

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
01462 730064 [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk)



18 January 2024

**Members of the Establishment Committee:** Councillors Buck (Chairman), Mrs M Cooper, S Hayes, Mrs J Hyde, D Matthews, B Saunders, J Smith, J Talbot. Other councillors for information.

**You are hereby summoned** to attend the Establishment Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 24<sup>th</sup> January 2024 at 7.00pm** for the purpose of transacting business detailed in the agenda.

**Emma Payne**  
Town Clerk

---

## Members of the public:

In addition to attendance in person, you are now able to observe our meetings by joining via **MS Teams**. Join on your computer or mobile app [Click here to join the meeting](#) Please note, our meetings may be recorded for minute taking purposes, and will be deleted after minutes are approved.

Members of the public are invited to observe the meeting and may participate at the 'public participation' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk) or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

---

## AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS**
  - a) Members to declare interests in respect of any item on the agenda
  - b) Proper Officer to consider written requests from members for dispensationsMembers are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
3. **PUBLIC SECTION (MAX. 15 MINUTES)**

Members of the public may speak on matters of concern, ask questions, or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. The order of speakers will be in order of notification. [Public Participation Policy](#) applies.
4. **MINUTES OF PREVIOUS MEETING**

Members are asked to resolve to adopt the minutes of the Establishment Committee meeting held on 20 December 2023 as a true record of the meeting.
5. **CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FOR INFORMATION**

## **6. REPORTS TO COMMITTEE**

### **6.1 Decisions Software**

To consider purchasing the Decisions Software package to aid productivity and information sharing.

### **6.2 Budget 2024-45**

To receive the Budget and precept for 2024-25

### **6.3 Dispensations Policy**

To receive a proposed policy for the granting of Councillor dispensations.

### **6.4 Training and Development Policy**

To receive a proposed policy for Councillor and Staff Training.

### **6.5 First Aiders & Fire Wardens**

To consider financial remuneration for staff to undertake these roles.

### **6.6 Annual Town Meeting**

To consider a revised format for this event.

### **6.7 LGPS Pension**

To ratify a new member of the LGPS

### **6.8 Outsourcing Payroll**

To consider outsourcing the Town Council's payroll function.

### **6.9 TOIL Policy**

To revisit the previous decision of this Committee to abolish Time off in Lieu.

### **6.10 Policy Review**

To review the following adopted policies:

- a) Councillor IT Device Usage Policy
- b) Councillor Mileage Claim Policy
- c) Mayor and Member Expenses Policy
- d) Code of Conduct

### **6.11 Bank Reconciliation**

To note the bank reconciliation.

### **6.12 Work Programme**

To receive this committee's work programme

## **7. CONFIDENTIAL ITEMS**

To resolve to exclude the press and public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960:

### **7.1 Staff Resources**

## **8. DATE OF NEXT MEETING**

27 March 2024

# STOTFOLD TOWN COUNCIL

## MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 20 DECEMBER 2023 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

---

### Committee Members present:

S Buck (Chair), Mrs M Cooper, S Hayes (Vice Chair), Mrs J Hyde, J Smith, B Saunders, J Talbot.

### Also present:

E Payne, Town Clerk

1 Member of Public (virtually)

---

### 94/23 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Matthews. It was **RESOLVED** to:

*Accept apologies.*

### 95/23 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

There were no disclosures of interest.

### 96/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There was one member of the public present. No questions were asked.

### 97/23 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Establishment Committee meeting held on 20 October and 25 October 2023 and it was **RESOLVED** that:

*The minutes are a true record of the meeting.*

### 98/23 CLERK'S REPORT, CORRESPONDANCE RECEIVED AND MATTERS ARISING FOR INFORMATION.

#### 98/23.1 Code of Conduct Training

In light of the Standing Orders update, the Clerk has booked Cllrs Bendall, Venneear and Headington onto Code of Conduct training, organised by BATPC which is an e-learning module.

#### 98/23.2 Register of Interest

Following a review of the registers of interest held by CBC, it transpires that Cllrs Dhaliwal, Matthews, Bendall, Headington and Venneear need to complete their registers of interest as a matter of urgency.

### 98/23.3 Councillor Vacancy

The deadline for a by-election to be called expires on 21 December 2023. If there is to be a vacancy, the Clerk will advertise the position for co-option in the New Year.

***Post Meeting Note: CBC advised the Town Clerk that a by-election has not been called. Therefore, a co-option vacancy will be advertised in the New Year.***

### 98/23.4 Learning Nest

The Clerk has signed up the Town Council to LearningNest, a module of the Worknest system which allows unlimited access to training modules. Following on from the H&S audit, where there were a number of courses that are recommended for staff (manual handling, DSE etc), as well as two data breaches in the last 2 months, it is anticipated that the investment will be recouped within a short space of time. The training undertaken will be evaluated after 9 months, with a view to cancelling or extending the subscription.

## 99/23. REPORTS TO COMMITTEE

### 99/23.1 Mayoral Insignia

Members received a report regarding the current mayoral insignia in relation to the Vice Chair and consort. Members felt that a badge may be more suitable for consorts to wear.

It was **RESOLVED** to:

- a) Agree to purchase additional civic regalia for the Deputy Mayor and Consorts with designs to be agreed by a future meeting.***
- b) The budget for this expenditure is 50<sup>th</sup> Anniversary Budget.***

### 99/23.2 Stotfold Town Council – 50<sup>th</sup> Anniversary

Members received a report regarding celebrating/commemorating the 50<sup>th</sup> anniversary of the formation of Stotfold Town Council. Members felt that it was important to commemorate this event, as a separate activity, not attached to either the Mill Weekend or D-Day Celebrations. Members liked the idea of a historical exhibition, which would appeal to a certain sector of residents, however, were aware that any celebrations should include as many residents as possible. Members noted that there was an agenda item to confirm setting up a Community & Events Committee which would be a good vehicle to organise these events.

A date for the formation of the council was not known, however, it would have been after the May elections.

It was **RESOLVED** to:

***Consider suitable commemorative events at a future meeting of the Events & Community Committee (if resolved to set up this committee).***

### 99/23.3 Investments

Members received a report with a recommendation to open an account with CCLA to improve the return on investment for the Town Council's reserves. Members were advised that it was not a 'deposit' scheme, in the true sense of the word. Members noted that other Parish and Town Councils were happy with their deposits with this organisation, as were local charities but were realistic that there is always risk associated with investments, the value of which can go down as well as up. Members were advised that the Town Council are not covered by the Financial Services Compensation Scheme due to the size of the organisation. It was **RESOLVED** to:

- a) *Open an account with the CCLA Public Sector Deposit Fund***
- b) *Invest £1m.***

#### **99/23.4 Budget 2024/25**

Members received a proposed budget for 2024/25. Members reviewed the notes to the budget with recommendations to increase various budgets and remove earmarked reserves where appropriate. Members agreed with the amount of top up for the earmarked reserves.

Members queried where the income from the electric charging points in Brook Street Car Park was received. It could be added as a revenue stream or put into an earmarked reserve for the future maintenance of car park and facilities. Equally, the income from the charging points at the Memorial Hall could be used for sinking fund for the Memorial Hall car park. However, after discussion, Members considered that it would be a generic 'car park reserve' to cover all the car parks the town council are responsible for.

Members noted that the high levels of earmarked reserves for the cemetery were held to investigate extending the site further and Members considered that this needed to be revisited as part of the long-term planning for the site. Members were conscious of the condition of the cemetery toilets and that this reserve would be used for their repairs. Members were advised that the income for the 4G mast went automatically into this reserve.

Members queried the reserve for office equipment (£5,000) and were advised that there had been an increase in the revenue budget to £15,000. Members were advised that the printer in the office is struggling with the 365 software and a newer machine would have a better functionality including private printing. The change of phone lines from copper to digital would also incur additional costs including alarm updates and getting rid of the fax.

Cllr Hayes was thanked for his assistance in the formation of this budget.

It was **RESOLVED** to:

- a) *Set up a new reserve for car park maintenance, to be funded by income from the car charging points in Brook Street and the Memorial Hall.***
- b) *Revisit extending the cemetery at a future meeting of the Cemetery Committee.***
- c) *Update the budget with the recommendations.***
- d) *Ratify the budget at the next meeting.***

#### **99/23.5 Interim Internal Audit 2023-24**

Members received the interim internal audit. There were no questions. Members were advised that it was part of the annual governance statement that this process should be reviewed regularly. It was **RESOLVED** to:

- a) *Note the audit.***
- b) *Recommend its adoption by Council.***
- c) *Review the appointment of the Internal Auditor for 2024 onwards.***

#### 99/23.6 Mossman EMR

Members received a proposal to release the earmarked reserve currently held for the Mossman Centre to the tenants for future maintenance. Members noted that the tenants have a full repairing lease and that any funds released would be used for repairs to the fabric of the building and site, not for running costs. Members had a brief discussion regarding the origins of the Mossman legacy. It was **RESOLVED** to:

- a) Release £4,457 from the Mossman Earmarked Reserves to the Guiding Association, shut down the reserve and its associated bank account.*
- b) Ask the Guiding Association to advise the Town Council what the funds had been spent on.*

#### 99/23.7 Events & Community Committee

Members received a report recommending that a separate Events & Community Committee was set up, reporting to the Establishment Committee. Members considered that with the 50<sup>th</sup> anniversary and D-Day commemoration, setting up this committee would be prudent and would cover a variety of community engagement activities. It was **RESOLVED** to recommend to Council that:

- a) An Events & Community Committee is set up, reporting to the Establishment Committee.*
- b) Membership of this committee to be agreed at the next meeting of the Town Council.*
- c) Agree the Terms of Reference in the report.*

#### 99/23.8 Christmas Lights Switch On Event

Members received an income and expenditure report for the Christmas Lights Switch On Event. Members noted that some of the expenditure was for equipment that would be used for a variety of activities and future events. It was **RESOLVED** to:

*Note the report.*

#### 99/23.9 The Haven Additional Works

Members received a report on additional expenditure relating to the works at The Haven. Members were advised that the area had not been measured correctly. Members recognised the benefit to the Town Council with a community garden and the location for the Christmas tree. It was **RESOLVED** to:

*Approve the release of additional sum of £6,622.21 from General Reserves.*

#### 99/23.10 Health and Safety Audit

Members received a report on a health and safety audit, undertaken in October 2022. The report had not been implemented at the time and the staff were only aware of it when a follow up meeting with Worknest had been scheduled. Members were advised that the organisation is safe it is about accurate records of works undertaken. Members were advised that there would be a health and safety week in the office to ensure that the actions of the audit were undertaken and recorded. It was **RESOLVED**:

- a) That the Council understands its responsibilities under the Health and Safety at Work Act 1974.*
- b) To note the progress to date on the implementation of the recommendations from the health and safety audit.*

#### **99/23.11 Standing Orders and Financial Regulations**

Members received an updated set of Standing Orders and Financial Regulations. Members noted that the changes requested at the last meeting had been implemented. It was **RESOLVED** to recommend to Council that:

***The Standing Orders and Financial Regulations are adopted.***

#### **99/23.12 Co-Option Policy**

Members received a proposed policy to manage future co-options which had been requested following a review of Standing Orders. It was **RESOLVED** to recommend to Council that:

***The Co-Option Policy is adopted.***

#### **99/23.13 Staff Handbook**

Members received a report regarding the distribution of a new staff handbook. The Town Clerk was seeking clarification on a number of points. Members clarified the following points:

- a) Gift & Hospitality – de minimus of £25.
- b) Dress code – no specific dress code specified unless staff are provided with uniform.
- c) Drug and alcohol – reserve the right for the Town Clerk to investigate if the need arises.
- d) Sickness absence – Occupational health is requested if absence exceeds 3 weeks or there is a pattern of sick leave that warrants further investigation.
- e) Jury service – unpaid leave. Staff can claim back from the court service.
- f) Compassionate/Bereavement leave – 3 working days leave paid with an extension at the discretion of the Town Clerk. Direct family only (parents, spouse/partner, children, siblings, grandparents).
- g) Annual leave – noted that staff can carry forward 5 days into the next leave year but that this should be restricted to being taken before the end of May unless there are exceptional circumstances.
- h) Homeworking – Noted that this section is included.

It was **RESOLVED** to:

***Note the distribution of the staff handbook to all employees.***

#### **99/23.14 Staff Salary**

Members received a report on the nationally awarded pay rise for staff. It was **RESOLVED** to:

***Note the report.***

#### **99/23.15 Bank Reconciliation**

Members received the bank reconciliation for October 2024. It was **RESOLVED** that:

***The Bank Reconciliations for October 2023 inclusive were signed by the RFO and Cllr Buck.***

**99/23.16 Work Programme**

Members received the Work Programme for this committee, and it was **RESOLVED** to:

***Note the work programme.***

**100/23 EXCLUSION OF PRESS AND PUBLIC**

Members resolved to exclude the Press and Public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960.

**100/23.1 Staff Matters**

Members received a confidential report, and it was **RESOLVED** to:

***Note the report.***

**100/23.2 Additional Staff Resource**

Members received a confidential report on additional staff resources. It was **RESOLVED** to:

***Consider the implementation of the report, and its budget implications at the next meeting.***

**101/23 DATE OF NEXT MEETING**

24 January 2024

The meeting closed at 2054.

MINUTES APPROVED (date): \_\_\_\_\_

SIGNED BY CHAIR: \_\_\_\_\_



## STOTFOLD TOWN COUNCIL

**COMMITTEE:** ESTABLISHMENT  
**DATE:** 24 JANUARY 2024  
**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK  
**SUBJECT:** BUDGET 2024-25 V5

### 1. SUMMARY

The proposed budget for 2024-25 has been considered by this committee previously, with some suggested amendments, which have now been incorporated into this budget, (version 5).

### 2. RECOMMENDATION

- 2.1 Members are asked to ratify the budget and precept request and recommend its adoption to Council.

### 3. BACKGROUND

- 3.1 The budget has been proposed by the relevant committees, considered by this committee previously and checked by Members.

### 4. FINANCIAL

- 4.1 The proposed budget is attached, and the full details can be found here:

[STC Budget 2024-25 V5.xlsx](#)

- 4.2 Proposed precept request £913,482.

### 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	It is an internal control that the budget is scrutinised by its committees, an overseeing committee and then approved by Full Council.
Resources	N/A
Equalities	N/A
Biodiversity	N/A
Financial	Local Government Finance Act 1988

## STOTFOLD TOWN COUNCIL - BUDGET 2024-25

Precept request	<b>£913,481.70</b>
2024/25 Committee Expenditure (see below)	<b>£813,481.70</b>
2024/25 EMR Requirements (see below)	<b>£100,000.00</b>
	<b>£913,481.70</b>

EMR		Opening Balance 01/04/2023	Net Transfers	Closing Balance	Forecast 2023/24	Proposed Increase 2024/25	EMR After Increase	
9002	EMR Working Capital	5,849.97	-1,136.74	4,713.23	4,713.23		4,713.23	
9003	SE Forum	17.00		17.00			17.00	
9004	Mossman	4,457.00		4,457.00			4,457.00	
9005	Town Strategy	9,803.93	-9,803.93	0.00	0.00		0.00	Used for The Haven Works
9006	Building Fund	130,428.00		130,428.00		20,000.00	150,428.00	
9008	Pitch Power Grant	0.00	11,784.00	11,784.00			11,784.00	
9009	Cemetery Projects	242,912.92	6,635.29	249,548.21	259,548.21		249,548.21	Rent for 4G mast
9010	Teasel	450.00		450.00			450.00	
9015	Rec Rolling Improv	57,487.06	28,805.02	86,292.08			86,292.08	
9017	Street Lights	34,890.00	10,000.00	44,890.00		10,000.00	54,890.00	
9018	Riverside Rec MUGA	27,935.03	-26,335.88	1,599.15		10,000.00	11,599.15	
9020	Est Office Equip	4,343.55	3,500.00	7,845.55		5,000.00	12,845.55	
9021	Elections	15,858.00	-220.05	15,637.95		5,000.00	20,637.95	
9022	Comm Leisure Centre	5,000.00		5,000.00			5,000.00	
9023	Handyman Role	8,139.52		8,139.52			8,139.52	
9024	Christmas Lights	807.35	10,000.00	10,807.35	2,001.03	10,000.00	12,001.03	
9025	GAC Sinking Fund	122,735.00		122,735.00		20,000.00	142,735.00	
9026	Youth Work	2,438.00	11,260.00	13,698.00		0.00	13,698.00	
9027	S106 GAC	199,510.00	4,000.00	203,510.00			203,510.00	

9028	S106 Pixbrook	434,385.00		434,385.00		434,385.00	
9029	Clerks of Works A Road	119.00		119.00		119.00	
9030	Riverside Cpk Ext	40,000.00		40,000.00		40,000.00	
9031	S106 Prince Charles Ave	135,000.00		135,000.00		135,000.00	
9032	Treework	1,257.00	10,000.00	11,257.00	10,000.00	21,257.00	
9033	S106 Greenacre Park	827,872.30		827,872.30		827,872.30	
9036	Facilities Team Set Up	0.00	13,710.47	13,710.47		13,710.47	
NEW	Arlesey Road MUGA Sinking Fund				10,000.00	10,000.00	
NEW	Car Park Reserve					0	EV chargers
		2,311,695.63	72,198.18	2,383,895.81	266,262.47	100,000.00	2,475,089.49

	2022/23			2023/24			2024/25		
Committee Summary	2022/23 Income	2022/23 Expenditure	Net Inc over Expenditure	Income Forecast	Expenditure Forecast	Net Inc over Expenditure Forecast	Income	Expenditure	Net Inc over Expenditure
Recreation Summary	£6,788	£186,542	£179,754	£6,515	£166,228	£159,713	£6,615	£140,440	£133,825
Building Management	£38,991	£186,542	£147,551	£15,590	£112,298	£96,708	£40,535	£119,150	£78,615
Cemetery Summary	£45,246	£50,877	£5,631	£26,000	£42,800	£16,800	£31,000	£26,850	£-4,150
Establishment Summary	£19,348	£278,887	£259,539	£17,350	£389,302	£371,952	£25,350	£626,542	£601,192
Town Strategy	0	£5,165	£5,165	£0	£4,000	£4,000	£0	£4,000	£4,000
	£110,373	£708,013	£597,640	£65,455	£714,628	£649,173	£103,500	£916,982	£813,482

## PRECEPT CALCULATION

	2023/23	2023/24	2024/25
Precept (£)	£638,610	£913,926	£913,482
£ increase		£275,316	-£444
Council Tax Base Increase	3569	3674 105	3741 67
Band D	£178.93	£248.76	£244.18
Band D % Increase		£69.82 39.02%	-£4.57 -1.84%

## **STOTFOLD TOWN COUNCIL**

<b>COMMITTEE:</b>	<b>ESTABLISHMENT</b>
<b>DATE:</b>	<b>24 JANUARY 2024</b>
<b>OFFICER RESPONSIBLE:</b>	<b>EMMA PAYNE, TOWN CLERK</b>
<b>SUBJECT:</b>	<b>DECISIONS SOFTWARE</b>

### **1. SUMMARY**

- 1.1 Automating the basic processes behind agenda setting and minute taking can offer several advantages, enhancing efficiency, collaboration, and overall productivity in an organization.

### **2. RECOMMENDATION**

- 2.1 Members are asked to consider the report and advise the Clerk how they wish to proceed.

### **3. BACKGROUND**

- 3.1 Decisions is a software package based on the Microsoft 365 platform of apps and harnesses it to allow councillors and officers to collaborate more effectively. It automates key processes, eliminating paperwork and simplifying how the officers and councillors work together in meetings.
- 3.2 It can automate some of the basic agenda items, allowing more time for Officers to write reports to support the agenda and decision-making process. The agenda and attachments are then merged into a single PDF document, which is currently undertaken as a manual task.
- 3.3 After the meeting, it draws down from the agenda to the minutes, again, automating a lot of the repetitive tasks. In addition, it populates actions into the Planner app, with participants receiving instant email notifications for tasks.
- 3.4 The agendas and minutes it provides are fully WCAG 2.1 compliant. This is the standard to make web content more accessible to people with disabilities, ensuring that websites and web applications can be used by a diverse range of users including those with visual, auditory, cognitive and motor impairments. STC current website is not 100% compliant.
- 3.5 It is estimated that the time spent co-ordinating meetings is reduced by 30% with users reporting more productivity in meetings organised through the software. Some Councils already using this software include Leighton Linlade TC, Hamble Parish Council, Keighly TC, Corby TC

### **4. FINANCIAL**

- 4.1 The cost to implement the software is £3,383.38.
- 4.2 There is an ongoing cost of £1,295.

## 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Reduction in errors in populating agendas/minutes to ensure key decisions are not missed.
Resources	Refocus the workload on staff on delivering projects rather than delivering meetings
Equalities	Would be fully compliant to comply with accessibility standards
Biodiversity	Reduce paper
Financial	After initial set up, ongoing software licence is just £100pm.

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** ESTABLISHMENT

**DATE:** 24 JANUARY 2024

**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK

**SUBJECT:** DISPENSATIONS PROCEDURE

### **1. SUMMARY**

- 1.1 After a discussion held when reviewing the Standing Orders, the Town Clerk considered that it would be helpful to Members if a Dispensations Procedure was agreed by Council to clarify the situation for granting dispensations.

### **2. RECOMMENDATION**

- 2.1 Members are asked to consider the proposed procedure and if in agreement, recommend its adoption by Council.

### **3. BACKGROUND**

- 3.1 Under the Localism Act 2011, a Member or Co-Opted Member who has a Disclosable Pecuniary Interest in a matter that is under consideration may not participate in the consideration of that matter unless they have first obtained a dispensation from the relevant authority.
- 3.2 Town Councils are defined as a 'relevant authority' under the Act.
- 3.3 If a Town Councillor participates in a meeting where they have a Disclosable Pecuniary Interest and they do not have a dispensation, they may be committing a criminal offence under Section 34 of the Localism Act 2011.

### **4. FINANCIAL**

- 4.1 There are no financial implications.

### **5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	Risk to the Town Council's reputation if a Councillor fails to declare an interest.
Resources	N/A
Equalities	N/A
Financial	N/A





## STOTFOLD TOWN COUNCIL

### DISPENSATION PROCEDURE

#### Introduction

Parish Councils are responsible for determining requests for a dispensation from a Parish Councillor under Section 33 of the Localism Act 2011. This is because they are the 'relevant authority' under Section 27(6) of the Act.

This procedure explains:

- a) The purpose and effect of dispensations.
- b) The procedure for applying for a dispensation.
- c) The criteria for determining a dispensation.
- d) The terms of the dispensation.

#### Purpose and Effect of Dispensations

In certain circumstances, Councillors can be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest. Provided Councillors act within the terms of their dispensation, there is no deemed breach of the Code of Conduct or the law. Section 31(4) states that dispensations may allow Councillors:

- a) To participate, or participate further in any discussion of the matter at the meeting(s); and/or
- b) To participate in any vote, or further vote, taken on the matter(s) at the meeting(s). If a dispensation granted, the Councillor remains in the room where the meeting considering the business is being held.

**NB If a Parish Councillor participates in a meeting where they have a Disclosable Pecuniary Interest and they do not have a dispensation, they may be committing a criminal offence under s34 of the Localism Act 2011.**

#### Process for Making Requests

Any Councillor who wishes to apply for a dispensation, must fully complete a Dispensation Request Form, and submit to the Clerk as soon as possible before the meeting, or failing that, at the start of the meeting where the dispensation is required.

A decision as to whether the dispensation shall be made by a majority vote of the Council or Committee for which the dispensation is required, and that decision is final. The request will confirm:

- a) The description and nature of the disclosable pecuniary interest to which the dispensation applies.
- b) Whether the dispensation is required at a meeting only or a discussion and vote

- c) The date of the meeting or period (not exceeding 4 years), for which the dispensation is being sought; and
- d) An explanation why the dispensation is required.

Subject to the above, dispensations will be considered by the Council or Committee when Declarations of Interest are considered on the agenda.

A dispensation may be granted in according with Standing Orders if having regards to all relevant circumstances, the following applies:

- a) Without a dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of business or
- b) Granting a dispensation is in the interest of the persons living in the Council's area or it is otherwise appropriate to grant a dispensation.

### **Terms of Dispensation**

Dispensations may be granted for:

- One meeting
- For a period not exceeding four years

### **Disclosure of Dispensation**

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before commencement of any business to which it relates.

A copy of the dispensation will be kept with the Register of Interest.

---

### **Revisions:**

<b>Date Adopted</b>	<b>Date for Review</b>	<b>Any Comments</b>
January 2024	January 2026	N/A

## ANNEX 1

### REQUEST FOR DISPENSATION

Councillors seeking dispensations under Section 33 of the Localism Act 2011 may do so using this form.

The matter for which dispensation is sought (refer to agenda item number if appropriate)	
<b>Details of your interest in that business:</b>	
Date of meeting or time period (up to 4 years) for which dispensation is sought.	
Dispensation request to: Participates, or participate further, in any <b>discussion</b> of that business.	Yes / No
Dispensation requested to: Participate in any <b>vote</b> , or further vote, taken on that business.	Yes / No
<b>Reason(s) for Dispensation:</b>	
33(2)(a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.	Yes / No
33(2)(c) the dispensation is in the interests of persons living in the Council's area	Yes / No
33(2)(c) that is it otherwise appropriate to grant a dispensation Reason:	Yes / No

Print Names: .....

Signature: Date: .....

<b>Decision:</b>	
Dispensation given: Yes / No	Length of Dispensation: .....
Date .....	Minute reference: .....
Signed: .....	Town Clerk: .....

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** ESTABLISHMENT

**DATE:** 24 JANUARY 2024

**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK

**SUBJECT:** TRAINING AND DEVELOPMENT POLICY

### **1. SUMMARY**

- 1.1 A training and development policy is crucial for maintaining a skilled and knowledgeable organisation, improving decision making, fostering innovation and ultimately, serving the community more effectively.

### **2. RECOMMENDATION**

- 2.1 Members are asked to consider the proposed policy and if in agreement, recommend its adoption by Council.

### **3. BACKGROUND**

- 3.1 A well structured training and development policy helps council members and staff enhance their skills and knowledge. This is crucial for keeping up with changing technologies, regulations, and best practice in governance.
- 3.2 It equips council members with the necessary knowledge and skills to make informed decisions. It ensures that they are well informed about the various aspects of local governance, including legal, financial and community development issues.
- 3.3 A trained and skilled workforce is more efficient in carrying out their responsibilities. Training helps staff understand their roles better, improving overall efficiency in the functioning of the Council.
- 3.4 Town Councils need to adapt to changing social, economic, and political landscapes. Training and development initiatives ensure that Members and staff are adaptable, helping them respond effectively to new challenges and opportunities.
- 3.5 Investing in the professional development of Members and staff demonstrates a commitment to their growth and well-being. This can boost morale, increase job satisfaction, and contribute to a positive work environment.
- 3.6 A structured training programme assists in preparing future leaders and ensures a smooth transition of responsibilities. It helps identify and groom potential leaders within the Council or staff, preventing skill gaps.
- 3.7 Training ensure that Members and staff are aware and comply with relevant laws, regulations, and ethical standards. This is essential for avoiding legal issues and maintaining the trust of the community.
- 3.8 While there is an initial investment in training, it can result in long-term cost savings. Well-trained staff are more productive, make fewer errors and are less likely to require costly corrective measures.

#### **4. FINANCIAL**

4.1 There are training budgets for both staff and Councillors.

#### **5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	Reduces the risk of accidents and possible failure to comply with legislation
Resources	Affects Members and staff alike
Equalities	
Financial	Adequate training budget identified at budget setting time



## **STOTFOLD TOWN COUNCIL**

### **TRAINING & DEVELOPMENT POLICY 2024**

Stotfold Town Council is committed to the ongoing training and development of all Members and employees. The Council wants to ensure that staff and Members are provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and to be kept informed of new legalisation.

The purpose of this policy is to encourage Members and staff to undertake appropriate training, ensure necessary training is undertaken, allocate training in a fair manner and to ensure that all training is evaluated to assess its value.

The Council will commit to:

- Develop employees and Members to achieve the objectives of the Council.
- Regularly review the needs of, and to plan training and development for employees and Members.
- Regularly evaluate the investment in training and training budgets

#### **Identification of Training Needs**

There are various circumstances in which training needs may arise such as:

- Induction training
- Legislative requirements i.e., first aid, fire safety, manual handling
- Changes in legalisation
- Changes in internal systems
- New or reviewed qualifications become available.
- Accidents
- Professional error
- Introduction of new equipment
- New working methods or practices
- Complaints to the Council
- A request from a member of staff or Councillor
- Devolved services/delivery of new services.

#### **Officers**

An employee who feels they have a training need should in the first instance, discuss this with their line manager. Similarly, if it is felt that an employee needs training, the line manager will discuss this with the employee. Training needs should not be left to be identified during the annual appraisal process they may arise at any point of the year and

Training and Development Policy 2024

Date Adopted: January 2024  
Next Review Date: January 2026

should be addressed as soon as possible. That said, training needs will be considered at each appraisal meeting.

The training need will be reviewed and assessed against the objectives of the Council, the responsibilities of the role and the development of the employee.

The current or any new Clerk to hold CiLCA or equivalent. The Clerk to be a Member of the Society of Local Council Clerks with training provided no less than the minimum requirement of Continuous Professional Development (12 points).

## **New Councillors and Employees**

All new Councillors and employees will receive basic induction training on the workings of the Council, Council policies and governance. For staff this will include manual handling, cyber security and health and safety. For Councillors this will include Council finance, cyber security, assets and Code of Conduct Training.

## **Members**

A Members folder will be provided for all newly elected Members setting out the Council's policies and procedures including Standing Orders and Financial Regulations.

If a Councillor feels they have a training need, they should discuss this in the first instance with the Clerk. They will be able to assess the request and ascertain whether this is something that all Councillors may be interested in/benefit from undertaking.

The Council will undertake a training needs analysis with Councillors soon after each Annual Meeting of the Council in May. This will encourage councillors to look at any personal development areas or knowledge gaps as a councillor that they wish to address and importantly, consider any training needs they feel they may have with regards to Committees they are member of following the Annual Meeting. This is particularly important with regards to committees who deal with human resources, finance and planning. On completing the training needs analysis, the results will be collated and reviewed by the Clerk, with training courses being identified by the Clerk. Any Member training is to be authorised by the Chairman.

Training should be prioritised to those Members who had not attended training previously. Consideration should be taken to ensure that not too many Members attend the same training course. Any post training handouts passed to Members should be disseminated to other Members who had not attended the training. A post training evaluation form should be completed by the Member.

## **Training Methods**

There are different ways in which training, and development can be achieved:

Internally -	If training can be given utilising the in-house expertise and knowledge, this possibility will be explored. This often includes general IT training, training of specific work procedures or Council specific practices and legislation.
--------------	--

- Day Workshops/Seminars - When Council officers receive information on workshops and seminars, this is shared with employees and Councillors, where relevant
- Conferences - Details of conferences are shared with employees and Councillors, again where relevant.
- Professional Qualifications - Training towards a professional qualification will often be sourced from an external provider and completed at a local training establishment.
- External Training Providers - There are numerous trainers available. When sourcing training from an external provider, the Council will also seek to obtain the best price and where possible, from a nearby location. This may involve working with other local Councils to pool together to organise relevant training.

## **Financial Implications**

Each year, as part of the annual budget setting process, the Council will include a training budget for employees and Councillors. When calculating this, any training needs identified in the annual appraisal process and councillors training needs analysis will be taken into consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses, the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

Employees or Councillors attending training outside of London Colney, may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

### *Recouping Costs*

It is standard practice that where the Council is covering the costs of an employee's training course or qualification, (this being a course or qualification rather than a one-day course or workshop), a written agreement will be made that if the employee leaves the Council's employ during a set period during or having completed the course, the employee will be expected to reimburse the Council as per the agreement. This does not apply to employees in apprenticeship positions.

## **Time Off Work**

The Council will grant paid time off work for one off training courses lasting one day or less, providing these are approved with the line manager. Where a training course or workshops falls on an employee's non-working day, time off in lieu (TOIL) may be accrued for hours in attendance at the training.

An employee undertaking a longer training course or qualification will be required to use TOIL to cover these absences, the only exception here is with NVQ qualifications for



trainees sponsored by the Council or which paid leave from work will be granted, provided this is approved in advance by the Clerk.

Where an employee requires time off work for an exam or study leave prior to an exam, the Council will be flexible to ensure this time off can be granted using either TOIL or annual leave, providing adequate notice is given by the employee.

## **Evaluation**

It is vital that any training undertaken is evaluated for effectiveness. Except for internal/on the job training, upon completing a training session/course/workshop, the employee or Councillor should complete a Training Evaluation Form and return this to the Clerk.

Report forms will be reviewed and collated annually as part of a report to the Establishment Committee.

The completion of these forms will also help assess whether the training is suitable for another individual at a future date and helps ensure any key points taken from the training are learned and/or acted on.

## **Record Keeping**

Each employee and Councillor have a Training Log which is held securely by the Clerk. This log should be updated with any training undertaken. Copies of any attendance or qualification certificates should also be given to the Clerk to be held with these records.

These records will be kept in accordance with the Council's Document Retention policy, after which they will be disposed of as confidential waste.

---

## **Revisions:**

<b>Date Adopted</b>	<b>Date for Review</b>	<b>Any Comments</b>
January 2024	January 2026	N/A

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** **ESTABLISHMENT**  
**DATE:** **24 JANUARY 2024**  
**OFFICER RESPONSIBLE:** **EMMA PAYNE, TOWN CLERK**  
**SUBJECT:** **FIRST AIDERS AND FIRE WARDENS**

### **1. SUMMARY**

- 1.1 It was reported as part of the health and safety audit undertaken in October 2022 that the office should have trained first aiders to cover all working shifts and other absences. First aiders should be trained in the full First Aid at Work qualification.
- 1.2 With the library and café moving into the Greenacre Centre, they will have to be responsible for their own first aid/fire marshals but should pay due attention to the procedures set out by the Town Council.

### **2. RECOMMENDATION**

- 2.1 Members are asked to consider:
- a) The first aid risk assessment attached to this report.
  - b) Paying a one-off payment or uplift in salary to trained first aiders and fire wardens.
  - c) Consider organising public first aid training for defibrillators.

### **3. FIRST AID PROVISION**

- 3.1 A first aider is someone who has undertaken training appropriate to the circumstances. They must hold a valid certificate of competence in either:
- First aid at work
  - Emergency first aid at work
  - Any other level of training or qualification that is appropriate to the circumstances.
- 3.2 Certificates for first aid at work last for 3 years, with requalification taken before their certificate expires. Once the certificate has expired, the first aider is no longer considered competent to act as a workplace first aider.
- 3.3 The findings of an employer's first aid needs assessment will help them decide how many first aiders are required. There are no hard and fast rules on exact numbers and the employer will need to consider the relevant circumstances of their particular workplace.<sup>i</sup>
- 3.4 Emergency first aid at work (EFAW) training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. First aid at work training includes the EFAW syllabus and also equips the first aider to apply first aid to a range of specific injuries and illness.
- 3.5 With the current lack of staff, we will struggle to appoint first aiders as they should be full time members of staff. It might be prudent to mention it at the interview staff for new staff members that they are required to be a first aider/first warden.

#### 4. FIRE WARDEN PROVISION

- 4.1 There is no legal requirement to have a fire warden in the workplace however, the advice is from the H&S advisor that with members of the public and other users, there should be someone appointed to be responsible for making sure the premises are vacated.
- 4.2 For low-risk workplaces, this would be 1 fire warden per every 50 staff, with cover for ill health or holidays.
- 4.3 STC fire risk assessment was undertaken in February 2023 by TJ Fire & Security and can be found [here](#).

#### 5. FINANCE

- 5.1 When enquiries were made with other parish/town councils, there are varying reimbursement levels.
- 5.2 These vary between an uplift in the hourly rate of one SCP, to a flat fee of £100 or a monthly fee of £10.
- 5.3 In an FOI request to HM Gov, they paid an annual honorarium of £150.00<sup>ii</sup>

#### 6. DEFIBRILLATOR TRAINING

- 6.1 There are 13 defibrillators located in Stotfold and public training was made available in 2021 for residents to attend and familiarise themselves with the process.
- 6.2 As this was a couple of years ago, and people move in and out of the town, it may be prudent to consider organising refresher training, open to all residents, bookable on a first come-first served basis. There could also be a piece of communication work undertaken to publicise the locations of the defibs.

#### 7. IMPLICATIONS

Strategic Plan	N/A
Risk Management	The risks relating to fire and first aid provision should be clearly documented.
Resources	Staff resources implication.
Equalities	N/A
Biodiversity	N/A
Financial	Any financial reimbursement to be met from staff salaries budget

---

<sup>i</sup> [Are you a first-aider? - First aid at work \(hse.gov.uk\)](https://www.hse.gov.uk/firstaid/)

<sup>ii</sup> [Additional payments to qualified First Aiders - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/first-aider-payments)

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** ESTABLISHMENT

**DATE:** 24 JANUARY 2024

**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK

**SUBJECT:** ANNUAL TOWN MEETING – 7 MARCH 2024

### 1. SUMMARY

- 1.1 The format for the annual town meeting is laid out in Standing Orders (item 8, page 11).

### 2. RECOMMENDATION

- 2.1 Members are asked to note the work to date on the event.

### 3. BACKGROUND

- 3.1 The format for this event is laid out in standing orders. It includes reports from:

- STC Mayor
- Representative from Beds Constabulary
- Parochial charities
- Statement of STC accounts
- Invited speakers
- Ward councillors

- 3.2 The Clerk has offered an invitation to the Police Commissioner (or deputy) and is waiting a response. If they accept, then they could be the invited speaker.

- 3.3 The Ward Councillors have also been invited.

- 3.4 Cllr Hyde mentioned to the Clerk that they would like to present a short report on all of the charities.

- 3.5 Due to the lack of dedicated AV equipment in situ, the Clerk has asked for a quote for a screen, project, mics, and the ability to live stream the event to be a more inclusive activity.

### 4. FINANCIAL

- 4.1 There are no financial implications.

### 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	LGA 1972, Sch 12, para 15(1)
Resources	Staff resources with overtime or TOIL
Equalities	Live streaming the event would be more inclusive
Biodiversity	N/A
Financial	Some additional costs relating to the hire of AV equipment.

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** **ESTABLISHMENT**

**DATE:** **24 JANUARY 2024**

**OFFICER RESPONSIBLE:** **EMMA PAYNE, TOWN CLERK**

**SUBJECT:** **LGPS PENSION**

### 1. SUMMARY

- 1.1 The Bedfordshire Local Government Pension Scheme requires any new employees to be admitted to the scheme by resolution of the Council or relevant committee with delegated responsibility.

### 2. RECOMMENDATION

- 2.1 Members are asked to resolve to admit Emma Payne to the Bedfordshire Local Government Pension Scheme.

### 3. BACKGROUND

- 3.1 The LGPS is only open to an employer that participates in the scheme e.g. local government or other bodies by admission. The employee has to be nominated by resolution to join the scheme.

### 4. FINANCIAL

- 4.1 The employee and employer both pay contributions based on the employee's gross salary. The Council's current contribution is 24.8% and the employee's contribution is 6.8%. The employer's contribution is included in the salary budget.

### 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	It is a requirement to offer a pension to any employee who earns a certain level and is under 75 years of age
Resources	N/A
Equalities	N/A
Biodiversity	N/A
Financial	ER contributions included in salary budget.

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** ESTABLISHMENT  
**DATE:** 24 JANUARY 2024  
**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK  
**SUBJECT:** OUTSOURCING PAYROLL

### 1. SUMMARY

- 1.1 Outsourcing payroll functions has become a common practice for businesses seeking to streamline operations and focus on core competencies. This report aims to provide an analysis of the pros and cons associated with outsourcing payroll.

### 2. RECOMMENDATION

- 2.1 Members are asked to consider this report and advise the Clerk if they wish to pursue investigating outsourcing this function of the organisation.

### 3. BACKGROUND

#### 3.1 PROS

- a) **Cost savings** – outsourcing payroll can lead to significant cost savings as it eliminated the needed for in-house payroll staff and associated expenses, such as benefits and training.
- b) **Expertise and compliance** – payroll companies specialise in tax, compliance, NI and the intricacies of payroll processing. This ensures accuracy and compliance with every changing law and regulation.
- c) **Time efficiency** – freeing up internal resources allows businesses to concentrate on core activities. This time efficiency can lead to increased productivity and improved overall business performance.
- d) **Technology advancements** – Payroll outsourcing gives the organisation access to up-to-date technology and software, ensuring accuracy, security, and efficiency in processing.
- e) **Risk mitigation** – The responsibility for staying compliant with current legislation is transferred to the outsourcing partner, reducing the risk of errors and penalties.

#### 3.2. CONS

- a) **Loss of control** – outsourcing means relinquishing control over a critical function. Some organisations may find it challenging to adapt to a new level of dependency on external providers.
- b) **Confidentiality** – sharing sensitive employee data with a third party raises questions about data security and confidentiality. It is critical to choose a reputable outsourcing partner with robust security measures.
- c) **Hidden costs** – whilst outsourcing can lead to cost savings, there may be hidden fees or additional costs that businesses did not anticipate. It is essential to thoroughly understand the pricing structure of the outsourcing service.

- 3.3 In conclusion, outsourcing payroll has both advantages and disadvantages, and the decision to outsource should be based on a careful consideration of the specific needs and circumstances of the business. Businesses must weigh the potential cost savings

and efficiency gains against the loss of control and potential risks associated with outsourcing payroll functions. Selecting a reputable and experienced outsourcing partner is critical to ensure a smooth transition and ongoing success in payroll management.

#### **4. FINANCIAL**

- 4.1 There is a monthly subscription to Sage Payroll which has recently been increased to £32.40 per month, paid by direct debit. This equates to £388 pa.

#### **5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	Outsourcing to specialised company reduces the risk of errors
Resources	Frees up officer to time to work more efficiently
Equalities	N/A
Biodiversity	N/A
Financial	Would need to be budgeted for.

## **STOTFOLD TOWN COUNCIL**

<b>COMMITTEE:</b>	<b>ESTABLISHMENT</b>
<b>DATE:</b>	<b>24 JANUARY 2024</b>
<b>OFFICER RESPONSIBLE:</b>	<b>EMMA PAYNE, TOWN CLERK</b>
<b>SUBJECT:</b>	<b>FLEXIBLE WORKING POLICY</b>

### **1. SUMMARY**

- 1.1 This committee previously resolved to discontinue the practice of accruing time off in lieu (TOIL) for staff. Due to poor management of the scheme, several employees had accrued excessive amounts of TOIL, and it was not realistic within the organisation for these hours to be taken, consequently they were paid as overtime.
- 1.2 The ability to accrue TOIL or work flexibly have become increasingly prevalent in modern workplaces, reflecting a shift towards more employee-centric policies. This report aims to explore the advantages and disadvantages for employers and employees alike.
- 1.3 The key lies within finding a balance that suits both the organisation's needs and the preferences of its workforce. A carefully crafted policy, open communication channels, and ongoing evaluation can help organisations navigate the complexities and harness the benefits of those evolving workplace practices.

### **2. RECOMMENDATION**

- 2.1 Members are asked to consider this report and attached proposed policy and advise the Clerk if they wish to introduce flexible working arrangements for staff.

### **3. BACKGROUND**

- 3.1 Working flexibility allows employees to balance work and personal life more effectively, contributing to improved morale and engagement. The ability to accrue extra time for personal use enhances job satisfaction. Working flexibly reduces the need to pay overtime.
- 3.2 Working flexibly can help tight deadlines however, it will need to be managed to ensure that the organisation runs smoothly while accommodating individual time off requests. The policy has been written to ensure that the amount of flexi time claimed is limited to 10 hours in 4 weeks as some employees may exploit this policy, accruing excessive time that may disrupt team dynamics and overall productivity. Striking a balance between employee automation and the needs of the company becomes crucial.
- 3.4 Accurate tracking and record keeping of flexible working can be administratively burdensome. There needs to be an efficient system to monitor, approve and maintain records of accumulated time off.
- 3.5 The ability to work flexibly, such as working from home or flexible working, promotes a healthier work-life balance. Offering flexible working options enhances an organisation's ability to attract and retain top talent. Employees often prioritise flexibility, valuing it as a key factor in their decision to join or stay with a company.



Studies show that flexible working can boost productivity as employees have the autonomy to choose their most productive times and environments for work.

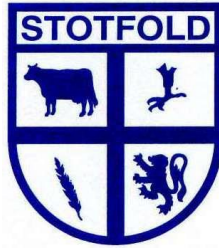
- 3.6 Maintaining effective communication among employees can be challenging when employees work remotely or have different schedules. This may lead to misunderstandings, delays, or a sense of isolation.
- 3.7 Successful implementation of flexible working often relies on technology. Technical issues or a lack of access to the necessary tools can disrupt workflow and hinder productivity.
- 3.8 Not all roles are suitable for flexible working arrangements, leading to potential disparity between employees. This can create tension and a sense of unfairness among team members.

#### **4. FINANCIAL**

- 4.1 There are financial implications if the organisation pays overtime.

#### **5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	Risk of not being able to service the organisation's needs due to poor management of TOIL. Risk of not being able to recruit as seen as an inflexible employer.
Resources	Relates to the workforce and could encourage recruitment
Equalities	TOIL/flexible working encourages recruitment of staff with disabilities or caring responsibilities.
Biodiversity	N/A
Financial	Some financial implications.



## **STOTFOLD TOWN COUNCIL**

### **Flexi Time Scheme**

### **Guidance for Colleagues and Managers**

#### **Introduction**

Stotfold Town Council is committed to creating a flexible and inclusive work environment that recognises and accommodates the needs of its employees. This flexible working policy outlines the guidelines for implementing and managing flexible working arrangements within the organisation.

It is inevitable that each employee will be obliged in the performance of duties on some occasions to work outside the standard 'office' hours i.e. 8am to 6pm.

When this happens a system of flexi time is available to compensate for otherwise lost personal leisure time. The purpose of this is to allow the employee some flexibility in working hours at the contracted hours are worked in a period. Employees can also opt to use the TOIL scheme.

#### **2. GENERAL PRINCIPLES**

- Employees will, where practically possible, organise their workload and time so that 'out of hours' duties or attendances are carried out as part of the normal contractual weekly hours, i.e. the total of 'out of hours' and 'office hours' will be 37 hours per week.
- Employees should ordinarily perform the work duties during normal working hours 8am to 6pm except when in the period in question (normally the week) the employee is required to attend visits, meetings, committee meetings, conferences or other duties outside normal office hours.
- All employees should organise any flexi time requests so that sufficient cover will be in place amongst their team
- Flexi time is not to be accumulated or approved in such a way that a change in normal working arrangements results (e.g. every Friday is a 'flexi day'). Flexi is exceptional rather than a regular or routine occurrence.
- As far as it consistent with the aims of the service and is practicable, the employee should try to arrange visits and other appointments in office hours

- Employees may not take more than one working day per month (7.2 hours) as flexi (pro rata for part time employees), or, be in deficit of one working day per month (pro rata for part time employees)
- Any employee found to be abusing this system will be liable to disciplinary procedures.

### **3. LINE MANAGERS**

Line Managers are responsible for the day-to-day running of the flexible working hours scheme, and to ensure that there is adequate coverage to enable their service to run effectively.

Line Managers can request that employees provide them with sight of a 'virtual clock card' to support requests for flexi time at any point.

Line Managers will ensure that all employees are not working in a way that contravenes their wellbeing and work life balance, or, are not consistently working the hours for which they are paid.

### **4. CORE TIME & LUNCH BREAKS**

Employees will normally form a 'regular' working pattern and we encourage any planned deviation to be discussed and agreed with the line manager.

Core time is 10.00 am to 4.00 pm on Mondays to Fridays and dependent upon agreed attendance patterns, employees ought to be in attendance during those hours on each of their working days.

Employees must take and record a lunch break of at least half-an-hour and may take up to two hours. Lunch breaks will normally be taken between 12.00 pm and 2.00 pm.

### **5. RECORDING PERIOD & CALCULATING HOURS**

A 'virtual clockcard' record should be maintained and be available to be viewed by line managers upon request.

A working day for a full time employee is 7.2 hours for a full time employee working over 5 days.

Absences for annual leave, special leave or sickness must be recorded using the standard daily hours figure (i.e. 3.6 hours for a half day or pro-rata equivalents for part time employees). Working time recorded should include official travelling time but this should not include time that is spent travelling between your home and usual place of work.

Each recording period is four weeks. Within that period employees are required to

work their contracted hours.

Employees may accrue credit or debit hours up to a maximum of 10 hours (pro rata for part timers) and this credit or debit may be carried forward to the next accounting period.

Provided that the requisite number of hours are completed in any four week accounting period employees may, subject to prior arrangement with their line manager, take one flexi day off per month (pro rata for part time employees).

Any overtime worked and 'claimed' as such cannot be also be recorded so that it is taken as flexi time.

## STOTFOLD TOWN COUNCIL

<b>COMMITTEE:</b>	<b>ESTABLISHMENT</b>
<b>DATE:</b>	<b>24 JANUARY 2024</b>
<b>OFFICER RESPONSIBLE:</b>	<b>EMMA PAYNE, TOWN CLERK</b>
<b>SUBJECT:</b>	<b>POLICY REVIEW</b>

### 1. SUMMARY

- 1.1 Policy reviews are essential for maintaining the responsiveness, relevance, and effectiveness of town council policies in a dynamic and ever-changing environment.
- 1.2 The Town Clerk has devised a programme to ensure that the Council's policies and procedures are updated regularly, and it is the responsibility of individual Committee's to review the relevant policies and procedures regularly, to ensure that they are fit for purpose.

### 2. RECOMMENDATION

- 2.1 Members are asked to review the following policies and recommend their adoption by Council:
  - a) [Councillor IT Device Usage Policy](#)
  - b) [Councillor Mileage Claim Policy](#)

### 3. BACKGROUND

#### 3.1 Councillor IT Device Usage Policy

An IT device policy is a crucial component of an organisation's overall governance framework, providing guidelines for responsible, secure, and efficient IT resources whilst promoting compliance with legal requirements. Having a robust IT policy, is crucial for various reasons:

- Security
- Data protection
- Compliance
- Liability mitigation
- Preventing malware and viruses
- User accountability

#### 3.2 Councillor Mileage Claim Policy

A mileage policy serves as a guide for councillors, especially those who may be new to their roles. It clarifies the procedures for claiming mileage, making it easier for councillors to understand and comply with the reimbursement process. Having a councillor mileage policy contributes to good governance, financial responsibility, and transparency. It helps the council manage expenses effectively, ensures fairness among councillors, and demonstrates a commitment to accountability and ethical conduct.

#### **4. FINANCIAL**

There are no financial implications.

#### **5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	Regular reviews of policies ensure that they are current and there is no risk of having an outdated or illegal policy in place
Resources	The regular review of policies is the responsibility of the Democratic and Governance Services Manager
Equalities	N/A
Biodiversity	N/A
Financial	N/A

## ESTABLISHMENT COMMITTEE WORK PROGRAMME 2023-24

Meeting Date	Agenda Item	Description	Responsible Officer	Neccessity
27/03/2024	Business Continuity Plan	To consider a proposed Business Continuity Plan for adoption by Council	Town Clerk	Risk Management
	Grant applications	To consider any grant applications received	Town Clerk	Internal Control
	Grant Awarding Policy	To review the grant awarding policy for adoption by Council	Town Clerk	Internal Control
	Complaints Policy	Council	Town Clerk	Risk Management
	Vexatious Policy	To consider a vexatious complaints policy	Town Clerk	Risk Management
	Filming at Council Meetings Policy	To review this policy and recommend its adoption by Council	Town Clerk	Risk Management
	Public Participation Policy	To review this policy and recommend its adoption by Council	Town Clerk	Risk Management
	Press Policy	To review this policy and recommend its adoption by Council	Town Clerk	Risk Management
	Credit Management Policy	To review the Council's policy and recommend its adoption by Council	Town Clerk	Risk Management
	Budget Virements	To consider budget virements for this committee	Town Clerk	Internal Control
	Committee structure, calendar of meetings and membership 2024-25	To consider a revised Committee Structure, calendar of meetings for 2024-25 and committee membership.	Town Clerk	Internal Control
	Staff Performance Review			
	Public Sector Equality Duty	To receive a report advising the Council of their responsibilities under this duty	Town Clerk	Equalities Act
	Code of Conduct	To review the Council's adopted Code of Conduct against the 2020 version	Town Clerk	Policy Review
17/04/2024	Data Breach Policy			
	Privacy Policy			
	Subject Access Request Procedure			
	Information and Data Protection Policy			
	Information security asset inventory			
	Document Retention Policy			
	Publication Scheme			
	Privacy Notice			
	Information Publication Scheme			
	Freedom of Information			
	Paper and Electronic Communications			
	Retention and Disposal Polic			