Damage to reputation Financial costs	2	3	6	Senior leadership team with breadth of knowledge and expertise Availability of external support Regular leadership meetings held	2	2	4	Share external support options - Town Clerk	Ongoing

						Weekly updates on work provided to members					
						Availability of political group leaders					
• General risk management	Poor controls	Damage to reputation Financial costs Accidents and emergencies	2	2	4	Risk assessments completed for all areas of work and events Staff aware Staff training May 2017 Member training and briefing programme summer 2019 completed.	2	2	4	Town Clerk	Ongoing

Environment & Leisure

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

	Vandalism Unauthorised access (trespass, travellers)	Damage to reputation Financial costs Dissatisfied customers Liability claims Non compliance with relevant legislation				allotment holders only Allotment Agreement (contracts) Regular inspections Land registered					
Activity	Risk area	Risk event	Likelihood (x)	Impact (=)	Total	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Cemetery	Service delivery Health & safety Equipment suitability / safety Vandalism	Poor / disrupted service delivery Damage to reputation Financial costs Dissatisfied customers	2	3	6	Competent staff Insurance in place Regular checks Up to date and maintained equipment	2	3	6	Head of Grounds	Ongoing

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

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

• Machinery and equipment	Failure Replacement Suitability Competence of staff to use	Poor / disrupted service delivery Damage to reputation Financial costs Dissatisfied customers Liability claims Non compliance with relevant legislation	2	2	4	Competent staff Insurance in place Regular checks Up to date and maintained equipment	2	2	4	Head of Grounds	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Unregistered land	Evidence of right to manage Right of ownership challengeable	Legal challenge: Ownership Injury Responsibilities	2	1	2	On work programme to check and complete where needed	2	1	2	Corporate Services Manager	Ongoing

	False claim of ownership by a third party Insurance claims										
• Tithe Farm Sports Project	Financial affordability Contractor financial stability Future site management	Poor / disrupted delivery Damage to reputation Increase in financial costs Liability claims	2	2	4	Tender process followed Grants secured Contingency included	2	2	4	Town Clerk	Ongoing until build complete and facility up and running

Community Services

Activity	Risk area	Risk event	Likelihood (x)	Impact (=)	Total	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Provision of services to young people	Cessation of services	Poor service delivery	2	2	4	Regular reports to committee	2	2	4	Town Clerk	Ongoing

	Disruption to services Suitability of contractor or staff	Damage to reputation Financial costs Dissatisfied customers Liability claims Non-compliance with relevant legislation				Disclosure and Barring checks Trained staff Reliable staff					
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Provision of community events	Cessation of events Disruption to events Suitability of contractor or staff	Poor service delivery Damage to reputation Financial costs Dissatisfied customers Liability claims	2	2	4	Regular reports to committee Monitoring of contracts Insurance in place Risk assessments undertaken and checked	2	2	4	Town Clerk	Ongoing

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

• Christmas lights	Cessation of services Disruption to services Installation/ Maintenance/ Removal Vandalism Weather	Poor service delivery Damage to reputation Financial costs Dissatisfied customers Liability claims	1	2	2	Use of reputable contractor Annual monitoring Insurance Up to date equipment Agreement in place	1	2	2	Town Clerk	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Communications inc town crier, town guide, website, social media	Cessation of services Disruption to services Quality of communications Suitability of contractors	Poor service delivery Damage to reputation Financial costs Dissatisfied customers Non compliance with relevant legislation	2	2	4	Compiled by all staff Delivered by various distributors Use of reputable print & design company	2	2	4	Head of Democratic Services	Ongoing

<ul style="list-style-type: none"> • Civic events 	<ul style="list-style-type: none"> Absence of mayor Absence of support staff Health & safety issues Event not financially viable Not supported by attendees 	<ul style="list-style-type: none"> Damage to reputation Poor quality event Personal injury Financial implications 	3	1	3	<ul style="list-style-type: none"> Provision of established events Use of regular providers & venues Availability of deputy mayor / cllrs Supported by staff 	3	1	3	Town Clerk	Ongoing
<ul style="list-style-type: none"> • Corporate events 	<ul style="list-style-type: none"> Absence of support staff Health & safety issues Not supported by attendees Weather Disaster / terrorism etc Poor attendance 	<ul style="list-style-type: none"> Damage to reputation Poor quality event Personal injury Financial implications Reduce value for money / low community benefit 	3	1	3	<ul style="list-style-type: none"> Provision of established events Use of regular providers & venues Availability of deputy mayor / cllrs / other staff 	3	1	3	Town Clerk	Ongoing

• Community grants	Failure to provide appropriate support to Community Groups Public perception Service delivery Poor uptake Excessive uptake	Damage to reputation Lack of service delivery Insufficient funds	2	1	2	Budget provision Cllr support Advertising availability Robust application process Budget advice provided	2	1	2	Town Clerk	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Community safety	Community support Public perception Service delivery	Damage to reputation Lack of community support	2	2	4	Monthly contract review Use of Beds Police Budget provision Cllr support	2	2	4	Town Clerk	Ongoing

						Regular Combating Crime meetings attended by the police					
Mayor and deputy mayor	Civic face of Council Resignation from position	Damage to reputation	2	1	2	CI/r and staff support Regular reviews	2	1	2	Town Clerk	Ongoing

Planning

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