



Buckingham Town Council

Town Council Office, Buckingham Centre,
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office@buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

RESOURCES
COMMITTEE

Wednesday, 24 April 2024

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 29th April 2024 at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. If you would like to address the meeting virtually, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:

<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Claire Molyneux
Town Clerk

AGENDA

1. Apologies for absence

Members are asked to receive apologies for absence.

2. Declarations of interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Minutes of last meeting

To agree the minutes of the Resources Committee meeting held on 4th March 2024.

[Copy previously circulated](#)

4. Minutes of Communications Strategy Group

To receive the minutes of the Communications Strategy Group meeting held on 7th March 2024.

[Copy previously circulated](#)

5. Budgets

To receive and agree the budget reports:

5.1 Detailed Income and Expenditure report and summary of budget variances.

5.2 Purchase Ledger from March 2024.

[Appendix A](#)

[Appendix B](#)



Twinned with Mouvaux, France; Neukirchen-Vluyn, Germany

Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't. All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk can send you a copy of any minutes, reports, or other information. To do this, send a request using the contact details set out above.

6. Fund transfers.

To note there have been no fund transfers.

7. Quarterly banking reconciliations

To note that the Vice Chair will attend the Office on the 9th May.

8. Grants update

To receive a report from the Deputy Town Clerk.

[R/200/23](#)

9. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

10. FOI and Data Protection Policies

To receive a report from the Compliance and Projects Manager.

[R/201/23](#)
[Appendix C](#)

To recommend to Full Council that there are no amendments to the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.

11. Draft Staff Handbook

To receive a report from the Compliance and Projects Manager.

[R/202/23](#)

[Link to the old handbook.](#)

[Appendix D](#)

12. Action Report

To review and discuss the Action Report.

[Appendix E](#)

13. Chair's announcements

14. Date of next meeting: Monday 24th June 2024, following the Staffing meeting

COMMITTEE IN PRIVATE SESSION**Exclusion of public and press**

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

15. Debtors list

To receive the current list of debtors over 3 months old.

[Appendix F](#)

16. Payment endorsements

To note payment endorsement sheets 16 to 21.

[Appendix G](#)

17. Printer/Photocopier contract

To receive a report from the Compliance and Projects Manager.

[R/203/23](#)

To:

Cllr. G. Collins

Cllr. J. Harvey

Cllr. A. Mahi

Cllr. H. Mordue Vice Chair

Cllr. J. Mordue

Cllr. L. O'Donoghue Chair

Cllr. A. Osibogun

Cllr. A. Ralph

Cllr. A. Schaefer Town Mayor

Cllr. R. Stuchbury

Cllr. M. Try

Cllr. R. Willett

Email: office@buckingham-tc.gov.uk

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	EXPLANATION
RESOURCES							
<u>101 Personnel Costs EXPENDITURE</u>							
4000 Salaries Admin	199,707	197,122	(2,585)		(2,585)	101.3%	
4005 ERS National Insurance	19,924	21,446	1,522		1,522	92.9%	
4006 ERS Pension Contributions	47,288	49,465	2,177		2,177	95.6%	
4007 Staff travel	243	500	257		257	48.5%	
4008 Occupational Health	85	1,369	1,284		1,284	6.2%	
4025 HR advice	4,552	4,998	446		446	91.1%	
4026 Staff & Recruitment	61	500	439		439	12.1%	
<u>102 Office expenses INCOME</u>							
1010 Chamber hire	724	850	126			85.2%	
1012 Photocopier use	11	5	(6)			226.0%	More income received than expected
1105 Asset Disposal	55	0	(55)			0.0%	Sale of BTC old model mobile phone
<u>Office expenses EXPENDITURE</u>							
4010 Stationery	2,645	3,020	375		375	87.6%	
4011 Postage	124	450	326		326	27.5%	
4012 Photocopier	1,509	2,500	991		991	60.4%	
4013 Equipment purchase	1,279	1,150	(129)	1,026	(1,155)	200.4%	Overspend,
4017 Subscriptions	4,091	4,050	(41)	375	(416)	110.3%	Overspend & new subscription required
4018 Telephones	10,489	10,000	(489)		(489)	104.9%	Price increases, change of contract
4019 Hire of Community Hall	0	300	300		300	0.0%	
4021 Hospitality	396	400	4		4	99.1%	
4023 Training	2,902	10,010	7,108	1,250	5,858	41.5%	
4027 Software	15,653	16,000	347		347	97.8%	
4030 Payroll	2,000	2,070	70		70	96.6%	
4032 Publicity and newsletter	5,475	6,879	1,404		1,404	79.6%	
4038 Computer equipment	1,867	4,000	2,133		2,133	46.7%	
4041 Website	1,795	3,000	1,205		1,205	59.8%	
4043 Protective clothing	1,001	2,000	999		999	50.0%	
4052 Heat, light, power	3,963	2,500	(1,463)	22	(1,485)	159.4%	Price increases on all utilities
4156 Buckingham Centre rent	10,500	17,000	6,500		6,500	61.8%	
4225 Rates	2,794	5,000	2,206		2,206	55.9%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<u>103 Councillors EXPENDITURE</u>							
4020 Mayor's duties	0	2,000	2,000		2,000	0.0%	
4029 Mayor's civic	1,360	1,724	364		364	78.9%	
4044 Councillors mileage / exp.	276	549	273		273	50.3%	
4045 Councillors allowance	8,287	10,413	2,126		2,126	79.6%	
4236 Election costs	18,598	2,150	(16,448)		(16,448)	865.0%	Unexpected costs, agreed at FC
4269 Councillors training	105	2,490	2,385	90	2,295	7.8%	
<u>104 Legal requirements INCOME</u>							
1098 Insurance Claims Income	4,342	0	(4,342)			0.0%	Insurance income from claims
<u>104 Legal requirements EXPENDITURE</u>							
4014 Audit fees	2,890	3,707	817		817	78.0%	
4016 Legal costs	0	3,450	3,450		3,450	0.0%	
4022 Insurance	15,703	19,000	3,297		3,297	82.6%	
<u>120 Long-term grants EXPENDITURE</u>							
4040 Four Year Grants Awarded	21,684	22,069	385		385	98.3%	
4080 Annual Grants Awarded	9,000	9,000	0		0	100.0%	
<u>125 Commemorative Items EXPENDITURE</u>							
4501 Civic award	772	845	74		74	91.3%	
4504 Remembrance wreath	25	62	37		37	40.3%	
4505 Mayor's salver	106	110	4		4	96.0%	
4506 Bardic gift	0	50	50		50	0.0%	
<u>130 Admin reserves INCOME</u>							
1176 Precept	1,164,561	1,164,561	0			100.0%	
1190 Interest received	39,955	3,500	(36,455)			1141.6%	More interest received than expected
<u>132 Future planning / Contingencies INCOME</u>							
1108 Town Centre Study Income	8,125	0.00	(8125)		0.00	0.0%	Income to be received Community Board *
<u>132 Future planning / Contingencies EXPENDITURE</u>							
4500 Future planning / Contingencies	2,551	12,500	9,949		9,949	20.4%	
4999 Town Centre Study	8,125	0	(8,125)		(8,125)	0.0%	Funding from Community Board *
<u>304 Youth Council EXPENDITURE</u>							
4238 Youth Council admin	0	110	110		110	0.0%	

ENVIRONMENT201 Environment

3995	NI Environment	18,702	20,582	1,880	1,880	90.9%
3996	Pensions ERS Environment	48,876	57,963	9,087	9,087	84.3%
4004	Salaries Environment	211,996	230,926	18,930	18,930	91.8%
4112	Environment Equipment	8,523	10,260	1,737	1,737	83.1%
4168	Defibrillators	223	518	295	295	43.1%

202 Roundabouts INCOME

1051	Roundabout no. 1	2,576	2,576	0		100.0%
1052	Roundabout no. 2	1,373	1,373	0		100.0%
1053	Roundabout no. 3	0	2,254	2,254		0.0%
1054	Roundabout no. 4	2,594	2,872	278		90.3%
1056	Roundabout no. 6	765	3,060	2,295		25.0%
1057	Roundabout no. 7	1,561	1,561	0		100.0%

No sponsorship for 23/24

Paid in full, credit from overpayment 22/23

Sponsorship for Jan – Mar only

203 Maintenance EXPENDITURE

4082	Allotments	2,101	2,101	0	0	100.0%
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204 Devolved services expenses INCOME

1017	Devolved services income	22,881	20,992	(1,889)		109.0%
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Received more income than expected

205 Grounds maintenance EXPENDITURE

4033	Waste disposal	4,893	5,610	717	717	87.2%	
4035	Machinery	1,740	2,650	910	910	65.7%	
4036	Fuel (Mower)	2,071	2,300	229	118	95.1%	
4037	Sundries	2,639	2,750	111	111	96.0%	
4063	Vehicle hire and running costs	4,405	7,000	2,595	60	2,535	63.8%

248 Depot EXPENDITURE

4013	Equipment purchase	0	4,070	4,070	4,070	0.0%
4055	Alarm	517	500	(17)	(17)	103.4%
4225	Rates	4,349	4,556	207	207	95.5%
4601	Repairs & maintenance fund	364	900	536	536	40.5%
4602	Electricity	1,711	2,000	289	289	85.6%
4603	Water	474	550	76	76	86.2%

Price increases

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<u>249 C Meadow Toilets/Shopmobility INCOME</u>							
1085 Shopmobility income	516	200	(316)			258.2%	Received more income than expected
<u>249 C Meadow Toilets/Shopmobility EXPENDITURE</u>							
4602 Electricity	0	600	600		600	0.0%	
4603 Water	0	600	600		600	0.0%	
4608 Shopmobility	774	1,250	476	402	74	94.1%	
4612 Contractor charge	10,450	10,560	110		110	99.0%	
4709 Maintenance	1,162	600	(562)		(562)	193.7%	Unexpected electrical works to lights and sensors
<u>250 Lace Hill INCOME</u>							
1026 Lace Hill Community Centre	42,869	40,250	(2,619)			106.5%	Received more income than expected
1103 LA Sector VAT Refund	1,584	0	(1,584)			0.0%	Refund of Non-Business use VAT
<u>250 Lace Hill EXPENDITURE</u>							
4050 Lace Hill playing fields	280	550	270		270	51.0%	
4118 Solar panels	0	380	380		380	0.0%	
4158 Lace Hill gas	5,224	4,202	(1,022)		(1,022)	124.3%	Price increases
4159 Lace Hill electricity	8,681	7,660	(1,021)		(1,021)	113.3%	Price increases
4160 Lace Hill water	654	385	(269)		(269)	169.9%	Price increases
4161 Lace Hill Repair & Maintenance	4,351	3,707	(644)		(644)	117.4%	Unexpected costs due to heating system repairs
4162 Lace Hill Planned Maintenance	9,017	7,200	(1,817)		(1,817)	125.2%	Unexpected costs due to heating system repairs
4164 Lace Hill equipment	3,023	3,000	(23)	754	(777)	125.9%	Unexpected repairs and CCTV call out costs
4225 Rates	10,354	10,704	350		350	96.7%	
<u>251 Chandos Park INCOME</u>							
1030 Bowls income	627	627	0			100.0%	
1035 Tennis Court Rent	714	714	0			100.0%	
1102 UG Cable Wayleave Tennis Court	3	0	(3)			0.0%	Solar panel income
<u>251 Chandos Park EXPENDITURE</u>							
4601 Repairs & maintenance fund	7,019	3,780	(3,239)		(3,239)	185.7%	Playground expenditure as per minute, S106
4602 Electricity	588	1,600	1,012	71	941	41.2%	
4603 Water	2,561	2,120	(441)		(441)	120.8%	Price increases
4606 Bowls Club Maintenance	397	2,120	1,723		1,723	18.7%	
<u>252 Bourton Park EXPENDITURE</u>							
4601 Repairs & maintenance fund	7,557	8,300	743	508	235	97.2%	
<u>253 Cemeteries INCOME</u>							
1041 Burial fees	20,558	27,050	6,492			76.0%	
<u>253 Cemeteries INCOME</u>							
4225 Rates	2,201	1,056	(1,145)		(1,145)	208.4%	This cost has been confirmed as correct

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
4265 New cemetery maintenance	0	3,500	3,500	3,500	0	100.0%	
4601 Repairs & maintenance fund	3,510	4,445	935	935	0	100.0%	
4602 Electricity	1,387	960	(427)		(427)	144.5%	Price increases
4617 Memorial testing	79	2,156	2,077	2,077	0	100.0%	
4619 Cemeteries Development	32,879	69,647	36,768	36,768	(0)	100.0%	
4620 Expenses for burial duties	3,067	5,510	2,443		2,443	55.7%	
<u>254 Chandos Park Toilets EXPENDITURE</u>							
4612 Contractor charge	10,480	11,810	1,330		1,330	88.7%	
4709 Maintenance	1,195	1,185	(10)		(10)	100.9%	Prices increases, unexpected repairs
<u>255 Railway Walk & Castle Hill EXPENDITURE</u>							
4120 Friends of Groups	0	1,140	1,140		1,140	0.0%	
4709 Maintenance	1,029	1,096	67		67	93.9%	
<u>256 Storage Premises EXPENDITURE</u>							
4066 Grenville garage Rent	599	765	166		166	78.2%	
<u>258 Cemetery Lodge INCOME</u>							
1061 Cemetery Lodge rental income	7,667	11,747	4,080			65.3%	
<u>258 Cemetery Lodge EXPENDITURE</u>							
4034 PWLB repayments inc. interest	4,702	4,702	(0)		(0)	100.0%	
4609 Cemetery Lodge maintenance	115	3,105	2,990		2,990	3.7%	
<u>260 CCTV INCOME</u>							
1097 Grants Received	4,000	0	(4,000)			0.0%	Grant to cover costs *
<u>260 CCTV EXPENDITURE</u>							
4100 CCTV maintenance	6,500	2,500	(4,000)		(4,000)	260.0%	Grant received to cover costs *
<u>261 Community Centre EXPENDITURE</u>							
4085 Structural repairs	238	15,000	14,762	12,890	1,872	87.5%	
4091 Chamber	1,146	1,051	(95)		(95)	109.1%	Unexpected repairs to chamber door
<u>262 Parks General INCOME</u>							
1064 Section 106 income	135,439	0	(135,439)			0.0%	S106 received
1106 LATF Grant Income	2,175	0	(2,175)			0.0%	Grant received to purchase trees, 50% more due 2024/25
<u>262 Parks General INCOME</u>							
4101 Seats and bins	1,605	1,605	0		0	100.0%	
4102 Dog bins	3,043	9,010	5,967	4,072	1,895	79.0%	
4106 Play area maintenance	23,004	6,966	(16,038)	1,653	(17,691)	354.0%	To be covered by S106

4122	Tree works	12,923	28,200	15,277	6,605	8,672	69.2%
4270	Bridges	361	45,000	44,640		44,640	0.8%
4275	Play area replacement fund	0	5,000	5,000		5,000	0.0%
4276	Tree wardens	0	1,100	1,100		1,100	0.0%
4607	SECTION 106	120,300	0	(120,300)		(120,300)	0.0%

Bourton Park Toddler, covered by S106

TOWN CENTRE & EVENTS301 Town Centre & Events INCOME

1013	Hanging baskets	(333)	456	789			(73.1%)	Credits, decision to not charge for Hanging Baskets
1028	Lace Hill events income	615	847	232			72.6%	
1062	Community Fair table income	175	230	55			76.1%	
1066	Comedy night income	1,070	1,500	430			71.3%	
1069	Charter fairs income	7,751	7,660	(91)			101.2%	More income than expected received
1091	Events Sponsorship Income	324	50	(274)			648.0%	More income than expected received
1092	Events Stall Income	397	800	403			49.6%	
1093	Dog Show Income	48	125	77			38.4%	
1096	Community Board TCE Income	2,355	0	(2,355)			0.0%	Income received to cover planters at Villiers *
1104	Remembrance Contributions	1,410	0	(1,410)			0.0%	Income received to cover 50% big screen *

301 Town Centre & Events EXPENDITURE

3997	NI TC&E	4,448	4,323	(125)		(125)	102.9%	Slight overspend
3998	Pensions ERS TC&E	13,824	19,863	6,039		6,039	69.6%	
3999	Salaries TC&E	77,087	79,743	2,656		2,656	96.7%	
4042	Events equipment	980	1,000	20		20	98.0%	
4094	Youth project	3,456	3,485	30		30	99.2%	
4104	Town in Bloom	11,311	9,000	(2,311)		(2,311)	125.7%	Overspend due to Villiers planters, covered by income *
4107	Pride of Place	45	60	15		15	75.0%	
4115	River rinse	360	450	90		90	80.0%	
4128	Small Events	104	300	196		196	34.5%	
4166	Lace Hill events	719	1,500	781		781	48.0%	
4201	Christmas lights	11,387	12,800	1,413		1,413	89.0%	
4202	Firework display	6,660	6,600	(60)		(60)	100.9%	Overspend due to extra signage (weather)
4203	Community fair	258	490	232		232	52.6%	
4205	Christmas parade	5,000	5,000	0		0	100.0%	
4207	Remembrance parade	2,367	1,030	(1,337)		(1,337)	229.8%	Overspend due to big screen, see income to cover *
4208	Spring Fair	40	300	260		260	13.3%	
4211	Band Jam	4,449	4,792	343		343	92.8%	
4212	Christmas lights switch on	2,845	3,000	155		155	94.8%	
4213	Dog show	143	700	557		557	20.5%	
4220	Music in the Market	4,407	4,721	314		314	93.4%	
4241	Comedy Night expenditure	1,396	1,500	104		104	93.1%	
4243	Charter Fairs	4,540	5,500	960		960	82.6%	
4260	Twinning	0	65	65		65	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<u>302 Street markets INCOME</u>							
1005 Street markets	18,904	16,944	(1,960)			111.6%	More income than expected
1006 Flea market	6,101	3,800	(2,301)			160.6%	More income than expected
<u>302 Street markets EXPENDITURE</u>							
4017 Subscriptions	384	501	117		117	76.6%	
4225 Rates	1,672	2,900	1,228		1,228	57.6%	
4234 Market Entertainment	950	950	1		1	99.9%	
4235 Market infrastructure & Promotion	1,181	1,250	69		69	94.5%	
<u>303 Special Events EXPENDITURE</u>							
1020 Food fair income	580	571	(9)			101.6%	More income than expected
1083 Fringe income	395	200	(195)			197.7%	More income than expected
1094 Skate Park Income	0	950	950			0.0%	
1099 Summer Art Trail Sponsorship	2,365	0	(2,365)			0.0%	Income from sponsorship *
<u>303 Special Events EXPENDITURE</u>							
4169 Skate Park Event	0	950	950		950	0.0%	
4221 Fringe	1,964	2,000	36		36	98.2%	
4242 Food fair	504	600	96		96	84.1%	
4244 Flags	532	600	68		68	88.7%	
4273 One-off events	340	1,100	760		760	30.9%	
4278 Celebrate Buckingham Day	1,702	1,800	98		98	94.6%	
4279 Summer Art Trail	1,653	0	(1,653)		(1,653)	0.0%	Covered by income from sponsorship *
<u>305 Tourist Information Centre INCOME</u>							
1084 TIC income	7,402	9,000	1,598			82.2%	
<u>305 Tourist Information Centre EXPENDITURE</u>							
4253 TIC tickets & produce	8,390	8,500	110		110	98.7%	
4255 Heritage app expenditure	250	500	250		250	50.0%	
4274 Tourism Website	323	400	77		77	80.7%	
<u>306 Accessibility EXPENDITURE</u>							
4254 Accessibility Costs	700	2,070	1,370	1,250	120	94.2%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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PLANNING601 Planning INCOME

1073 Neighbourhood Plan Income	7,999	0	(7,999)			0.0%	Groundwork grant received
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601 Planning EXPENDITURE

3992 Salaries Planning	37,753	36,458	(1,295)		(1,295)	103.6%	Overspend
3993 NI Planning	2,705	2,750	45		45	98.4%	
3994 Pensions ERS Planning	3,385	3,520	135		135	96.2%	
4624 Neighbourhood Plan	1,254	2,190	936		936	57.2%	

EARMARKED RESERVES901 Ear-marked reserves

9001 Youth Council	0	2,015	2,015		2,015	0.0%	
9002 Cemetery development	612	52,433	51,821	9,158	42,663	18.6%	
9003 Legal Costs	0	3,421	3,421		3,421	0.0%	
9005 Website	2,665	4,000	1,335		1,335	66.6%	
9010 Flood relief fund	0	826	826		826	0.0%	
9011 War memorial	0	2,000	2,000	2,000	0	100.0%	
9012 Christmas lights	529	1,287	758		758	41.1%	
9014 Town in Bloom	457	1,457	1,000		1,000	31.4%	
9015 Charter fairs	568	5,141	4,573		4,573	11.0%	
9019 Memorial testing & Repairs	0	2,000	2,000	2,000	0	100.0%	
9025 Play area replacement	0	52,932	52,932		52,932	0.0%	
9030 Tourism leaflets	1,521	2,404	883		883	63.3%	
9035 Parks Development	11,986	12,230	244		244	98.0%	
9036 Election costs	2,150	2,150	0		0	100.0%	
9040 Park run	0	89	89		89	0.0%	
9049 Neighbourhood Plan	15,275	22,000	6,725		6,725	69.4%	
9050 Bridge Repairs	13,263	13,263	(0)		(0)	100.0%	
9051 Office development / furniture	540	696	156		156	77.6%	
9052 Depot equipment	3,785	11,635	7,850		7,850	32.5%	
9053 AEDs	0	555	555		555	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9054 Lace Hill repairs & Maintenance	0	25,000	25,000		25,000	0.0%
9057 Cemetery Lodge repairs	0	5,180	5,180		5,180	0.0%
9058 Bowls Club Pavilion repairs	0	770	770		770	0.0%
9059 Making good / boundary repairs	0	45,000	45,000		45,000	0.0%
9062 Grants	0	3,000	3,000		3,000	0.0%
9063 Twinning	0	2,418	2,418		2,418	0.0%
9065 Purchase cemetery & allotment	0	87,000	87,000		87,000	0.0%
9066 Summer Sculpture Trail	0	585	585		585	0.0%
9067 Training	375	4,300	3,925	3,125	800	81.4%
9069 Computer Equipment	0	3,500	3,500		3,500	0.0%
9070 Rates	0	1,706	1,706		1,706	0.0%
9074 Accessibility	0	2,513	2,513		2,513	0.0%
9075 Recruitment	0	1,000	1,000		1,000	0.0%
9077 Wildlife Conservation Volunteers	(361)	0	361		361	0.0%
Grand Totals:- Income	1,523,234	1,327,325	(195,909)			114.8%
Expenditure	1,321,586	1,718,898	397,312	90,707	306,605	82.2%
Net Income over Expenditure	201,649	(391,573)	(593,222)			

PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 12

Order by Supplier A/c

											Nominal Ledger Analysis	
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description	
18/03/2024	20/3/24		ALLTRAC	A004	190.83	38.17	229.00	4035	205	190.83	TRACKING FOR ATV	
31/03/2024	13143050		ANGLIAN WATER	A015	76.32	6.17	82.49	4603	248	76.32	nov - feb unit 12	
31/03/2024	13158483		ANGLIAN WATER	A015	47.39	3.32	50.71	4603	248	47.39	Nov - feb	
22/03/2024	25751		AMBIVENT	A020	847.00	169.40	1,016.40	4164	250	847.00	electrical repairs	
06/03/2024	6239		ACREMANS	A031	1,280.00	256.00	1,536.00	4122	262	1,280.00	fallen tree railway walk	
21/03/2024	939W		AMAZON	A035	25.83	5.16	30.99	4038	102	25.83	laptop table	
15/03/2024	2024-9255		AMAZON	A035	-2.91	-0.58	-3.49	4244	303	-2.91	flags	
15/03/2024	100046861-2024-		AMAZON	A035	74.60	14.92	89.52	4244	303	74.60	flags	
28/03/2024	131988401-2024-		AMAZON	A035	37.08	7.42	44.50	4601	248	37.08	NOTICEBOARD	
28/03/2024	132839111-2024-		AMAZON	A035	15.82	3.16	18.98	4038	102	15.82	foot rest	
28/03/2024	139440221-2024-		AMAZON	A035	81.96	16.39	98.35	4253	305	81.96	GREETING CARD STAND	
21/03/2024	1236311595-2024-		AMAZON	A035	70.83	14.16	84.99	4038	102	70.83	office chair tic	
15/03/2024	2234751565-2024-		AMAZON	A035	20.00	4.00	24.00	4013	102	13.76	headsets	
								4244	303	6.24	headsets	
31/03/2024	GB-100046861-		AMAZON	A035	2.91	0.58	3.49	4038	102	2.91	union jacks	
31/03/2024	GB-120243041-		AMAZON	A035	32.33	6.46	38.79	4038	102	32.33	power charger	
31/03/2024	GB-132839111-		AMAZON	A035	15.82	3.16	18.98	4038	102	10.52	footrest	
								4038	102	5.30	footrest	
31/03/2024	GB-2108358935-		AMAZON	A035	14.16	2.83	16.99	4500	132	14.16	tablecloth	
21/03/2024	GB41B4W7ABEI		AMAZON	A035	7.49	1.50	8.99	4038	102	7.49	cable tidy	
28/03/2024	GB41FWW4ABEI		AMAZON	A035	24.16	4.83	28.99	4601	248	24.16	HEATER	
31/03/2024	GB41H91CABEI		AMAZON	A035	14.16	2.83	16.99	4013	102	14.16	detergent for carpet cleaner	
31/03/2024	GB41H913ABEI		AMAZON	A035	5.71	1.14	6.85	4038	102	5.71	satin ribbon	
31/03/2024	GB41HNDEABEI		AMAZON	A035	207.50	41.50	249.00	4013	102	207.50	carpet cleaner	
15/03/2024	GB415A73ABEI		AMAZON	A035	63.98	12.80	76.78	4013	102	63.98	security cam and ribbon	
31/03/2024	4705CR		BALC	B001	60.00	0.00	60.00	4023	102	60.00	correct mispost	
31/03/2024	131308CR		BUCKS COUNCIL	B006	-0.75	0.00	-0.75	4242	303	-0.75	credit - wrong amount	
08/03/2024	2205077248		BUCKS COUNCIL	B006	3,321.49	664.30	3,985.79	4102	262	3,321.49	dog waste emptying x 5 & 33	

PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 12

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/03/2024	866400		BUILDBASE	B013	34.90	6.98	41.88	4106	262	34.90	weed control fabric, wall plug
31/03/2024	NOV		BUCKINGHAM NURSERIES	B025	20.00	0.00	20.00	4107	301	20.00	winter plants
31/03/2024	172620		BROWNS	B031	1,135.53	227.10	1,362.63	4035	205	1,135.53	service and works to kx18bbv
31/03/2024	74814		CDS GROUP	C007	612.00	122.40	734.40	9002	901	612.00	riba stg 4 drainage LLFA 25%
18/03/2024	50		CORINAS PARTIES	C008	35.00	0.00	35.00	4166	301	35.00	costume hire
13/03/2024	93603		CORDWALLIS	C009	335.06	67.01	402.07	4063	205	335.06	service RK72HZG
27/03/2024	27/3		CHRISTMAS	C045	535.34	0.00	535.34	4205	301	534.74	27/3/10112584/Christmas parade
								4205	301	0.60	christmas parade
31/03/2024	466021		CLARITY	C053	243.62	48.72	292.34	4012	102	243.62	copy charge dec - mar
31/03/2024	6085		CLOUDY IT	C073	932.50	186.50	1,119.00	4027	102	932.50	monthly hosting
31/03/2024	D-02932		CLOUDY IT	C073	85.00	17.00	102.00	4038	102	85.00	laptop set up LS
31/03/2024	D-02946		CLOUDY IT	C073	1,021.50	204.30	1,225.80	4027	102	1,021.50	monthly hosting March
08/03/2024	1404601057		DELL	D022	749.16	149.83	898.99	4038	102	749.16	laptop Inspiron 16 Plus
31/03/2024	0006 CORRECT		E-ON	E006	637.43	127.49	764.92	4159	250	637.43	correct mispost 0006
31/03/2024	A-CI151764D		E-ON	E006	433.08	21.65	454.73	4159	250	433.08	aug 23
31/03/2024	C15176D-0006		E-ON	E006	-637.43	-127.49	-764.92	4159	250	-637.43	credits for ebrs
31/03/2024	C151764D-0026		E-ON	E006	626.88	125.38	752.26	4159	250	626.88	dec 23
31/03/2024	C151764D-0028		E-ON	E006	490.25	98.05	588.30	4159	250	490.25	march
31/03/2024	KCR-C151764D-		E-ON	E006	-503.36	0.00	-503.36	4159	250	-503.36	credits
31/03/2024	KCR-C151764D-		E-ON	E006	-544.14	-108.83	-652.97	4159	250	-544.14	credits
31/03/2024	KCR-C151764D-		E-ON	E006	-634.57	-126.91	-761.48	4159	250	-634.57	credits
31/03/2024	KCR-C151764D-		E-ON	E006	-472.56	-23.63	-496.19	4159	250	-472.56	credits
31/03/2024	KI-C151764D-0008		E-ON	E006	209.52	10.48	220.00	4159	250	209.52	june 22
31/03/2024	KI-C151764D-0010		E-ON	E006	1,223.84	244.77	1,468.61	4159	250	1,223.84	dec 22
31/03/2024	KI-C151764D-0013		E-ON	E006	973.14	194.63	1,167.77	4159	250	973.14	march 23
31/03/2024	KI-C151764D-0014		E-ON	E006	634.57	126.91	761.48	4159	250	634.57	april 23
31/03/2024	KI-C151764D-0015		E-ON	E006	614.87	122.97	737.84	4159	250	614.87	april 23
31/03/2024	KI-C151764D-0016		E-ON	E006	472.56	23.63	496.19	4159	250	472.56	may 23
31/03/2024	KI-C151764D-0017		E-ON	E006	376.38	18.82	395.20	4159	250	376.38	june 23

PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 12

Order by Supplier A/c

											Nominal Ledger Analysis	
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description	
31/03/2024	KI-C151764D-0018		E-ON	E006	459.68	22.98	482.66	4159	250	459.68	may 23	
31/03/2024	KI-C151764D-0019		E-ON	E006	434.62	21.73	456.35	4159	250	434.62	july 23	
31/03/2024	KI-C151764D-0021		E-ON	E006	564.68	28.23	592.91	4159	250	564.68	lhsc sept 23	
31/03/2024	KI-C115176D-0023		E-ON	E006	654.16	130.83	784.99	4159	250	654.16	lhsc nov 23	
31/03/2024	KI-C1151764D-		E-ON	E006	947.43	189.49	1,136.92	4159	250	947.43	LHSCC Feb 23	
18/03/2024	122		ENCHANTED	E009	200.00	0.00	200.00	4234	302	200.00	market entertainment	
31/03/2024	TO NL		FACEBOOK	F023	45.73	0.00	45.73	1026	250	45.73	facebook payments to nl	
18/03/2024	190324		FUN FACTOR	F025	150.00	0.00	150.00	4234	302	150.00	market ent	
01/03/2024	26610		GANDERTON	G008	397.95	79.59	477.54	4063	205	197.53	FUEL	
								4036	205	200.42	FUEL	
01/03/2024	27505		GANDERTON	G008	215.06	43.01	258.07	4036	205	21.63	fuel	
								4063	205	193.43	fuel	
15/03/2024	4595		GREENFLOW	G020	36.49	0.00	36.49	4709	254	36.49	service flushing system	
01/03/2024	1028219		GRUNDON	G050	240.34	48.07	288.41	4033	205	240.34	wheelie bins depot	
01/03/2024	1028220		GRUNDON	G050	123.35	24.67	148.02	4033	205	123.35	wheelie bins lhsc	
31/03/2024	1045450		GRUNDON	G050	128.95	25.79	154.74	4033	205	128.95	wheelie bins lhsc	
31/03/2024	1045451		GRUNDON	G050	191.79	38.36	230.15	4033	205	191.79	wheelie bins depot	
31/03/2024	19910		HERON	H009	95.00	19.00	114.00	4112	201	95.00	letter C LHSCC	
31/03/2024	94046		HAZCHEM SAFETY	H010	449.96	89.99	539.95	4037	205	449.96	safety wear / items	
06/03/2024	13566		HEALTH	H011	1,741.67	348.33	2,090.00	4612	254	870.83	toilet maint	
								4612	249	870.84	toilet maint	
31/03/2024	13636		HEALTH	H011	1,741.67	348.33	2,090.00	4612	254	870.83	toilet maintenance	
								4612	249	870.84	toilet maintenance	
06/03/2024	33930		HIGHGEAR	H32	255.66	44.13	299.79	4063	205	255.66	service and mot OY15 PZX	
31/03/2024	3/24		HP SERVICES	H056	115.00	0.00	115.00	4162	250	115.00	lhsc window cleaning dec - ma	
18/03/2024	57895		LINNELL BROS	L010	168.00	33.60	201.60	4709	255	168.00	green wood	
31/03/2024	58069		LINNELL BROS	L010	430.50	86.10	516.60	4709	255	430.00	eased edge wood	
								4709	255	0.50	eased edge wood	
31/03/2024	1114347		MAINSTREAM	M061	63.00	12.60	75.60	4018	102	63.00	817433	

PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2024	241380		NATIONAL EXPRESS	N023	20.77	4.16	24.93	4253	305	20.77	nation express ticket sales
31/03/2024	79606		OPENSACES	O003	45.00	0.00	45.00	4017	102	45.00	openspaces soc subs
18/03/2024	1531		ONEILL HOMER	O009	3,040.00	608.00	3,648.00	9049	901	3,040.00	BNDP CONSULT
18/03/2024	1532		ONEILL HOMER	O009	360.00	72.00	432.00	9049	901	360.00	BNDP CONSULT
31/03/2024	31/3/24		OLD GAOL	O010	871.30	0.00	871.30	4018	102	405.90	utilities recharges OG Phone
								4052	102	465.40	utilities recharges OG elec
31/03/2024	134372		PARAGON	P008	6.25	1.25	7.50	4601	251	6.25	superglue
18/03/2024	072		PEOPLE AND PLACES	P023	2,512.50	502.50	3,015.00	4999	132	2,512.50	072/10112362/TOWN CENTRE
18/03/2024	082		PEOPLE AND PLACES	P023	5,362.50	1,072.50	6,435.00	4999	132	5,362.50	082/10112362/TOWN CENTRE
18/03/2024	083		PEOPLE AND PLACES	P023	250.00	50.00	300.00	4999	132	250.00	083/10112362/TOWN CENTRE
18/03/2024	8766		PROLUDIC	P024	12,660.33	2,532.06	15,192.39	4106	262	12,660.32	C Park playground
								4106	262	0.01	C Park playground
18/03/2024	8767		PROLUDIC	P024	7,039.00	1,407.80	8,446.80	4601	251	6,486.50	CP Playground
								4106	262	552.50	CP Playground
08/03/2024	70081047		PHS	P051	6.95	1.39	8.34	4162	250	6.95	annual duty of care charge
08/03/2024	70373481		PHS	P051	213.82	42.76	256.58	4162	250	213.82	sanitary waste disposal
08/03/2024	70373482		PHS	P051	19.11	3.82	22.93	4162	250	19.11	saintary waste
31/03/2024	149885		PAYROLL OPTIONS	P057	228.77	45.75	274.52	4030	102	228.77	march payroll
15/03/2024	31335		RBS	R001	500.00	100.00	600.00	4023	102	500.00	cemetery course
08/03/2024	BK205231-1		SLCC	S005	90.00	18.00	108.00	4023	102	90.00	climate change summit (22/23)
08/03/2024	BK209889-1		SLCC	S005	30.00	6.00	36.00	4023	102	30.00	VAT basics MTD CM
08/03/2024	BK215119-1		SLCC	S005	65.00	13.00	78.00	4023	102	65.00	engaging with your team
13/03/2024	BK215326-1		SLCC	S005	35.00	7.00	42.00	4023	102	35.00	cemetery training paid by cc
21/03/2024	BK215404-1		SLCC	S005	30.00	6.00	36.00	4023	102	30.00	LS planning framework
21/03/2024	BK215405-1		SLCC	S005	30.00	6.00	36.00	4023	102	30.00	SB Planning Framework
08/03/2024	MEM245692-3		SLCC	S005	337.00	0.00	337.00	4017	102	337.00	LS membership
28/03/2024	5683		SURE2DOOR	S010	536.35	107.27	643.62	4032	102	536.35	BTM DELIVERY
05/03/2024	0115		SOCIETY OF LONDON	S013	94.00	0.00	94.00	4253	305	94.00	soc of london ticket sales
01/03/2024	314580		SSE	S019	64.80	3.24	68.04	4602	248	64.80	dec - jan

PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 12

Order by Supplier A/c

											Nominal Ledger Analysis	
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description	
01/03/2024	320592		SSE	S019	183.42	9.17	192.59	4602	253	183.42	oct - jan	
01/03/2024	321724		SSE	S019	793.27	39.66	832.93	4602	253	793.27	oct to jan	
01/03/2024	323706		SSE	S019	297.97	14.90	312.87	4602	248	297.97	oct - jan	
01/03/2024	375773		SSE	S019	28.38	1.42	29.80	4052	102	28.38	jan	
01/03/2024	385067		SSE	S019	66.08	3.30	69.38	4602	251	66.08	jan	
01/03/2024	401965		SSE	S019	64.58	3.23	67.81	4602	258	64.58	dec - jan	
18/03/2024	508584		SSE	S019	23.88	1.19	25.07	4052	102	23.88	JAN AND FEB	
18/03/2024	516061		SSE	S019	62.70	3.14	65.84	4602	251	62.70	CP TOILETS	
31/03/2024	563164		SSE	S019	60.52	3.03	63.55	4602	248	60.52	dec - feb	
31/03/2024	371882597/0018		SSE	S019	101.96	5.09	107.05	4602	248	101.96	unit 17 mar, apr 23	
31/03/2024	371882597/0019		SSE	S019	38.11	1.90	40.01	4602	248	38.11	unit 17 apr 23	
31/03/2024	371882597/0023		SSE	S019	50.28	2.51	52.79	4602	248	50.28	unit 17 aug - sep	
31/03/2024	561897163/0012		SSE	S019	161.38	8.06	169.44	4052	102	161.38	feeder pillar mar - apr	
31/03/2024	561897163/0013		SSE	S019	116.94	5.84	122.78	4052	102	116.94	apr - may 23 feeder pillar	
31/03/2024	641883083/0011		SSE	S019	-422.72	-21.14	-443.86	4602	248	-422.72	unit 12 apr - jul 23	
31/03/2024	641883083/0012		SSE	S019	359.60	17.98	377.58	4602	248	359.60	unit 12 ap- jul 23	
31/03/2024	641883083/0013		SSE	S019	102.92	5.14	108.06	4602	248	102.92	unit 12 jul-sep 23	
31/03/2024	701899037/0012A		SSE	S019	61.05	3.05	64.10	4602	251	61.05	feb - mar 23	
31/03/2024	701899037/12CR		SSE	S019	-48.95	-2.45	-51.40	4602	251	-48.95	cancel mispost	
31/03/2024	701899037/0016		SSE	S019	113.42	5.67	119.09	4602	251	113.42	c park toilets apr 23	
31/03/2024	701899037/0020		SSE	S019	-120.22	-6.01	-126.23	4602	251	-120.22	may 23	
31/03/2024	701899037/0021		SSE	S019	62.18	3.10	65.28	4602	251	62.18	may 23	
31/03/2024	701899037/0025		SSE	S019	116.84	5.84	122.68	4602	251	116.84	jul 23	
31/03/2024	701899037/0026		SSE	S019	-116.84	-5.84	-122.68	4602	251	-116.84	jul 23	
31/03/2024	701899037/0029		SSE	S019	95.46	4.77	100.23	4602	251	95.46	sep 23	
18/03/2024	13/4		SIMON SAYS MAGIC	S023	325.00	0.00	325.00	4234	302	325.00	13/4/10112568/Market Entertain	
01/03/2024	1473542723		SCREWFIX	S044	44.16	0.83	44.99	4043	102	44.16	safety boot	
01/03/2024	378104		SPECSAVERS	S063	85.00	0.00	85.00	4008	101	85.00	eyecare vouchers x 5	
22/03/2024	111379		SUSTAIN FURNITURE	S064	2,363.33	472.67	2,836.00	4101	262	1,331.53	4 x benches and anchor kits	

PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 12

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
								4601	253	533.00	4 x benches and anchor kits
								4112	201	498.80	4 x benches and anchor kits
08/03/2024	8445		SPORTS DIRECT	S065	44.98	0.00	44.98	4043	102	44.98	safety boots
18/03/2024	196921		TUDOR ENVIRONMENTAL	T002	216.95	43.39	260.34	4037	205	216.95	STRIMMER LINE, BIN BAGS, ETC
25/03/2024	307921		TUDOR ENVIRONMENTAL	T002	36.60	7.32	43.92	4037	205	36.60	hand sanitiser gel, wipes
31/03/2024	AGO233		TRAVIS	T010	13.88	2.78	16.66	4161	250	13.88	knife, roller, filler
18/03/2024	52186		T KING ASSOC	T030	274.86	54.97	329.83	4043	102	274.86	uniform
31/03/2024	REFUND		TOTAL	T049	95.98	0.00	95.98	4500	132	95.98	refund of credit on acc T049
31/03/2024	5051		TS ELECTRICAL	T067	400.00	80.00	480.00	4013	102	400.00	chamber electrical work
18/03/2024	3931000		VIKING DIRECT	V001	90.69	18.14	108.83	4010	102	90.69	3931000/10112566/Stationery
31/03/2024	4003154		VIKING DIRECT	V001	164.30	32.86	197.16	4010	102	164.30	4003154/10112582/Stationery
28/03/2024	0216980341		VISTAPRINT	V009	76.23	15.24	91.47	4235	302	76.23	PVC BANNER
25/03/2024	249750598		ZOOM	Z002	129.90	25.98	155.88	4027	102	129.90	zoom subs
TOTAL INVOICES					67,086.99	12,149.44	79,236.43			67,086.99	

BUCKINGHAM TOWN COUNCIL**RESOURCES COMMITTEE****MONDAY 29th April 2024**

Contact Officer: Deputy Town Clerk

Grants Update**1. Recommendations**

1.1. It is **RECOMMENDED** that Members decide how they would prefer to proceed with payment of the Buckingham Youth Clubs Four Year grant, from the following two options:

Option 1: Pay the £5,570 as agreed in May, if, for any reason, the Youth Clubs do not restart, Buckingham Youth Clubs Ltd will be required to return the money to the Town Council.

Option 2: Delay the payment of the Buckingham Youth Clubs Ltd grant until confirmation has been received that at least one club will be restarting in 2024/2025.

2. One-year grants payments 2024 – 2025

2.1. The following payments will be made in May, as agreed by Resources on 4th March 2024.

Organisation	Amount
Chronic Pain Support Group	£500
Buckingham Pantomime	£1,364
BAFA (Buckingham Art4All)	£1,389
Buckingham & District Angling Association	£271
Jedidah	£808
Open House (Community Care North Bucks)	£808
West End Bowls Club	£941
Buckingham Football Club	£1,616
Swan Community Hub	£1,616
TOTAL	£9,313

2.2. All groups have confirmed in writing that they still wish to proceed with the project. All groups that were also 2023/24 one year grant holders have submitted a suitable end of year grant report.

2.3. Where groups are registered with the Charity Commission a final check of their reporting will be made before payment is authorised.

3. Four-year grants payments 2022 – 2026 (year three)

3.1. The following payments will be made in May, as agreed by Resources on 6th March 2023.

Organisation	2024 - 2025
Citizens Advice Bucks	£6,160
Buckingham Old Gaol Trust	£5,356
Buckingham Summer Festival	£2,142
Chandos Park Bowls Club	£1,071
Project Street Life	£536
TOTAL	£15,265

3.2. 6 of 7 groups have submitted a suitable end of year two grant monitoring report. Where requested, photographs and/or accounts have also been received.

4. Buckingham Tennis Club

Organisation	2024 - 2025
Chandos Park Tennis Club	£1,607
TOTAL	£1,607

4.1. Buckingham Tennis Club have not yet submitted an end of year grant report. (Other documentation, including accounts, has been received and are in order). Once this has been received payment will be authorised and made.

5. Buckingham Youth Clubs

Organisation	2024 - 2025
Buckingham Youth Clubs Ltd	£5,570
TOTAL	£5,570

- 5.1. Buckingham Youth Clubs have informed the Council that they have a change of circumstances.
- 5.2. Buckingham Youth Clubs Ltd suspended all three Youth Clubs at the end of March 2024, due to very low/no attendance. The existing staff have all been 'stood down'. Buckingham Youth Clubs Ltd plan to run a promotional event in June 2024, and restart one of the Clubs soon after, subject to level of interest.
- 5.3. The long term grant award agreement with Buckingham Town Council states that the grant has been awarded to Buckingham Youth Clubs Ltd for the following purposes and with the following obligations:
- a. *“Run three youth clubs for secondary school age young people in Buckingham*
 - b. *Each club to be supported by suitably trained staff and give young people opportunities to try new and positive activities.”*

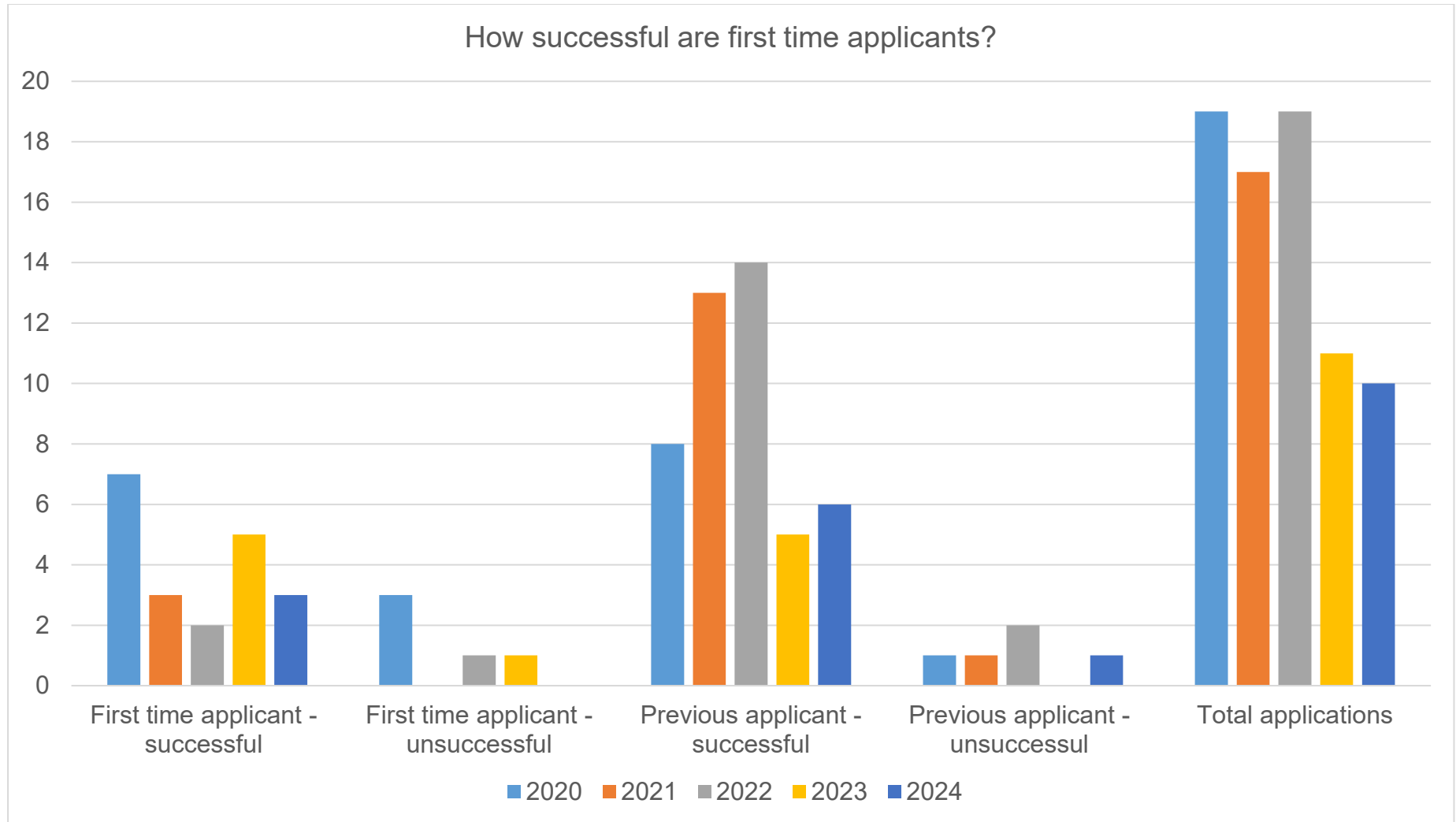
5.4. There are two options for payment of the grant in 2024 - 2025:

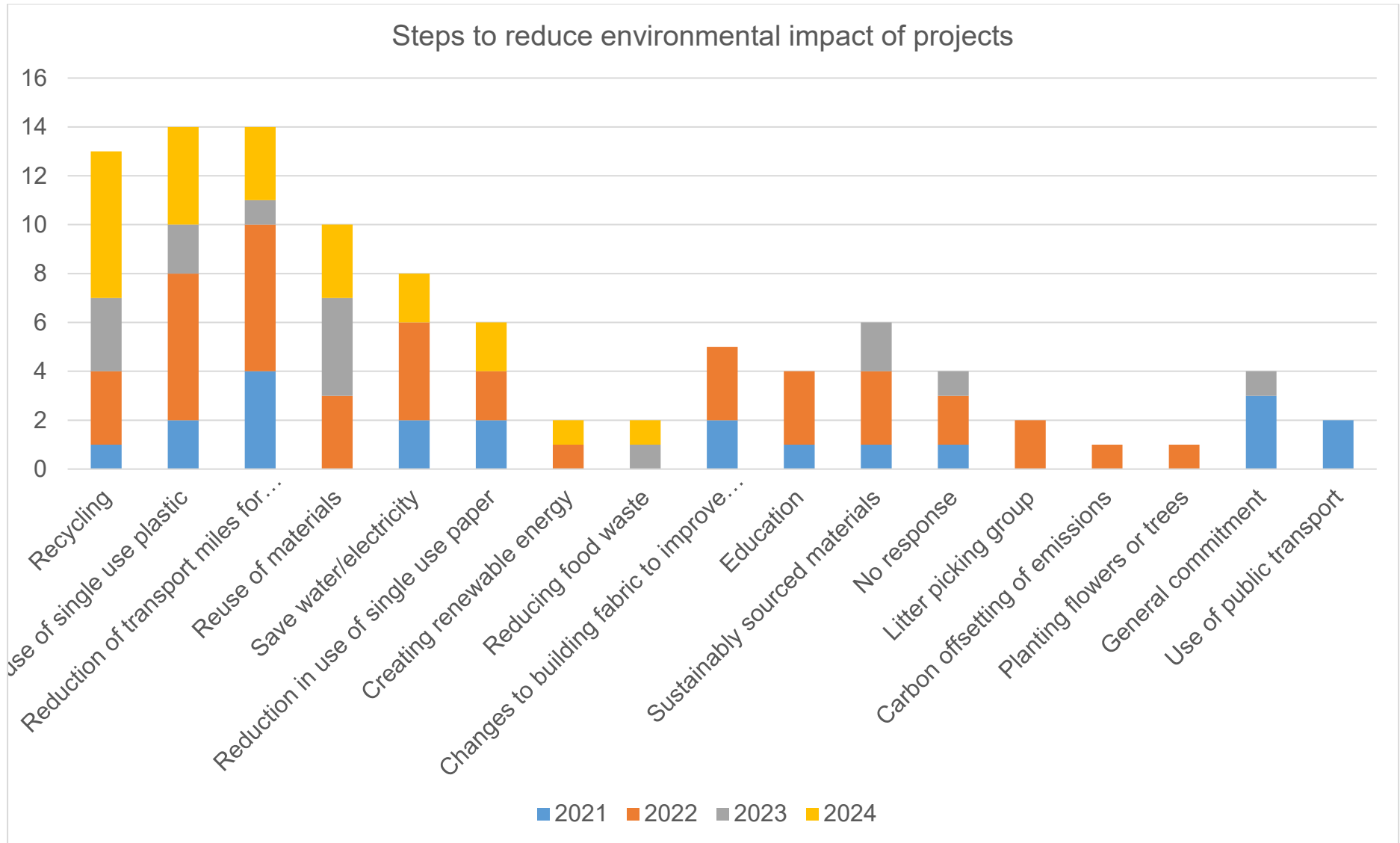
Option 1: Pay the £5,570 as agreed in May, if, for any reason, the Youth Clubs do not restart, Buckingham Youth Clubs Ltd will be required to return the money to the Town Council.

Option 2: Delay the payment of the Buckingham Youth Clubs Ltd grant until confirmation has been received that at least one club will be restarting in 2024/2025.

6. Review of applications

- 6.1. First-time applicants continue to do well under the new grant application system, which offers more support and advice to first time applicants, with no unsuccessful first time applicants in 2023 – 2024.
- 6.2. Environmental impact: the most frequent method of reducing the environmental impact of projects in 2024 – 2025 were recycling, reducing the use of single use plastic, car sharing to reduce transport miles and reuse of materials.
- 6.3. Equality impact: where an impact was identified, the most common response was related to age or disability. Additionally many of the projects mentioned their benefits for families or individuals living on low incomes.
- 6.4. How applicants find out about Town Council grants: it is still the case that most applicants have applied previously (although sometimes several years before). The website is the next most used resource to find out about grants. Word of mouth advice from staff or Councillors also plays a significant role.





**BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 29th April 2024**

Contact Officer: Compliance and Projects Manager

Freedom of Information and Data Protection Obligations

1. Recommendations


- 1.1. It is recommended that Members resolve to recommend to Full Council that there are no amendments to the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.**

2. Background

- 2.1. This is being discussed because Standing Order 5j (xvii) requires that the Council undertakes a review of its policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.
- 2.2. This review should be undertaken annually at the first meeting of the Council year.
- 2.3. The relevant policies, procedures and practices are contained in the Freedom of Information Act Publication Scheme.
- 2.4. The policies, procedures, and practices were last reviewed in May 2023.

3. Amendments

- 3.1. No amendments are recommended or required.

	<p>Buckingham Town Council</p> <p>Freedom of Information Act</p> <p>Publication Scheme</p>	<p>Date last reviewed/amended: May 2023</p> <p>Minute Number: 18/23.12</p>
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Introduction

The Council's Commitment to the Act

Buckingham Town Council believes in maintaining the transparency of the Council and strives to maintain an open approach to its business.

The Council is committed to openness and accountability and currently makes large amounts of information available to the public through the website, via the telephone, email and by post. Should a personal visit to view information be required, an appointment will be necessary.

The Freedom of Information Act 2000

The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioners Officers at [Information Commissioner's Office \(ICO\)](#)

Publication Scheme

The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1 January 2009. Buckingham Town Council adopted the generic model scheme on 5th November 2012. This policy is designed to provide everyone with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise make available to the public.

Freedom of Information Requests and the Publications Scheme

The purpose of this publication scheme is to set out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and will be made available unless there is a reason for it to be legitimately withheld. Application for any information not included in the guide below can be made by making a written request to the Town Clerk who will reply within 20 working days after receipt of the request.

Model Publication Scheme

This Model Publication Scheme has been prepared and approved by the Information Commissioner. It may be adopted by any public authority without further approval and will be valid until further notice.

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

The scheme commits an authority:

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

Classes of information

- **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

- **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts

- **What our priorities are and how we are doing.**

Strategy and performance information, plans, inspections, and reviews.

- **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedure, consultations.

- **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

- **Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

- **The services we offer.**

Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available.

1. The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
2. Where it is within the capability of a public authority, information will be provided on a website. Where it is impractical to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.
3. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
4. Information will be provided in the language in which it is held or in such language that is legally required. Where an authority is legally required to translate any information, it will do so.
5. Obligations under disciplinary and discrimination legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorized, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act

Information available from Buckingham Town Council under the Model Publication Scheme.

Information to be Published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations, and costs) Current information only.	Website Hard Copy	Free 20p per A4 Sheet
Who's who on the Council and it's Committees	Website Hard Copy	Free 20p per A4 Sheet
Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 20p per A4 Sheet
Location of Main Council office and accessibility details	Website Hard Copy	Free 20p per A4 Sheet
Staffing Structure	Hard Copy	20p per A4 Sheet
Class 1 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit) Current and previous financial year as a minimum	Hard Copy	20p per A4 Sheet
Annual return and report by Auditor	Hard Copy	20p per A4 Sheet
Finalised Budget	Hard Copy	20p per A4 Sheet
Precept	Hard Copy	20p per A4 Sheet
Borrowing Approval letter (if available)	Hard Copy	20p per A4 Sheet
Financial Standing Orders and Regulations	Hard Copy	20p per A4 Sheet
Grants given and received	Hard Copy	20p per A4 Sheet
List of current contracts awarded and value of contract	Hard Copy	20p per A4 Sheet
Members' allowances and expenses	Website Hard Copy	Free 20p per A4 Sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews)	Hard Copy	20p per A4 Sheet
Buckingham Plan (current and previous year as a minimum)	Hard Copy	20p per A4 Sheet
Annual report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	20p per A4 Sheet
Quality Status	Hard Copy	20p per A4 Sheet
Local Charters drawn up in accordance with DLUHC guidelines	Hard Copy	20p per A4 Sheet
Class 4 – How we make decisions (Decision making process and records of decisions) Current and previous Council year as a minimum	Website Hard Copy	Free 20p per A4 Sheet
Timetable of meetings (Council, and Committee, Sub Committee, Working Group meetings and Town	Website Hard Copy	Free 20p per A4 Sheet

Meetings)		
Agendas of meetings (as above) – N.B. This will exclude information that is properly regarded as confidential and private to the meeting	Website Hard Copy	Free 20p per A4 Sheet
Minutes of meetings (as above) – N.B. This will exclude information that is properly regarded as confidential and private to the meeting	Website Hard Copy	Free 20p per A4 Sheet
Reports presented to Council meetings – N.B. This will exclude information that is properly regarded as confidential and private to the meeting	Hard Copy	20p per A4 Sheet
Responses to consultation papers	Hard Copy	20p per A4 Sheet
Byelaws	Hard Copy	20p per A4 Sheet
Class 5 – Our policies and Procedures Current recent Protocols, policies, and procedures for delivering our services and responsibilities) Current information only	Website Hard Copy	Free 20p per A4 Sheet
Policies and procedures for the conduct of Council business: Procedural Standing Orders (<i>on website</i>); Committee and Sub-Committee terms of Reference; Delegated authority in respect of officers; Code of Conduct (<i>on website</i>); Policy Statements	Website <i>where indicated</i> Hard Copy	Free 20p per A4 Sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services; Equality and diversity policy; Health and Safety Policy Recruitment policies; Policies and Procedures; Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy	Free 20p per A4 Sheet
Information Security Policy	Hard Copy	20p per A4 Sheet
Records Management Policy (records retention, destruction, and archive)	Hard Copy	20p per A4 Sheet
Data Protection Policy	Website Hard Copy	Free 20p per A4 Sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard Copy Some information may only be available by Inspection	20p per A4 Sheet
Any publicly available register or list (if any are held, this should be publicised; in most circumstances existing provisions will suffice)	Hard Copy	20p per A4 Sheet
Assets Register	Hard Copy	20p per A4 Sheet
Disclosure log (indicating the information that has been provided to requests; recommended as good practice, but may not be held by Parish Councils)	Hard Copy	20p per A4 Sheet
Register of Members' interests	Hard Copy	20p per A4 Sheet
Register of gifts and hospitality	Hard Copy	20p per A4 Sheet
Class 7 – the services we offer	Hard Copy	20p per A4 Sheet

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Some information may only be available by inspection	
Allotments	Hard Copy	20p per A4 Sheet
Burial grounds and closed churchyards	Hard Copy	20p per A4 Sheet
Community Centres and Village Halls	Hard Copy	20p per A4 Sheet
Parks, playing fields and recreational facilities	Hard Copy	20p per A4 Sheet
Seating, litter bins, clocks, memorials, and lighting	Hard Copy	20p per A4 Sheet
Bus shelters	Hard Copy	20p per A4 Sheet
Markets	Hard Copy	20p per A4 Sheet
Public convenience	Hard Copy	20p per A4 Sheet
Agency agreements	Hard Copy	20p per A4 Sheet
A summary of services for which the Council is entitled to recover a fee; together with those fees (e.g., burial fees)	Hard Copy	20p per A4 Sheet
Other additional information	Upon request by Hard Copy if available	20p per A4 Sheet

Contact details:

Website address: www.buckingham-tc.gov.uk

Request for hard copies:

Mr Steve Beech
Compliance and Projects
Manager
Buckingham Town Council
The Buckingham Centre
Verney Close
Buckingham
MK18 1JP

Email: office@buckingham-tc.gov.uk

Telephone: 01280 816426

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the Town Council

DATA PROTECTION ACT 2018 POLICY

This policy applies to:

- All employees of this Council;
- All regional staff or home workers operating on behalf of this Council.

This policy is operational from 25 May 2018.

The purpose of this policy is to enable the Council to:

- Comply with our legal, regulatory, and corporate governance obligations and good practice
- Gather information as part of investigations by regulatory bodies or in connection with legal proceedings or requests
- Ensure business policies are adhered to (such as policies covering email and internet use)
- Fulfil operational reasons, such as recording transactions, training, and quality control, ensuring the confidentiality of commercially sensitive information, security vetting, credit scoring and checking
- Investigate complaints
- Check references, ensuring safe working practices, monitoring, and managing staff access to systems and facilities and staff absences, administration, and assessments
- Monitor staff conduct, disciplinary matters
- Market our business
- Improve services

This policy applies to information relating to identifiable individuals e.g., staff, applicants, former staff, clients, suppliers, and other third-party contacts.

We will:

- Comply with both the law and good practice
- Respect individuals' rights
- Be open and honest with individuals whose data is held
- Provide training and support for staff who handle personal data, so that they can act confidently and consistently

We recognise that its first priority under the GDPR is to avoid causing harm to individuals. In the main this means:

- Complying with your rights,

- Keeping you informed about the data we hold, why we hold it and what we are doing with it,
- Keeping information securely in the right hands, and
- Holding good quality information.

Secondly, DPA aims to ensure that the legitimate concerns of individuals about the ways in which their data may be used are taken into account. In addition to being open and transparent, we will seek to give individuals as much choice as is possible and reasonable over what data is held and how it is used. This includes the right to erasure where data is no longer necessary and the right to rectification where the data is incorrect. Full details are available in the Privacy Notice issued at the point of gathering the data.

The Council has identified the following potential key risks, which this policy is designed to address:

- Breach of confidentiality (information being given out inappropriately).
- Insufficient clarity about the range of uses to which data will be put — leading to Data Subjects being insufficiently informed
- Failure to offer choice about data use when appropriate
- Breach of security by allowing unauthorised access.
- Failure to establish efficient systems of managing changes, leading to personal data being not up to date.
- Harm to individuals if personal data is not up to date
- Insufficient clarity about the way personal data is being used e.g., given out to general public.
- Failure to offer choices about use of contact details for staff, client's workers, or employees.

In order to address these concerns, to accompany this policy, we have a Privacy Policy, and we will issue Privacy Notices to explain what data we have, why we have it and what we will do with it. The Privacy Notice will also explain the data subject's rights. We will offer training to staff where this is necessary and appropriate in the circumstances to ensure compliance with DPA. Such training will vary according to the role, responsibilities, and seniority of those being trained.

We aim to keep data only for so long as is necessary which will vary from according to the circumstances.

We have no intention to transfer data internationally.

The person responsible for Data Protection is currently Steve Beech with the following responsibilities:

- Briefing Council on Data Protection responsibilities
- Reviewing Data Protection and related policies
- Advising other staff on Data Protection issues
- Ensuring that Data Protection induction and training takes place

- Notification
- Handling subject access requests
- Approving unusual or controversial disclosures of personal data
- Approving contracts with Data Processors
- Ensuring Data is stored securely
- Maintain a Data Audit and keep this up to date
- Reporting breaches to the Information Commissioners Office and the relevant Data Subject(s)

Significant breaches of this policy will be handled under the Council's disciplinary procedures which may amount to gross misconduct.

Subject Access Request

Any subject access requests will be handled by the Compliance and Projects Manager.

Subject access requests must be in writing. All staff are required to pass on anything, which might be a subject access request to the Compliance and Projects Manager without delay. The applicant will be given their data within 1 month unless there are complexities in the case which justify extending this to 2 months. You will be notified of any extensions to the deadline for response and the reasons as soon as possible.

The Council has the right to refuse a subject access request where data is requested at unreasonable intervals, manifestly unfounded or excessive. You will be notified of the reasons as soon as possible.

Where the individual making a subject access request is not personally known to the Compliance and Projects Manager their identity will be verified before handing over any information.

The required information will be provided in a permanent and portable form unless the applicant makes a specific request to be given supervised access in person.

You have the right to request the information we hold is rectified if it is inaccurate or incomplete. You should contact the Compliance and Projects Manager and provide with the details of any inaccurate or incomplete data. We will then ensure that this is amended within one month. The Council may, in complex cases, extend this period to two months.

You have the right to erasure in the form of deletion or removal of personal data where there is no compelling reason for its continued processing. We have the right to refuse to erase data where this is necessary in the right of freedom of expression and information, to comply with a legal obligation for the performance of a public interest task, exercise of an official authority, for public health purposes in the public interest, for archiving purposes in the public interest, scientific research, historical research, statistical purposes or the exercise or defence of legal claims. You will be advised of the grounds of our refusal should any such request be refused.

END

Buckingham Town Council**Resources Committee****Monday 29 April 2024**

Contact Officer: Compliance and Projects Manager

Draft Staff Handbook 2024**1. Recommendations**

- 1.1. It is recommended that Members review the draft Staff Handbook.
- 1.2. It is recommended that Members agree to send the draft Staff Handbook to Full Council for agreement subject to expected amendments by our HR and Employment Law consultants following changes in legislation from 1 April 2024.

2. Background

- 2.1. This is being discussed because the Staff Handbook has been wholly rewritten by our new HR and Employment Law consultants Worknest. A directory of amendments has not been included as this is a complete rewrite. However, a link to the previous version is attached to the agenda.
- 2.2. Buckingham Town Council align staff terms and conditions to the - Local Government terms and conditions - "Green Book" agreed by the National Joint Council (NJC) for local government services, and the draft handbook is based on those terms. This document is attached to the email sending this agenda. This has been done as it is not a BTC document to publish.
- 2.3. Since 1 April 2024 there have been further changes to employment legislation which will require this draft handbook to be further updated (e.g., Flexible Working, Paternity Leave, and Carer's Leave).
- 2.4. We are awaiting receipt of the appropriate text from Worknest which we expect to receive before the agenda is due to be issued for the next Full Council meeting. However, none of the changes will be optional, we are only awaiting legal requirements.
- 2.5. Once complete, contents page numbers will be aligned to the text and the document date amended to April 2024.



WELCOME AND INTRODUCTION

Welcome to Buckingham Town Council. Our strength as a Council is due to the skills and abilities of colleagues like you. We look forward to a long and successful working relationship with you and sincerely hope that your time with us is enjoyable and rewarding.

This handbook

This handbook is designed to explain the way in which we work and to set out the key procedures, rules and policies designed to ensure an efficient workplace and a safe and supportive environment for all employees. The contents of this handbook do not form part of the terms of your contract of employment unless otherwise stated. The Council may need to alter or amend any policy or procedure contained in this handbook to ensure that it remains relevant and consistent with the needs of the business. Any such change will be notified to all employees and an up-to-date copy of this handbook can be obtained from the intranet. If you do not have access to the intranet an email copy can be requested.

The Council recognises the 'Green Book' which includes enhancements above the statutory minimum to certain employee benefits. These additional benefits are mainly detailed within your contract of employment, however if detailed within this handbook, they will be clearly identifiable.

We do expect you to comply with the requirements set out in this handbook and failure to do so may lead to disciplinary action; in appropriate cases, up to and including dismissal.

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1

KEY PRINCIPLES

This section sets out some of the key commitments made by the Council to its employees – and the key commitments expected from employees in return.

1.1 Council Employee Code of Conduct

The behaviour of employees is central to the continued success of the Council. This handbook sets out a number of requirements aimed at ensuring the smooth running of the Council and the fair treatment of all employees. A number of these are so important that any breach of them will amount to gross misconduct and these are clearly identified throughout the handbook. Your attention is drawn in particular to the following:

- The rules on gifts and hospitality;
- The policy on smoking;
- The policy on alcohol and drugs;
- The policies on driving and the use of Council vehicles;
- The policy regarding social media; and
- The rules concerning the use of computers, the internet and email;

Dishonesty

It is important to stress that any form of dishonesty, however minor, will be regarded as gross misconduct. This includes theft of property, whether belonging to the Council, colleagues or any third party. However, it also includes an employee seeking to gain any advantage through deception - such as making a false claim for expenses or overtime, falsely claiming to be sick or falsely claiming to have completed a particular task.

It does not matter if any amount of money at issue is small. The Council regards any dishonesty by employees as gross misconduct which will usually result in dismissal.

Refusal to carry out instructions

The Council expects employees to work in a spirit of cooperation with their colleagues and managers for the good of the business as a whole. Employees are required to carry out their managers' instructions and a deliberate and wilful refusal to do so will be gross misconduct.

If you believe that you have been instructed to do something that does not fall within your duties, or which is in some other way unreasonable then the appropriate way of dealing with this is to raise a grievance under the grievance procedure (see Section 5). However, doing so will not prevent a refusal to carry out an instruction from amounting to gross misconduct if it is found to have been a reasonable one in all the circumstances.

1.2 Health and Safety

The primary duty owed to you by the Council is to ensure that you are safe while you are at work. Similarly, all employees are obliged to carry out their duties in a safe and

responsible manner that does not risk harm to either themselves, their colleagues, or any other person.

A detailed health and safety policy/handbook identifying the roles and responsibilities of key staff members for ensuring that the Council meets its commitment to health and safety is available from the Compliance and Projects Manager. In addition there is information on health and safety displayed throughout our premises.

Detailed risk assessments have been carried out on all aspects of the Council's activities and steps have been taken to ensure that all work can be done safely. Any employee who is concerned that any aspect of the Council's activities poses a risk to health and safety should report this to the nearest available manager immediately. Genuine concerns about health and safety will always be treated with the utmost seriousness and be thoroughly investigated.

Employees are required to comply with all instructions rules and procedures concerning matters of health and safety. Failure to do so may amount to gross misconduct. In particular, where employees are required to wear personal protective equipment then failure to do so will be treated as gross misconduct which will usually result in dismissal.

1.3 Ethical Conduct

The Council aims for the highest possible standards of ethical conduct in all of its activities and expects the conduct of individual employees to reflect this. Dishonesty of any kind will be treated as a serious matter, which may amount to gross misconduct and therefore to dismissal without notice.

Gifts and Hospitality

The acceptance of gifts and hospitality from clients/customers, suppliers and potential suppliers must not give the appearance that employees or the Council may be unduly influenced in the decisions that they make in respect of clients/customers, suppliers or in any other aspect of their work.

All gifts and hospitality given or received, of whatever value, must be entered in the Register kept by the management team.

No personal gifts should be accepted without express permission from the Town Clerk. No personal gifts of a value in excess of £50 are permitted whatsoever.

Acceptance of hospitality, such as lunch or drinks receptions, should be kept within common sense limits and should always be authorised by the Town Clerk. Offers of hospitality must always be authorised by the Town Clerk.

You may also be instructed to return any gifts which the Town Clerk considers to be inappropriate, or to refuse to accept hospitality from a particular supplier or potential supplier. Failing to obey such an instruction will be treated as misconduct.

Allowing gifts or hospitality to influence any purchasing/business decisions that you may make on behalf of the Council or to otherwise influence the way in which you perform your duties is an act of gross misconduct which will usually result in dismissal.

It is also an act of gross misconduct to seek to influence any other person to behave in an improper way or to confer a business advantage on you or the Council through the giving of any gift or hospitality.

1.4 Whistleblowing

The Council encourages employees to raise any concerns that they may have about any wrongdoing at any level within the business. Wrongdoing in this context means any breach of a legal obligation, risk to health and safety, a criminal offence being committed, a miscarriage of justice occurring or likely to occur, damage to the environment, or an attempt to conceal any of the above.

Any initial concern should be raised with the Town Clerk. However, if this is not appropriate then you should contact another member of the management team who will ensure that your concern is properly addressed.

Employees who raise a concern which is in the public interest under this policy are entitled not to be subjected to any detriment as a result, however the employee must reasonably believe that the disclosure they are making is true.

Even if your concern proves to be unfounded you will be protected against any reprisals from your manager, colleagues, or any other employee of the business. Making a deliberately false allegation, however, against the Council, a fellow employee or any other person will be treated as an act of gross misconduct which will usually result in dismissal.

If you are the subject of an allegation of wrongdoing then you will be informed of the allegation and given every opportunity to explain the situation and put your side of the story. Disciplinary action will only be taken following a full investigation in accordance with the disciplinary procedure.

1.5 Good Faith and Loyalty

The employment relationship is one built on trust, and we all have a mutual interest in making the relationship a success. The Council has a duty to provide reasonable support to employees and employees have a duty of good faith towards the Council.

In practice this means not doing anything that undermines the Council's standing with members of the public, Councillors, and fellow employees. For example, not doing anything that undermines the Council's position by acting in competition with it, providing information to competitors or undermining the Council's standing with clients, customers, and fellow employees.

1.6 Data Protection

We will process personal data and sensitive personal data (also known as 'special categories of personal data') relating to you in accordance with our Data Protection Policy and our Data Protection Privacy Notice (provided to you separately), as well as in accordance with the relevant data protection legislation.

We may monitor staff in accordance with our policies relating to email, internet and communications systems and monitoring at work, as detailed in this Employee Handbook and in accordance with the relevant data protection legislation.

You will comply with your obligations under our Data Protection Policy and other relevant policies as directed.

1.7 Environmental Statement

In the undertaking of their daily duties, we accept that all staff associated with the Council will have an influence on the environment. We will commit to adopting working practices that will help to have a positive effect, assist towards continued environmental improvement, prevent pollution, and reduce unavoidable negative influences caused by our working practices.

The Council therefore maintains a policy of 'minimum waste' which is essential to the cost effective and efficient running of all our operations. Every employee has a responsibility to promote this policy by taking extra care when carrying out normal duties to avoid unnecessary or extravagant use of services, materials, lights, heating, water etc.

2

HOW WE DO THINGS

This section deals with some important administrative requirements to do with your employment and sets out the standards the Council expects of employees in various situations.

2.1 Proof of Identity

The Council is legally obliged to ensure that all employees are permitted to work in the UK. It is a condition of your employment that you comply with all reasonable requests to provide details of your identity, right to work in the UK and place of residence. This will include allowing the Council to take copies of your passport or other appropriate documents and to check their authenticity. Copies of any such documents will be kept in your personnel file for such a period as is deemed necessary in compliance with current data protection laws.

The Council may dismiss any employee who cannot demonstrate that they are legally entitled to work in the United Kingdom.

2.2 Dress Code

All employees should dress in a manner appropriate to the work that they do. Key factors include whether or not the employee meets clients or customers and whether the requirements of health and safety require particular clothing. How you dress is largely a matter of common sense. If your manager feels that you are dressing in an inappropriate way they may ask you to dress differently the next time you come into work. A persistent refusal to comply with a reasonable standard set by a manager will amount to misconduct.

Where an employee dresses in a completely inappropriate way, for example by wearing clothing with offensive images or slogans, then they may be sent home to change. Any time taken to go home, and change will be unpaid.

Employees required to wear Uniform

If you are provided with specific uniform for your role, you will be expected to wear this whilst at work, especially if you may come into contact with the public in the performance of your duties.

You must ensure you look presentable for work and your uniform is maintained in a good condition. If you lose your uniform, or do not look after it, then the Council will be entitled to make a deduction from your remuneration to cover the cost of replacing this. General wear and tear will be taken into account and the Council may exercise its discretion to replace uniform.

Personal Protective Equipment

If you are provided with any Personal Protective Equipment (PPE) you must ensure you wear this as required, especially in any designated area which may pose additional risk. Failure to do so is likely to result in disciplinary action.

2.3 Timekeeping

Good timekeeping is essential in any team; however we recognise the commitment that staff dedicate to their duties and therefore are happy to show some flexibility in terms of time keeping. This having been said, any employee who is seen to abuse this goodwill, will be spoken to. Persistent abuse of this goodwill will likely result in disciplinary action.

Where it is clear that you are going to be late for work you must contact your line manager as soon as possible to explain the situation and give an estimate of your arrival time. You must make every effort to talk to your manager directly rather than leave a message with colleagues or send an email or text message.

If personal or domestic circumstances make it difficult for you to attend work on time then you should discuss this with your line manager. In some cases, the Council may be able to accommodate a reasonable need for flexibility, but this will be subject to the needs of the business and the need to avoid placing an unfair burden on your colleagues (see Section 4).

Time Off In Lieu (TOIL)

Your contractual hours of work are detailed within your terms and conditions of employment.

Any hours worked in addition to these must be reasonable and appropriate and can be taken as time off in lieu. Additional hours will only be paid where specified in your contract of employment. Both TOIL and overtime must be recorded on your timesheet.

Time off in lieu will be compensated at the following rates

- Monday to Friday - on an hour-by-hour basis;
- Saturday – time and a half;
- Sunday and Bank Holidays – Double time.

The timing for taking time off in lieu must be reasonable and appropriate. The time will be calculated on your timesheet. Ideally, time off in lieu should be taken as soon as possible.

You should not accumulate more than two weeks equivalent of your usual hours.

Time off in lieu will be subject to regular review via supervision with your Line Manager.

2.4 Adverse Weather and Traffic Disruption

Adverse Weather

Adverse weather conditions can cause road closures and public transport disruption.

The Council's primary duty is to provide a safe place of work. If adverse weather means that this cannot be achieved, and the workplace needs to close then all employees will be sent home or told not to come in. In these circumstances, where possible, employees may be required to work from home and will be paid as normal. If home working is not a suitable alternative arrangement, employees will be paid in full for any working time that they have lost.

If the need to close the workplace persists, the Council may invoke any lay-off clause in employees' contracts.

Traffic Disruption

We understand that events such as industrial action, road traffic accidents and road works can cause difficulties for employees attempting to travel into the workplace. In these circumstances we are prepared to take a flexible approach to working arrangements while still keeping the business running as effectively as possible.

You must make a genuine effort to report for work at your normal start time. You may need to leave home earlier to give yourself extra time for the journey or taking an alternative route. Travel on foot or by bicycle should be considered where appropriate and safe.

If you are unable to get into work, you should check the situation throughout the day in case it improves. Information may be available from local radio stations, the police, transport providers or the internet. If conditions improve sufficiently to allow you to travel in to work, you should report this to your manager and attend work unless told otherwise.

Delayed Return from holidays

You should make every effort to return to work as planned at the end of any period of authorised annual leave and should ensure that travel arrangements are made that would best ensure this is possible. However, we recognise that employees may be delayed when returning from holidays due to flight cancellations/ delays.

If you are unable to travel into work

If the workplace is open, it is the responsibility of employees to attend work if they possibly can.

Employees who are absent from work due to adverse weather or other travel disruptions are not entitled to be paid for the time lost.

Where it is clear that you are not going to be able to get to work you must contact your line manager as soon as possible to explain the situation. You must make every effort to talk to your manager directly rather than leave a message with colleagues or send an email or text message.

If you are unable to attend work due to severe weather or other travel difficulties, then you will be required to take time from your annual leave allowance to cover any absence or to take unpaid time off by agreement with your manager.

There may be circumstances in which employees are able to work at home or from an alternative place of work, if available, but this will be entirely at the discretion of the Council. If you do this, you will receive your normal pay.

If travel disruption or adverse weather causes you to arrive at work late or requires you to leave work early you will usually be expected to make up any lost time.

2.5 Rest Breaks

The Council encourages all employees to take full advantage of scheduled rest breaks. These are provided not only for comfort, but also to protect the health of employees and prevent excessive fatigue from causing accidents.

A rest break should be taken away from your workstation wherever possible. If you leave the premises you should bear in mind the time that it will take you to return from the break so that you can ensure that you begin work again on time.

Different areas of the business may have different arrangements for ad hoc breaks such as to make a cup of tea or coffee. These arrangements are in place to ensure the smooth running of the business and to prevent putting unfair pressure on colleagues. You are required to comply with any requirements relating to such breaks as may be in place from time to time.

2.6 Smoking

The Council operates a smoke-free workplace. Smoking (which includes the use of e-cigarettes and personal vaporisers) is therefore strictly prohibited throughout all Council premises, including any Council vehicle. Smoking is only permitted in the designated outside areas.

Employees should try to keep smoking breaks to a minimum and should be aware of the amount of time they spend on smoking breaks over the course of the day. Employees should be particularly careful to avoid taking smoking breaks at busy periods or at a time that will cause increased work or pressure for colleagues.

2.7 Computer Use - Including the use of email/Internet

It is very important that the Council is able to keep its data secure. To assist with this, all employees are required to comply with instructions that may be issued from time to time regarding the use of Council-owned IT or communication systems.

You should ensure that when leaving your workstation for any lengthy period, that you lock your IT devices or log off if appropriate.

You must not attach any device to Council IT equipment without authorisation from the Town Clerk and you must not open attachments or click on links unless you know you can trust the source. Council portable IT devices must be kept secure, and password protected at all times.

Your computer password is an important piece of confidential information, and you should treat it that way. Do not share it with others, and make sure that it is not written down anywhere where an unauthorised person can find it.

Unauthorised access to any of the Council's IT and communication systems will amount to gross misconduct.

Internet Use

Employees with access to the internet on Council-owned IT devices should use that access responsibly.

From time to time the Council may block access to sites which it considers inappropriate but whether or not a specific site has been blocked, employees must not use the internet to view or download offensive or sexually explicit material. Any attempt to do so may, depending on the circumstances, amount to gross misconduct leading to dismissal.

Employees must not download any software, plugins, or extensions on to Council-owned IT devices unless this is first cleared by an appropriate manager. Employees should also refrain from downloading music, video, or any other entertainment content on any Council-owned IT device.

Firewalls and anti-virus software may be used to protect the Council's IT and communication systems. These must not be disabled or switched off without express permission from management.

Email

All email correspondence should be dealt with in the same professional and diligent manner as any other form of correspondence.

If you have a Council email account you should be mindful of the fact that any email that you send will be identifiable as coming from the Council. You should therefore take care not to send anything via email that may reflect badly on the Council. In particular, you must not send content of a sexual, racist, or discriminatory nature, junk mail, chain letters, cartoons or jokes from any email address associated with work.

Using a Council/work email address to send inappropriate material, including content of a sexual, racist, or discriminatory nature, is strictly prohibited and may amount to gross misconduct. Should you receive any offensive or inappropriate content via email you should inform a member of management of this as soon as possible so that they can ensure that it is removed from the system.

You should also take care that emails will be seen only by the person intended. Particular care should be taken when sending confidential information that the email has been correctly addressed, marked 'private' / 'confidential' and not copied in to those not authorised to see the information. Sending confidential information via email without proper authorisation or without taking sufficient care to ensure that it is properly protected will be treated as misconduct.

Privacy

Monitoring of email usage takes place without notice. You should have no expectation of privacy in respect of personal and business use of email and the internet whilst at work.

Your email remains the property of the Council and therefore you should not use your Council email to send or receive any information that you regard as private. The Council may, in the course of its business, read emails that you have sent or received - although in the absence of evidence of wrongdoing the Council will try to avoid reading personal emails if possible.

2.8 Social Media

An employee's behaviour on any social networking or other internet site must be consistent with the behaviour required of employees generally. Where it is possible for users of a social media site to ascertain who you work for, then you should take particular care not to behave in a way which reflects badly on the Council.

Inappropriate or disparaging comments about the Council, colleagues or clients will be treated as misconduct. Because social media interactions can be copied and widely disseminated in a way that you may not be able to control, the Council will take a particularly serious view of any misconduct that occurs through the use of social media.

You must not operate a social media account or profile that purports to be operated on or on behalf of the Council without express permission to do so from the Town Clerk.

You should not attempt to access *personal* social networking sites, such as Facebook/X (formally Twitter) or similar on Council IT and communication systems. This includes during break times.

2.9 Telephones

Council telephones must be used for legitimate business purposes only.

Calls and texts on personal mobile phones should wherever possible be restricted to formal rest breaks.

2.10 Alcohol and Drugs

The Council's approach to the consumption of alcohol, drugs, and other substances (including new psychoactive substances) that have intoxicating and/or behaviour-altering effects or impair judgement (referred to in this policy as "other substances") is based on the need to ensure a safe and productive working environment. Because of the serious nature of the risks posed by the abuse of alcohol, drugs and other substances in the workplace, any breach of the rules in this area will be treated as gross misconduct which will usually result in dismissal.

An employee will be regarded as 'under the influence' of alcohol, drugs, or other substances if their behaviour, speech, ability to concentrate or otherwise perform their duties is in any way affected. An employee will also be regarded as under the influence if they fail a drug, other substance, or alcohol test.

Dependency

Employees who have a dependency on alcohol, drugs or other substances may be offered support and encouraged to seek appropriate counselling or medical help. Absence arising from treatment or counselling related to drug, alcohol or other substance abuse will be treated as sickness absence under the Council's absence management policy. However, while the Council will always try to be supportive toward employees with a drug, alcohol, or other substance problem, this will not prevent disciplinary action being taken when employees act in breach of the rules laid out in this policy.

Wherever an employee informs the Council that they have a drug, alcohol, or other substance problem this will, as far as possible, be treated in the utmost confidence. However the Council may need to disclose particular circumstances to managers,

regulatory authorities or others should this be necessary to ensure safety or compliance with legal requirements.

Drugs

The consumption, storage, distribution or sale of illegal drugs or any other behaviour-altering and/or intoxicating substance, including new psychoactive substances, on Council premises or during working time is strictly prohibited. The Council will report any illegal activities to the police or other relevant authorities.

You must not present yourself for work under the influence of illegal drugs or any other substance taken for non-medical purposes.

Medicines and Prescription Drugs

If you are taking prescription drugs or any other medicine that may affect your performance at work or your ability to carry out any of your duties, then you must inform the Town Clerk of this so that steps can be taken to ensure that the work can be done safely. It is your responsibility, when beginning any course of medication, to check whether it may adversely affect your ability to work.

Alcohol

Consumption of even a small amount of alcohol may be sufficient to adversely affect the work of an employee and could pose a risk to health and safety. Remember that alcohol remains in the bloodstream for up to 24 hours following consumption and that the consumption of a significant amount of alcohol in the evening may leave you unfit to work in the morning.

You must not present yourself for work under the influence of alcohol.

You must not consume any alcohol during working time, lunchtime or during any break unless this has been specifically authorised by the Town Clerk.

Where alcohol is available at Council organised events or occasions when you are representing the Council – even outside working hours - it is important to behave responsibly and not drink to excess. Behaviour that reflects badly on the Council will be a disciplinary matter and in serious cases may amount to gross misconduct.

Drug, alcohol and other substance testing

The Council may require you to submit to drug, alcohol and/or other substance testing where there is reason to believe that you may have acted in breach of this policy.

Because of the safety-critical nature of the business, the Council may subject any employee to random drug, alcohol and/or other substance testing when they arrive at work or at any stage during the working day.

This may include a standard breathalyser test administered by your manager. Arrangements for blood or urine testing may vary from time to time, but such tests will always be carried out by suitably qualified, independent professionals or specially trained staff.

An employee will be treated as having failed a drug or alcohol test if the test shows the presence of illegal drugs or a level of alcohol in excess of the drink driving limit applicable in England & Wales (80 mg of alcohol per 100 ml of blood, 35 mcg per 100 ml of breath or 107 mg per 100 ml of urine).

An employee who refuses, without proper excuse, to undergo a test required under this policy will be treated as having failed the test. This failure will be treated as gross misconduct.

Whether a test needs to be conducted is a matter for the Council to decide. In cases where an employee is clearly under the influence of alcohol, drugs, or other substances there is other clear evidence of a breach of this policy then disciplinary action may still be taken even if no test is carried out.

2.11 Driving

Where driving is required as part of your job, it is your responsibility to ensure that you are legally qualified to drive.

Licences will go through the Council inspection procedure which requires us to check individual licences once a year with the DVLA, or as otherwise requested. The Council will require you to share your driving licence information by supplying it with your driving licence number and a check code provided by the DVLA. If you receive any points on your licence you must inform the Council of this immediately.

If you use your own vehicle to drive on Council/work-related business, it is your responsibility to arrange to be insured for that business use. The Council may require you at any time/annually to allow a copy of your insurance and any MOT test certificate to be made and kept in our records.

You are responsible for any driving offences committed while driving as part of your duties, including any parking fines. Dangerous, careless, inconsiderate, or aggressive driving as well as causing a risk to others can be damaging to the Council's reputation and can amount to gross misconduct. If you are banned from driving for any reason, the Council is not obliged to find alternative work for you and may choose to dismiss you if the ban renders you incapable of performing your duties as required.

It is illegal to use your mobile phone whilst driving. This includes texting etc.

Employees should **never** use their mobile phone whilst driving on Council business.

Any journey carried out on Council business must be scheduled in such a way as to allow adequate rest breaks – usually one break of 15 minutes for two hours of driving. Where possible, driving on Council business should be avoided either late at night or very early in the morning.

Safety is the Council's prime responsibility, and you should not be required to compromise safety in any way when driving on Council business. If you are concerned about any driving requirements you may have, then you should discuss these with your line manager and appropriate arrangements will be made to ensure that any work-related journey can be completed safely.

Council Vehicles

If a Council vehicle is provided to you as part of your contract of employment or you are required to drive a Council vehicle as part of your job, it is your responsibility to take care of the vehicle, keeping it in a clean and roadworthy condition, including checking the oil/water levels are at the required levels. You should report any damage or fault immediately. The Council will arrange for appropriate maintenance or servicing to be carried out. If you incur any reasonable expenses in connection with the vehicle then these will be reimbursed, but you must check with the Town Clerk first and comply

fully with our expenses policy. The Council will not be obliged to reimburse any expenses incurred without authorisation.

Any personal use of a Council vehicle, other than a vehicle provided for your exclusive use as part of your contract is at the sole discretion of the Council and must in any event be kept within reasonable limits. Your manager may at any time instruct you not to use – or to cease using - a Council vehicle for private purposes.

If you have possession of a Council vehicle overnight or at the weekend then you must ensure that it is securely parked in an appropriate location. In general, equipment or stock should not be left in a vehicle overnight. Where this is unavoidable then you must ensure that the vehicle is parked in a locked garage. If this is not possible then you should discuss appropriate parking and security arrangements with your line manager.

2.12 Expenses

You will be reimbursed for authorised and legitimate expenditure reasonably incurred in the course of the proper performance of your duties, i.e. travel, accommodation, agreed out-of-pocket expenditure.

In order to claim expenses you must complete an expense claim form and support the claim by submitting valid receipts.

2.13 Council Property

You are not permitted to use Council property for any purpose other than its intended use. Council property must not be removed from the premises unless with prior approval.

Damage to Council Property

Any damage to or loss of Council property must be immediately reported to your manager.

If, following an investigation, it is found that as a result of your carelessness, negligence, or failure to comply with Council procedures, or by wilful act, the Council suffers loss or damage of cash, stock, fixtures and fittings or property (including vehicles) , this will be construed as serious breach of the rules, which could result in your summary dismissal on grounds of gross misconduct.

You may also be liable to pay the full, or part, cost of making good the Council's loss in respect of cash, stock, fixtures and fittings, or property (including vehicles).

In the event that the Council makes a claim to its insurers, for repair or replacement, or other losses incurred, it reserves the right to require you to pay any insurance excess that may accrue.

If Council property is damaged, lost or stolen through your negligence or fault, then the Council may deduct the cost of repair or replacement from your salary.

Before any decision is made to deduct, the matter will be fully investigated, and you will be given an opportunity to state your case and appeal any decision.

Return of Council Property

Upon termination of employment for whatever reason, you must return to the Council all property belonging to the Council including Council vehicle, computer, equipment, keys, records and documents within your possession or control belonging or relating to the affairs and business of the Council and its customers.

The Council may deduct the cost of replacement of any items not returned, or repair of items that are returned damaged, on termination of your employment from your salary or any monies owed to you.

Employees' Property

The Council does not accept liability for any loss of, or damage to, property that you bring onto the premises. You are requested not to bring personal items of value onto the premises, and in particular, not to leave any items overnight.

Any loss or theft of items must be reported to your manager.

Lost Property

If you find any items of lost property they should be handed to your immediate Manager, who will retain the items for two months. The property will either be handed over to the police or disposed of accordingly.

2.14 General

Statements to the Media

Any statements to reporters from newspapers, radio, television etc. in relation to our business will be given only in accordance with the Council's Media Policy.

Parking

If parking is provided by the Council, all cars parked in such parking areas are parked at the owner's risk and must be parked so as not to obstruct access. It is your responsibility to ensure that your vehicle is parked in a safe area.

CCTV/Security Cameras

The Council reserves the right to use closed circuit television (CCTV) systems throughout its premises as deemed necessary and employees should expect all areas (other than those where use would contravene common decency) to be visible on a television monitoring system. Information obtained from systems will only be used in appropriate circumstances and with strict adherence to Data Protection Laws. This may include using recorded images as evidence in disciplinary proceedings.

3

ABSENCE

This section sets out the approach the Council takes when you are unable to attend work, are taking annual leave or need time off.

3.1 Unauthorised Absence

Employees who deliberately fail to attend work without proper excuse or in breach of management instructions will be committing gross misconduct which could result in dismissal without notice or payment in lieu.

3.2 Medical Appointments

In general, appointments to see a GP, dentist or optician should be made for outside working hours. Paid leave will not normally be granted for non-emergency visits.

The Council appreciates that it is not always possible to avoid appointments during the working day and will judge each case individually in deciding whether any paid time off should be granted. In most cases, employees will be required either to use part of their annual holiday entitlement, TOIL, or to make up any lost time.

Employees who have a medical condition which will require regular appointments during the working day should discuss their situation with their manager so that appropriate arrangements can be made.

You may be required to provide evidence of any appointment for which time off is needed.

Necessary paid time off will be granted for cancer screening.

3.3 Ante-natal Care/Adoption Appointments

Pregnancy Related Appointments

Employees who are pregnant are entitled to paid-time off to attend ante-natal appointments provided that attendance is based on medical advice. For second and subsequent appointments you may be required to produce an appointment card or similar evidence of the date and time of the appointment.

While there is no limit on the number of appointments that an employee can attend, the Council does have the right to refuse time off where it is reasonable to do so. Employees are therefore expected to take reasonable steps to arrange antenatal appointments at a time that will require the minimum amount of time off. Part-time workers should attempt to arrange appointments for days when they are not required to work.

If your partner is pregnant, you are entitled to unpaid time off for up to two antenatal appointments. If you wish to exercise this right you should notify your manager of the date and time of the appointment. You may be asked to provide written evidence that an appropriate appointment has in fact been made.

Adoption Appointments

Employees who are adopting on their own or have elected to be the primary adopter may take paid time off to attend up to five adoption appointments in certain circumstances.

If you are the partner of the primary adopter, you may take unpaid time off on up to two occasions to attend an adoption appointment.

3.4 Sickness Absence

Regular and reliable attendance at work is an important commitment that the Council asks all employees to make. Unjustified or excessive absence can put unfair pressure on colleagues and seriously damage the Council's business, to everybody's detriment.

Nevertheless the Council will always try to be supportive when an employee is genuinely too ill to attend work. This policy sets out the Council's approach and the steps that you need to take if you are off sick.

Industrial disease and accidents at work

If an employee contracts an industrial disease or is involved in an accident or assault arising out of, or in the normal course of their employment, this will be considered entirely separately from normal sickness absence and therefore will not be off set against an employee's sick pay entitlement under the sick pay scheme.

Reporting Sickness Absence

If you are too ill to come into work you should personally inform your line manager of this fact as soon as possible and in any event by no later than your designated start. When you phone in sick you must make every effort to speak to your manager directly. Do not simply leave a message with a colleague or send an email or text. If you need to leave a message for your manager then they (or another member of the management team) will contact you during the day to discuss your absence with you.

It is important that you keep in touch with your manager about the likely length of your absence so that appropriate arrangements can be made for cover, and you should phone in sick on every day of your absence unless either you have previously informed your manager that you will be off sick for a particular period of time, or your absence is certified by a 'Fit Note' (Form Med 3).

Hangovers are not regarded as legitimate reasons to take sickness absence. Absence by reason of hangovers will be regarded as a disciplinary offence which may result in dismissal without notice or payment in lieu. You should also be aware of the rules governing the consumption of alcohol set out in the Alcohol and Drugs Policy.

The Council requires any absence of 4 days or more to be certified by a 'self-certification form' (Form SC2). Any absence of more than a week must be certified by a 'Fit Note' (Forms Med 3 or Med 10). Uncertified absence may be treated as misconduct and will not be paid.

Where any period of sickness absence occurs immediately before or immediately after a period of annual leave then the Council may require such absence to be certified by a Fit Note at your own expense.

Where you are absent for an extended period of time (three weeks or more) the Council may refer you to an occupational health professional or seek a medical report from your GP. The purpose of this will be to ascertain when you are likely to be able to return to work and to identify any measures that can be taken to help you return as soon as possible.

Employees who are off sick should not undertake any activities likely to be detrimental to their recovery and should cooperate with the appropriate medical professionals in taking steps to ensure that their recovery is as swift as possible.

The Council will maintain regular contact with employees who are off sick for an extended period.

Employees will be required to attend a return-to-work meeting after any period of sickness absence. The purpose of the meeting is to check on the employee's general health and wellbeing, to catch up with regards to anything that the employee may have missed, and to discuss whether there are any concerns in respect of absence levels.

Annual Leave and Sickness Absence

Employees may request annual leave during any period of sickness absence in the normal way. If you intend to spend any time away from home during your sickness absence you should inform your manager of this fact in advance and provide contact details. The Council does not expect employees to take holidays while off sick. In exceptional cases only, where this may assist in an employee's recovery, the Council may agree to holidays being taken during sick leave. It is essential however that any such holidays are agreed in advance with the Council following the normal holiday request procedure.

Phased Return to Work

As an employee recovers from illness or injury it may be possible for them to undertake a limited range of duties as a preparation for returning to normal work. The Council will try whenever appropriate in light of medical advice to allow for a phased return to work from any long-term illness. This may involve reducing the employee's hours, or the scope of their duties or both. The purpose of a phased return, however, is to provide a bridge between sickness absence and normal working and so any such arrangements will be time-limited and will not normally extend over more than three months.

Alternative Work

The Council may consider agreeing changes to an employee's duties or other working arrangements when it becomes clear that due to sickness or injury they will not be able to return to normal working. Any such changes will be subject to the needs of the business and there is no guarantee that permanent arrangements of this sort will be possible.

Where duties or working hours are varied in this way then the job being done by the employee will need to be reassessed to determine the appropriate level of remuneration. This will then need to be agreed with the employee. If an agreement is not reached then the Council may proceed to dismiss the employee in accordance with the procedure for long-term sickness absence.

Disability and Reasonable Adjustments

The Council is committed to making reasonable adjustments to an employee's duties or working arrangements where they would otherwise suffer a disadvantage arising from any disability.

In order to make appropriate adjustments the Council needs to know about any disability the employee may have. Employees who feel that they may require an adjustment should discuss their situation with their line manager. Any such discussions will be in the strictest confidence although when an adjustment is made it may be necessary to inform other employees of the reason for this. The extent to which details of any disability will be discussed with other employees will be agreed as part of the process of making the adjustment itself.

The purpose of any adjustment will be to ensure that the employee can work effectively in an appropriate role and on appropriate terms and conditions. The Council is not obliged to maintain an employee's level of pay if hours are reduced or the employee is moved to a less senior role as a result of any adjustment. Nor will the Council agree to an adjustment which will not result in a commercially practicable working arrangement.

Contractual Sick Pay

In addition to Statutory Sick Pay (SSP) the Council also offers an enhanced Sick pay scheme in line with the Green book provisions. An employee's entitlement under this scheme is linked to their length of service, and will be as follows:

- During 1st year of service: 1 month's full pay, which after having completed 4 months continuous service, also increases by 2 months' half pay;
- During 2nd year of continuous service: 2 months' full pay and 2 months' half pay;
- During 3rd year of continuous service, 4 months' full pay and 4 months' half pay;
- During 4th and 5th years of continuous service, 5 months' full pay and 5 months' half pay; and
- After 5 years' continuous service, an employee would be entitled to 6 months' full pay and 6 months' half pay.

NB: 'Full Pay' period = Sick Pay shall include SSP and any Incapacity Benefit

'Half Pay' period = Half pay plus SSP and Incapacity Benefit, so long as this total does not exceed an employee's normal pay.

Statutory Sick Pay

If you are sick the Council will pay you Statutory Sick Pay (SSP) if you are eligible. Further details of this are contained within your contract of employment.

3.5 Jury Service/Other Time Off

There are a number of circumstances in which employees have a right to time off from work either with or without pay. These include jury service and certain public duties such as serving as a local councillor, magistrate, or school governor. Where a need

for such time off arises you should discuss the matter with the Town Clerk who will consider what arrangements should be put in place.

While the Council will do its best to accommodate time off in these circumstances, the requirements of an employee's role may mean that the amount of time off granted may be limited.

Where serving on a jury would lead to a level of absence that would be detrimental to the business, the Council may require you to seek a deferment.

Employees undertaking jury service or serving on public bodies, or undertaking public duties, will be entitled to paid time off. Where an allowance is available for loss of earnings, the employee should claim and pay the allowance to the employing authority.

3.6 Compassionate/Bereavement Leave

In the event an employee suffers a bereavement in their family, the Council will exercise its discretion to allow reasonable time off to attend a funeral. What is reasonable will be determined on a case-by-case basis and the type of leave, whether paid or unpaid, will depend on the circumstances and the relationship the employee had with the individual.

In addition, there may be occasions where it may be necessary for an employee to take compassionate leave. Again, this will be considered on a case-by-case basis and dependant on circumstances, may be paid or unpaid.

An employee will not be eligible to receive paid bereavement or compassionate time-off benefits while off, or absent from work because of holiday, sickness (paid or unpaid) or for any other reason.

3.7 Parental Bereavement Leave

Employees are entitled to statutory parental bereavement leave (SPBL) if a child for whom they have or were due to have parental responsibility has died or been stillborn after 24 weeks of pregnancy.

Leave can be taken as one week, two consecutive weeks, or two separate weeks, at any time within the first 56 weeks after the child's death.

Notification

During the first eight weeks after a child has died, you, or someone on your behalf as necessary, need only give notice to the Council to take SPBL before you are due to start work on the first day of leave. If you have already started work, then officially your SPBL period will start on the following day. If you want to cancel it at any time during the first seven weeks you can do so as long as it has not started.

After eight weeks, you need to give at least a week's notice to the Council to take SPBL. You can cancel it with a week's notice, or re-book it by giving a week's notice.

When giving notice to take SPBL, you must tell the Council: the date of the child's death; when you want your leave to begin; and whether you want to take 1 or 2 weeks leave. You can give notice by telephone or by email or by letter.

Parental Bereavement Pay

To qualify for statutory parental bereavement pay (SPBP) during such leave you must have at least six months' continuous employment and normal weekly earnings of at least the lower earnings limit. It is paid at the same rate as other statutory family leave pay, which is subject to change every year. You can check the most up-to-date figure with your line manager.

To claim SPBP, you must confirm the following information in writing within 28 days of starting any period of SPBL: your name; your entitlement to SPBP; the dates of SPBL you want to claim the pay for; the date of the child's death; and your relationship to the child. You can provide this information at the same time as giving notice to take SPBL, as set out above, so long as it is in writing.

Other leave entitlements

In addition to parental bereavement leave if you qualified for:

- maternity or paternity leave and pay and your child has died or been stillborn, you are still entitled to such leave and pay.
- adoption leave and pay, then the adoption leave entitlement runs for another eight weeks from the end of the week in which the child died (unless it would already have ended sooner).

If your planned period of SPBL coincides with another statutory family leave right, your SPBL will end at the start of that other leave. If you wish to take SPBL at the end of the other statutory family leave period, then a fresh notice to take the leave will be required, as per the above notice requirements.

Compassionate or Dependants leave may be available under our Compassionate or Dependants Leave Policy at our discretion. Please speak to your manager if you require time off in addition to parental bereavement leave.

3.8 Emergency Time Off for Dependants

The Council recognises that situations arise where you need to take time off work to deal with an emergency involving someone who depends on you. Your husband, wife or partner, child or parent, or someone living with you as part of your family can all be considered as depending on you. Others who rely solely on you for help in an emergency may also qualify. For further detail as to who counts as depending on you and guidance on individual circumstances, please speak to your manager.

Provided the reasons for such a request are genuine and you inform the Council as soon as possible that you need this time off, you will be allowed reasonable unpaid time off work to deal with such emergencies.

The right to time off only covers emergencies. If you know in advance that you are going to need time off, you will not qualify for this type of leave and you therefore should arrange this with the Council by taking another form of leave, such as annual leave, parental leave etc.

If an emergency occurs and it is not possible for you to inform your manager in advance of any absence you should contact your manager as soon as possible to inform them of the situation. Appropriate arrangements may then be put in place.

If you suffer some other personal emergency you should talk to the Town Clerk who will discuss what arrangements can be made to grant you compassionate leave. These

arrangements will always be at the discretion of the Council and will depend on the circumstances of the case and the impact that any absence on your part may have on the business. However, the Council will be sympathetic to your need for time off (which may be paid or unpaid at our discretion) to deal with the situation and make any arrangements that may be necessary.

3.9 Annual Leave

Your individual holiday entitlement, including the calculation of any holiday pay, is set out in your contract of employment. This section of the handbook outlines the general approach taken by the Council to requests for annual leave.

All annual leave must be agreed in advance with the Town Clerk who may delegate this to your line manager. You should not make firm travel plans or commitments until a request for leave has been granted and the Council will not take such plans into account when dealing with conflicting holiday requests.

What notice do I need to give?

All requests for leave should be made at least twice as many days in advance of the intended leave. The means of requesting leave may change from time to time and you should comply with whatever procedure is in place at the time of the request.

Your manager may refuse any request for leave if it would result in the workplace being understaffed or otherwise prejudice the business. Leave is likely to be refused if it is requested for a particularly busy period or a time when other employees have already had leave approved.

Certain times of year are particularly popular times for requesting holiday. Generally, subject to the needs of the business, leave will be granted on a first come first served basis, but exceptions may be made in the interests of ensuring that holiday is spread through the year on a fair and equitable basis.

Our Holiday Year

All employees are encouraged to take their full holiday entitlement during the holiday year which runs from 01 April to 31 March. However it is your responsibility to schedule your holiday so that it can be taken at an appropriate time.

Employees will not usually be permitted to carry over holiday entitlement into the following holiday year.

In certain circumstances, where the law provides, or otherwise at the Council's discretion and subject to certain rules, the carrying over of a proportion of annual leave may be allowed.

Employees who leave their employment during the course of a holiday year will be entitled to a pro-rata payment reflecting leave accrued but not taken. Where an employee has, at the time their employment ends, taken a larger proportion of their leave entitlement than the proportion of the holiday year that has expired, then a deduction will be made from the final payment of salary to reflect the holiday which has been taken but not accrued.

The Council may insist on annual leave being taken at particular times depending on the needs of the business and these are set out in your contract of employment. We

will give reasonable notice of any such requirement (the length of the notice given will be at least twice the duration of the leave the Council requires the employee to take).

The Council may require annual leave to be taken during the notice period of any employee who has resigned or been dismissed.

3.10 Reserve Forces

The Council supports employees who are also member of the reserve forces. Such employees have specific entitlements relating to time off including arrangements for them returning to work after a period of deployment. Employees who are members of the reserve forces or who are considering joining should discuss the implications with the Town Clerk.

4

FLEXIBLE WORKING AND FAMILY RELATED LEAVE

The Council understands the particular issues faced by employees trying to balance their work and family life. This section sets out the Council's policies in this area and the specific rights given to new parents.

4.1 Flexible Working

The Council will try, subject to the needs of the business, to accommodate requests from employees who wish to make changes to their working hours or place of work.

Requests for a change in working arrangements can be made by any employee with at least 26 weeks' continuous service with the Council at the time the request is made. Further, only one request per employee may be made in any 12-month period. The request should:

1. be made in writing and state this is a flexible working request;
2. set out the change requested; and
3. describe the impact that the change will have on the operation of the business and how any difficulties caused by the change may be addressed.

When a request is received, the employee will be invited to a meeting to discuss the potential change.

The meeting will normally be conducted by the employee's line manager.

The employee will be entitled to be accompanied by a fellow employee to assist in making any representations that may be appropriate.

The application may be refused on one or more of several grounds, these being that the proposed changes will result in:

- a burden of additional cost;
- a detrimental effect on ability to meet customer demand;
- an inability to re-organise work among existing staff;
- an inability to recruit additional staff;
- a detrimental effect on quality;
- a detrimental effect on performance;
- an insufficiency of work during the periods you propose to work;
- a planned structural change; and
- any other ground allowed by regulations.

In refusing any request the Council will explain the reasons for the refusal in writing and may make an offer of an alternative arrangement. Discussions may then take

place to try to agree a way forward. If no agreement is reached then the employee's terms and conditions will remain unchanged, subject to the right of the employee to appeal the decision.

Any meetings should take place in a spirit of cooperation with both sides seeking to reach agreement on an appropriate way forward.

Any change in working arrangements which results from this process will be confirmed to you in writing.

This policy will not prevent managers agreeing to ad hoc arrangements from time to time. However, any such arrangement will not amount to a variation in your terms and conditions of employment unless specifically agreed to the contrary and confirmed in writing. The Council may terminate any such ad hoc agreement at any time and require you to revert to your agreed working arrangements.

As there will inevitably be a limit to the amount of flexibility the Council can tolerate without detriment to its interests, employees must accept that the fact that a particular working arrangement has been granted to one employee does not oblige the Council to grant it to another.

4.2 Home and Hybrid Working Policy

We support homeworking in appropriate circumstances, either occasionally (to respond to specific circumstances or particular tasks) or on a regular (full or part-time) basis. Homeworking can also be a means of accommodating a disability and can be requested as a means of flexible working under our Flexible Working Policy. If you are permitted to work from home, you must comply with this policy.

We recognise that there are a number of homeworking arrangements that you may request, and that these arrangements may be requested as part of a flexible working application, such as:

- a) working from home as your main place of work;
- b) working from home on a part-time basis on fixed days of the week; or
- c) splitting your working time between the workplace and your home subject to business factors and manager approval.

If you want to vary your working arrangements so that, either permanently or temporarily, you work from home for all or part of your working week, you will need to make a flexible working request in accordance with our Flexible Working Policy. Any request to work from home must meet the needs of our business as well as your needs.

A hybrid working arrangement is an informal flexible working arrangement which allows you to split your working time between the workplace and an agreed remote working location, such as your home. Hybrid working arrangements will differ depending on the nature of your role, duties and responsibilities and so are discretionary and subject to agreement with the Town Clerk. Any hybrid working arrangement may be subject to you spending a minimum proportion of your work time working from your workplace. Your remaining working time may be worked from your workplace or your remote working location, as agreed with the Town Clerk.

Any agreed hybrid working arrangement is subject to the requirement for you to attend the workplace on our request to accommodate the needs of our business, such as to

attend training or meetings. All hybrid working arrangements are subject to ongoing review and may be modified for reasons including a change in business needs or performance concerns.

Conditions Necessary For Homeworking/Hybrid Working

Not all roles and not all jobs are suitable for homeworking/hybrid working. You should not assume that a flexible working application to work from home will automatically give you the right to amend your working hours or any other aspect of your working arrangements.

A request for homeworking or hybrid working is unlikely to be approved, on either an occasional or permanent basis, if:

- a) you need to be present in the workplace to perform your job (for example, because it involves a high degree of personal interaction with colleagues or third parties, or involves equipment that is only available in the workplace);
- b) your most recent appraisal identifies any aspect of your performance as unsatisfactory;
- c) your line manager has advised you that your current standard of work or work production is unsatisfactory;
- d) you have an unexpired warning, whether relating to conduct or performance; or
- e) you need training or supervision to deliver an acceptable quality or quantity of work.

If you wish to apply to work from home or are working under a hybrid working arrangement, you will need to be able to show that you can:

- a) have a suitable working environment at your home that enables you to carry out your role effectively;
- a) continue to work the hours required by your contract of employment;
- b) work independently, motivate yourself and use your own initiative;
- c) manage your workload effectively and complete work to set deadlines;
- d) identify and resolve any new pressures created by working at home;
- e) adapt to new working practices, including maintaining contact with your line manager and colleagues at work;
- f) make arrangements for the care of any children or other dependants when you are working from home; and
- g) determine any resulting tax implications for yourself.

Location

If a homeworking arrangement is in place, you will be required to work from your home address. If you wish to work from a different location at any time, you will need to agree this with the Town Clerk in advance.

Under a hybrid working arrangement, your primary remote working location should be agreed with the Town Clerk in advance.. Your primary remote working location must be within commuting distance of your workplace unless written approval has been provided by the Town Clerk. You will be required to finance any travel and/or related expenses incurred when travelling to and from your remote working location and your workplace.

Management, Training And Workplace Attendance

Your line manager will remain responsible for supervising and assessing you in the same way as staff based in the workplace and will agree the best way to appraise your performance and provide ongoing supervision in a remote way. Your line manager will regularly review your working arrangements and take steps to address any perceived problems. They will ensure that you are kept up to date with any changes to the workplace or information relevant to your work.

You will be subject to the same performance measures, processes and objectives that would apply if you worked permanently in the workplace.

If you receive an unsatisfactory grade in an appraisal or informal review or are subject to a written warning for any reason, your homeworking/hybrid working arrangements may be terminated immediately, in which case you will be expected to return to work in the workplace.

You will be provided with the same opportunities for training, development and promotion as provided to staff based in the workplace. If your working arrangements will impact on your ability to apply for certain roles, your line manager will discuss this with you to ensure that you are not denied any opportunity unfairly.

You agree to attend the workplace or other reasonable location for meetings, training courses or other events which we expect you to attend.

You understand that when you do attend the workplace, you may have to hot desk or share a desk with someone else.

Health And Safety

When working at home, you have the same health and safety duties as other staff. You must take reasonable care of your own health and safety and that of anyone else who might be affected by your actions and omissions. You must attend our usual health and safety courses, read the Health and Safety Policy, which is on the intranet and undertake to use equipment safely. If you do not have access to the intranet an email copy can be requested.

To identify any potential health and safety hazards in the home and take appropriate steps to minimise risk, we retain the right to carry out a health and safety risk assessment (either remotely or by arranging a home visit) before or shortly after you begin homeworking. We will contact you to arrange completion of the risk assessment. The need for these inspections will depend on the circumstances, including the nature of the work you undertake.

You must not have meetings in your home with customers or give customers your home address or telephone number.

You must ensure that your working patterns and levels of work when working at home are not detrimental to your health and wellbeing. If you have concerns about your

health or wellbeing arising as a result of your workload or working pattern, you should inform your line manager without delay so that we can discuss measures to deal with this.

You must use your knowledge, experience, and training to identify and report any health and safety concerns to the Town Clerk or your line manager.

Equipment and Suitable Workspace

We will provide the equipment that we consider you reasonably require to work from home. We will make all necessary arrangements for and bear the cost of installing, maintaining, repairing, or replacing (where necessary), and removing equipment from your home. Where equipment is provided, it remains our property and you must:

- a) ensure it is only used by you and only for the purposes for which we have provided it;
- b) take reasonable care of it and use it only in accordance with any operating instructions and our policies and procedures;
- c) make it available for collection by us or on our behalf when requested to do so; and
- d) not use any personal device or computer for work.

When travelling between your remote working location and your workplace, you agree to keep equipment provided by us secure at all times.

On termination of your homeworking/hybrid working arrangement or on termination of your employment, you must return all equipment provided by us. Where necessary, we may need to arrange a home visit to reclaim equipment and will contact you to make the appropriate arrangements.

It is your responsibility to ensure that you have a suitable workspace at home with adequate lighting for working from home. We are not responsible for the associated costs of you working from home, including the costs of heating, lighting, electricity, broadband internet access, mobile or telephone line rental, or calls.

If you have a disability, you should inform us if you require any specialised equipment to work from home comfortably.

Insurance Requirements

We are responsible for taking out and maintaining a valid policy of insurance covering any equipment we provide against fire, theft, loss, and damage throughout your employment.

We are not liable for any loss, injury or damage that may be caused by any equipment that is not provided by us but required by you to work from home.

You are responsible for ensuring that working from home will not invalidate the terms of your home insurance. You should ensure that you check your home insurance policy before commencing homeworking and inform your home and contents insurance provider of your working arrangements as required.

You should check the terms of your mortgage, lease, or rental agreement before commencing working from home to ensure this does not breach any of the terms. It is

your responsibility to inform your bank, mortgage provider or landlord that you are working from home and seek any necessary approval before commencing homeworking.

When you are working at or from home, you are covered by our insurance policy. Any accidents must be reported immediately to the Town Clerk or your line manager in accordance with our Health and Safety Policy.

Data Security and Confidentiality

Your line manager must be satisfied that you are taking all reasonable precautions to maintain confidentiality of material in accordance with our requirements.

You are responsible for ensuring the security of confidential information in your home and when travelling to and from your workplace. You must not use your personal computer equipment for storing any confidential information.

When working from home, you undertake to:

- a) comply with our instructions relating to software security and to implement all updates to equipment as soon as you are requested to do so;
- b) send work-related emails and messages through our designated communication facilities;
- c) share data only through our designated systems;
- d) make all work-related calls through our designated video-conferencing software or work mobile phone;
- e) maintain a private space for confidential work calls;
- f) ensure that any display screen equipment is positioned so that only you can see it, or a privacy screen is used;
- g) lock your computer terminal whenever it is left unattended;
- h) ensure no one else in your home has access to confidential information stored on our equipment;
- i) ensure any wireless network used is secure;
- j) ensure your wireless network is password protected and that your wireless network router has software security updates applied;
- k) keep all papers containing confidential information in filing cabinets that are locked when not in use, and ensure that no one else in your home has access to those papers; and
- l) shred or otherwise dispose securely of confidential information when it is no longer required and at all times comply with our instructions on document retention.

To comply with data protection obligations, you will only store or process Council data or personal data on equipment which has been provided by or authorised by us.

To comply with data protection legislation, we retain the right to conduct a data protection impact assessment (DPIA) to assess the risks involved with data processing in the home. Where this is necessary, we will contact you to arrange the DPIA.

If you discover or suspect that there has been a data breach or an incident involving the security of information relating to us, our clients, our customers, or anyone working with or for us, you must report it immediately to your line manager.

Termination Of Homeworking or Hybrid Working Arrangement

We reserve the right to terminate your homeworking or hybrid working arrangement, for example, due to a change in business needs, performance concerns or if your role changes such that homeworking or hybrid working is no longer suitable, subject to the notice period specified in the original agreement.

If you want to terminate your homeworking or hybrid working arrangement, you must give us as specified in the original to allow us to arrange a desk space for you in the workplace and collect any equipment that is no longer required.

4.3 Maternity Leave

All employees who give birth are entitled to take maternity leave which lasts for a maximum of 52 weeks. Employees with at least six months' service immediately before the 15th week prior to the expected week of childbirth will also be entitled to be paid Statutory Maternity pay (SMP) for up to 39 weeks of their absence. Because this is a statutory payment there are a number of procedural requirements that must be met in order to make sure that an employee qualifies. The most important requirements are set out below, but if you have any doubts about the rules that apply you should speak to a member of the management team who will make sure that you have all the appropriate information.

Notification

To qualify for maternity leave you must provide the Council, no later than the end of the 15th week before your EWC (when you are approximately 6 months' pregnant) with the following information:

1. that you are pregnant;
2. the date of the week your baby is due (your expected week of childbirth or EWC);
3. when you intend your maternity leave to start (this date can be changed later – see below); and
4. you must also provide the Council with the original Maternity Certificate (MAT B1) issued by your doctor.

In some circumstances the Council may be able to accept other medical evidence of when your baby is due, so if there is any difficulty in providing the MATB1 certificate you should discuss this with your manager.

If you intend to take advantage of the right to shared parental leave, you should inform the Council of this fact at the same time as you notify the intended start date of your leave.

Start of Maternity Leave

Generally it is up to you to decide when to start your maternity leave. However, your leave cannot begin any earlier than the beginning of the 11th week before your EWC.

Where it is safe to do so, you may choose to continue working right up to your child's birth. However, your maternity leave will begin automatically if you are off sick for a pregnancy-related reason at any stage in the four weeks immediately before your EWC.

If your baby is born before the date that you have notified as the start date for your maternity leave then your maternity leave will begin on the day following the birth.

You may change the date on which you intend to start your maternity leave, but you must notify the Council of your new start date at least 28 days before the original date given (or the new date if that is sooner). If there is a reason why you cannot give this notice then you should explain the situation to an appropriate manager and the Council will attempt to accommodate your changed circumstances. However, the Council may need to insist on delaying the start of your leave until at least 28 days have passed since your notification of a changed date.

When your baby is born you should inform the Council of this fact as soon as is reasonably practicable.

Duration of Maternity Leave

The standard length of maternity leave is 52 weeks. Once you indicate the intended start date of your leave, the Council will send you a written notification of your expected date of return.

Unless you give due notice to the Council of an earlier date of return, it will be assumed that you intend to take your full 52-week entitlement and you will not be expected back at work before your leave ends. You do not then have to give any notice of your return although it would be sensible to contact your manager some time in advance to discuss any arrangements that may need to be made.

At the end of your maternity leave you are generally entitled to return to the same job as you had before your leave began. If you are away for more than 26 weeks, however, there may be circumstances in which that is not reasonably practicable. In that case, the Council will provide you with a suitable and appropriate role at the same level of seniority and on no-less favourable terms and conditions.

Dismissal or Resignation

While on maternity leave you remain employed by the Council and bound by your contract of employment. If you decide that you want to leave your employment you will need to submit your resignation in the normal way.

The Council will not dismiss you for any reason related to your pregnancy or your exercise of any right which arises from it. However, if separate circumstances require your dismissal (for instance, because of redundancy) then that will bring your maternity leave to an end.

If your position becomes redundant during your maternity leave then you will be offered any suitable alternative work that is available.

Enhanced Maternity Pay

The Council offers enhanced maternity pay in line with the provisions of the Green book. An employee who meets the other qualifying criteria listed in this policy, and who have more than one year's continuous service at the point of the 11th week before the expected week of childbirth will be entitled to enhanced Maternity pay as follows:

- 6 weeks' leave payable at 90% of normal pay;
- 12 weeks' leave payable at 50% of normal pay, plus Statutory Maternity Pay at the relevant rate; (capped at 100% of normal pay) and
- 21 weeks' leave payable at the relevant rate of SMP

NB: Normal pay includes all earnings that would be paid during a period of normal working, but excluding any payments not made on a regular basis.

Statutory Maternity Pay (SMP) is paid to employees who have at least 26 weeks' service immediately before the 15th week before the expected week of childbirth and whose pay is above the Lower Earnings Limit for paying National Insurance Contributions (this changes each year). Employees who earn below that amount may be entitled to a state benefit called Maternity Allowance. The Council will provide you with an appropriate form to help you claim this, where appropriate.

To pay SMP, the Council needs to be given at least 28 days' notice that you intend to claim it. This will normally be given when you inform the Council of your intended start date for maternity leave. If it is not possible to give 28 days' notice, you should give as much notice as is reasonably practicable.

SMP is paid for a maximum total of 39 weeks. The first 6 weeks are paid at 90 per cent of your normal weekly earnings (this is based on an average of your total earnings in the eight weeks immediately preceding the 14th week before your expected week of childbirth) and the remaining 33 weeks are paid at a flat rate specified in legislation (this changes each year).

Your entitlement to SMP will be affected if you undertake any paid work (other than 'Keeping in Touch' days, described below) or are taken into legal custody at any time during your period of SMP entitlement. You should inform the Council immediately of any such change in your circumstances.

Returning to Work Early

Not every employee will want to take the full 52 weeks of maternity leave. Some may simply want to return to work early, and others may wish (with their partner) to take advantage of the right to shared parental leave (see below).

In order to make arrangements to accommodate an early return the Council is entitled to ask for 8 weeks' notice of the new date, and if that is not given may delay your return until 8 weeks have passed since your notification.

In any event the law requires that you must not be permitted to return to work during the two weeks immediately following the birth.

Returning to Work Late

Following your maternity leave, you are required to return to work on the date notified to you as your expected date of return. If you are unwell on that date then you should follow the sickness absence procedure set out in Section 5.2 of this handbook.

If you are entitled to begin some other period of leave (such as annual leave or parental leave) then you should ensure that you have followed the appropriate procedure for taking such leave as set out in this handbook.

Maternity Suspension (Health and Safety Reasons)

Depending on the nature of your job, there may be circumstances in which it is unsafe for you to continue working while you are pregnant. In some circumstances the law requires a pregnant employee to be suspended on full pay or transferred to alternative duties. Jobs which may come under this category are identified in the risk assessments that the Council has carried out under its health and safety policy. If you are affected by any health and safety issues connected with your pregnancy then the Council will discuss any detailed arrangements that need to be made until it is safe for you to return to your original duties.

Maternity Support Leave

Paid Maternity support leave of 5 days will also be granted to the child's father or the partner or the nominated carer of the expectant mother at or around the time of the birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth.

4.4 Adoption Leave

Employees who are matched with a child for adoption may be entitled to take up to 52 weeks' adoption leave.

Adoption leave is also available to individuals fostering a child under the "Fostering for Adoption" scheme.

Where two parents are adopting a child, only one of them may take adoption leave, and the other (regardless of gender) is entitled to take paternity leave. If both adoptive parents qualify, they may each take shared parental leave.

The arrangements for taking adoption leave are similar to the arrangements for taking maternity leave, but there are several important differences. The key ones are set out below, but if you believe you are entitled to adoption leave you should discuss the situation with an appropriate manager who will ensure that you have all the necessary information.

Notification

If you intend to take adoption leave you should notify the Council of this within seven days of being notified that you have been matched with a child for adoption (or as soon as is reasonably practicable).

Your notification should set out:

- the date when the child is expected to be placed with you; and

- the date when you want to start your adoption leave.

As with maternity leave, you can change your mind about the start date provided the Council is given at least 28 days – or as much notice as is reasonably practicable.

The Council is entitled to require proof of the adoption which usually takes the form of a matching certificate provided by the agency placing the child.

Adoption leave is the same in duration as that of maternity leave and will last for 52 weeks unless you choose to return early or take advantage of shared parental leave. You may choose to start the leave from the date when the child is placed with you or at any time in the preceding two weeks.

If, for any reason, the placement is brought to an end – for example because the match turns out to be unsuitable – then adoption leave will continue for 8 weeks beyond the end of the placement. After that period you will be expected to return to work as normal.

Adoption Pay

The arrangements for statutory adoption pay are similar to those for SMP (set out above).

Enhanced Adoption Pay

The Council offers enhanced Adoption pay in line with the provisions of the Green book. An employee who meets the other qualifying criteria listed in this policy, and who have more than one year's continuous service at the point of the 11th week before the expected week of childbirth will be entitled to enhanced Adoption pay as follows:

- 6 weeks' leave payable at 90% of normal weekly earnings;
- 12 weeks' leave payable at 50% of normal weekly earnings, plus Statutory Adoption Pay (SAP) at the relevant rate (capped at 100% of normal pay); and
- 21 weeks' leave payable at the relevant rate of SAP

NB: Normal pay includes all earnings that would be paid during a period of normal working, but excluding any payments not made on a regular basis.

Returning to Work Following Adoption Leave

Your return to work at the end of your adoption leave is on the same basis as for the end of maternity leave (set out above).

4.5 Paternity Leave

Employees with 26 weeks' continuous service as at the 15th week before the expected week of childbirth will be entitled to take paternity leave if they expect to have parental responsibility for a child and they are either the mother's partner or one of the adoptive parents. The purpose of the leave must be either to care for the child or to provide support for the child's mother or adoptive parent.

There are a number of administrative requirements that must be met in relation to taking paternity leave and employees should discuss their plans with their line manager at as early a stage as possible. The following paragraphs set out the basic requirements, but there are additional requirements that must be met when adopting

a child from overseas and employees in this position should talk to their manager who will make sure that full information is provided.

Employees entitled to take paternity leave are entitled to take either one or two weeks of leave. If two weeks are taken they must be consecutive, and no individual days can be taken except with the agreement of the Council.

Paternity leave cannot start before a child is born and must be taken at some stage within the first eight weeks following birth (except when the child is born prematurely in which case the leave must be taken within the eight weeks following the expected week of childbirth).

Most new parents choose to begin paternity leave on the date their child is born, but you may if you wish begin the leave at any time you choose provided that the whole of the leave is taken by the end of those eight weeks.

In order to qualify for paternity leave you must notify the Council at least 15 weeks before the expected week of your child's birth or within 7 days of having been notified that a child will be placed for adoption. Your notification should specify how much leave you intend to take and when you intend the leave to begin. Should your plans change, you will need to give the Council 28 days' notice of any revision.

Paternity leave is payable at the statutory rate, which is subject to change every year. You can check the most up-to-date figure with the Town Clerk.

4.6 Parental Leave

Parental leave is a flexible form of unpaid leave designed to help employees spend time caring for their children. Parental leave can be taken up until the child's 18th birthday and is available to employees who have at least one year's service and who have formal parental responsibility for a child.

The basic entitlement is to 18 weeks of unpaid leave in respect of each child.

Parental leave must usually be taken in blocks of one week or more and no more than four weeks' leave will be granted in a single year. However, more flexibility is available in respect of disabled children and you should discuss your requirements with the Town Clerk if this applies to you.

A request to take parental leave should be submitted 21 days in advance. While the Council will always try to accommodate requests for parental leave, it has the right to postpone any leave for up to six months in order to accommodate business need.

No postponement will be required if you choose to take your first instalment of leave immediately after the birth or adoption of your child. In such circumstances you need only inform the Council of your intention 21 days before the expected date of birth or placement. The leave will then begin automatically when your child is born or placed with you.

Parental leave is an entitlement that can be transferred from one employment to another. You may therefore join the Council with some outstanding parental leave attaching to a particular child. In such circumstances you should be aware that the qualifying period for taking parental leave still applies and you will need to have been employed for at least one year before you can resume taking parental leave.

4.7 Shared Parental Leave

Shared parental leave is a flexible form of leave available to both parents designed to encourage shared parenting in the first year of a child's life. It allows a more flexible pattern of leave than the traditional arrangement under which the mother takes extensive maternity leave and the father takes a short period of paternity leave.

Employees who give birth or adopt remain entitled to take the full 52 weeks of leave if they choose to do so and the arrangements described above for maternity and adoption leave continue to apply. However, an employee may choose to share part of that leave with their partner provided that certain qualifying conditions are met. When leave is shared in this way, there is no need for the 'primary' leave taker to have returned to work. Both parents can be on leave at the same time, provided that the combined amount of leave taken by the parents does not exceed 52 weeks and provided that all of the leave is taken before the end of 52 weeks following the birth of the child or its placement for adoption.

Generally, parents will qualify for shared parental leave provided that both are working and that each has at least 26 weeks' service with their respective employers. To exercise the right, both parents must inform their employer that they intend to take shared parental leave – usually at the same time as the employer is notified that an employee is pregnant or plans to adopt. They must also give an indication of the pattern of leave that they propose to take.

A parent proposing to take a period of shared parental leave must give the Council 8 weeks' notice of any such leave. Depending on the circumstances, it may be possible for the Shared Parental Leave to be taken in intermittent blocks, with one parent returning to work for a time before taking another period of shared parental leave. Such an arrangement can only be made with the agreement of the Council. While every effort will be made to accommodate the needs of individual employees, the Council may insist on shared parental leave being taken in a single instalment. Any decision as to whether to permit intermittent periods of leave is entirely at the Council's discretion.

An employee absent on shared parental leave will be entitled to a weekly payment equivalent to the lower fixed rate of SMP. The number of weeks for which payment will be made will vary depending on the amount of SMP paid to the mother while on maternity leave. Essentially, if the mother ends (or proposes to end) her leave with 10 weeks of SMP entitlement remaining, the parent taking shared parental leave will be entitled to be paid for the first 10 weeks of leave.

Because of the number of options available, shared parental leave can be quite a complicated entitlement. If you want to take advantage of shared parental leave you should discuss this with the Town Clerk who will check that you qualify and help guide you through the procedure.

4.8 Keeping in Touch Days

Employees during a period of maternity, adoption or shared parental leave are entitled to 10 keeping in touch days (KIT days). These allow the employee to attend work to catch up on the latest developments, undergo training or some other development activity, or to take part in important meetings without losing their right to subsequent pay entitlements. Employees on shared parental leave are entitled to a further 20 KIT days.

These 'keeping in touch days' are entirely voluntary and employees will not be required to take part, nor is the Council under any obligation to arrange for keeping in touch days.

Any payment for attending work on such days will be agreed between the Council and the employee at the time the keeping in touch day is arranged.

There is no legal requirement to receive pay for these days.

4.9 During Maternity/Adoption or Shared Parental Leave

The Council is keen to keep in touch with employees who are on extended periods of leave, to inform them of any news and consult them over any changes which may take place in the business. However, we appreciate that many employees would prefer to be left alone at this very important time in their lives. In order to get the balance right, your manager may, before your leave begins, discuss with you how best we can keep in touch while you are away.

Please be aware, however, that if an important issue arises on which you need to be consulted, the Council may have a legal obligation to discuss the issue with you and keep you informed.

5

HOW WE RESOLVE ISSUES

When problems arise in the employment relationship it is important that they are dealt with fairly and promptly. This section sets out the procedures that the Council will follow in such cases.

Recording of meetings: Due to the confidential nature of disciplinary and grievance proceedings you must not make electronic or audio recordings of any meetings or hearings conducted under the procedures set out in section 5. You should ensure that any companion you may bring with you to such meetings is also aware of this rule.

5.1 Performance Improvement Procedure

It is in everybody's interest for employees to perform well at their jobs and the Council aims to ensure that all employees are given the support needed to ensure that they do so. Where there are issues with performance then the employee should receive feedback from their manager setting out any concerns. Discussions should take place about how that performance can be improved. This procedure is designed to be used when such informal discussions do not lead to the employee's performance improving to an acceptable level.

Where an employee's poor performance is believed to be the result of deliberate neglect, or where serious errors have been made to the detriment of the Council then it may be more appropriate to use the disciplinary procedure. Which procedure to use shall be at the discretion of the Council.

The Council also reserves the right not to follow this procedure in full for employees who are within their first two years of employment with the Council.

The Right to be Accompanied

Employees are entitled to be accompanied at any formal meeting held under this procedure by a fellow employee or trade union official of their choice. The Council will provide any chosen companions with appropriate paid time off to allow them to attend the meeting. It is, however, up to the employee in question to arrange for a companion to attend the meeting.

If your chosen companion cannot attend on the day scheduled for the meeting then the Council will agree a new date. This will usually be within 5 working days of the date originally scheduled. If your companion is not available within that timescale then you may need to find someone else to take their place.

The Companion's role is to advise you during the meeting and make representations on your behalf. However, both you and your companion are required to cooperate in ensuring a fair and efficient meeting. The companion is not entitled to answer questions on your behalf.

Stage One

The employee's manager will inform them of the nature of the problem and confirm this in writing. The employee will be invited to a formal performance management

hearing to discuss the issues raised by the manager's concerns. The invitation will set out the respects in which the line manager believes that the employee's performance still falls short of an acceptable standard. The hearing will be conducted by the employee's line manager and will consider any representations the employee may make about their performance, whether it needs to be improved, and if so what steps can be taken to help the employee reach the appropriate level.

Following discussion of the problem, the line manager may choose to take no further action; to refer the matter for investigation under the disciplinary procedure (if it appears the issues are linked to conduct rather than performance) or to issue a **written warning** and Performance Improvement Plan which will remain current for a period of 12 months.

Performance Improvement Plan

A Performance Improvement Plan (PIP) is a series of measures designed to help improve the employee's performance. Each measure will ideally be agreed with the employee, though the Council reserves the right to insist on any aspect of the PIP in the absence of such agreement.

Each PIP will be tailored to the particular situation, but will contain the following elements:

Timescale: the overall timescale in which the necessary improvement must be achieved will be set out, together with the timescale for reaching individual milestones where appropriate.

Targets: The PIP will specify the particular areas in which improvement is needed and set out how and on what criteria the employee's performance will be assessed. Where appropriate, specific targets will be set which will need to be achieved either by the end of the plan or at identifiable stages within it.

Measures: The PIP will specify what measures will be taken by the Council to support the employee in improving their performance. Such measures may include training, additional supervision, the reallocation of other duties, or the provision of additional support from colleagues.

Feedback: As part of the PIP the employee will be given regular feedback from their line manager indicating the extent to which the employee is on track to deliver the improvements set out in the plan

If at any stage the Council feels that the PIP is not progressing in a satisfactory way, a further meeting may be held with the employee to discuss the issue. As a result of such a meeting the employer may amend or extend any part of the plan.

Review

At the end of the PIP the employee's performance will be reviewed. If satisfactory progress has been made the employee will be notified of this fact in writing. If the manager feels that progress has been insufficient then they may decide to extend and/or amend the PIP to such extent as seems appropriate. Alternatively the manager may refer the matter to a meeting under Stage Two of this procedure.

Following the successful completion of a PIP the employee's performance will continue to be monitored. If at any stage during the lifetime of the first written warning the

employee's performance again starts to fall short of an acceptable standard, their line manager may decide to institute stage two of this procedure.

Stage Two

If a PIP has not led to sufficient improvement in the employee's performance, the employee will be invited to attend a formal performance management hearing. The invitation will set out the respects in which the line manager believes that the employee's performance still falls short of an acceptable standard.

The hearing will be conducted by the employee line manager or a member of the senior management team.

At the hearing, the employee will be given an opportunity to respond to any criticism of their performance and to make representations about any aspect of the way in which the process has been managed.

If the hearing concludes that reasonable steps have been taken which should have allowed the employee to perform to an acceptable standard but that these measures have not worked then a **formal final warning** may be issued. The warning will explain the nature of the improvement which is required in the employee's performance and state that the improvement must be immediate and sustained. It will also explain that if this improvement does not take place then the employee may be dismissed. Where it is appropriate, the warning may be accompanied by an extended or revised PIP.

The warning will remain current for a period of 12 months, after which time it will cease to have effect.

Stage Three

If an employee has been issued with a warning under Stage Two which remains current, and the appropriate manager believes that the employee's performance is still not acceptable then the matter may be referred to a further performance management hearing.

The employee will be informed in writing of the grounds of which the hearing is being convened and in particular will be told of the respects in which their performance continues to fall below an acceptable standard.

The hearing will be conducted by an appropriate manager.

At the meeting the employee will be able to respond to any criticisms made of their performance and make representations about how the situation should be treated.

The manager conducting the meeting may take such action as is judged appropriate up to and including a decision to dismiss the employee.

Any dismissal under this procedure will be with notice or payment in lieu of notice and the decision to dismiss together with the reasons for dismissal will be set out in writing and sent to the employee.

Appeals

An employee may appeal against any decision taken under this procedure. The appeal should be submitted in writing stating your full grounds of appeal within one week of the action complained of. An appeal hearing will then be convened to consider the

matter. Any PIP that is in force, together with any measures or objectives included within it, will continue in place during the appeal process.

The outcome of the appeal will be confirmed to the employee in writing explaining the grounds of which the decision was reached. The outcome of the appeal will be final.

Redeployment

There may be circumstances in which it becomes clear that an employee would be better suited to a different role within the Council. However, any offer to redeploy the employee will be entirely at the Council's discretion and will only be made when the Council is confident that the employee will be able to perform well in the redeployed role and where there is a suitable available vacancy.

Redeployment may be offered as an alternative to dismissal where the Council is satisfied that the employee should no longer be allowed to continue to work in their current role. While the employee is free to refuse any offer of redeployment, the only alternative available in these circumstances will usually be dismissal.

5.2 Sickness Absence Procedure

The Council may need to dismiss an employee whose attendance does not meet an acceptable standard either because of a long-term absence or because of a series of short-term absences. Such dismissals do not depend on any wrongdoing on the employee's part and do not mean that the Council does not accept that their absences are genuinely due to illness or injury. Rather, dismissal is recognition that unfortunately the employee is no longer able to perform their role, or attend work on a sufficiently regular basis to make their continued employment a viable option.

Short-term Absence

An employee who is absent on more than three occasions within a 12 month period, or is absent for longer than 2 continuous weeks may be invited to a meeting to discuss their attendance.

The meeting will usually be conducted by the employee's line manager and the employee will have a right to be accompanied by a fellow employee or a trade union official on the same basis as set out in the performance management procedure.

At the meeting the employee will be asked to explain the level of their absence. Where there is any indication that the absences are caused by an underlying medical condition then the matter may be dealt with under the procedure for long-term absence set out below. The Council may also seek medical evidence from either the employee's doctor or an occupational health specialist in which case the meeting will be adjourned for a report to be obtained

Subject to any medical evidence, the manager conducting this first-stage meeting may decide to issue a warning to the employee setting out the Council's expectations regarding attendance and indicating the level of improvement needed. A review period will normally be set which may range from one month to 12 months depending on the circumstances.

If the employee's attendance does not improve to the extent required they may at any stage in the review period be invited to attend a second-stage meeting to discuss the matter. The meeting will again be conducted by the line manager and the employee will be entitled to be accompanied by a fellow employee or trade union official. This

meeting may result in an extension of the review period or the issuing of a final written warning requiring the employee's attendance to improve and setting out the level of improvement required over a specified period of up to one year.

If the employee does not meet this standard and there is no underlying condition where reasonable adjustments would assist the employee to attend then they may be dismissed. A final meeting will be convened which shall be conducted by a manager with appropriate authority to dismiss and will consider any representations made by or on behalf of the employee who will once again have the right to be accompanied by a fellow employee or trade union official.

Any dismissal arising out of this meeting will be with notice.

There is a right of appeal against a decision to dismiss which must be exercised in writing stating your full grounds for appeal within five working days of the decision being communicated.

Long-term Sickness Absence

Where an employee is absent for an extended period – or it is clear that their absence is likely to continue for some time – then the Council will want to investigate the prospects for their return and consider what actions can be taken to facilitate this. The extent to which the Council can continue to accommodate an employee's absence will depend on a range of factors, including the role of the employee and the prevailing circumstances of the business.

The Council may seek medical advice as to the employee's condition either from the appropriate professionals caring for the employee or from a specialist occupational health practitioner. The focus will be on ascertaining when the employee will be able to return to work and what steps the Council can take to facilitate this.

An employee is not obliged to consent to any medical reports or records being shared with the Council as part of this process. However, in the absence of medical evidence the Council will have to work on the basis of what information is available in reaching its decision.

One or more meetings will be arranged with the employee to discuss their condition, the prospects for any return to work, and whether anything more can be done by the Council to help. The employee will be entitled to be accompanied at the meeting by a fellow employee or trade union official.

Every effort will be made to make suitable arrangements for the meeting to allow the employee to attend. Where the employee is simply too ill to take part in the process, however, the Council may proceed to dismissal in the absence of a meeting taking into account any representations made on the employee's behalf.

Where it appears that the employee will be unable to return to work within a reasonable time frame then the Council may need to consider dismissal. Any dismissal will be with notice.

There is a right of appeal against a decision to dismiss which must be exercised within five working days of the decision being communicated. You should submit your appeal in writing stating your full grounds of appeal.

The Council reserves the right not to follow these procedures in full for employees who are within their first two years of employment with the Council.

5.3 Disciplinary Procedure

The Council always tries to deal with disciplinary issues fairly and promptly. This procedure sets out the framework under which allegations of misconduct will be investigated and considered. While the procedure set out in this policy will be appropriate in most cases, there may be situations in which it is not practicable to comply with a particular requirement of it. When this happens the Council will do its best to deal with the matter fairly and will pay particular attention to the need to give the employee every opportunity to explain their version of events.

The Council reserves the right not to follow this procedure in full for employees who are within their first two years of employment with the Council.

Definition of Misconduct

Behaviour which is disruptive, disrespectful to colleagues, or which falls short of the requirements set out in this handbook will be treated as misconduct under the disciplinary procedure. While employees will not usually be dismissed for a first offence a failure to remedy the behaviour or to adhere to required standards may ultimately lead to dismissal once appropriate warnings have been given.

Definition of Gross Misconduct

Gross misconduct is behaviour which is fundamentally at odds with the employee's duty to the Council and their colleagues. In accordance with the disciplinary procedure, gross misconduct will usually result in dismissal without notice, or payment in lieu of notice, even in cases of a first offence.

It is not possible to list every example of gross misconduct which may arise, but the following provides an illustration of the sort of conduct that will fall into this category – some of which are then explained in more detail below:

- Theft;
- Fraud, forgery, or other dishonesty, including fabrication of expense claims and time sheets;
- Deliberate acts of discrimination, harassment, or victimisation;
- Refusal to carry out reasonable instructions;
- Violent or intimidating behaviour;
- Wilful damage to property;
- Causing loss, damage, or injury through serious negligence;
- Serious misuse of our property or name;
- Serious insubordination;
- Reckless behaviour posing a risk to health and safety;
- Any act or omission constituting serious or gross negligence/or dereliction of duty;

- Sleeping on duty;
- Bringing the organisation into serious disrepute;
- Unauthorised use or disclosure of confidential information or failure to ensure that confidential information in your possession is kept secure;
- Recording audio and/or video of any meeting, conversation or discussion with another person or people without the express prior consent of the person or people being recorded;
- Making untrue allegations in bad faith against a colleague;
- Making a disclosure of false or misleading information under our Whistleblowing Policy maliciously, for personal gain, or otherwise in bad faith;
- Repeatedly working from home contrary to the terms of your employment contract and without the prior written approval of management;
- Failing to work your contractual hours while working from home or as part of a hybrid working arrangement, or giving false or misleading information relating to your hours of work and activities while working from home;]
- Any illegal act during working time or on Council premises; and
- Any act described as gross misconduct elsewhere in this handbook.

Informal Action

Most minor acts of misconduct can be dealt with informally through discussions between an employee and their line manager. This may consist of management guidance or an informal warning given orally or in writing. These steps are an everyday part of the management process and no formal procedure needs to be followed in respect of them.

Where informal action of this kind fails to resolve an issue, or where the misconduct alleged is considered too serious, then the matter will be dealt with formally under this procedure.

Investigation

If it is alleged that you have committed misconduct, an appropriate investigation will be carried out aimed at gathering all of the relevant evidence. You may be interviewed as part of this investigation and will have the opportunity to point the investigator towards any evidence that you feel is relevant. The right to be accompanied (see below) does not apply to any investigatory interview.

Suspension

If an allegation of misconduct is made against you, then you may be suspended from your duties on full pay while the matter is being dealt with. The Council will make every effort to ensure that any period of suspension is kept as short as possible. The purpose of a suspension is either to allow an unhindered investigation to take place, or to protect the interests of the Council and its employees. During any period of suspension you may be instructed not to contact other members of staff except for the purposes of preparing for any disciplinary hearing, where specific arrangements will be made

with you. This is not a disciplinary sanction and should not be seen as a predetermination of any disciplinary process.

Hearing

Once the investigation has been carried out, the investigating officer will make a decision about whether there is sufficient evidence to warrant a disciplinary hearing. If there is you will be informed of this and an appropriate date for the hearing will be arranged. This will take place within normal working hours wherever possible.

To ensure that you have adequate time to prepare for the hearing, the Council will provide you in advance with a copy of all of the written evidence that will be considered at the hearing. In exceptional cases the Council may need to withhold the identities of certain witnesses or hold back sensitive items of evidence. This will only be done where it is considered necessary to protect individuals or the essential interests of the Council and every effort will be made to ensure that you are given as much information as possible so that a fair hearing can be conducted.

You will be given sufficient notice of any hearing to allow you to prepare for it. While this will vary from case to case, the Council will generally try to give at least two days' notice of any hearing and in complicated cases a longer period of notice may be given.

The purpose of the hearing will be to consider the evidence gathered during the investigation and to consider any representations made by you or on your behalf. The hearing will be conducted by an appropriate manager who, wherever possible, has not previously been involved in the case and who was not responsible for carrying out the investigation.

The Right to be Accompanied

Employees are entitled to be accompanied at any disciplinary hearing by a fellow employee or trade union official of their choice. The Council will provide any chosen companion with appropriate paid time off to allow them to attend the hearing. It is, however, up to the employee in question to arrange for a companion to attend the hearing.

If your chosen companion cannot attend on the day scheduled for the hearing then the Council will agree a new date. This will usually be within 5 working days of the date originally scheduled. If your companion is not available within that timescale then you may need to find someone else to take their place.

The companion's role is to advise you during the hearing and make representations on your behalf; it is not to answer questions for you. However, both you and your companion are required to cooperate in ensuring a fair and efficient hearing. The companion cannot answer questions on your behalf.

Evidence

The hearing will consider any evidence you choose to present. Should witnesses be prepared to appear on your behalf they will be permitted to do so provided that their evidence is relevant to the issues that need to be decided. The Council will not compel or require any employee to appear as a witness on your behalf and in most circumstances evidence arising from the investigation will be presented in written form.

You will be entitled to challenge any of the evidence presented but will not be entitled to cross-examine witnesses.

Disciplinary Action

After considering all of the evidence, including any submissions made by you or on your behalf, the manager conducting the hearing will decide on the outcome. If misconduct is found to have taken place then the usual outcome will be a **written warning** which will be placed on your personnel file.

A warning will stay active for a period of 1 year, after which it will not be taken into account in any future disciplinary action.

If however a further instance of misconduct is found to have occurred (in accordance with this procedure) during the currency of a warning – or if any misconduct is considered to be serious enough to warrant it – then, subject to the formal process above being followed, you will be issued with a **final written warning**.

A **final written warning** will usually remain active for one year, but a longer period may be specified if the manager conducting the hearing feels that the circumstances warrant it.

An employee who is found to have committed further misconduct during a period covered by a final written warning will, following a hearing conducted in accordance with this procedure, generally be dismissed.

Dismissal

An employee will not normally be dismissed under this procedure for a single instance of misconduct unless a final written warning is already in place. However, where gross misconduct is found to have occurred then dismissal without notice or payment in lieu will be the usual outcome.

Gross misconduct is misconduct that is so serious that it fundamentally undermines the relationship between employer and employee. If you are accused of gross misconduct this will be made clear when you are invited to a disciplinary hearing. A wide range of behaviours can amount to gross misconduct but the most common involve dishonesty, violent or aggressive behaviour, the wilful destruction of Council property or a deliberate refusal to obey a reasonable instruction.

Appeal

An employee may appeal against the outcome of a disciplinary hearing by doing so in writing stating your full grounds of appeal within one week of being notified of the outcome. The person to whom an appeal should be directed will be detailed in the disciplinary outcome letter. An appeal hearing will be convened and conducted by an appropriate member of the senior management team.

The appeal will consider any grounds the employee chooses to put forward and they will have the same right to be accompanied as at a disciplinary hearing. The result of the appeal hearing will be final.

Employee Absence

It is important that disciplinary issues are dealt with promptly. The Council may therefore need to proceed with a disciplinary hearing even if the employee is absent

due to ill health or simply does not attend. Before hearing the matter in an employee's absence, the Council will attempt to arrange the hearing in such a way that the employee will be able to attend or to submit written representations to the hearing and/or to arrange for an appropriate representative to attend the hearing on their behalf.

5.4 Grievance Procedure

The Council aims to be responsive to concerns raised by employees and if you are unhappy with something affecting you at work you are encouraged to raise this with your manager or in the case of the Town Clerk this should be addressed to the Chair of the Council on an informal basis. If that is not possible then you should speak to another manager who will try to assist you in resolving any issue you may have. The following procedure is designed to be used when these informal attempts to resolve any dispute have not been successful.

Any written complaint or grievance raised which alleges that a member or co-opted member of the authority has failed to comply with the authority's Code of Conduct will be dealt with under the Code of Conduct Procedure.

Examples of issues that could be dealt with under the grievance procedure include:

- (a) terms and conditions of employment;
- (b) health and safety;
- (c) work relations;
- (d) bullying and harassment;
- (e) new working practices;
- (f) working environment;
- (g) organisational change; and
- (h) discrimination.

The Grievance Procedure should not be used to complain about issues which do not directly relate to, or impact on, you and your work/ working environment.

The Grievance Procedure should not be used to complain about disciplinary action, reasonable action taken under the Performance Management Procedure or Sickness Absence Procedure. Any such complaints should be dealt with under the relevant appeal procedure.

Raising a Grievance

If you feel that the matter needs to be raised formally you should raise a grievance by making a written complaint, stating that it is being made under this procedure. You should give as much information about your grievance, including any relevant dates and times, as you can, so as to allow for any investigation into your concerns to take place.

We would expect you to raise any grievance as soon as possible and, in any event, unless in exceptional circumstances, no later than 6 months after the occurrence of the issue complained of.

A grievance will normally be dealt with by your manager and should be addressed to them directly. In the case of the Town Clerk this should be addressed to the Staffing (confidential matters) Committee on a formal basis. Where the grievance is directly concerned with your manager's behaviour, however, you should submit your grievance to another member of the management team who will arrange for somebody who is not directly involved in the issue to deal with it.

Grievance Hearing

A grievance hearing will then be arranged so that you can explain the issue and suggest how it can be resolved. You will have the right to be accompanied by a fellow employee or trade union official as described in Section 5.1, above. The manager conducting the hearing will consider what you have said and may either deal with the matter immediately or decide to carry out further investigations. In that case the hearing will be adjourned until the investigation has been completed.

Once the investigations are concluded, if new information comes to light, if it is considered appropriate, you may be invited to a reconvened meeting, to have the opportunity to consider and respond to the findings of the investigation. Following this a decision on the outcome of your grievance will be made.

Allegations of Misconduct

Where an employee is making allegations of misconduct on the part of other employees then the Council may need to carry out an investigation into the allegations and pursue the matter through the disciplinary procedure. Where this happens, the grievance will be held over until the disciplinary process has been concluded.

Relationship with Other Procedures

Where your grievance relates to the conduct of other procedures such as the disciplinary or performance management procedures then the Council may choose to either delay the consideration of the grievance until that procedure has been completed or to deal with the grievance in the course of that procedure or by way of appeal if that appears to be a fairer or more straightforward way of dealing with the issue.

Appeals

If you are dissatisfied with the outcome of a grievance then you may appeal. You should submit your appeal in writing within one week of being informed of the outcome of your grievance. Your appeal should be directed to the Town Clerk who will conduct an appeal hearing. Should the Town Clerk have already been involved in the process, then the appeal should be directed to the Chair of the Council. An appeal hearing will then be convened and conducted by the Staffing (confidential matters) Committee. You will have the right to be accompanied at the appeal by a fellow employee or trade union official as described in Section 5.1. The outcome of any appeal will be final.

The Council aims to be responsive to concerns raised by employees and if you are unhappy with something affecting you at work you are encouraged to raise this with your line manager. If that is not possible then you should speak to a member of the management team who will try to assist you in resolving any issue you may have. The

following procedure is designed to be used when these informal attempts to resolve any dispute have not been successful.

6

EQUAL OPPORTUNITIES & BULLYING AND HARASSMENT POLICY

6.1 Equal Opportunities Statement

We are equal opportunity employer and are fully committed to a policy of treating all of our employees and job applicants equally in all aspects of employment including: recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, selection for redundancy and dismissal.

We will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities, and qualifications, without regard to race, religion or belief, sex, sexual orientation, pregnancy or maternity, gender reassignment, age, marriage and civil partnership or disability. In this Policy these are known as the "Protected Characteristics".

We will appoint, train, develop and promote on the basis of merit and ability alone. We will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment based upon any of the Protected Characteristics. We will not condone any form of harassment, whether engaged in by employees or by outside third parties who do business with us, such as clients, customers, contractors, and suppliers.

Employees have a duty to co-operate with us to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment, or bullying. Action will be taken under our Disciplinary Procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal.

Employees must not harass, bully, or intimidate other employees for reasons related to one or more of the Protected Characteristics. Such behaviour will be treated as potential gross misconduct under our Disciplinary Procedure. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

You should draw to the attention of your line manager any suspected discriminatory acts or practices or suspected cases of harassment. You must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct. Employees should support colleagues who suffer such treatment and are making a complaint.

Discrimination

You must not unlawfully discriminate against or harass other people, including current and former employees, job applicants, clients, customers, suppliers, and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers, or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

- Direct discrimination – when someone is treated less favourably than another person because of a Protected Characteristic.
- Associative discrimination or discrimination by association – direct discrimination against someone because they associate with another person who possesses a Protected Characteristic.
- Discrimination by perception – direct discrimination against someone because it is thought that they possess a particular Protected Characteristic even if they do not actually possess it.
- Indirect discrimination - occurs where an individual's employment is subject to an unjustified provision criterion or practice which e.g. one sex or race or nationality or age group finds more difficult to meet, although on the face of it the provision, criterion or practice is 'neutral'.
- Harassment – unwanted conduct related to a relevant Protected Characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. You may complain of such offensive behaviour even if it is not directed towards you personally.
- Victimisation – when an employee is treated less favourably because they have made or supported a complaint or raised a grievance about unlawful discrimination or are suspected of doing so.
- Disability discrimination: this includes direct and indirect discrimination, any unjustified unfavourable treatment because of something arising in consequence of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

Our Commitment

Recruitment

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant abilities and qualifications. We are committed to applying our equal opportunities policy statement at all stages of recruitment and selection.

Recruitment publicity will aim to positively encourage applications from all suitably qualified people when advertising job vacancies, in order to attract applications from all sections of the community.

Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees with a particular Protected Characteristics. However, where having regard to the nature and context of the work, having a particular Protected Characteristics is an occupational requirement and that occupational requirement is a proportionate means of achieving a legitimate aim, we will apply that requirement to the job role, and this may therefore be specified in the advertisement.

The selection process will be carried out consistently for all jobs at all levels. We will ensure that this equal opportunities policy is available to all staff, and in particular is given to all staff with responsibility for recruitment, selection, and promotion.

The selection of new staff will be based on job requirements and the individual's suitability and ability to do, or to train for, the job in question. Person specification and job descriptions will be limited to those requirements that are necessary for the

effective performance of the job. Candidates for employment, promotion or transfer will be assessed objectively against the requirements of the job.

With disabled job applicants, we will have regard to our duty to make reasonable adjustments to work provisions, criteria, and practices or to physical features of work premises or to provide auxiliary aids or services in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

All applications will be processed consistently. The staff responsible for short listing, interviewing, and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. All questions that are put to the applicants will relate to the requirements of the job.

Training, transfer, and promotion

We will take such measures as may be necessary to ensure the proper training, supervision, and instruction for all line managers in order to familiarise them with our policy on equal opportunities, and in order to help them identify discriminatory acts or practices and to ensure that they promote equal opportunity within the departments for which they are responsible. The training will also enable line managers to deal more effectively with complaints of bullying and harassment.

We will also provide training to all employees to help them understand their rights and responsibilities under the equal opportunities and anti-harassment policies and what they can do to create a work environment that is free of bullying and harassment.

All persons responsible for selecting new employees, employees for training or employees for transfer or promotion to other jobs will be instructed not to discriminate because of one or more of the Protected Characteristics. Where a promotional system is in operation, the assessment criteria will be examined to ensure that they are not discriminatory. The promotional system will be checked from time to time in order to assess how it is working in practice.

When a group of workers who predominantly have a particular Protected Characteristic appear to be excluded from access to promotion, transfer, and training and to other benefits, our systems and procedures will be reviewed to ensure there is no unlawful discrimination.

Terms of employment, benefits, facilities, and services

All terms of employment, benefits, facilities, and service will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of one or more of the Protected Characteristics.

Equal pay and equality of terms

We are committed to equal pay in employment. We believe our male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, we will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

If you experience difficulties at work because of your disability, you may wish to contact your line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your line manager may wish to consult with you and your medical adviser about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

We will monitor the physical features of our premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

6.2 Menopause Policy

We are committed to supporting staff affected by the menopause. We recognise that many members of staff will experience the menopause and that, for some, menopause will have an adverse impact on their working lives.

All women will experience menopause at some point during their life. Menopause can also impact trans and non-binary people who may not identify as female. Most of those who experience menopause will do so between the ages of 45 and 55. However, some start experiencing symptoms much earlier. Often, symptoms last between four to eight years, but they can continue for longer.

The majority of those going through menopause will experience some symptoms, although everyone is different, and symptoms can fluctuate. Symptoms can include, but are not limited to, sleeplessness, hot flushes, memory loss or poor concentration, headaches, muscle and joint pains, depression, and anxiety.

Menopause is preceded by perimenopause, during which the body prepares itself for menopause. Perimenopause can also last several years and can involve similar symptoms to menopause itself. For the purpose of this policy, any reference to menopause includes perimenopause.

Open Conversations

Menopause is not just an issue for women. All staff should be aware of menopause so that they can support those experiencing it or otherwise affected by it.

We encourage an environment in which colleagues can have open conversations about menopause. We expect all staff to be supportive of colleagues who may be affected by menopause in the workplace.

Anyone affected by menopause should feel confident to talk to their line manager about their symptoms and the support they may need to reduce the difficulties menopause can cause them at work.

Line managers and the HR Department should be ready to have open conversations with staff about menopause and what support is available. These conversations should be treated sensitively, and any information provided should be handled confidentially and in accordance with our Data Protection Policy.

Risk Assessments

We are committed to ensuring the health and safety of all our staff and will consider any aspects of the working environment that may worsen menopausal symptoms. This

may include identifying and addressing specific risks to the health and well-being of those experiencing menopause.

Support and Adjustments

While many who experience menopause are able to carry on their working lives as normal, we recognise that others may benefit from adjustments to their working conditions to mitigate the impact of menopause symptoms on their work. If you believe that you would benefit from adjustments or other support, you should speak to your line manager in the first instance.

Physical adjustments could include temperature control, provision of electric fans or access to rest facilities. Depending on individual and business needs, adjustments such as flexible working, we may also consider more frequent rest breaks or changes to work allocation. These are examples only and not an exhaustive list.

We may refer you to a doctor nominated by us or seek medical advice from your GP to better understand any adjustments and other support that may help alleviate symptoms affecting you at work.

If you need additional support, you also have access to our confidential employee support helpline 0800 328 1437. The access code is BuckTC.

6.3 Bullying and Harassment

We are committed to providing a working environment free from harassment and bullying and ensuring all staff are treated, and treat others, with dignity and respect. This includes harassment or bullying which occurs at work and out of the workplace, such as on business trips or at work-related events or social functions.

Harassment is any unwanted physical, verbal, or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to a Protected Characteristic. Harassment is unacceptable even if it does not fall within any of these categories.

Harassment may include (this is a non-exhaustive list), for example:

- (a) unwanted physical conduct or "horseplay", including touching, pinching, pushing, and grabbing;
- (b) unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- (c) offensive e-mails, text messages or social media content;
- (d) mocking, mimicking, or belittling a person's disability.

A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined, or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation.

Bullying can take the form of physical, verbal, and non-verbal conduct. Bullying may include (this is a non-exhaustive list), by way of example:

- (a) physical or psychological threats;
- (b) overbearing and intimidating levels of supervision;
- (c) inappropriate derogatory remarks about someone's performance;

Legitimate, reasonable, and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

If you are being harassed or bullied

If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to your line manager who can provide confidential advice and assistance in resolving the issue formally or informally. If informal steps are not appropriate, or have not been successful, you should raise the matter formally under our Grievance Procedure.

We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. We will consider whether any steps are necessary to manage any ongoing relationship between you and the person accused during the investigation.

Once the investigation is complete, we will inform you of our decision. If we consider you have been harassed or bullied by an employee the matter will be dealt with under the Disciplinary Procedure as a case of possible misconduct or gross misconduct. If the harasser or bully is a third party such as a customer or other visitor, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure.

Information about a complaint by or about an employee may be placed on the employee's personnel file, along with a record of the outcome and of any notes or other documents compiled during the process. These will be processed in accordance with our Data Protection Policy.

6.4 Monitoring equal opportunities and dignity at work

We will regularly monitor the effects of selection decisions and personnel and pay practices and procedures in order to assess whether equal opportunity and dignity at work are being achieved. This will also involve considering any possible indirectly discriminatory effects of its working practices. If changes are required, we will implement them. We will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Breaches of this Policy

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or Bullying & Harassment Procedure. Complaints will be treated in confidence and investigated as appropriate.

You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately will be treated as misconduct and dealt with under our Disciplinary Procedure.

Related Policies

This policy is supported by the following other policies and procedures (in the Employee Handbook):

- (a) Grievance Procedure.
- (b) Disciplinary Procedure.
- (c) Flexible Working Procedure.
- (d) Maternity, Paternity, Adoption and Shared Parental Leave Policies.
- (e) Parental Leave Policy.
- (f) Time Off for Dependants Policy.
- (g) Data Protection Policy.

EMPLOYEE HANDBOOK RECEIPT

This Handbook has been drawn up by the Council to provide you with information on employment policies and procedures.

The policies and procedures contained within this handbook do not form part of your contract of employment; therefore the Council reserves the right to make amendments as necessary, for example reflecting changes to the law. Any change will be communicated to all staff. However, you are expected to read and comply with the policies and procedures contained within this handbook. Failure to do so could result in disciplinary action.

If you have any questions or any part of the Handbook is unclear to you, please do not hesitate to raise any queries with a member of management.

I acknowledge I have read and understood the policies and procedures contained within this handbook

Received by (Employee)

Signed

Date

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Resources	800/18	Compliments, Complaints and FOI requests	Members AGREED for a six monthly report.	Town Clerk		Next meeting
Resources	153/22	Debtors	For the next meeting a report showing debts over 3 months will be included with an explanation for each.	Finance Officer		Ongoing - for each agenda.
Resources	833/22	Internal auditor's report	Council should formally document its Internal Controls. Council to note the requirement for it to regularly review its internal control system.	Town Clerk		Completed and reviewed
Resources	482/23	Accounts presentation	The Town Clerk and the Finance Officer will attend a training session, run by the software provider, in February 2024; options for presentation of the accounts will be discussed and training opportunities for Members will be considered.	Town Clerk	Training completed, options under evaluation.	Amended I&E on agenda.