

Crewe Town Council
1 Chantry Court
Forge Street
Crewe
Cheshire
CW1 2DL

T: 01270 756975
www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

Date: 21st March 2023

To: Members of Crewe Town Council

Dear Councillor,

You are summoned to attend the meeting of the Crewe Town Council to be held at **7:00pm on Tuesday 28th March 2023**. The meeting will be held at the **town council offices, 1, Chantry Court, Crewe, CW1 2DL**.

In the interests of maintaining safety, adherence to guidance and to facilitate appropriate public access, the meeting will be recorded and shared on the Crewe Town Council youtube.com channel

Yours sincerely

Peter Turner
Town Clerk

AGENDA

- 1.** To receive and consider apologies for absence
- 2.** To note declarations of Members' interests
- 3.** To confirm and sign the minutes of the Crewe Town Council Meeting held on 6th December 2022
- 4.** Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments that relate to items on the agenda. Any member of the public wishing to participate should email support@crewetowncouncil.gov.uk by 3.00 p.m. on the day of the meeting, providing their name, email address and an indication of the subject of their question or comment. Alternatively, your comments or questions can be submitted in advance and read to the committee at the meeting by the clerk.

Attendance at the meeting in person is permitted, but space is limited and you are asked to consider if you might be able to access the meeting virtually in consideration of available space available. Please feel free to contact the office to discuss this in more detail if you would like to.

5. To receive updates from Committee Chairs in relation to meetings held since the Crewe Town Council meeting on 6th December 2022:-
- a. Committee: Finance and Governance**
Chair: Councillor Jill Rhodes
Meeting held: 28th February 2023 (*draft minutes attached*);
Items for consideration:
- i. That the governance documents (Council & Committee Terms of Reference; Street Naming Policy; BYOD Policy; Information & Data Protection Policy; Personal Data Complaints Policy) as reviewed are recommended for approval to Council
 - ii. That the changes to governance documents associated with the procurement review (Standing Orders; Standing Orders for Contracts; Financial Regulations; Procurement Policy) are recommended for approval to Council
- b. Committee: Operations and Improvement**
Chair: Councillor Jamie Messent
Meetings held: 31st January & 7th March (*minutes and draft minutes attached*)
Items for consideration:
- i. That the committee budget spend as identified within the Business Delivery Plan for 2023/24 (agenda Item 9 below) is recommended to council
- c. Committee: Marketing and Events**
Chair: Councillor Joe Cosby
Meetings held: 10th January 2023 & 13th March 2023 (*minutes and draft minutes attached*)
Items for consideration:
- i. That the Events Strategy is approved as recommended by the committee
 - ii. That the committee budget spend as identified within the Business Delivery Plan for 2023/24 (agenda Item 9 below) is recommended to council
- d. Committee: Planning**
Chair: Councillor John Rhodes
Meetings held: 16th January, 13th January & 20th March 2023 (*Minutes & draft minutes attached*)
Items for consideration:
- i. That a Conservation Area Review and all associated work for delivery to fulfil planning policy is recommended to council for approval, drawing a total budget to final completion of £70,000
- e. Committee: Community Plan**
Chair: Councillor Benn Minshall
Meetings held: 23rd January & 14th March 2023 (*Minutes & draft minutes attached*)
Items for consideration:
- i. That the updated Community Grants Policy and process is approved as recommended by the committee
 - ii. That the committee budget spend as identified within the Business Delivery Plan for 2023/24 (agenda Item 9 below) is recommended to council
- f. Committee: Personnel**
Chair: Councillor Jill Rhodes
Meetings held: 28th February 2023 (*minutes & draft minutes attached*)
Items for consideration:

- i. That the reviewed employment governance documents (Employee Handbook; Contract of Employment) are recommended for approval to council
6. To consider nominations for and approve:
 - i. Mayor of Crewe (elect) for the civic year 2023/24
 - ii. Deputy Mayor of Crewe (elect) for the civic year 2023/24
7. To note any updates from members having attended external meetings
8. To note, consider and approve payments as recommended by the Finance & Governance Committee from 1st November 2022 to 31st January 2023 to the value of £207,325.25 and spend to date as shown in the attached reports (*attached*)
9. To consider and approve a Business Delivery Plan for 2023/24 as recommended by committee within the approved budget and Ear Marked Reserves for 2023/24
10. It is recommended that meeting considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 11 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.
11. To consider community shared space
12. To note the proposed date of the next meeting of Crewe Town Council – The Annual Meeting of Council Tuesday 16th May 2023 at 7pm At the Crewe Municipal Building

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AGENDA ITEM 3

Crewe Town Council: Full Council

Crewe Town Council

1 Chantry
Court Forge
Street Crewe
Cheshire
CW12DL

T: 01270756975

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CREWE
TOWN COUNCIL

MINUTES of the meeting held 6th December 2022

In attendance: Cllr Alan Coiley Cllr Tom Dunlop Cllr Hazel Faddes
Cllr Lena Hogben Cllr Kevin Murray Cllr Jill Rhodes
Cllr John Rhodes Cllr Dennis Straine-Francis
Cllr Nan Walton Cllr Ben Wye

- CTC/22/4/1** To receive apologies for absence
Cllrs Angier, Buckley, Clark, Cosby, Houston, Messent, Minshall, Morrisey, Palin
- CTC/22/4/2** To note declarations of Members' interests
- CTC/22/4/3** To confirm and sign the minutes of the Crewe Town Council Meeting held on 4th October 2022
RESOLVED: That the minutes are approved as a true record of the meeting
- CTC/22/4/4** Public Participation
- A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
- CTC/22/4/5** To receive updates from Committee Chairs in relation to meetings held since the previous Crewe Town Council meeting on 4th October:-
- A. Committee: Finance and Governance
Chair: Councillor Jill Rhodes
Meeting held: 22/11/22
RESOLVED:
- i. To approve the reviewed governance documents as recommended by the Finance & Governance Committee:
Training & Development Policy
Internet, email & Social Media Policy
Volunteer Policy (and supporting documentation)
Financial Risk Assessment
 - ii. To approve the Risk Management Scheme and Risk Register
 - iii. To approve the Interim Internal Audit

AGENDA ITEM 3

B. Committee: Operations and Improvement

Chair: Councillor Jamie Messent

Meetings held: 31/10/22

RESOLVED:

- i. To increase available Town Centre Lighting budget to £15,000, by utilizing up to £9000 from Public Realm Budget.

C. Committee: Marketing and Events

Chair: Councillor Joe Cosby

Meetings held: 1/11/22

Items for consideration:

None

D. Committee: Planning

Chair: Councillor John Rhodes

Meetings held: 17/10/22 & 21/11/22

Items for consideration:

None

E. Committee: Community Plan

Chair: Councillor Benn Minshall

Meetings held: 14/11/22

RESOLVED:

- i. To vire £16,000 from unallocated committee budget as identified for the purpose of a winter response fund, supporting services to those in Crewe affected by the heating and cost of living crisis
- ii. That the refreshed Community Plan amendments are approved

F. Committee: Personnel

Chair: Councillor Jill Rhodes

Meetings Held: 6/9/22

RESOLVED:

- i. That the updated council staffing structure is approved.

CTC/22/4/6

To note any updates from members having attended external meetings

Cllr Jill Rhodes provided an update from the Crewe Town Board, reporting that the Town Board has resolved to remove the Lyceum Powerhouse Project from the Town Investment Plan due to inflationary pressures, and that that funding will be distributed through some of the remaining projects.

Cllr Ben Wye provided an update from the Crewe Town Board Sub-Group – Green and Blue Infrastructure, reporting that the Valley Brook Project is progressing and that there is an open consultation relating a “mini holland” proposal for the Liverpool street area of Crewe. Cllr John Rhodes reported attendance at the Same meeting as Cllr Wye, repeating the positive progress of the group. Additionally, Cllr John Rhodes attended the Nantwich Road Action Group public meeting as well as being involved in the Crewe South Alleyways project and meetings.

Cllr Faddes reported attendance at a meeting in Macclesfield relating to service to support the homeless and the provision of resources and co-ordination of responses.

AGENDA ITEM 3

CTC/22/4/7 To note, consider and approve payments 01/9/2022 to 31/10/2022 to the value of £106,441.56 and spend to date as shown in the attached reports, as recommended by the Finance & Governance Committee
RESOLVED: That the payments to the value £106,441.56 are approved and the spend to date report is noted

CTC/22/4/8 To consider the Finance & Governance Committee recommended draft council budget for 2023/24
Cllr Jill Rhodes commented that, against the inflationary pressures faced by the council, the budget required had been managed to ensure that the impact on precept requirement remained as low as practicable, noting that the final impact is an increase of 3.47%, below the target of 3.5%. This relates to a total representative annual increase on a Band D property of £2.95 and £1.64 on a Band A property for the year.
Cllr Jill Rhodes also commented that the council has resolved to provide support for those facing difficulties both in this financial year and provision for next financial year relating to the cost of living and energy crises.

RESOLVED: That the draft 2023/24 budget (v9), as recommended, is approved and adopted and will inform the final precept requirement for the 2023/24 financial year.

CTC/22/4/9 It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 10 on the grounds that matters contain personal information and by reason of the confidential nature of the business being transacted.
RESOLVED: That the meeting enters closed session for the purposes of agenda item 10 in recognition of the personal information contained.

CTC/22/4/10 To receive and consider the incident conclusion report
RESOLVED: That the conclusion report and its findings are received and accepted.

CTC/22/4/11 To note the proposed date of the next meeting Tuesday 28th March 2023 at 7pm

Meeting closed at 7.28pm

Chair Cllr Nan Walton
Clerk P Turner

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CREWE
TOWN COUNCIL

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

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MINTUES of the meeting held 28/02/2023

In attendance: Cllr Jill Rhodes Cllr Nan Walton Cllr Dennis Straine-Francis
 Cllr Kevin Murray Cllr John Rhodes

- 1 To receive apologies for absence
Cllrs Angier, Buckley, Cosby & Messent
- 2 To note declarations of Members' interests
None
- 3 To confirm and sign the Minutes of the Finance and Governance Committee meeting held on 22/11/2022
RESOLVED: That the minutes are approved as a true record of the meeting
- 4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
None
- 5 To review the year to date financial position for Crewe Town Council
Noted
- 6 To note and recommend to Council approval of payments 01/11/2022 and 31/1/2023 to the value of £207,325.25
RESOLVED: That the Payments to the value of £207,325.25 are approved for onward recommendation to council
- 7 To review the following Governance Documents as part of the Annual Governance Review Process:-
 - 7.1 Council & Committee Terms of Reference
 - 7.2 Street Naming Policy
 - 7.3 Bring Your Own Device (BYOD) Policy
 - 7.4 Information & Data Protection Policy
 - 7.5 Personal Data Complaints Policy**RESOLVED:** That the governance documents as reviewed are approved for onward recommendation to Council

- 8** To receive and consider the completion of the procurement review and associated governance and actions

AGENDA ITEM 5a

RESOLVED:

- i. That the procurement review is approved
- ii. That the recommended changes to the associated governance documents are approved for onward recommendation to Council

- 9** To note the councillor audit

Noted

- 10** To consider an update on the John Mc Bride Trust

RESOLVED:

- i. That a meeting of the trust is called following the local elections
- ii. That the Charity Commission is again asked for clarity relating to the delivering the terms of the trust.

- 11** The proposed date of the next meeting Tuesday 25th April at 7pm.

Meeting closed at 7.37pm

Chair Cllr Jill Rhodes
Clerk P Turner

COUNCIL

TERMS OF REFERENCE

Approved by Council: 17th May 2022

Planned Review Date: **May 2023**

20 Members of the Authority

Quorum = 7

Annual Town Council meeting is held in May, and then Council will meet every second month in accordance with the Annual calendar of meetings.

The Town Council has full authority for all functions, duties and responsibility, but may delegate certain decisions to a committee, sub-committee or to an officer. It cannot legally delegate such decisions to an individual councillor. Certain decisions are reserved to Council either by legislation or the choice of the Council.

Function of Council Column 1	Delegation of Functions Column 2
General Governance	
1 Adoption and amendment of any strategies and policies.	None generally, but to receive advice from Finance and Governance Committee as appropriate. <ul style="list-style-type: none"> Personnel policies and Pensions Discretion policies delegated to Personnel Sub-Committee
2 Comments on Cheshire East Council's Strategic Plans or strategies	Planning Committee has delegated authority for response to consultations (see terms of reference for that Committee and 64 below) Planning Committee can refer consultations to Council for ratification of further consideration
3 Comments on the strategic plans or strategies of other public sector bodies	To individual committees if within their terms of reference
4 Liaising with the Police and other outside bodies on matters pertaining to the Town.	In the first instance to Ward Councillors and/or Town Clerk. To individual committees as set out in their delegation, otherwise reserved for Council
5 Approval of any Neighbourhood Plan for Article 14 consultation or Article 15 submission to Cheshire East Council.	None, but drafts delegated to Town Planning and Environment Committee
6 Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None
7 Approving of annual budget, Precept, and Medium-Term Financial Plan	None

8	Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None
9	Election of the Mayor, appointment of Deputy Mayor, Election of Leader of Council.	None
10	Appointment of Chairs and Deputy Chairs of committees, established by Council.	Council, or may delegate to individual committees
11	Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.	None
12	Appointment of Members or Officers to outside bodies	None
13	Adopting an allowance scheme for Mayor or other members.	None
14	Changing the name of the Town Council.	None
15	Deciding on honorary titles or awards	None
16	Making, amending, revoking, re-enacting or adopting Bylaws.	None
17	To represent the view of the local community on matters of significance.	None generally, but may be delegated to individual committees, through their terms of reference.
18	Power to make payments or provide other benefits in cases of fault or maladministration	Appeals Committee up to the value of £500 Town Clerk up to £200
19	Appeals against any decision made on behalf of the Authority	Appeals Committee
20	Data Protection, Access to Information, Freedom of Information and Human Rights.	Policy and Publication Scheme reserved to Council Strategic overview to Finance and Governance Committee
21	To monitor and control the Council's Ethical Framework	Strategic overview and monitoring to Finance and Governance Committee Proper Officer to obtain declarations, give up- date reminder annually and to act as necessary for Monitoring Officer. Mayor may obtain declarations in the absence of the Proper Officer. Granting of a Dispensation is reserved

	to Council and only delegated to the Proper Officer where a decision is required in advance of a committee meeting when no Council meeting is to take place
22. To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	None generally In cases of urgency, the Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor.
23. 1. All powers of the Council (except those reserved to Council by legislation) in the case of a civil emergency (including health related emergency), limited to £10,000 expenditure in accordance with Financial Regulations.	The Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor or committee chairman subject to reporting to next Council.
2. All powers of the Council (except those reserved to Council by legislation) in the case of utmost urgency, limited to £10,000 expenditure in accordance with Financial Regulations.	The Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor or committee chairman subject to reporting justification to next Council.
3. In cases where a civil emergency is over an extended period and which hinders the holding of normal meetings, non-urgent decisions will be taken in consultation with all members of committee or Council.	The Town Clerk in consultation with all members of Council or of the relevant committee subject to ratification at the next Council meeting.
24 Election issues and filling of vacancies	None to Committee. Proper Officer to undertake all statutory notifications and actions to advise members as necessary.
25 Power to direct as to the Custody of Town documents	None
26 All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	Town Clerk
27 All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	Town Clerk or other officer designated by resolution of Council
28 Nomination for attendance at conferences	None Town Clerk for Member training in accordance with policy.
29 To do anything calculated to facilitate or conducive or	Council unless specifically delegated.

<p>incidental to the discharge of any function</p> <p>30 Adoption of General Power of Competence</p>	<p>None</p>
<p>Personnel Issues</p> <p>31 To direct which post holders will be designated Proper Officer to the Council, Responsible Financial Officer and Data Protection Officer.</p> <p>32 To determine the overall Staffing structure and approval of additional posts</p> <p>33 Confirming the appointment of the Town Clerk</p> <p>34 Other Personnel matters</p> <p>35 Health and Safety Policy – General Statement and Organisation</p>	<p>None but may be on recommendation of Personnel Sub-Committee</p> <p>None but may be on recommendation of Personnel Sub-Committee</p> <p>None but appointment, set out in Terms of Reference for Personnel Sub-Committee</p> <p>As set out in Terms of Reference for Personnel Sub-Committee</p> <p>None. Arrangements to Personnel Sub-Committee</p>
<p>Quality and Integrated Management</p> <p>36 Matters relating to Quality systems and Local Council Award accreditation</p> <p>37 Administration of the Complaints Procedure</p>	<p>Finance and Governance Committee recommend and make decisions on process. Resolutions regarding Local Council Awards reserved to Council.</p> <p>As set out in Complaints Procedure.</p>

Finance and Audit	
38 Authorisation of Payment of accounts	Council/Finance and Governance Committee/Town Clerk/RFO in accordance with Financial Regulations
39 Approval of Annual Return, Statement of Accounts and Governance Statement	None
40 Approval of Banking Arrangements and choosing insurance providers.	None but on advice of Finance and Governance Committee
41 Approval of Orders for work, goods or services and acceptance of tenders	In accordance with Finance and Governance Committee TOR
42 Audit arrangements	In accordance with TOR of Finance and Governance Committee
Appointment of internal auditor and determining method of external auditor appointment.	None
Consideration of internal and external audit reports and response recommended by Committee or Sub-Committee.	None
43 Power to accept gifts, Local Government Act 1972, S139	None
44 Power to participate in schemes of collective investment, Trustees Investments Act 1962 s11.	None
45 Power to borrow, Local Government Act 1972 S111 and Sch. 13	None
46 Writing off bad debts	None
47 Proceedings or other steps to recover debt owing to the Council	RFO for routine action Finance and Governance Committee to consider reports on aged debt and action.
48 Annual review of Fees and Chargers	None
49 Approval of virements between committee budgets	None

Powers of all Committees	
50 To undertake all functions delegated to them by Council. They may choose, because of uncertainty as to whether a function is delegated, or because of the sensitivity, controversy or seriousness of a matter, decide not to use the delegated power	Committee Town Clerk as set out in delegation
51 To make spending and income recommendations to Finance and Governance Committee and to Council during the Budget process	Committee
52 To arrange extra meetings or alter time/date of meetings	Committee or Town Clerk in consultation with Chair and/or Deputy Chair
53 To monitor actions on minutes of the Committee.	Committee
54 To manage services for which they are responsible within an approved budget and policy.	Committee as delegated Town Clerk as delegated
55 To authorise spending/ issue works orders within budgets delegated to a committee	Committee/Town Clerk in accordance with Finance Regulations and Standing Orders for Contracts For capital projects, an application is made to Council to access a rolling Capital Fund.
56 To appoint sub-committees or working groups on a task and finish basis, in accordance with Standing Orders, and appointment of their Chair and Vice Chair	Committee
Land	
57 Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972 s124, 126,127.	None
58 Power to accept gifts of land, Local Government Act 1972 s139.	None
59 Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and10	None
60 To decide arrangements for the closure of the Council offices in the Christmas/New Year period in consultation with Mayor and Leader	Town Clerk

Delegated Services	
61 To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 and 112 or Localism Act 2011)	None
62 To undertake services for another local authority or public body	None
Planning and Development Control	
63 To make observations on major or controversial planning applications referred to it by Planning Committee.	None.
64 To make observations on Planning consultation documents from the Principal Council or other bodies.	None for Local Plan or HS2 Project, but to receive recommendations from Planning Committee.
65 All other Planning and Building Control matters.	Planning Committee
Housing	
66 Policy.	None
67 All other housing matters.	Planning Committee
Emergency Planning	
68 To prepare an Emergency Plan for the Town which supports that of Cheshire East Council and the Cheshire Resilience Forum	Approval by Council Overview by Operations and Improvement Committee [See also Emergency powers, 23. above.]

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.



FINANCE AND GOVERNANCE COMMITTEE TERMS OF REFERENCE

Approved by Council: 17th May 2022

Review Date: May 2023

11 Members of the Authority

Quorum = 4

To include Leader, Deputy Leader and Chairs of 4 standing committees

Chair: Leader of Council

To take a strategic overview of Council operations and ensure that strategy is coordinated across all committees in line with the strategic agenda set by members.

To oversee the general operations of the Council in areas such as Finance, policy review, budget management, audit, risk management.

Meetings: Alternative months to Council.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
<p>Governance</p> <p>1 To advise Council on Financial Regulations, Standing Orders and Standing Orders for Contracts.</p> <p>2 To advise Council on the Constitution and all policy documents not specifically allocated to other standing committees</p> <p>3 To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review" dates,</p> <p>4 Observations on policy or strategy documents by any public body at local, national, regional or sub regional level.</p>	<p>Committee</p> <p>Committee</p> <p>Town Clerk</p> <p>Committee, except from Cheshire East Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another committee.</p>
<p>Resources</p> <p>5 To oversee and direct the use of financial and technological resources of the Council.</p>	<p>Committee for strategic overview. Operational Management to Responsible Financial Officer (RFO) and other Officers in accordance with Financial Regulations. Strategic advice by Town Clerk</p>

Finance

Under the direction of the Council:

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| 6 To be responsible for the overall management and control of the finances of the Council and banking arrangements. | Council to approve banking arrangements
Committee for strategic review
RFO/Town Clerk in accordance with Financial Regulations and for operational management |
| 7 To monitor the Council's capital and revenue budgets. | Committee/RFO in accordance with Financial Regulations. |
| 8 Approval of variation, overspend, and virement in accordance with Financial regulations | Committee, Town Clerk and RFO as set out in Financial Regulations |
| 9 To authorise payments in accordance with Financial Regulations | Committee, Town Clerk and RFO as set out in Financial Regulations |
| 10 Approval of Orders for work, goods or services acceptance of tenders | Council/Committee/Proper Officer/Town Clerk in accordance with Financial Regulations and Standing Orders for Contracts.
Town Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing orders |
| 11 To make recommendations to the Council on Budget and Precept requirements. | Committee
RFO/Town Clerk to prepare draft Budget and Budget Report with accountancy support as necessary. |
| 12 To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue. | Committee |
| 13 To advise Council on borrowing policy, investment and treasury management | Committee |
| 14 To regularly monitor the performance of all funds invested. | Committee, Town Clerk/RFO |
| 15 To supervise the Council's insurance arrangements. | Town Clerk/RFO for renewal and operational matters.
Committee for overview, tendering and changes of cover. |
| 16 To supervise the Council's banking arrangements. | RFO/Town Clerk
Authorised signatories to authorise mandate and payments in accordance with Financial Regulations |

17	To be responsible for all matters related to the full range of financial and accountancy functions.	Committee for Strategic overview RFO/Town Clerk for operational management
18	Approval of all fees and charges annually	Committee to recommend with ratification from full Council.
19	To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	Committee for aged debt in accordance with Financial regulations. RFO for routine actions to recover
20	Authorisation of investments and debt repayment in accordance with the Council's Policy	Committee
21	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	Committee/Town Clerk in accordance with Financial Regulations
Procurement		
22	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.	Committee for strategic overview Town Clerk for operational management in accordance with Financial Regulations, Standing orders for Contracts and Procurement Policy
Information Technology Services		
23	To oversee the use of information and other technology in support of the Council's business and service commitments.	Operational Management to Town Clerk Strategic Overview to Committee and Contracts within approved budget.
24	Amendments and updates to layout of website	Town Clerk for updates and layout. Committee for new websites and contracts within budget.
25	To approve all security arrangements of the Council in respect of computers and financial issues.	Committee/Town Clerk/RFO in accordance with Financial Regulations
Performance and Business Management		
26	Management of all business aspects of the establishment	Committee to overview Town Clerk for operational management.
27	Monitoring the progress of the Capital Programme.	Committee
28	Approval of Corporate Business Plan	Committee Town Clerk to determine underlying Action and Project Plans
29	Approval of Operating Procedures	Committee for initial Financial Procedures Town Clerk for other procedures and updating financial procedures
Asset Management		
30	To have oversight of assets and the transfers of assets.	Committee

<p>31 Maintenance of the Asset Register</p> <p>32 Corporate landlord management, repair and maintenance. Leasing & licensing of Council land and buildings</p>	<p>Town Clerk to update annually</p> <p>Council for acquisition and disposal Strategic overview to Committee Town Clerk for operational management</p>
<p>Public Buildings</p> <p>33 Power to provide and encourage the use of conference facilities, Local Government Act 1972, S144</p> <p>Power to provide public buildings and halls, Local Government Act 1972, S215</p> <p>Power to provide and equip community buildings, Local Government Act 1972, s 133</p> <p>34 Power to provide and equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.</p>	<p>Committee for strategic overview Town Clerk for operational management</p> <p>Committee for strategic overview Town Clerk for operational management</p>
<p>Audit</p> <p>35 To maintain and have oversight of Member Audits.</p> <p>36 To undertake any actions recommended following Member Audits and to have overview of risk management.</p> <p>37 Final Internal and External Audit Reports</p>	<p>Committee Town Clerk to support with operating procedures</p> <p>Committee (Council if change of policy required). Council to receive external audit report. Town Clerk/RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns.</p> <p>Committee to advise Council on response</p>
<p>Information and Data Protection</p> <p>38 Policy on Data Protection, Access to Information, Freedom of Information and Human Rights.</p> <p>39 Decisions on issues relating to Data Protection and Human Rights.</p>	<p>Advice to Council</p> <p>Strategic overview and monitoring to Finance and Governance Committee Town Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the Information Commissioner or Data Protection Officer. Town Clerk to update Privacy notices of all categories.</p>

40 Decisions on issues relating to Access to Information and Freedom of Information.	Committee for strategic overview Town Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation and policy and respond to matters raised by the Information Commissioner.
Ethical Framework 41 To monitor and control the Council's Ethical Framework, Code of Conduct and related protocols	Strategic overview and monitoring to Committee. For Officer delegation see Council ToR
Personnel 42 To provide suitable governance and oversight to staffing and employment issues and considerations	Creation of and delegation to the Personnel Sub-Committee of this committee

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.



PLANNING COMMITTEE TERMS OF REFERENCE

Approved by Council: 17th May 2022

Planned Review Date: **May 2023**

10 Members of the Authority	Quorum = 4
To oversee all planning, environmental and regulatory matters, and to recommend policy to Council on these matters including housing and transportation.	
Meetings: Monthly.	
All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.	

Function of the Council Column 1	Delegation of Function Column 2
Planning and Development Control	
1. To make observations on all Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. Committee may decide that with a major or particularly controversial application, to make recommendations for determination by Council
2. Referring any Planning enforcement issue to the principal Council	Town Clerk
3. To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.	Committee
4. To comment on Tree Preservation applications or the making of Orders.	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
5. To respond to consultations from adjoining authorities outside of Cheshire East Borough.	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
6. To make observations on Planning consultation documents from Cheshire East Council or other bodies.	Committee, except Local Plan or HS2 Project which are reserved for Council.

<p>7. To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.</p> <p>8. To make observations on Hazardous Substance applications.</p> <p>9. Making observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued.</p> <p>10. Making observations on applications and other actions in relation to hedge rows.</p> <p>11. Making observations and recommendations on Street naming or numbering.</p> <p>12. To liaise with the district council on any matter relating to building control.</p> <p>13. To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.</p> <p>14. To request a Cheshire East councillor to “call in” applications to be determined by the Southern Planning or Strategic Planning Committee.</p> <p>15. To undertake the Council’s role in the making, review or management of conservation areas</p>	<p>Committee</p> <p>Committee</p> <p>Committee</p> <p>Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p> <p>Committee</p> <p>Town Clerk</p> <p>Committee</p> <p>Committee</p> <p>Committee</p>
<p>Strategic Planning</p> <p>16. Making observations on Local Plan, HS2 Project or Waste and Mineral Plans</p> <p>17. Making observations on supplementary planning documents or non-statutory plans.</p> <p>18. To oversee the Council’s role in preparing, reviewing and monitoring the Neighbourhood Plan.</p> <p>19. Planning Guidance and Policy by the Town Council</p>	<p>Council on the advice of Committee for Local Plan and HS2 Project. Committee for Waste and Mineral Plans.</p> <p>Committee</p> <p>Committee Approval of Plan reserved to Council.</p> <p>Committee to oversee and recommend Approval reserved to Council</p>

<p>Licensing</p> <p>20. Making observations on any matter relating to gaming or gambling</p> <p>21. Making observations on applications and other matters under the Licensing legislation.</p>	<p>Committee</p> <p>Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p>
<p>Housing</p> <p>22. Town Council Policy or response to consultation on Cheshire East Policy.</p> <p>23. To lobby for a suitable mix of housing and adequate affordable homes.</p> <p>24. To take a lead on other housing matters including landlord supervision and design guidance.</p>	<p>None, but on advice from Committee.</p> <p>Committee.</p> <p>Committee.</p>
<p>Environment & Sustainability</p> <p>25. To promote the environmental wellbeing of the Town.</p> <p>26. Conservation of the built and natural environment</p> <p>27. To lead on the sustainability of the Council as an organisation and to approve and action environmental audits.</p> <p>28. Issues involving ancient monuments and areas of archaeological interest.</p> <p>29. To promote environmental awareness.</p> <p>30. To lead the Town to address climate change, sustainability and transition.</p>	<p>Policy reserved by Council on recommendation of Committee Committee under the direction of Council Town Clerk for operational matters</p> <p>Strategic Operational management to Town Clerk</p> <p>Strategic overview to Committee within budget. Operational management to Town Clerk</p> <p>Strategic overview to Committee Town Clerk for operational matters.</p> <p>Strategic overview to Committee Town Clerk for operational matters.</p> <p>Strategic overview to Committee Town Clerk for operational matters.</p>

<p>Environmental and Public Health</p> <p>31. Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125 and power to deal with ponds and ditches, Public Health 1936, S260.</p> <p>32. To liaise with the relevant authorities in cases of public health/environmental nuisance, drainage matters, pollution, or animal welfare issue.</p> <p>33. To make observations on any public health/environmental licence or registration application (other than under the Licensing Act).</p> <p>34. Waste and recycling</p>	<p>Power and Strategic overview to Committee Operational management to Town Clerk</p> <p>Petitions to Committee Town Clerk in other cases</p> <p>Committee Town Clerk in consultation with Chair in cases of urgency</p> <p>Strategic overview to Committee Operational management to Town Clerk</p>
<p>Strategic Highways and Transportation</p> <p>35. To take policy lead on the Local Transport Plan and general transportation issues including HS2 related activities.</p> <p>36. To respond to consultation on any temporary or permanent highways changes.</p> <p>37. Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.</p> <p>38. Consent for ending maintenance at public expense or stopping up or diversion of highway</p>	<p>Committee for strategic overview and to advise Council. Town Clerk for operational matters</p> <p>Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p> <p>Committee Town Clerk after consultation with Members, if consensus view</p> <p>Committee</p>
<p>Challenging Planning Decisions of the Planning Authority</p> <p>39. To progress to Judicial Review issues of concern relating to planning decisions made that require challenging</p>	<p>Planning Committee, within budget and financial regulations, through appointed representatives. To report to council at a point relevant to outcome.</p> <p>To provide recommendation to council if proceedings are of significant scale and in line with Financial Regulations.</p>

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.



COMMUNITY PLAN COMMITTEE TERMS OF REFERENCE

Approved by Council: 17th May 2022

Planned Review Date: **May 2023**

10 Members of the Authority, including the Mayor and Deputy Mayor **Quorum = 4**
Committee may in addition have non-council community members with the approval of Council, in accordance with Standing Orders

To oversee the delivery of the Community Plan and support the delivery of improvement in the social lives of those who live, work or visit the town

Meetings: Alternative months

All non-committee members may attend meetings of the Committee except for confidential and speak on issues at the Chair's discretion, but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
Community Engagement	
1. To develop, facilitate and implement themes and actions contained within A Vision for Crewe – Crewe's Community Plan to promote and improve the health, social and cultural wellbeing of those who live, work, study or visit within the Town.	Committee to have strategic overview and approve action plans within policy and budget Town Clerk for Operational Management
2. To facilitate and support statutory, voluntary, community and faith sector organisations to deliver the aspirations of A Vision for Crewe – Crewe's Community Plan	Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management
3. To have oversight of the Council's involvement with outside bodies which are relevant to the voluntary, community and faith sector as well as the themes and actions contained within A Vision for Crewe – Crewe's Community Plan such as the Crewe Pledge	Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management
4. To update and refresh the action plans and themes contained within A Vision for Crewe – Crewe's Community Plan	Council to approve plans, themes and updates Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management
5. To agree project funding proposals which meet the aspirations contained within A Vision for Crewe – Crewe's Community Plan under the themes of:–	Committee to have strategic overview and approve acceptance within policy and budget
<ul style="list-style-type: none"> • Cultivating civic and community pride • Celebrating arts and culture • Aspirational young people • Health and wellbeing • A Voice for Crewe 	

- | | |
|--|---|
| <p>6. To promote and support:-</p> <ul style="list-style-type: none"> • Social inclusion within communities • Public and community services and facilities within the Town • Crewe Local Area Partnership • CAB for the Town (Local Government Act 1972 s142) • Fair Trade in the Town • Healthy living • The development of and coordination of NHS services • Public and community services for young people | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>7. To seek and maximise the benefit of external funding directly or in partnership with others</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>8. To support external partnership organisations with regard to friendships and twinning agreements</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>9. Compile and submit responses to public consultations through the promotion and liaison with external stakeholders which are relevant to the aspirations of A Vision for Crewe – Crewe’s Community Plan</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>10. To have oversight of Working Groups formed to support projects and activities which deliver the aspirations contained within A Vision for Crewe – Crewe’s Community Plan</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>11. To administer and oversee the civic functions of the Council and the office of the Mayor</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>12. To have oversight of the Grants Advisory Group</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>13. To administer the policies and procedures and make recommendations relating to the Council’s grants and donations</p> | <p>Grants Working Group to evaluate and recommend to Committee
Committee to have strategic overview and approve acceptance within policy and budget
Council to approve policy
Town Clerk for Operational Management</p> |
| <p>14. To facilitate, promote and administer the Councils grants and donations</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |

15. To have oversight of targeted or responsive grant funds

Grants Working Group to evaluate and recommend to Committee

Committee to have strategic overview and approve acceptance within policy and budget

Council to approve establishing grant funds which are over £10,000

Town Clerk for Operational Management

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.



OPERATIONS AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE

Approved by Council: 17th May 2022

Planned Review Date: **May 2023**

10 Members of the Authority	Quorum = 4
<p>To improve the quality and cleanliness of the built environment especially in the town centre through the Streetscene and Ranger Services.</p> <p>To oversee town centre activity and build relations with the business community.</p> <p>To promote relationships with local business.</p> <p>To maximise the heritage value of the town.</p> <p>To develop and enhance the town's public space</p>	
<p>Meetings: Alternative months to Council.</p> <p>All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.</p>	

Function of Committee Column 1	Delegation of Functions Column 2
<p>Public Realm and Public Facilities</p> <ol style="list-style-type: none"> 1. To contribute to the improvement of the public realm, both directly and by supporting and coordinating the contribution of other partners. 2. To manage the Streetscene Improvement Service to reduce problems from fly-tipping and waste management, through advice, education and enforcement. 3. To manage the contract for the Crewe Ranger service to ensure a response resource which supports and enhances the general public realm services. 4. Matters relating to street cleaning, litter, fly posting and graffiti. 5. If made available -Fixed penalty notices for littering, graffiti and fly posting (adoptive). Dog Control Orders, Clean Neighbourhoods and Environment Act 2005 (if adopted). 	<p>Committee for strategic management within budget. Town Clerk for operational management.</p> <p>Committee for strategic overview Town Clerk for operational management.</p> <p>Committee for strategic overview Town Clerk for operational management.</p> <p>Committee for strategic overview Town Clerk for routine management.</p> <p>Committee for strategic management within budget and policy Operational Management to Town Clerk. Council to adopt legislation</p>

<p>6. Provision of litter receptacles, Litter Act 1983, S5 and 6</p> <p>7. Provision and maintenance of street furniture and signs</p> <p>8. If made available -Power to provide and maintain public conveniences, Public Health Act 1936, s87.</p> <p>9. If made available -Power to provide and maintain public conveniences, Public Health Act 1936, s87</p> <p>10. If made available -Power to maintain, repair, protect and alter war Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133.</p> <p>11. To promote and support floral and planting Initiatives, Local Government Act 1972. s 144</p> <p>12. If made available -Power to provide and maintain bus shelters, Local Government (Miscellaneous Provisions) Act 1953 S4.</p>	<p>Committee for strategic overview Town Clerk for routine management.</p> <p>Committee for strategic overview Town Clerk for routine management.</p> <p>Committee for strategic management within budget and policy Town Clerk for operational management</p> <p>Committee for strategic management within policy and budget Operational management to Town Clerk</p> <p>Committee for strategic management within policy and budget. Operational management to Town Clerk</p> <p>Committee for strategic overview Town Clerk for operational management.</p> <p>Committee for strategic overview Town Clerk for operational management.</p>
<p>Economic Wellbeing and Tourism</p> <p>13. To promote the economic wellbeing of the Town through partnership with the businesses, the community sector and with the principal council.</p> <p>14. To promote tourism within the Town and power to encourage visitors</p> <p>15. To promote regeneration in the Town and coordinate/support the work of partner organisations.</p> <p>16. To lobby for sufficient high quality employment sites in the Town and support initiatives promoting inward investment</p> <p>17. To support skills and training for local businesses.</p> <p>18. To lead on the coordination of infrastructure projects with partners in the Town Centre including the Arcade.</p>	<p>Committee within Policy and Budget Town Clerk for operational management</p> <p>Committee within Policy and Budget Town Clerk for operational management</p> <p>Committee within Policy and Budget Town Clerk for operational management</p> <p>Committee within Policy and Budget Town Clerk for operational management</p> <p>Committee within Policy and Budget Town Clerk for operational management</p> <p>Committee within Policy and Budget Town Clerk for operational management</p> <p>Committee within Policy and Budget Town Clerk for operational management Committee within Policy and Budget</p>

19. To oversee and coordinate Town Centre activities and maintain effective relationships with retail businesses, particularly in the Town Centre.	Town Clerk for operational management
20. To lead on building support to create an effective improvement district	Committee within Policy and Budget Town Clerk for operational management
Leisure and Recreation	
21. To oversee the delivery of improvements to green areas in the Town.	Committee for strategic overview Town Clerk for operational management
22. If made available -Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and 10.	Committee for strategic overview Town Clerk for operational management
23. If made available -Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, and boating pools; Local Government Act 1972,Sch 14; Public Health Acts Amendment Act 1890,S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961,s54.	Acquisition to Council Committee for Strategic Management and development within budget and policy Town Clerk for operational management
24. Enhancement and if appropriate management of play areas.	Committee for strategic management and development within budget and policy Town Clerk for operational management
25. Liaison with other organisations which have an interest in recreational facilities in the town.	Committee for strategic overview Town Clerk for operational management
Clocks	
26. If made available -Power to provide and maintain public clocks, Parish Councils Act 1957, S2	Committee for strategic overview and management. Operational management to Town Clerk
Allotments	
27. To provide allotments where there is a proven need, improve land and let rights under S 23, 26, and 42 of the Small Holding and Allotments Act 1908. To manage through allotment associations and a coordinating body.	Committee for strategic overview and development. Town Clerk for operational Management
Non-Strategic Highways and Transport	
28. Power to maintain footpaths and bridleways.	Committee within Council policy Town Clerk for operational management
29. Powers to provide parking places for vehicles and cycles.	Committee within Council policy Town Clerk for operational management
30. If made available -Improve off street parking and on street parking enforcement.	Committee within policy and budget Town Clerk for operational management

<p>31. Power to provide roadside seats and shelters.</p> <p>32. Power to enter into agreement as to dedication and widening of highways.</p> <p>33. If made available -Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A.</p> <p>34. If made available -Power to provide traffic signs and other objects or devices warning of danger.</p> <p>35. Power to plant trees and lay grass verges and to maintain them</p> <p>36. If made available -Powers relating to car sharing schemes, taxi fare concessions and information about transport; Local Government and Rating Act 1997, S26, 28, 29</p> <p>37. If made available -Power to erect flagpoles in highway land. Highways Act 1980, s144</p>	<p>Committee within policy and budget Town Clerk for operational management</p> <p>Committee within budget and policy. Town Clerk for operational management</p> <p>Committee within budget and policy Town Clerk for operational management</p> <p>Committee within policy and Budget Town Clerk for operational management</p> <p>Committee within policy and budget Town Clerk for operational management</p> <p>Committee within policy and budget Town Clerk for operational management</p> <p>Committee within policy and budget Town Clerk for operational management</p>
<p>Street Lighting (Should Council resolve to use these powers)</p> <p>38. If made available -Power to light roads and public places. Maintenance and upgrading of Street lights. Parish Councils Act 1957 s3: Highways Act 1980, s301: Local Government Act 1972, Sched. 14 para 27</p>	<p>Committee for strategic management within policy and budget Town Clerk for operational management</p>
<p>Burial Facilities (Should Council resolve to use these powers)</p> <p>39. If made available -Powers and duty for maintenance of closed church yards, Local Government Act 1972, S215</p> <p>If made available -Power to maintain monuments and Memorials, Open Spaces Act 1906, Sec 9 and 10; Local Government Act 1972, S214; Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, S1.</p> <p>If made available -Power to contribute towards expenses of cemeteries, Local Government Act 1972, S214. Power to provide Mortuaries, Public Health Act 1936, S198</p>	<p>Committee for strategic overview within budget and policy Operational management to Town Clerk</p> <p>Committee for strategic overview within budget and policy Operational management to Town Clerk</p> <p>Committee for strategic overview within budget and policy Operational management to Town Clerk</p>

<p>Markets</p> <p>40. If made available -To lead on the coordination of infrastructure improvement with markets.</p> <p>41. If made available -To oversee the power to operate and protect the town's markets under the Food Act 1984 s50-61 or Charter Rights should the Town Council deem it beneficial.</p>	<p>Strategic overview to Committee within policy and budget Operational management to Town Clerk</p> <p>Strategic overview to Committee within policy and budget Operational management to Town Clerk</p>
<p>Heritage</p> <p>42. To oversee the development and delivery of the Heritage Strategy and to directly or indirectly conserve the cultural heritage of the Town.</p> <p>43. If made available -To manage, preserve and promote the use of the Town's historic records, artefacts and treasures, Local Government (Records) Act 1962, ss1 and 4</p> <p>44. To support Cheshire East Council to provide an Archive Facility</p> <p>45. To act as a hub for organisations to share information on heritage and history of the Town and surrounding area.</p> <p>46. Research projects relating to the heritage and history of the Town and surrounding area.</p>	<p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p>
<p>Community Safety</p> <p>47. To contribute to the maintenance of CCTV. (Local Government and Rating Act 1997, s31) or install and maintain.</p> <p>48. To support initiatives of the Community Safety Partnership and liaise with The Multi Agency Action Group.</p> <p>49. To lobby for road safety improvement schemes</p> <p>50. To liaise with the Police to reduce crime and promote crime reduction initiatives</p> <p>51. To support the maintenance of PCSOs in the Town</p>	<p>Committee for strategic overview Town Clerk for operational management</p> <p>Committee/Town Clerk in accordance with Council direction.</p> <p>Committee Town Clerk in accordance with policy</p> <p>Committee to respond to consultations</p> <p>Committee in accordance with policy Town Clerk for operational aspects</p>

52. To support home safety initiatives in the town and work with Cheshire Fire and Rescue on fire safety initiatives	Committee Town Clerk in accordance with policy
Emergency Planning 53. To support Cheshire East and, if needed, lead on preparing and implementing the Emergency Plan for the town	Committee within budget Operational management to Town Clerk

NB. Any action delegated to the Town Clerk may in his/her absence be undertaken by the Assistant Town Clerk after seeking relevant advice as necessary, if the matter cannot wait until the Town Clerk returns.



MARKETING AND EVENTS COMMITTEE

TERMS OF REFERENCE

Approved by Council: 17th May 2022

Planned Review Date: **May 2023**

10 Members of the Authority	Quorum = 4
<p>To oversee the delivery and commissioning of events in the town and to lead on the promotion and marketing of Crewe as an attractive destination for tourism, business, retail and leisure.</p> <p>To build relations with stakeholders to allow a consolidated approach to the promotion of the town.</p> <p>To lead on the branding and marketing of Crewe</p>	
<p>Meetings: Alternative months to Council.</p> <p>All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.</p>	

Function of Committee Column 1	Delegation of Functions Column 2
<p>Public Relations and promotion of the Town Council</p> <p>1 To co-ordinate and promote access to Council services and public information and to advise Council on a Communications and Marketing Policy</p> <p>2 To promote the public face of the Council through the management of public and media relations.</p> <p>3 To promote implementation of the Council's policies in respect of corporate marketing and communication.</p> <p>4 To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p>
<p>Promotion of the Town and strengthening communities</p> <p>5 To consider and make recommendations on the promotion of the town and to determine the Town Council's Events Programme for the coming year, or other time frame as agreed by the Council.</p> <p>6 To ensure and deliver an events programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors.</p>	<p>Strategic overview and approval of programme to Committee. Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p>

7 To organise, or partner others to organise events which promote the Town, council services or help strengthen communities.	Strategic overview to Committee Operational management to Town Clerk
8 To work in partnership with others to develop a Crewe Brand and culture.	Strategic overview to Committee Operational management to Town Clerk
9 Promotion and protection of the Brand image including advertising campaigns.	Strategic overview to Committee Operational management to Town Clerk
10 To use the opportunities provided by the Events programme to raise the profile of the Town.	Strategic overview to Committee Operational management to Town Clerk
11 Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144	Strategic overview to Committee Operational management to Town Clerk
12 Management of the Town boundary signs, poster sites and Town Map boards.	Strategic overview to Committee Operational management to Town Clerk
13 To seek and maximise the benefits of external funding.	Strategic overview to Committee Operational management to Town Clerk
14 To have an oversight of working groups formed to support special events and promotional projects and to give support and advice.	Strategic overview to Committee Operational management to Town Clerk
Arts, Culture and Education	
15 Power to provide entertainment and support for the arts, Local Government Act 1972, S145.	Committee within policy Town Clerk for operational Management
16 To encourage and facilitate any opportunities to develop further the cultural, educational and social life of Crewe's residents.	Committee within policy Town Clerk for operational Management
Tourism	
17 To support local tourism initiatives to promote the town of Crewe.	Committee within policy Town Clerk for operational Management

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.

PERSONNEL SUB-COMMITTEE

TERMS OF REFERENCE

AGENDA ITEM 5ai

Approved by Council: 17th May 2022
Planned Review Date: May 2023

A sub-committee of the Finance & Governance Committee

7 Members of the Authority

Quorum = 3

Meetings: Meetings will take place at least bi-annually in September and March.

Chair – Chair of Finance & Governance as the responsible committee for the sub-committee.

All non-sub-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chair’s discretion, but are unable to vote

Function of Committee Column 1	Delegation of Functions Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council & Finance & Governance Committee	Sub-Committee.
2. To recommend to Council the overall Staffing structure and approval of additional posts.	None-Final approval remains with Council
3. To agree the pay scales and conditions of staff	Town Clerk reserved for Council All other staff to Sub-Committee including payment of honoraria providing within agreed budget.
4. Approval of personnel policies and Employee Handbook	Sub-Committee to make recommendation to Council, including discretionary provisions of National Joint Agreement.
5. Management and Appointment of Staff (Local Government Act 1972 s112-119)	Recommend appointment of new Town Clerk to be endorsed by Council <ul style="list-style-type: none"> • Selection of long list by Town Clerk with personnel assistance if appropriate • Selection of final short list – Chair, Deputy Chair, Mayor and Deputy Mayor • Final Interview – Sub-Committee and Mayor Appointment of other Staff Scale Point 29 and above to Town Clerk in consultation with 2 members of Sub-Committee. Appointment of Staff below Scale Point 29 to Town Clerk. Town Clerk for casual staff and temporary appointments to approved positions below Scale Point 29 Decision on whether to fill vacant positions is delegated to Town Clerk. Decision on recruitment of contract staff or interim contract staff to Sub-Committee Management of staff in accordance with Council policy, procedures and budget, including disciplinary actions, to Town Clerk.

<p>6. Disciplinary matters under the Council's Disciplinary Procedure.</p> 	<p>Town Clerk, including actions, sanctions and termination of employment, with permitted appeal to Appeals Sub-Committee (only members not on Personnel Committee) When in relation to the Town Clerk Personnel Sub-Committee, with appeal to Appeals Sub-Committee. Dismissal of Town Clerk to be ratified by Council</p>
<p>7. Determination of individual grading issues and job evaluation</p>	<p>Sub-Committee</p>
<p>8. Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.</p>	<p>Sub-Committee (Council in case of Town Clerk) Administration of retirement in cases of permanent ill health, after appropriate medical advice via Cheshire Local Government Pensions Pensions Discretions Policies to Sub-Committee</p>
<p>9. Approval of job descriptions and person specifications.</p>	<p>Sub-Committee</p>
<p>10. Absence issues under the Council's Attendance Management Guidelines.</p>	<p>Town Clerk except Sub-Committee in the case of Town Clerk</p>
<p>11. Appeals Procedure</p>	<p>Appeals Sub-Committee.</p>
<p>12. To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working</p>	<p>Council</p>
<p>13. Competence Procedure</p>	<p>Town Clerk except Sub-Committee in the case of Town Clerk</p>
<p>14. Issue of Contracts of Employment</p>	<p>Town Clerk except Sub-Committee in the case of Town Clerk Model Contract approved by Committee</p>
<p>15. Redundancy and Redeployment.</p>	<p>Sub-Committee – recommending amended structure to Council</p>
<p>16. Monitoring Equalities Policy in relation to employment</p>	<p>Sub-Committee</p>
<p>17. Approval of Officer Codes of Conduct, supplements and Member – Officer Protocol</p>	<p>Council</p>
<p>18. Health and Safety</p>	<p>Sub-Committee for approval of Policy other than General Statement and organisation which are reserved for Council Sub-Committee to oversee responsibilities for Council within budget and policy Town Clerk for routine management</p>
<p>19. Grievance Procedure</p>	<p>Town Clerk except Sub-Committee in the case of Town Clerk</p>
<p>20. Administration of other Personnel procedures</p>	<p>Town Clerk except Sub-Committee in the case of Town Clerk</p>
<p>21. Employee Development Review and assessment at end of Probationary period</p>	<p>Town Clerk for all staff, often delegated to direct manager. Mayor, Personnel Chair and one other Member of Sub-Committee for Town Clerk</p>
<p>22. Training and Development Plan for Officers</p>	<p>Town Clerk</p>
<p>23. To administer the Volunteers Policy</p>	<p>Town Clerk to administer Sub-Committee to monitor and recommend to Council</p>

24. To administer the Child and Vulnerable Adult Policy	Town Clerk to administer Sub-Committee to monitor and recommend to Council
25. To administer the Council's Equality Policy	Town Clerk to administer for employees, services, volunteers and democratic processes Sub-Committee to monitor and recommend to Council

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.

APPEALS COMMITTEE: TERMS OF REFERENCE

Approved by Council: **17th May 2022**

[Review Date: May 2023]

5 Members of the Authority, not being members of Personnel Committee.

Quorum = 3

Meetings: Meetings will take place as and when required.

Non-committee members may not attend meetings of this Committee.

Function of Committee Column 1	Delegation of Functions Column 2
1. To determine whether any appeal made by a member of staff under any of the Council's personnel policies are valid.	<ul style="list-style-type: none"> • Committee,
2 To hold appeal hearings under the Disciplinary, Grievance, Competence, Redundancy and Redeployment Policies	<ul style="list-style-type: none"> • Committee to determine the appeal under the appropriate procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.) • Committee may appoint an individual to hear an appeal • Only Council may uphold a decision to dismiss the Town Clerk
3 To determine any appeals under the Council's Complaint Procedure which is delegated to it.	<ul style="list-style-type: none"> • Committee to determine the appeal under the Procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.) • Committee (or appointed individual) to make redress up to the value of £500. • Town Clerk to make redress up to the value of £200
4 To determine any appeal under Freedom of Information or Data Protection legislation.	<ul style="list-style-type: none"> • Committee

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CREWE TOWN COUNCIL STREET NAMING POLICY

Adopted by Council: 29th September 2020

Planned Review Date: May 2023

This Policy was adopted on 29th September 2020 and supersedes any previous versions

The Town Council recognises that it does not have statutory power relating to the naming and numbering of streets within the town. These rest with Cheshire East Borough Council, which uses sections 17 and 19 of the Public Health Act 1925 together with section 21 of the Public Health Act Amendment Act 1907 for the purpose of naming streets. The Town Council acknowledges the [Cheshire East Street Naming Guidelines](#).

The Town Council is a consultee however and will use its influence wherever possible in pursuit of the objectives set out below.

Maintaining a comprehensive and high standard for street naming, numbering (or naming properties), specification and installation of street name plates is important as it allows:-

- Emergency services to find a property quickly – delays can cost lives and money
 - Post to be delivered efficiently
 - Visitors to locate their destination
 - Reliable delivery of goods and services
 - Records of service providers to be kept in an efficient manner
 - Public bodies able to work from one official address data base.
1. Crewe Town Council would prefer street names to have some local relevance such as local geographical features e.g. Church View Walk, local historical connections e.g. old field names, or commemorating local personalities (Vernon Way), or industries (Bentley Drive), etc.
 2. It accepts street names used as part of a marketing strategy (Pinewood Court) provided that they are not excessively over-stated (Orlando Park).
 3. It accepts (subject to 7 below) that there will be frequently used themes such as poets and trees, though it considers that their over-use betrays a lack of imagination.
 4. It cautions against the use of names which are topical at the time of development but which people have difficulty in pronouncing and / or spelling in later years (Jan Palach Avenue).
 5. It does not favour names which relate to developers' personal friends or relatives (Marie Close).
 6. It does not favour names of other places which are no more distinguished than our own town (and sometimes less so) but whose use encourages the notion that they are more attractive (Bramhall Road, Marple Crescent).
 7. The growing use of post codes may mean that the Post Office will no longer have as much difficulty as it has in the past with similar names in different areas of the Borough. However, there is still scope for confusion for other people and organisations within the community, and we will continue to scrutinise new names under that criterion.

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CREWE TOWN COUNCIL

BRING YOUR OWN DEVICE (BYOD) POLICY

Adopted by Council: 15th December 2020

Planned Review Date: December 2022

Introduction

Crewe Town Council grants Councillors ~~and Officers~~ the use smartphones, laptops and tablets of their choosing for council business. (Officers are supplied with phones and IT equipment, which they are responsible for and are for the sole purpose of fulfilling council duties as employed officers. Officers should not use personal devices for council work and must adhere to all councils policies, including those associated with data protection, security and safeguarding).

This policy is intended to protect the security and integrity of personal data controlled and processed by Crewe Town Council.

Crewe Town Council reserves the right to revoke this privilege if Councillors ~~and Officers~~ do not abide by the policies and procedures outlined below.

Crewe Town Council Councillors ~~and Officers~~ must agree to the terms and conditions set forth in this Bring Your Own Device (BYOD) policy in order to be able to connect their devices to the company network.

Devices and Support

- Smartphones including iPhone, Android, Blackberry and Windows phones are allowed
- Tablets including iPad and Android are allowed
- Laptops are allowed
- Connectivity issues may be supported by ICT services but this will be on a case by case basis. In the first instance the connectivity issue should be reported to the Clerk
- The device manufacturer or their carrier should be contacted for operating system or hardware related issues.

Security

- In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access the ~~company council~~ network.
- Passwords must be at least six characters and a combination of upper- and lower-case letters with a number and a symbol.
- Passwords must be kept confidential and must not be shared with family members or third parties.
- Passwords must be changed if it is disclosed to another person or discovered.
- Devices must be encrypted
- The device must lock itself with a password or PIN if it's idle for five minutes.
- Home Wi-Fi networks must be encrypted. Caution must be exercised when using public Wi-Fi networks as public Wi-Fi networks may not be secure.
- Public data backup and transfer services (Dropbox, Google Drive, must not be used
- Data must only be stored on internal memory, never on a removable memory cards
- Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network.
- All data relating to Crewe Town Council will be erased at the end of a Councillor's term ~~or in the case of an Officer at the end of his or her employment.~~
- All data relating to Crewe Town Council will be erased if there is a personal data breach
- All data relating to Crewe Town Council will be erased if there is a virus or similar threat to the security of data.

- Care must be taken to avoid using approved devices in a manner which could pose a risk to confidentiality, whether by clicking on links in suspicious emails, accessing potentially harmful websites, using potentially harmful application software, using Wi-Fi facilities in public places (e.g. coffee shops or airports), or otherwise. Some apps for smartphones and tablets may be capable of accessing sensitive information.

Risks/Liabilities/Disclaimers

- Lost or stolen devices must be reported to Crewe Town Council within 24 hours. Councillors ~~and officers~~ are responsible for notifying their mobile carrier immediately upon loss of a device.
- Councillors ~~and officers~~ to adhere to the Crewe Town Council's BYOD policy as outlined above.
- Councillors ~~and officers~~ are personally liable for all costs associated with ~~his or her~~their device.
- Crewe Town Council reserves the right to take appropriate disciplinary action (up to and including termination for noncompliance ~~with this policy in the case of officers in breach of council policy~~).

CREWE TOWN COUNCIL

INFORMATION AND DATA PROTECTION POLICY

Date adopted: June 2022

Review date: April 2023

This version supersedes any previous Information and Data Protection Policies.

Scope

This Policy consists of a suite of inter-linked policies:-

- Information and Data Protection Policy
- Appendix 1 – Information Security Policy
- Appendix 2 – CCTV Policy
- Appendix 3 – Website Policy
- Appendix 4 – Subject Access Policy
- Appendix 5 – Data Breach Notification Policy
- Appendix 6 – Personal Data Complaints Policy

Introduction

In order to conduct its business, services and duties, Crewe Town Council (CTC) processes a wide range of data, relating to its own operations and some which it handles on behalf of partners as specified in the Data Protection Act (DPA). In broad terms, this data can be classified as:-

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up. (*unlikely to be personal or sensitive data under DPA, but confidential never the less*)
- Confidential information about other organisations because of commercial sensitivity. (*All Confidential which is also Personal information comes under DPA*)
- Personal data concerning its current, past and potential employees, Councillors, and volunteers. (*DPA applies*)
- Personal data concerning individuals who contact it for information, access its services or facilities or to make a complaint. (*DPA applies see definition of personal data in 7 below*)
- Data passed to a third party (data processor) who undertakes a service or task for CTC, or we have a legal obligation to inform, or we need to share information with (e.g. Pension provider, HMRC). (*DPA applies*)
- Data processed on behalf of another organisation such as a Trust of which the Council is a trustee, or community partner. (*DPA applies if that is personal data*)

Crewe Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to any other organisation which it works with and to members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our Quality Policy, ICT Policy and Data Retention Policy which will ensure information considerations are central to the ethos of the organisation.

The Town Council will periodically review and revise this policy in the light of experience, advice from its Data Protection Officer (DPO), comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme (on our Website) which is based on the statutory model publication scheme for local Councils.

Protecting Confidential or Sensitive Information

Crewe Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The Data Protection Act seeks to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information. The policy is based on the premise that Personal Data must be:-

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection
- Against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject means the person whose personal data is being processed.

That may be an employee, prospective employee, member or prospective member of CTC, or someone volunteering to work with it. It may also be someone transacting with it in some way, or an employee, member or volunteer with one of our clients or partner organisations, or persons transacting or contracting with one of our clients or partners when we process data for them.

Personal data means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, company) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:-

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available aligning, combining, blocking, erasing or destroying the information or data regardless of the technology used.

Consent is a positive, active, unambiguous confirmation of a data subject's agreement to have their data processed for a particular purpose. Consent must be easy to withdraw and must be freely given, provided on an opt-in basis rather than opt-out

Privacy Notice is a notice from a data controller to a data subject describing how personal data will be used and what rights the data subject has.

Data Protection Officer (DPO) is an enterprise security leadership role required by DPA. DPOs are responsible for overseeing a Council's data protection strategy and its implementation to ensure compliance with DPA requirements.

Crewe Town Council processes **personal data** in order to:-

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- The individual has consented to the processing
- Processing is necessary in order to pursue the legitimate interests of the data controller.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: towclerk@crewetownCouncil.gov.uk
- Phone: 01270 756975
- Post: The Town Clerk, Crewe Town Council, 1 Chantry Court, Forge Street, Crewe CW1 2DL

The Town Council has also appointed an external Data Protection Officer to ensure compliance with Data Protection legislation who may be contacted at:

- JDH Business services Limited, Carreg Lwyd, Cefn Bychan Road, Pantymwyn, Flintshire CH7 5EW
- john@jdhbs.co.uk

Crewe Town Council, as data controller and indeed data processor, remains responsible for compliance with the data protection legislation including the DPA. All Councillors and Officer are expected to apply data protection legislation in their work.

The Council will exercise proper control and management of personal data as this will be fundamental to ensuring, and demonstrating, compliance with the DPA.

Diversity Monitoring

Crewe Town Council may monitor the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It may undertake similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

Officer Privacy Notices

The Council will always give guidance on personnel data to employees, Councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Data Security and Overseas Transfers

The Town Council will ensure the security of personal data. We will make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary after which it will be deleted.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Crewe Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred for that purpose in accordance with this policy and our Privacy Notice, however in other cases specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

- 1) The right to access personal data we hold on you
 - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 2) The right to correct and update the personal data we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) The right to have your personal data erased
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) The right to object to processing of your personal data or to restrict it to certain purposes only
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) The right to data portability
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details). You may access these rights by contacting the Town Clerk

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via [email](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of Officer, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of Council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary, undertake checks on both Officer and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure.

Data Transparency

The Council recognises their responsibility to act in accordance with the Local Government Transparency Code (February 2015). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:-

- Demand led: new technologies and publication of data should support transparency and accountability.
- Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.
- Timely: data will be published as soon as possible following production.

The Council will display at least the amount of data prescribed in the Code on its website and will often voluntarily exceed this requirement.

This information can be found on the Crewe Town Council [website](#)

Appendix 1

CREWE TOWN COUNCIL

INFORMATION SECURITY POLICY

Principles and Purpose

This Policy sets out the Council's commitment to information security within the Council and provides clear direction on responsibilities and procedures.

Crewe Town Council is a Data Controller, as defined under the Data Protection Act 2018, and has registered as such with the Information Commissioner's Office.

PROTOCOLS

System Security Processes and Procedures

The Council will provide and maintain security processes and procedures for all key information systems.

The procedures will uphold the principles of confidentiality, integrity, availability and suitability and be assessed for their impact upon other systems and services.

The security procedures will provide preventative measures to reduce the risks to the system, the information held within the system and the service it supports.

A Continuity plan will be developed and maintained for each system to ensure the principles are sustained and enable the continuation of services following failure or damage to systems or facilities.

The Town Clerk will be responsible for the implementation and promotion of the procedures.

Physical Security

Adequate and practical access controls will be provided in all areas in which personal and business data is stored or used. Unattended rooms should be secured at all times with locked doors as a minimum security requirement.

All documents disclosing identifiable information will be transported in sealed containers e.g. envelopes.

Within their level of authority, Officer will be responsible for minimising the risk of theft or vandalism of the data and equipment through common-sense precautions. In particular high value equipment such as, laptop, computers, notebooks or mobile phones containing personal or confidential information, should not be left unattended or unsecured and paper records should not be left in public view.

The physical environment in which data and equipment is stored will be suitable and fit for purpose to ensure the safety of the data and equipment.

Logical Security

All computerised information and systems will be regularly backed up to a secure environment.

All computerised information systems will be password controlled and all passwords will be treated with the strictest confidence and users will not divulge their password to any unauthorised person. All sensitive data will be password protected.

Copyright and licences

The Town Clerk is responsible for ensuring all computer software packages and non-electronic media for use within an information environment are used in accordance with the terms and conditions of use as set out in the licence agreement.

Disposal and movement of equipment and media

Any media or IT equipment disposed of by the Council will not contain any data or codes that could allow an individual to be identified from it or other confidential information to be accessed. The disposal of equipment will be made under a controlled and documented environment satisfying the requirements of the Data Protection Act 2018 and DPA.

The disposal of media such as disks and memory sticks must ensure that data cannot be recovered.

Disposal of such media through the "everyday" waste collection is not permitted. The Council will implement processes to ensure appropriate disposal of such media.

An inventory of all Council computer equipment will be maintained. Details of any equipment or media disposed of or relocated (other than portable equipment) must be recorded.

Personal Computers

Computer users have responsibility for the security of the equipment in their care and shall not commit any act to compromise the data or Information Security Policy.

Computer users will be made aware of their responsibilities through this policy.

Officer and Councillors' Responsibilities

The Council will make every reasonable effort to ensure that Officer and Councillors are aware of their responsibilities for the security of information. However, each Councillor or member of Officer is responsible for ensuring that this Security Policy is adhered to and report any breaches of security.

Incident Reporting

Incidents affecting security must be reported to the Town Clerk as quickly as possible.

Appendix 2

CREWE TOWN COUNCIL

DATA BREACH NOTIFICATION POLICY

Aim

Crewe Town Council are aware of the obligations placed on it by the General Data Protection Regulation (DPA) in relation to processing data lawfully and to ensure it is kept securely.

One such obligation is to report a breach of personal data in certain circumstances and this policy sets out our position on reporting data breaches.

Personal Data Breach

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or processed.

The following are examples of data breaches:

- a) access by an unauthorised third party;
- b) deliberate or accidental action (or inaction) by a data controller or data processor;
- c) sending personal data to an incorrect recipient;
- d) computing devices containing personal data being lost or stolen;
- e) alteration of personal data without permission;
- f) loss of availability of personal data.

Breach Detection Measures

The Council have implemented a range of measures to assist it in detecting a personal data breach, and will continue to review and refine these.

The Council will ask its IT Support company to make sure all computers and phones are up-to-date, make sure our router is an up-to-date quality model, and the firewall and anti-virus software on each computer is current.

The Council will make regular and documented inspections of physical security of premises, rooms and cabinets and ensure documents with confidential or personal information are not left about.

The Council will require our website host to document what they are doing to detect data breaches (typically hacks) and how they report them to you. The Town Clerk is responsible for this.

Officers are encouraged to regularly check for errors which may result in a data breach and report them to the Town Clerk or DPO.

The Council will regularly check security monitoring systems should flag up personal data breaches.

Officers will be trained to look for to look for:

- Unusual behaviour from anyone using a system
- Unauthorised insiders trying to access servers and files.
- Anomalies in outbound network traffic.
- Traffic sent to or from unknown locations.
- Excessive consumption.
- Changes in configuration.
- Hidden files.
- Unexpected changes.

Investigation in to suspected breach

In the event that we become aware of a breach, or a potential breach, an investigation will be carried out. All Officer are instructed to contact the DPO immediately a data breach is identified or suspected. This investigation will be carried out by the Data Protection Officer or other person agreed by the Town Clerk and DPO, who will make a decision over the severity of risk:

- Low Risk: Risk needs to be entered in Breach Register only.
- Medium Risk: Breach is required to be notified to the Information Commissioner.
- High Risk: Breach will need to be notified to the individual(s) and the ICO

Record of Breaches

The Town Clerk or other nominated officer records all personal data breaches regardless of whether they are notifiable or not as part of its general accountability requirement under DPA. It records the facts relating to the breach, its effects and the remedial action taken.

When a breach will be notified to the Information Commissioner

In accordance with the DPA, we will undertake to notify the Information Commissioner of a breach which is likely to pose a risk to people's rights and freedoms. A risk to people's freedoms can include physical, material or non-material damage such as discrimination, identity theft or fraud, financial loss and damage to reputation.

Notification to the Information Commissioner will be done without undue delay and at the latest within 72 hours of discovery. If we are unable to report in full within this timescale, we will make an initial report to the Information Commissioner, and then provide a full report in more than one instalment if so required.

The following information will be provided when a breach is notified:

- i) a description of the nature of the personal data breach including, where possible:
- ii) the categories and approximate number of individuals concerned; and
- iii) the categories and approximate number of personal data records concerned.
- iv) Contact details of the DPO.
- v) a description of the likely consequences of the personal data breach; and
- vi) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

When a breach will be notified to the individual.

In accordance with the DPA, we will undertake to notify the individual whose data is the subject of a breach if there is a high risk to people's rights and freedoms. A high risk may be, for example, where there is an immediate threat of identity theft, or if special categories of data are disclosed online.

This notification will be made without undue delay and maybe dependent on the circumstances, be made before the supervisory authority is notified.

The following information will be provided when a breach is notified to the affected individuals:

- i) a description of the nature of the breach
- ii) the name and contact details of the Data Protection Officer.
- iii) a description of the likely consequences of the personal data breach, and
- iv) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

Appendix 3

CREWE TOWN COUNCIL

CLOSED CIRCUIT TELEVISION (CCTV) POLICY AND CODE OF PRACTICE

CCTV POLICY

Introduction

The purpose of this policy is to regulate the management and use of the closed circuit television (CCTV) systems operated by Crewe Town Council, which covers the external aspects of the council office.

All cameras are monitored from the Town Council Offices.

This CCTV scheme and policy is operated within the Information Commissioner's Code of Practice for CCTV 2008 and Surveillance Camera Code of Practice 2013 published by the Home Office.

The CCTV system is owned wholly by the Town Council. However, the Council also makes a financial contribution each year to help Cheshire East Council and the Police deter and react to crime in the area. The principles of this policy apply only to data obtained from from the council office-based system. Cheshire East Council is responsible for the public realm CCTV operation, data and security.

OBJECTIVES OF THE CCTV SCHEME

Along with a range of measures, the CCTV system will be used to:

- monitor and assist visitors to Town Council premises
- aid safety and security to staff and visitors to the office
- reduce the fear of crime
- deter crime and criminality
- aid the detection of crime and the prosecution of offenders
- reduce instances of nuisance and vandalism

STATEMENT OF INTENT

- Crewe Town Council will treat as data all CCTV recordings and relevant information.
- Cameras will be used to monitor activities at the Council offices in line with the objectives of the scheme.
- Static cameras are set as to not focus on private homes, gardens and other areas of private property.
- Materials or knowledge secured as a result of CCTV will not be released to the media, or used for any commercial purpose, or for the purpose of entertainment. Recordings will only be released under the written authority from the Police, or in respect of a subject access request.
- The planning and design have endeavoured to ensure that the scheme will give maximum effectiveness and efficiency. It is not possible, however, to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the Council's CCTV.

OPERATION OF THE SYSTEM

- The system will be administered by the Town Clerk and other Council Officer, in accordance with the principles and objectives expressed in the code.
- The CCTV system will be in operation 24 hours each day, for every day of the year.
- System will be checked on a daily basis to ensure that the system is operating effectively and in particular that the equipment is properly recording and that cameras are functional. The system will be

regularly serviced and maintained. Defects will be reported to the servicing company at the earliest convenient opportunity.

CONTROL OF SOFTWARE and ACCESS TO THE SYSTEM

- Access to the CCTV software will be strictly limited to authorised operators with a password.
- Operators must satisfy themselves that all persons viewing CCTV material will have a right to do so.
- The main control facilities will be kept secure.
- Other administrative functions will include controlling and maintaining downloaded digital materials, and maintenance and system access logs.

MONITORING PROCEDURES

- Images from these cameras may be shared with Cheshire Police, where necessary. Access to monitors must be restricted to Officer where those areas being monitored are not in public view.

DIGITAL IMAGES: PROCEDURES

- Live and recorded materials may be viewed by authorised operators investigating an incident.
- Recorded material may be downloaded from the system in line with the objectives of the scheme.
- Images (stills and footage) may be viewed by the Police for the detection or investigation of crime.
- A record will be maintained of the release of images to the Police or other authorised applicants. A register will be available for this purpose.
- Viewing of images by the Police must be recorded in writing and in the log book. Requests by the Police are allowable under section 29 of the Data Protection Act (DPA) 1998.
- Should images be required as evidence, a digital copy may be released to the Police.
- The Police may require the Council to retain images for possible use as evidence in the future. Such images will be securely stored until they are needed by the Police.
- Applications received from outside bodies to view or release images will be referred to the Town Clerk. In these circumstances, images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee may be charged appropriate for subject access requests.
- Retention: Images will be retained for only as long as these are required. The system will automatically delete all recordings held on the main control unit after approximately one month.

BREACHES OF THE CODE (including breaches of security)

- Any breach of the CCTV Code of Practice will be investigated by the Town Clerk, in order for him/her to take any appropriate disciplinary action.

COMPLAINTS

- Any complaints about the CCTV system should be addressed to the Town Clerk.

SUBJECT ACCESS AND FREEDOM OF INFORMATION

- The Data Protection Act (DPA) and DPA provide Data Subjects with a right to data held about themselves, including those obtained by CCTV
- Requests for Data Subject Access should be made in writing to the Town Clerk
- A request for Subject Access will be charged at £10, which is the maximum allowable under the DPA
- A request under the Freedom of Information Act 2000 will be accepted, where such a request is appropriate

Introduction and Accountability

Crewe Town Council has a limited closed circuit television (CCTV) surveillance system for the purposes of the prevention and detection of crime and the safety and welfare of Officer and premises users. The system is owned by Crewe Town Council and images from the system are strictly controlled and monitored by authorised personnel.

In line with the Home Office 12-point Code of Conduct for Surveillance Cameras which can be found [here](#)

The use of the system will:

- always be for the purpose specified which is in pursuit of a legitimate aim and necessary to meet an identified pressing need
- take into account its effect on individuals and their privacy
- have as much transparency as possible, including a published contact point for access to information and complaints
- have clear responsibility and accountability for all surveillance activities including images and information collected, held and used
- have clear rules, policies and procedures in place and these must be communicated to all who need to comply with them
- have no more images and information stored than that which is strictly required
- restrict access to retained images and information with clear rules on who can gain access
- consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards
- be subject to appropriate security measures to safeguard against unauthorised access and use
- have effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with.
- be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value, when used in pursuit of a legitimate aim.
- be accurate and kept up to date when any information is used to support a surveillance camera system which compares against a reference database for matching purposes

Operation

- The Town Clerk is responsible for the operation of the CCTV system and for ensuring compliance with this policy. Operations will be delegated to other members of Officer. Any concerns in respect of the system's use or regarding compliance with this policy should be addressed to the Town Clerk.

Location

- This code of conduct applies to all CCTV systems operated by the Town Council. Currently CCTV is present at the Council Offices. It will also encompass all other CCTV images that, in due course, are added to the system, or obtained from CCTV systems operated by Cheshire East Council which the Town Council have access to.
- The system is operational and images are capable of being monitored for 24 hours a day throughout the whole year.
- Images captured on camera will be recorded on the main CCTV servers which are held in secure locations. Although every effort has been made in the planning and design of the CCTV system to give it maximum effectiveness, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.
- For the purposes of the Data Protection Act 2018, the Data Controller is The Crewe Town Council and the Council is legally responsible for the management and maintenance of the CCTV system. It may however be a Data Processor for images obtained from other images.

- No unauthorised access to the system is allowed at any time. Normal access is strictly limited to authorised Officer only. Cheshire Police may in future monitor cameras under a separate Memorandum of Understanding.
- In an emergency and where it is not reasonably practicable to secure prior authorisation, access may be granted to persons with a legitimate reason to access the CCTV system.
- Before granting access to the CCTV system, controllers must satisfy themselves of the identity of any visitor and ensure that the visitor has the appropriate authorisation. All visitors will be required to complete and sign the visitors' log, which shall include their name, department or the organisation they represent, the person who granted authorisation for their visit (if applicable) and the start and finish times of their access to the CCTV system.
- It is recognised that the images obtained comprise personal data and are subject to the law on Data Protection. All copies will be handled in accordance with the procedures
- Recorded images will only be reviewed with the authority of the Town Clerk. Copies of digital images will only be made for the purposes of crime detection, evidence in relation to matters affecting safety, evidence for prosecutions, or where otherwise required by law.
- All Officer involved in the operation of the CCTV system will, by training and access to this Policy, be made aware of the sensitivity of handling CCTV images and recordings.
- The Town Clerk will ensure that all Officer are fully briefed and trained in respect of all functions; operational and administrative, arising within the CCTV control operation. Training in the requirements of the Data Protection Act and this policy will also be provided.

Recordings

- The system is supported by digital recording facilities which will function throughout operations in real time. As the images are recorded digitally, the process of identifying retrieval dates and times will be computerised. Images will be cleared automatically after a set time.
- Unless required for evidential purposes or for the investigation of crime, recorded images will be retained for no longer than 30 days from the date of recording. However, the Town Council recognises that, in accordance with the requirements of the Data Protection Act, no images should be retained for longer than is necessary. Accordingly, some recorded images may be erased after a shorter period, for example where it can be determined more quickly that there has been no incident giving rise to the need to retain the recorded images. Digital images will be automatically erased after a set period, which will be no longer than 30 days.
- In the event of the digitally recorded image being required for evidence or the investigation of crime it will be retained for a period of time until it is no longer required for evidential purposes or any investigation into a crime has been completed.

Digital Recording and Access Procedures

- All disks containing images to remain the property of the Town Council.
- Requests by persons for viewing or copying of disks or obtaining digital recordings will be usually be made by prior authority of the Police.
- Requests from the Police will arise in a number of ways, including:
 - requests for a review of recordings in order to trace incidents that have been reported
 - immediate action relating to live incidents, e.g. immediate pursuit
 - for major incidents that occur when images may have been recorded continuously
 - individual Police Officers seeking to review recorded images
- It is important that access to, and disclosure of, the images recorded by CCTV is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved but also to ensure that the chain of evidence remains intact, should the images be required for evidential purposes. Users of CCTV will also have to ensure that the reasons for which they may disclose copies of the images are compatible with the reasons or purposes for which they originally obtained those images. These aspects of the policy reflect Data Protection Principles of the Data Protection Act 2018.

- All requests for access or disclosure will be recorded. The Town Clerk will make decisions on access to recorded images by persons other than Police Officers. Requests by the Police for access to images will not normally be denied and can be made without the above authority, provided they are accompanied by a written request signed by a Police Officer who must indicate that the images are required for the purposes of a specific crime enquiry.
- If access or disclosure is denied, the reasons will be documented.
- If access to or disclosure of the images is allowed then the following will be documented:
 - the date and time at which access was allowed or the date on which disclosure was made
 - the reason for allowing access or disclosure
 - the extent of the information to which access was allowed or which was disclosed

Photographs and hard copy prints

- Photographs and hard copy prints taken from digital images are subject to the same controls and principles of Data Protection as other data collected. They will be treated in the same way as digital images.
- At the end of their useful life all computer disks, still photographs and hard copy prints will be disposed of as confidential waste.
- This code of practice will be reviewed annually to assess its implementation and effectiveness and it will be promoted and implemented throughout the Academy.

Appendix 4

CREWE TOWN COUNCIL WEBSITE PRIVACY POLICY

Introduction

This privacy policy governs the privacy of this website and its users who choose to use it.

The policy sets out the different areas where user privacy is concerned and outlines the obligations and requirements of the users, the website and website owners. Furthermore, the way this website processes, stores and protects user data and information will also be detailed within this policy.

The Website

This website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies to all UK national laws and requirements for user privacy.

Use of Cookies

This website uses cookies to better the users experience while visiting the website.

Cookies are small files saved to the users computer's hard drive that track, save and store information about the users' interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

This website uses tracking software to monitor its visitors to better understand how they use it. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website but will not store, save or collect personal information.

Other cookies may be stored to your computer's hard drive by external vendors when this website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer. No personal information is stored, saved or collected.

Visitors to our website

When someone visits our website we use a third party service, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow any third party to make, any attempt to find out the identities of those visiting our website.

If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Contact and Communication

Users contacting this website and/or its owners do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use, as detailed in the Data Protection Act 2018.

Every effort has been made to ensure a safe and secure form to email submission process but advise users using such form to email processes that they do so at their own risk. This website and its owners may use any information submitted to provide you with further information about the services they offer or to assist you in answering any questions or queries you may have submitted. This includes using your details to subscribe you to any email newsletter program the website operates but only if you're express permission was granted when submitting any form to email process.

Your details are not passed on to any third parties.

Email Newsletter

This website does not currently operate an email newsletter program, used to inform subscribers about services supplied by this website.

[Email marketing campaigns published by this website or its owners may contain tracking facilities within the actual email. Subscriber activity is tracked and stored in a database for future analysis and evaluation. Such tracked activity may include; the opening of emails, forwarding of emails, the clicking of links within the email content, times, dates and frequency of activity [this is by not a comprehensive list]. This information is used to refine future email campaigns and supply the user with more relevant content based around their activity.]

In compliance with UK Spam Laws and the Privacy and Electronic Communications Regulations 2003 subscribers are given the opportunity to unsubscribe at any time through an automated system. This process is detailed at the footer of each email campaign.

External Links

Although this website only looks to include quality, safe and relevant external links users should always adopt a policy of caution before clicking any external web links mentioned throughout this website. The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Adverts and Sponsored Links

This website does not currently contain sponsored links and adverts.

Social Media Platforms

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution with regards to their own privacy and personal details. This website, nor its owners, will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

Shortened Links in Social Media

This website and its owners through their social media platform accounts may share web links to relevant web pages. By default, some social media platforms shorten lengthy URL's (web addresses).

Users are advised to take caution and good judgment before clicking any shortened URL's published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine url's are published, many social media platforms are prone to spam and hacking and therefore this website and it's owners cannot be held liable for any damages or implications caused by visiting any shortened links.

Appendix 5

CREWE TOWN COUNCIL

SUBJECT ACCESS POLICY

Introduction

This policy was adopted by the Town Council in order to comply with the requirements of the General Data Protection Regulations (DPA) and Data Protection Act 2018. Data subjects have the right to access personal data held on them by the Council. Details are set out in the Privacy Notice on the Council's website.

This policy is in place to ensure that internal procedures on handling of Subject Access Requests (SARs) are accurate and complied with and includes:

- Responsibilities (who, what)
- Timing
- Changes to data
- Handling requests for rectification, erasure or restriction of processing.

The Council will ensure that personal data is easily accessible at all times in order to ensure a timely response to SARs and that personal data on specific data subjects can be easily filtered. The Council has implemented standards on responding to SARs.

Upon receipt of a SAR

The data subject will be informed who at the Council to contact, the Data Controller. The identity of the data subject will be verified and if needed, any further evidence on the identity of the data subject may be requested.

The access request will be verified; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not additional information will be requested.

Requests will be verified as to them being unfounded or excessive (in particular because of their repetitive character); if so, the Council may refuse to act on the request or charge a reasonable fee.

Receipt of the SAR will be promptly acknowledged and the data subject will be informed of any costs involved in the processing of the SAR.

Whether the Council processes the data requested will be verified. If the Council does not process any data, the data subject will be informed accordingly. At all times the internal SAR policy will be followed and progress may be monitored.

Data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned may be permitted.

The data requested will be verified to establish if it involves data on other data subjects. This data will be filtered before the requested data is supplied to the data subject; if data cannot be filtered, other data subjects will be contacted to give consent to the supply of their data as part of the SAR.

Responding to a SAR

The Council will respond to a SAR within one month after receipt of the request:

- If more time is needed to respond to complex requests, an extension of another two months is permissible, and this will be communicated to the data subject in a timely manner within the first month;
- If the Council cannot provide the information requested, it will inform the data subject on this decision without delay and at the latest within one month of receipt of the request.
- If a SAR is submitted in electronic form, any personal data will be preferably provided by electronic means as well.
- If data on the data subject is processed, the Council will ensure as a minimum the following information in the SAR response:
 - the purposes of the processing;
 - the categories of personal data concerned;
 - the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses
 - where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - the right to lodge a complaint with the Information Commissioners Office (“ICO”);
- If the data has not been collected from the data subject: the source of such data;
- The existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- Provide a copy of the personal data undergoing processing.

Appendix 5
CREWE TOWN COUNCIL
PERSONAL DATA COMPLAINTS POLICY
(CONSIDERED SEPERATELY AT THE MEETING OF F&G 28 02 2023)

Personal Data Complaints Policy

Introduction

The Data Protection Act 2018 (DPA 2018), gives data subjects rights in relation to their personal data which are detailed further in this policy. In addition, the Privacy and Electronic Communications Regulations (PECR) which sits alongside the DPA 2018 gives people specific privacy rights in relation to electronic communications such as marketing calls, emails, texts, cookies and associated technologies.

Processing personal information

This means obtaining, recording or holding the personal information or carrying out any operation or set of operations on the information, including:

- organising, adapting, storing or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the technology used.

Personal Data and Data Subjects

'Personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. Personal data we gather may include: individuals' phone number, home address, email address, educational background, financial and pay details, details of education and skills, marital status, nationality, and CV etc.

Data subjects' rights

Individuals have rights to their data under data protection legislation which we must respect and comply with to the best of our ability. We must ensure individuals can exercise their rights in the following ways:

1. Right to be informed
 - Providing privacy notices which are concise, transparent, intelligible and easily accessible, free of charge, that are written in clear and plain language, particularly if aimed at children.
 - Keeping a record of how we use personal data to demonstrate compliance with the need for accountability and transparency.

2. Right of access

- Enabling individuals to access their personal data and supplementary information
- Allowing individuals to be aware of and verify the lawfulness of the processing activities

3. Right to rectification

- We must rectify or amend the personal data of the individual if requested because it is inaccurate or incomplete. This must be done without delay, and no later than one month. This can be extended to two months where valid reason(s) have been identified.

4. Right to erasure

- We must delete or remove an individual's data if requested and there is no compelling reason for its continued processing.

5. Right to restrict processing

- We must comply with any request to restrict, block, or otherwise suppress the processing of personal data.
- We are permitted to store personal data if it has been restricted, but not process it further. We must retain enough data to ensure the right to restriction is respected in the future.

6. Right to data portability

- We must provide individuals with their data so that they can reuse it for their own purposes or across different services.
- We must provide it in a commonly used, machine-readable format, and send it directly to another controller if requested.

7. Right to object

- We must respect the right of an individual to object to data processing based on legitimate interest or the performance of a public interest task.
- We must respect the right of an individual to object to direct marketing, including profiling.
- We must respect the right of an individual to object to processing their data for scientific and historical research and statistics.

8. Rights in relation to automated decision making and profiling

- We must respect the rights of individuals in relation to automated decision making and profiling.
- Individuals retain their right to object to such automated processing, have the rationale explained to them, and request human intervention.

What is a complaint?

A complaint is an expression of dissatisfaction about the Council's handling of a data subject's personal data or the data of the individual they represent. **This can include dissatisfaction with how the Council has responded to a previous subject access request.**

Scope

This policy addresses complaints made by data subjects regarding the use of their personal data and previous responses(s) to their subject access requests.

Responsibilities

The council; has overall responsibility for this policy but has delegated day-to-day responsibility for overseeing its implementation to the clerk. All relevant members of staff have been made aware of the policy.

All Employees are responsible for ensuring that any complaints that are made in relation to this policy are reported to the clerk.

The Council will review this policy annually to ensure that its provisions continue to reflect best practice.

Making a Complaint

Data subjects can make a complaint relating to the Council's use of personal data. Complaints should be sent directly to the clerk at :..... An officer of the council will normally acknowledge the complaint within 5 working days, subject to council resources and annual leave commitments.

The Council will only accept a complaint from a data subject's representative, if the representative provides the data subject's written consent authorising the representative to act on the data subject's behalf in relation to the complaint.

If there is any doubt about the identity of the complainant the Council will first seek to verify the data subject's identity or third party's entitlement to act on behalf of the individual. The forms of identification that are acceptable from a data subject are as follows;

- a. Passport
- b. Driving Licence
- c. For third parties the identification requirements will vary dependent on their relationship to the data subject. Therefore, these will be assessed on a case by case basis.

Investigation and Complaint Outcome

Once all identification requirements have been met, the investigation will be carried out and responded to normally within one month or earlier without undue delay. If further clarification is required from the complainant or more time is required for the response to be completed the Council will inform the complainant prior to the original deadline.

The complaint outcome will be communicated to the complainant in writing.

Review

If the complainant does not agree with the outcome, they can request a review of the decision. This request must be made within one month of the original decision being communicated and should be sent to the clerk at The decision will be internally reviewed and responded to by a nominated individual within one month from the receipt of the request for review. Once the internal review has been completed, the Council will communicate the outcome in writing.

Manifestly unfounded, and/or excessive complaints

In some circumstances the Council can refuse to investigate and respond to the complaint. This will be when a complaint is deemed to be manifestly unfounded, and/or excessive. Each complaint will be considered on a case by case basis by applying the following factors:

- a. the data subject has explicitly stated that they intend to cause disruption (whether in the complaint, or in other correspondence), and has threatened individuals;
- b. the data subject has made unsubstantiated accusations against individuals, and is persisting in those accusations;
- c. the data subject is targeting particular individuals, against whom they have a personal grudge;
- d. the data subject makes frequent complaints intended to cause disruption; and
- e. the data subject continues to repeat the substance of previous complaints which have already been investigated.

Where a complaint is deemed to be manifestly unfounded and/or excessive, the Council will contact the individual and in a reasonable timeframe explain to them:

- a. the reasons for refusing to consider the complaint;
- b. their right to make a complaint to the ICO; and
- c. their right to pursue their data subject rights through a judicial remedy.

Independent External Review of Complainant Issues

If the complainant remains dissatisfied, they can escalate their complaint to the Information Commissioner's Office (the "ICO"). Information about how to make a complaint to the ICO can be found here: <https://ico.org.uk/make-a-complaint/>

In order to respond to the complaint, the Council will investigate the complaint based on the information provided by the ICO. The cooperation of any staff/members able to assist with the investigation will be required. The reason for the investigation may need to be disclosed to the relevant staff/members. The Clerk will submit an evidenced response to the ICO after consultation with the Council.

CREWE TOWN COUNCIL

STANDING ORDERS

Adopted by Council: 17th May 2022

Review Date: ~~April 2024~~ March 2023

INTRODUCTION

These Standing Orders were adopted by Council on 17th May 2022 and supersedes all previous versions. They are based on model standing orders of 2018 by the National Association of Local Councils (NALC).

Standing orders are the written rules of a local Council and are essential to regulate the proceedings of a meeting. The Council also use these standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders are not the same as the policies of a Council but may refer to them.

Local Councils operate within a wide statutory framework and these Standing Orders reference many statutory requirements to which Councils are subject. The statutory requirements to which a Council is subject apply whether or not they are incorporated in a Council's standing orders.

Standing Orders are one of the Council's three principal governing policy documents providing procedural guidance for Members and Officers. They must be observed in conjunction with the Council's Financial Regulations and Standing Orders for Contracts.

Standing orders that are in **bold type** contain legal and statutory requirements, such standing orders may not be suspended. Standing orders not in bold are designed to help Councils operate effectively but they do not contain statutory requirements.

The word "Councillor" is used in the standing orders and, unless the context suggests otherwise, includes a non-Councillor with or without voting rights.

1. RULES OF DEBATE AT MEETINGS

Applies to Meetings of Council, Committees and Sub-Committees.

- a Motions requiring notice on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if

requested by the chair of the meeting, is expressed in writing to the chair.

- h A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A Councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:-
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a Committee or Sub-Committee for consideration;

- vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.
- u If, at the Chair's discretion, urgent business is added to the Agenda, the item may be discussed **but no formal decision may be made**. The Town Clerk does have delegated authority to deal with urgent matters in consultation with specified Members.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct. Such conduct may breach the Councillors' Code of Conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●
- Sub-Committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d All items of business will be set out on the agenda for all meetings and sent out with the summons to Councillors. Members of Council or Members of Committee may make a request to the Town Clerk to include relevant items on agendas if relevant to the respective terms of reference. The Town Clerk will where possible include the requested item, however their

decision is final. If the Town Clerk declines the request they will notify the Councillor of their decision and explain the reason for it.

- e **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- f Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- g The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the Chair of the meeting.
- h Subject to standing order 3(g), a member of the public shall not speak for more than three minutes unless directed by the Chair of the meeting. The Chair may at anytime instruct the speaker to end their input to the meeting.
- i There is a clear preference that meetings shall be held in the evening (unless exceptional or urgent circumstances) to facilitate and assist with access for those with work or daytime commitments; timings will be consistent and set by the previous meeting (of council or committee); changes in timing are subject to consultation with the committee.
- j In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that an oral or written response be given.
- k A person (Councillor or member of public) shall raise their hand when requesting to speak (and at Council only), stand when speaking, except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking.
- l A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- m Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- n **Subject to standing order 3(o), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.** The Chair should have regard if filming takes place, that Members of the public may not wish to be filmed. This right must be taken up without disturbing the meeting.
- o **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- p **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- q **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in his absence be done by, to or before the Deputy Mayor.**

- r **The Mayor, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Deputy Mayor if present, shall preside. If both the Mayor and Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- s **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.**
- t **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Mayor at the annual meeting of the Council.

- u **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave thier vote for or against that question, (or abstained from voting). Such a request shall be made before moving on to the next item of business on the agenda.**

v The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- w **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- x **No business may be transacted at a meeting unless at least one-third of the whole number of Members of the Council are present therefore making the meeting quorate. In no case shall quorum of a meeting be less than three. (any Councillor who is disqualified from an item of business because he/she has declared a disclosable pecuniary or other relevant interest, does not count towards the quorum for that item).**

See standing order 4d(vii) for the quorum of a Committee or Sub-Committee meeting.

- y **If a meeting is or becomes inquorate, no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another**

- meeting.
- z A meeting shall not exceed a period of two hours, unless the Council or Committee resolves to continue beyond this period.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose terms of reference and Members shall be determined by the Committee.**
- b **The Members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council**
- c **Unless the Council determines otherwise, all the Members of an advisory Committee and a Sub-Committee of the advisory Committee may be non-Councillors.**
- d The Council may appoint standing Committees or other Committees as may be necessary, and:
 - i. shall determine their terms of reference and any delegation to the Committee;
 - ii. shall determine the number and time of the ordinary meetings of a standing Committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a Committee, other than in respect of the ordinary meetings of a Committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of Members of such a Committee;
 - v. shall, after it has appointed the Members of a standing Committee, appoint the Chair of the standing Committee, noting a Councillor may be appointed to the Chair or Deputy Chair of only one Committee
 - vi. shall determine the place, notice requirements and quorum for a meeting of a Committee and a Sub-Committee which, in both cases, shall be no less than one-third of the Committee and Sub-Committee and in no case less than three;
 - vii. shall determine if the public may participate at a meeting of a Committee;
 - viii. shall determine if the public and press are permitted to attend the meetings of a Sub-Committee and also the advance public notice requirements, if any, required for the meetings of a Sub-Committee;
 - ix. shall determine if the public may participate at a meeting of a Sub-Committee that they are permitted to attend; and
 - x. may dissolve a Committee or a Sub-Committee.
 - xi. A member who has proposed a resolution which has been referred to any Committee of which they are not a member, may explain their resolution to the Committee but shall not vote.
 - xii. Any Council member is entitled to be present as a spectator at the meetings of any Committee or Sub-Committee of which they are not a member, except if a resolution has been passed to exclude the press and public. The Council member may speak on an item on the Agenda with the permission of the Chair, but may not join in the debate or vote.

xiii. A Councillor may be appointed to the Chair or Deputy Chair of only one Committee

5. ORDINARY COUNCIL MEETINGS AND ANNUAL COUNCIL MEETING

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.** This will be followed by the appointment of Leader of Council.
- f **The Mayor, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Deputy Mayor of the Council, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the Council.**
- h **In an election year, if the current Mayor has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Mayor has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Mayor has been elected. They may exercise an original vote in respect of the election of the new Mayor and shall give a casting vote in the case of an equality of votes.**
- j Declarations by Councillors of any interests they may have in items on the agenda, shall clearly state the kind of interest as set out in the Councillor Code of Conduct.
- k Following the declaration of interests at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Mayor (Chair of the Council) and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a Committee;
 - iv. Consideration of the recommendations made by a Committee;
 - v. Review of delegation arrangements to Committees, Sub-Committees, staff and other local authorities
 - vi. Review of the terms of reference for Committees

- vii. Appointment of Members to existing Committees;
 - viii. Appointment of any new Committees in accordance with standing order 4 and appointment of its Members
 - ix. Review of appropriate standing orders, standing orders in relation to contracts and financial regulations
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xviii. Review of the Council's policy for dealing with the press/media
 - xix. Review of the Council's employment policies and procedures
 - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- l Councillors may ask questions on any agenda item at a Council at the time that item is to be considered.
- m The order of business at any ordinary meeting will be similar but exclude 5ki and v-xxi, unless these items are the subject of an officer's report.
- 6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**
- a **The Mayor may convene an extraordinary meeting of the Council at any time.**
 - b **If the Mayor does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.**
 - c The Chair of a Committee or a Sub-Committee may convene an extraordinary meeting of the Committee or the Sub-Committee at any time.
 - d If the Chair of a Committee or a Sub-Committee does not call an extraordinary meeting within seven

days of having been requested to do so by two Members of the Committee or the Sub-Committee, any two Members of the Committee or the Sub-Committee may convene an extraordinary meeting of the Committee or a Sub-Committee.

7. PREVIOUS RESOLUTIONS

- a A resolution (whether affirmative or negative) shall not be reversed within six months except either by a special motion, which requires written notice by at least four Councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least three clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular Committee or Sub-Committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a Committee or Sub-Committee and their Members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a Councillor or a member of the public;
- xiii. to exclude a Councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);**
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●

Committee meetings ●

Sub-Committee meetings ●

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e The Council will publish draft minutes for all meetings on its website not later than two weeks after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed and removed from the website. The approved minutes will be published on the Council’s website within 2 weeks of approval.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(w).

- a All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
- b All Councillors **must, in accordance with the Code of Conduct currently adopted by the Council, register in Cheshire East Council's Register of Councillors' Interests, details of their Disclosable Pecuniary Interests** and other interests stated in the Code, **by completing the appropriate form and delivering this to the Town Clerk, who will forward it to the Monitoring Officer.**
- c **Councillors must keep their registered interests up to date by completing the appropriate form and delivering this to the Town Clerk, who will forward it to the Monitoring Officer.** The Town Clerk will send out forms prior to the Annual Town Council meeting each year, to give Members the opportunity to update their interests in the Register.
- d Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

- e Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
 - f **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
 - g A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or by the Proper Officer in accordance with the Council's scheme of delegation and that decision is final.
 - h A dispensation request shall confirm:-
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
 - i Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required OR at the beginning of the meeting of the Council.
 - j **A dispensation may be granted in accordance with standing order 13(g) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the 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 the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**
- 14. CODE OF CONDUCT COMPLAINTS**
- a Upon notification by the Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
 - b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
 - c The Council may:-
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory

responsibility for investigation of the matter;

- d **Upon notification by the Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be the Town Clerk or other staff member nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

- b The Proper Officer shall:-

- i. **at least three clear days before a meeting of the Council, a Committee or a Sub-Committee,**
- **serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full Council and standing order 3(c) for the meaning of clear days for a meeting of a Committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a Councillor has given written notice at least five days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Mayor, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from Councillors and the Mayor;
- vii. hold a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation

Act 1980);

- xii. arrange for legal deeds to be executed;
(see also standing order 23);
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
 - xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the Council to the Chair or in his absence Vice-Chair of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;
 - xvi. manage access to information about the Council via the publication scheme; and
- c The Town Clerk and other Officers of the Council shall have the authority and duties given to them under the Council's Scheme of Delegation and will report decisions taken under such delegation to each Council meeting.

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint an appropriate staff member to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30th June, 30th September and 31st December in each year a statement to summarise:-
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31st March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and

apply the form of accounts determined by the Council (income and expenditure) for the year to 31st March. A completed draft annual governance and accountability return shall be presented to all Councillors at least five days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30th June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement) approved and provided by Cheshire East Council.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall be in accordance with the Council's adopted Standing Orders for Contracts.
- e. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330,213,477 for a public service or supply contract or in excess of £4,733,252,336,937 for a public works contract ~~(or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU))~~ shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU Central Government's Find a Tender service.**
- f. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660,426,955 for a supply, services or design contract; or in excess of £4,733,252,336,937 for a works contract; or £663,540,884,720 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU UK Government) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

- a A matter personal to an Officer that is being considered by a meeting of Council or the Personnel Sub-Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's Town Clerk shall notify the Chair of the Personnel Sub-Committee or if they are not available, the Deputy Chair of absence occasioned by illness or other reason and that person shall report such absence to Personnel Sub-Committee at its next meeting.
- c The Chair of Personnel Sub-Committee shall ensure a review of the performance and annual appraisal of the work of The Town Clerk is conducted in accordance with the terms of reference/delegation of the Sub-Committee and procedures and policy of the Council. The reviews and appraisal shall be confirmed in writing
- d Grievance matters will be dealt with in accordance with the policy set out in the Council's Employee Handbook and Personnel Policies.
- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(e).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and information guide, and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

See also standing order 11.

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the

Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised by Council no Councillor shall:
 - i inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii issue orders, instructions or directions.

25. STANDING ORDERS GENERALLY

- a All or part of a standing order, **except one that incorporates mandatory statutory or legal requirements**, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 Councillors to be given to the Proper Officer in accordance with standing order 9. Standing Order 26b will not apply where the proposed amendment is a response to a written report on a review of Standing Orders circulated in advance with the agenda of the meeting.
- c The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

26. CONSTITUTION

- a The Council shall maintain and periodically update a Constitution to advise Members and the public how the Council conducts its business and how decisions are made.
- b The contents of the Constitution will be determined by Council but will always contain Standing Orders, Standing Orders for Contracts, Financial Regulations, Members' Code of Conduct and the Publication Scheme.
- c A up to date copy of the Constitution will be displayed on the Council's website.

27. PETITIONS

- a At any meeting, any Member may present a petition, signed by persons other than Members of the Council, which is relevant to some matter for which the Council has a responsibility or which affects the Town.
- b A Member wishing to present a petition shall give notice of his/her intention to do so to the Town Clerk at least twenty-four hours before the beginning of the meeting at which it is to be presented. The presentation of a petition will last for no more than three minutes.
- c No discussion will take place on any petition, but any Member may move that a matter raised by a

petition be referred to the appropriate Committee or Sub-Committee. Once seconded, such a motion will be voted on without discussion.

28. HONORARY TITLES

- a The Council may introduce the award of honorary titles by resolution, in accordance with current legislation.

29. TRAINING AND DEVELOPMENT

- a The Council will maintain a Training and Development Policy for Members and Officers. They will determine and execute an annual training plan for Members.

30. PRAYERS AT COUNCIL

- a If the Council has adopted the General Power of Competence, it may if it wishes include prayers as part of the Council meeting.
- b If the Council is not eligible to adopt the General Power of competence and it wishes to hold prayers, prayers may take place before commencement of the meeting, but Members cannot be summoned to attend.

31. COMPLAINTS AGAINST THE COUNCIL OR AN OFFICER

- a The Council shall deal with complaints made against it in accordance with its Complaints and Compliments Policy adopted by the Council, except for those complaints which should be properly directed to the Monitoring Officer or to any other regulatory body listed in the Complaints Procedure for consideration. (see also Standing Order 14 regarding Code of Conduct complaints)

32. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- a Canvassing of Members of the Council or of any Committee, directly or indirectly, for any appointment as an employee of the Council shall disqualify the candidate for such appointment. The Town Clerk shall make known the purpose of this sub-paragraph of this Standing Order to every candidate.
- b A member of the Council or of any Committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment, providing they are not part of the selection process.
- c Standing Order Nos. 32a and 32b shall apply to tenders as if the person making the tender were a candidate for an appointment.
- d If a candidate for any appointment under the Council is to his knowledge related to any member or the holder of any office of the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate Committee any such disclosure.

CREWE TOWN COUNCIL

STANDING ORDERS FOR CONTRACTS

Adopted by Council: 17th May 2022

Review Date: ~~May~~ March 2023

1. GENERAL

- 1.1 The following Standing Orders for Contracts were adopted by Council on 17th May 2022 and supersedes any previous versions. They set out the procedures by which the Council will enter into contracts for the provision of goods, services, materials and work. Every contract made by or on behalf of the Council shall comply with these procedure rules and no exception from any of the provisions shall be made otherwise than by direction of the Council or under Standing Order. These Standing Orders for Contracts should be read in conjunction with the Council's Financial Procedures, Standing Orders and its Procurement Policy applying at the time.
- 1.2 The Orders do not apply to contracts for the sale or purchase of land or buildings other than as set out in this Order. Every contract relating to the sale or purchase of any land or buildings shall be in writing and be signed on behalf of the Council by the Proper Officer. Purchases of land should not be above the current market value as determined by the Council's appointed valuer and sales of land should not be below the current market value as determined by the Council's appointed valuer. Where this is not the case a report should be made to Council setting out the reasons for such variation, which may take into account any community benefits or justification on the grounds that it helps fulfil a wider objective of the Council.
- 1.3 Subject to Rule 1.2 every contract made by or on behalf of the Council shall comply with:-
 - 1.3.1 these Standing Orders for Contracts
 - 1.3.2 the Council's Financial Regulations
 - 1.3.3 the Council's Standing Orders
 - 1.3.4 all relevant statutory provisions including any relevant E.U. directive
 - 1.3.5 any direction by the Council, Committees, Sub-Committees having appropriate delegated authority.
- 1.4 These Contract Procedure Rules shall not apply or may be varied where or to the extent that:-
 - 1.4.1 the Council so resolves
 - 1.4.2 statute or subordinate legislation prescribes otherwise

2 DELEGATED AUTHORITY TO ENTER INTO CONTRACTS

- 2.1 The Proper Officer shall have power to accept tenders (where required) and to enter into contracts on behalf of the Council, when the decision and budget have been approved by Council.
- 2.2 The Proper Officer or Responsible Financial Officer (RFO), if different, has authority to issue official orders or letters for work, goods and services as set out in the Financial Regulations.

3. ORDERS FOR WORK, GOODS AND SERVICES UPTO £3,000

- 3.1 Orders for work, goods and services up to the value of £3,000 are not subject to the Standing Orders for Contracts, nor are formal quotations required but orders must comply with the Council's Financial Regulations [see particularly FR 11.1 (i)].
- 3.2 Orders for work, goods and services which would normally be considered as one transaction shall not be divided into different orders so that the Standing Orders for Contracts are deemed not to apply.

4 CONTRACTS OF UP TO £25,000

- 4.1 Tenders need not be invited for contracts estimated to have a value of £25,000 or less but three quotations shall be obtained in accordance with the Council's Financial Regulations. The Council's Procurement Policy states that in all contracts for goods, materials or services over £25,000, an evaluation model encompassing both price and quality, will be developed in advance against which best value can be judged.
- 4.2 Three quotations need not be invited in circumstances set out in regulation 11 of the Financial Regulations, or in cases where genuine competition is not available because of the specialist nature of the work or goods, all subject to a resolution of Council which embodies the reason for not doing so.

5 REQUIREMENTS FOR TENDER

- 5.1 Subject to the exceptions in Rule 5.2 below, tenders shall be invited where the contract sum is estimated to be above or close to £25,000.
- 5.2 Tenders need not be invited in circumstances set out in 11.1 of the Financial Regulations, subject to a resolution of Council which embodies the reason for not doing so.
- 5.3 Where the value of a supply, services or design contract is likely to exceed £189,330, or a construction contract is likely to exceed £4,733,252 (or other threshold specified by the Office of Government Commerce from time to time), the Council must consider whether the Public Contracts Regulations 2015 (EU Directive 2014/24/EU) apply to the contract and if so the Council must comply with EU procurement rules; which will include advertising in the Official Journal of the European Union. See also Financial Regulations 11.1 b, c and e.
- 5.4 Where tenders are required, one of the following methods shall be used:-
- 5.4.1 Open competitive tender (Rule 6)
 - 5.4.2 Ad hoc approved list (Rule 7)
 - 5.4.3 Standing approved list (Rule 8)
 - 5.4.4 Approved list of another Council (Rule 9)
 - 5.4.5 Established procurement specialist (Rule 10)

6 OPEN COMPETITIVE TENDERS

Tenders estimated to be £25,000 inc VAT or over shall be invited ~~after by~~ giving at least ~~fourteen~~ 30 (thirty) days public notice ~~in at least one local newspaper circulating in the area of the Authority on the UK Government Contracts Finder portal (under the Public Contract Regulations (2015))~~, on the Council's website and in such trade journals as the Proper Officer has considered appropriate stating the nature and purpose of the contract, inviting tenders and stating the last date when tenders will be accepted. Any notice issued shall contain a Statement of the effect of Standing Orders Nos. 32a and 32b.

7 AD HOC APPROVED LIST

- 7.1 Tenders shall be invited after giving notice in the manner set out in Rule 6 seeking applications to be placed on a list from which selected contractors will be invited to submit tenders.

8 STANDING APPROVED LIST

- 8.1 ~~Tenders shall be invited from persons included in a list approved by the Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work~~ The council does not operate an approved list of suppliers

~~8.2—The list shall be compiled in the following manner:-~~

~~8.2.1 Notices inviting applications for inclusion in the list shall be published not less than twenty-eight days before the list is compiled in at least one local newspaper, on the Council's website and where appropriate, one trade journal.~~

~~8.2.2 No person shall be included in the list unless, at the time of compilation of the list, the Responsible Financial Officer is satisfied as to his or her financial status and suitability.~~

~~8.2.3 The approved list may be amended as required from time to time by the Council and shall be reviewed at intervals not exceeding two years.~~

9 APPROVED LIST OF ANOTHER AUTHORITY

9.1 Tenders ~~shall~~may be invited from persons included in a list approved by the Cheshire East Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work

10 ESTABLISHED PROCUREMENT SPECIALISTS

10.1 Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders.

11 SELECTION OF TENDERERS OR INVITEES

11.1 The selection of persons from whom tenders shall be invited shall be delegated to the Proper Officer in consultation with the Chair of Finance and Governance.

11.2 In inviting applications for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition. It may be necessary to supplement approved lists in cases where the specialist nature of the work or goods indicates that competition will be limited, subject to a resolution of Council which embodies the reason for doing so.

Where a contract will involve a design element, or in the case of other construction works, the chosen process may be varied minimally to ensure that the quality of the design is properly taken in to account. Construction processes which are taking forward the Government Construction Strategy may also be used.

12 FORM OF INVITATION TO TENDER AND SUBMISSION OF TENDERS

12.1 All tenders shall be required to be submitted on a Form of Tender approved by the Proper Officer. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept a tender other than the one which is the lowest price or not to accept any tender at all.

12.2 The invitations to tender shall state that no tender will be considered unless contained in an unmarked plain sealed envelope and endorsed "Tender" followed by the subject to which it relates.

12.3 Every tender shall be addressed to the Town Clerk (Proper Officer) and the tender shall remain in his/her custody, or that of his nominated representative, until the time appointed for its opening. (See also 10.1)

13 EXTENSION OF TIME

- 13.1 Where the Proper Officer considers it to be in the best interests of the Council the time within which tenders must be received may be extended after giving notice of such extension of time in the following manner: -
- 13.1.1 **Open competitive tenders** - in accordance with Rule 6.
 - 13.1.2 **Ad hoc approved list / Established procurement specialist** - by giving fourteen days written notice to each of the selected contractors.
 - 13.1.3 **Standing approved list** - by giving fourteen days written notice to each of the relevant persons on the list.

14 OPENING OF TENDERS

- 14.1 All tenders for a contract shall be opened at the same time and as soon as possible after the closing time for the acceptance of tenders. The tenders will be opened by the Proper Officer or other nominated Officer in the presence of two Members of Council. (See also 10.1)
- 14.2 The Proper Officer shall prepare and maintain a register of tenders received and shall record in that register the following particulars:-
- 13.2.1 the last date and time for the receipt of tenders
 - 13.2.2 the date and time the tender was actually received
 - 13.2.3 the name of the tenderer and the amount of the tender
 - 13.2.4 the date and time they were opened and by whom.
 - 13.2.5 the signature of the Officer to whom the tenders were handed after opening.
- 14.3 All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall also sign each page of the tender as evidence of such tenders having been opened by them or in their presence.
- 14.4 Following the opening of tenders invited the Proper Officer shall write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure.

15 LATE TENDERS

- 15.1 Any tender received late will be returned promptly to the tenderer by the Proper Officer. A late tender which has been received may be opened in the presence of the two Members to ascertain the name and address of the tenderer but no details of the tender shall be disclosed.

16 ALTERATIONS TO TENDERS

- 16.1 Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer.

17 ACCEPTANCE OF TENDERS

- 17.1 In accepting a tender, consideration will be given to price and quality. A suitable pre-determined price-quality model (Evaluation Model) will be devised by the Proper Officer or representative in accordance with the Council's Procurement Policy. Selection of the best tender will be based on this evaluation.
- 17.2 If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

18 CONTRACTS TO BE IN WRITING

- 18.1 Every contract which exceeds £3,000 shall be in writing in a form approved by the Proper Officer.
- 18.2 Every contract shall specify, amongst other things:-
- 18.2.1 the goods, materials, works, matters, or things, to be furnished, supplied or done (including any appropriate technical specifications)
 - 18.2.2 the price to be paid with a statement of discount or other deductions
 - 18.2.3 where applicable, the time or times that the contract is to be performed
 - 18.2.4 how the contractor will be accountable for performance, and any information or reports that he will be required to submit.
- 18.3 The Proper Officer shall sign or witness every contract not required to be made under seal on behalf of the Council.
- 18.4 Every contract for which provision has been made in the approved annual estimates and/or approved by the appropriate Committee or Sub-Committee of the Council pursuant to Standing Orders and being in value of amount less than £3,000 shall be entered into on behalf of the Council by the Proper Officer by issuing an official order only.

19 Tender Notification and Standstill Period

- 19.1 Once the decision to award a contract is made, each Tenderer must be notified in writing of the outcome of the tender process. A “standstill notice” (also referred to as an “award decision notice” is only applied to advertised tenders when statutorily required. In all other cases, there will not be a “standstill notice” once tendered contracts are awarded
- 19.2 For Tenders over EU Thresholds there must be a “standstill” period between the notification and signing the contract and/or raising of an order. This is ten calendar days but can be extended if a challenge is lodged by a Tenderer in which case the Proper Officer will advise on the relevant standstill period and process

20 ASSIGNMENT

- 20.1 In every written contract for the execution of work or the supply of goods or materials, the following clause shall be inserted:

“The contractor shall be prohibited from transferring or assigning directly or indirectly, to any person or persons whatever, any portion of the contract without the written permission of the Council. Sub-letting of any part(s) of the work, except to the extent permitted in writing by the Officer concerned, shall be prohibited”

21 LIQUIDATED DAMAGES

- 21.1 Every contract that exceeds £50,000 shall, where considered appropriate by the Proper Officer, provide for liquidated damages to be paid by the contractor in case the terms of the contract are not duly performed.

22 PERFORMANCE BONDS

- 22.1 Where a contract is estimated to exceed £150,000 in value and is for the execution of the works, or for the supply of goods or materials by a particular date or series of dates, the Finance and Governance Committee shall consider whether the Council should require security for its due performance and shall either certify that no such security is necessary or shall specify in the conditions of tender the nature

and amount of any security to be given. In the latter event, the Council shall require and will take a bond or other sufficient security for the due performance of the contract.

23 RETENTION

23.1 Works contracts, which are estimated to exceed £50,000 in value, will be subject to a defects period. The Council will retain a percentage of the monies due to the contractor for a period that the Proper Officer deems appropriate, having regard to the current practice in the relevant industry and to the circumstances of the contract.

24 CANCELLATION

24.1 Every contract will include a clause allowing the Council to cancel the contract and to recover costs if the contractor has offered, or given, any gift or consideration whatsoever as an inducement or reward to obtain the contract, or any other contract with the Council.

25 NOMINATED SUB-CONTRACTORS

25.1 Where a sub-contractor or supplier is to be nominated to a main contractor the following provisions shall have effect.

25.2 Where the estimated amount of a sub-contract exceeds £25,000 then, unless the Proper Officer certifies that it is not reasonably practicable to obtain competitive tenders, tenders for the nomination shall be invited and dealt with in accordance with these Contract Procedure Rules as if they were for a contract with the Council.

25.3 A nominated sub-contractor must be willing to enter into a contract with the main contractor on terms which indemnify the main contractor against his own obligations under the main contract in relation to the work or goods included in the sub-contract.

26 ENGAGEMENT OF CONSULTANTS

26.1 In the event of the Council engaging the services of consultants, these Contract Procedure Rules will apply where relevant, and subject to approved exemptions set out in the Financial Regulations.

CREWE TOWN COUNCIL FINANCIAL REGULATIONS

AGENDA ITEM 5.a.ii

Adopted by Council: 17th May 2022

Review Date: May 2023

1. General
2. Accounting and audit (internal and external)
3. Annual estimates (budget) and forward planning
4. Budgetary control and authority to spend
5. Banking arrangements and authorisation of payments
6. Instructions for the making of payments
7. Payment of salaries
8. Loans and investments
9. Income
10. Orders for work, goods and services
11. Contracts
12. Payments under contracts for building or other construction works
13. Stores and equipment
14. Assets, properties and estates
15. Insurance
16. Charities
17. Risk management
18. Suspension and revision of Financial Regulations
19. Capital Expenditure
20. Grants Income
21. Partnerships
22. Mayor's Charity Account

These Financial Regulations were adopted by the Council at its meeting held on 28th September 2021, supersedes any previous versions.

They are based on the Model Financial Regulations templates produced by the National Association of Local Councils (NALC) in July 2019.

1. General

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three principal governing policy documents providing procedural guidance for Members and Officers. Financial regulations must be observed in conjunction with the Council's standing orders and standing orders relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:-
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of Officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an Officer may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice Officers to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. By resolution of Council, the Town Clerk has been appointed the RFO
- 1.9. The RFO:-
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or management information prepared for the Council from time to time, comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:- AGENDA ITEM 5.a.ii

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure accounts relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:-

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of Officers dealing with financial transactions and division of responsibilities of those Officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:-

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence (GPoC); and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for Council only.

1.14. In addition, the Council must:-

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant in excess of £10,000; and
- in respect of the annual salary for any Officer have regard to recommendations about annual salaries of Officers made by the relevant Committee in accordance with its Terms of Reference. For the purpose of clarity, the Personnel Sub-Committee make recommendations on regrading and new positions and may determine annual increments within existing grades, in accordance to Personnel Policies.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of Section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified. In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a Member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The Member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and Governance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed annually by Council and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:-
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report and one interim report during each financial year;
 - demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council
- 2.7. Internal or external auditors may not under any circumstances:-
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council Officer, except to the extent that such Officer have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors, unless the correspondence is of a purely administrative matter.

3. Annual estimates (budget) and forward planning

- 3.1. Each Committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year, including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by each relevant Committee. The Finance and Governance Committee shall, no later than December, consider its own budget and a draft budget for the Council (taking in to account recommendations from relevant Committees) and make recommendations to Council no later than January.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than the deadline date set by the relevant billing authority. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.6. The Finance and Governance Committee shall consider a rolling Medium Term Financial Plan prepared by the RFO and recommend it to Council by March each year. The Council shall adopt such a plan no later than April.

4. Budgetary control and authority to spend

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:-
 - the Council for all items over £10,000;
 - a duly delegated Committee of the Council for items over £1,000 to £10,000;
 - the Clerk for any items up to £1,000. In the case of expenditure over £1,000 which is urgent, or for which delay is undesirable, the Clerk will contact all Members indicating that the matter will be actioned in five working days unless the action is 'called in'. A call in will be taken to the next available Council or Committee meeting according to the amount involved and is triggered by a quorum Members of Council (in the case of sums over £10,000) or of the relevant Committee (in the case of amounts between £1,000 and £10,000) contacting the Officer asking for a call in. A log will be retained to record requests for call in.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Committee Chair or the Mayor. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (*'virement'*).
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year without prior approval by either the Finance and Governance Committee or Council

- 4.4. The salary budgets are to be reviewed at least annually in December for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Personnel Sub-Committee. The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, or other cases of utmost urgency, the Clerk in consultation with the Mayor and Chair of Finance and Governance may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement is necessary to continue their delivery. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the next meeting of Finance and Governance Committee or to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's Standing Orders, Financial Regulations and Standing Orders for Contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least every second month and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget, whichever is the greater.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for safety and efficiency. The Council may seek credit references in respect of Members or employees who act as signatories.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation by two of the Council's Authorised Member Signatories. The two Authorised Member Signatories shall review the schedule for compliance and, having satisfied themselves shall authorise payment by email or by signing the schedule. This shall be deemed as authorisation by any two of the RFO, Proper Officer or other authorised Officer to activate electronic payments using the Council's Electronic Banking System. At every meeting of the Council, the RFO shall present a full list of payments which have been authorised by Members for information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure headings. The RFO shall take all steps to pay all invoices submitted, unless there is a valid reason to withhold payment or part payment until the issue is resolved.

5.5. The Clerk or RFO shall have delegated authority to authorise the payment of items only in the following circumstances (with the exception of 4.5 above):

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance and Governance Committee;
- b) An expenditure item authorised under 5.7 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance and Governance Committee; or

5.6. Transfers between any accounts (except on any account on which the Officers are signatories) and the current account may be affected by the RFO and Proper Officer. A transfer into any account on which Officers are signatories shall be treated like a cheque on the current account and shall require the authorisation of two Members who are authorised signatories.

5.7. In respect of grants, a duly authorised Committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the Council.

5.8. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].

5.9. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.10. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.11. The Council will aim to rotate the duties of Members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.12. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the Town Clerk or RFO. The Council shall retain a file with details of all suppliers whose invoices are paid electronically. Members Auditor(s) shall take a random sample of invoices to ensure that the details match those held in the Council's accounting software.

6. Instructions for the making of payments

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated Committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated Committee.

- 6.4. Due to the volume of payments from the Council's bank account, the primary method of payment shall be via electronic banking as set out in 5.2 above. The schedule of payments shall be authorised by email or signed by two Authorised Member Signatories and those schedules shall then be presented to the next Council or Finance and Governance Committee for ratification. A Member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question. Unless otherwise decided by Council resolution, signatories will be Committee Chairs, the Mayor and Deputy Mayor.
- 6.5. In the event that payment is required by cheque those shall be signed by two Authorised Member Signatories. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the Authorised Member Signatories shall each also initial the cheque counterfoil.
- 6.6. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two Authorised Member Signatories and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.7. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two Authorised Member Signatories are retained and any payments are reported to Council as made. The approval of the use of a banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.8. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two Authorised Member Signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which two Authorised Member Signatories approved the payment.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be stored in a safe and secure place such as a safe or strongroom in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all Members immediately and formally to the next available meeting of the Council. This will not be required for a Member's personal computer used only for remote authorisation of bank payments.
- 6.11. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or Finance and Governance Committee.
- 6.12. Regular back up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The Council, and any Members using computers for the Council's financial business, shall ensure that antivirus, antispyware and firewall software with automatic updates, together with a high level of security, is used.

- 6.14. Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Administrator with a stated number of approvals.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or email link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written notification by the supplier and supported by verified hard copy authority for change signed by any two of the Clerk, the RFO or an Authorised Member Signatory. A programme of regular checks of standing data with suppliers will be followed.
- 6.17. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by Council or Finance and Governance Committee in writing before any order is placed.
- 6.18. A prepaid payment card may be issued to the Clerk or RFO, if different, with varying limits. These limits will be set by the Council or Finance and Governance Committee and are currently: a maximum value of a single payment shall not exceed £1,000, and the balance held on the card shall not exceed £2,000. Transactions and purchases made will be reported to the Council or Finance and Governance Committee. The card may be topped up by the Clerk or RFO upon authorisation by two of the Authorised Member Signatories.
- 6.19. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of Members or staff shall not be used under any circumstances.
- 6.20. The Council will not maintain any form of petty cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO or another officer authorised by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis.
- 6.21. The Clerk, RFO or Officer responsible for the administration of the Grant and Donations Scheme requests confirmation that payment has been received from the recipient organisation where they have been awarded a grant and/or donation exceeding £1,000. This receipt will be kept in the organisations Grant Application File.

7. Payment of salaries

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary scales shall be as agreed by Council, or Personnel Sub-Committee according to approved delegation.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee’s pay scale, emoluments, or terms and conditions of employment without the prior consent of the Council or Personnel Sub-Committee according to approved delegation.

- 7.4. Each and every payment to employees of net salary and to the appropriate creditors of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:-
- a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for all staff.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff, the Council or Personnel Sub-Committee must consider a full business case.

8. Loans and investments

- 8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5. The Council shall maintain an Investment Policy which shall be in accordance with relevant regulations, proper practices and guidance. The Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO who shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report from the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least quarterly coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.
- 9.11. The Council will not maintain any form of petty cash float.

10. Orders for work, goods and services

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the Clerk or RFO.
- 10.3. All Members and Officers are responsible for obtaining value for money at all times. An Officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by ~~obtaining~~ seeking three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1.
- 10.4. A Member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The Clerk or RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

- 11.1. Procedures as to contracts are laid down as follows:-
 - a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vii) below:

- AGENDA ITEM 5.a.ii
- i. for the supply utilities such as gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals; accountants, surveyors and planning and other specialist consultants subject to a resolution of Council which embodies the reason for the exemption;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk or RFO shall act after consultation with the Chair of the Finance and Governance Committee and the Mayor); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - vii. In cases where genuine competition is not available because of the specialist nature of the work or goods, subject to a resolution of Council which embodies the reason for the exemption.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 inc VAT or more, the Council shall comply with the relevant requirements of the Regulations¹. ~~For contracts at or above this value, the Clerk or RFO shall invite tenders from at least three firms, in accordance with Standing Orders and Standing Orders for Contracts.~~
 - c) The Public Services (Social Value) Act 2012 requires public bodies to consider how what is to be procured may improve social, environmental and economic wellbeing of the relevant area, how they might secure any such improvement and to consider the need to consult.
 - d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition, the reason shall be embodied in a recommendation to the Council.
 - e) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations ~~set by the Public Contracts Directive 2014/24/EU~~ (which may change from time to time)².
 - f) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tender shall state that no tender will be considered unless contained in an unmarked, plain, sealed envelope and endorsed “Tender” followed by the subject to which it relates and remain sealed until the prescribed date for opening tenders for that contract.
 - g) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least two Members of Council.
 - h) Any invitation to tender issued under this regulation shall be subject to Standing Orders, Standing Orders for Contracts and shall refer to the terms of the Bribery Act 2010.

¹ The Regulations require Councils to use the Contracts Finder website (the Government Website) to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a) For public supply and public service contracts ~~209,000 Euros (£181,302)~~ £213,477
- b) For public works contracts ~~5,225,000 Euros (£4,551,413)~~ £5,336,937

- i) When it is to enter into a contract of less than £25,000 inc VAT in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall seek to obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 ~~and above £500 the Clerk or RFO shall strive to obtain three estimates. Otherwise,~~ Regulation 10.3 above shall apply.
- j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k) Should it occur that the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- l) In the case of a tender request for above the Find a Tender service (formerly OJEU) project threshold, the use of electronic means to manage the tender process is mandatory. In such cases, appropriate procurement consultancy with the capability to manage such tenders of scale electronically with an appropriate level of probity and auditability may be appointed at additional cost to the project budget to ensure regulatory compliance.

12. Payments under contracts for building or other construction works

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk or RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the Clerk or RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

- 13.1. The Officer in charge of each section of the Council's organisation, shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The Clerk or RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Clerk or RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed

£1,000. Such a disposal must be authorised by the Clerk or RFO and reported to the appropriate Committee or to Council.

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The Clerk or RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

- 15.1. Following the annual Risk Assessment in accordance with Regulation 17, the Clerk or RFO shall effect all insurances and negotiate all claims on the Council's insurers, in consultation with the Clerk (if a different Officer).
- 15.2. The Clerk shall, where it is a separate Officer, give prompt notification to the Clerk or RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The Clerk or RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The Clerk or RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate Members and Officers of the Council shall be included in a suitable form of security or Fidelity Guarantee Insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated Committee.

16. Charities

- 16.1. Where the Council is sole managing trustee of a charitable body, the Clerk or RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk or RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk or RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. Suspension and revision of Financial Regulations

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council in each financial year. The Clerk or RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council.

19. Capital Expenditure

- 19.1 For the purpose of these procedure rules “capital expenditure” means the acquisition of land or buildings, the erection of buildings, the erection of permanent works, the purchase or vehicles, plant, machinery, equipment and furniture and any related fees, which are not financed from the Revenue budget. Items or groups of items under the value of £1,000 would not normally be classified as capital expenditure.
- 19.2 A Capital Programme will be prepared by the Clerk, in the annual budget cycle, showing the projects for the next three years.

20. Grants Income

- 20.1 Officers should ensure that all grants and external funding income is promptly claimed and proper records and working papers are retained to justify claims.
- 20.2 The Clerk or RFO must inform the Finance and Governance Committee of any new bids for grant funding.

21. Partnerships

- 21.1 A partner is defined as a private or public organisation, undertaking part funding or participating as a beneficiary in a project.
- 21.2 The Clerk or RFO will as appropriate, advise on the key elements of partnership, including:-
- Effective controls that ensure that resources are not wasted.
 - A scheme appraisal for financial viability in both the current and future years.
 - Financial risk appraisal and management.
 - Resourcing, including taxation issues.
 - Audit, security and control requirements.
 - Carry-forward arrangements.
 - Satisfactory accounting arrangements.
- 21.3 The RFO will ensure that:-
- All funding notified by external bodies is received and properly recorded in the Councils accounts.
 - The match funding requirements are considered prior to entering into the agreements and that future revenue budgets reflect these requirements.
 - Audit requirements are met.
 - Ensuring that all agreements and arrangements are properly documented.
 - Ensuring that all claims for funds are made by the due date.
 - Ensuring that the project progresses in accordance with the agreed plan and that all expenditure is properly incurred and recorded.

22. Mayor's Charity Account

22.1 The Council may maintain and administer an account on behalf of the Mayor according to its policies in being at the time. Although this will not strictly be the Council's account, it will where appropriate be administered in accordance with these Financial Regulations and be open to the scrutiny of the Audit process.

Crewe Town Council



Procurement Policy 2023 – 20XX

Version:	1
Document date:	XXXXX
Date for review:	XXXXX
Author:	XXXXX
Approved by:	XXXXX
Approval date:	XXXXX

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1 General Principles

The purpose of the Procurement Policy is to give clear guidance to all Officers responsible for purchasing works, goods, and services on behalf of Crewe Town Council (the Council) and to establish the procurement thresholds which determine the steps officers must take when carrying out procurement. All representatives of the Council must make themselves aware of this procurement policy.

The Procurement policy is owned and managed by Town Clerk. Should officers have any questions or queries with regard to this procurement policy, they should discuss these with the Town Clerk.

2 Policy Statement

It is the policy of the Council to;

- Carry out all procurement activity in line with the Crewe Town Council Procurement Policy
- Wherever practicable procure works, goods, and services locally
- Ensure Value for Money is a key driver in our procurement activity and decisions
- Ensure all procurement is fair, transparent, and auditable
- Ensure compliance with UK Procurement Law and all applicable Statutes

3 Responsibilities

The overall responsibility for the Council's procurement lies with the Town Clerk. The Town Clerk is available to support officers with the implementation of this policy and has the authority to approve procurement waiver requests in line with this policy.

Any officer who has budget responsibility or is actively procuring works, goods or services has ultimate accountability for ensuring that their procurement activity is compliant and delivered in line with the Council's requirements and this policy. Whilst every effort will be made to support any procurement activity, individuals with procurement responsibility must familiarise themselves with this policy and follow the guidance herein.

4 Value for Money

Value for Money can be described as the optimum combination of whole-life costs and quality (or fitness for purpose) to meet the user's requirement. It does not necessarily mean the cheapest price. The Council wishes to ensure that all procurement activity maximises opportunities to drive the 'The E's';

- Economy
- Efficiency
- Effectiveness

At all times officers should keep the principals of Value for Money in mind when carrying out procurement activity and be mindful that Value for Money is likely to be represented in different ways depending on the works, goods and services required.

5 Procurement Thresholds

The steps officers must take when procuring works, goods and services will be determined based on the anticipated value of the procurement. Officers must wherever possible estimate spend holistically, and not on a project-by-project basis. Where a repeat purchasing requirement or ongoing service is required, the total anticipated spend should be used when determining the steps to be taken.

The table below sets out the procurement thresholds and the process officers must follow;

Value Band	Estimated Value	Action Required
Low	Up to £3,000 inc. VAT	Procuring officer to obtain best value
Medium	£3,001 - £25,000 inc. VAT	Minimum of three formal quotations
High	£25,001 and above inc. VAT	Formal tender process required with public advertisement (to follow the requirements of the Public Contract Regulations (2015) where required)

6 Procurement Thresholds Waiver

In certain circumstances, for example where specialist or unique services are required or where time is of the essence, officers may not be able to satisfy the requirements of the procurement thresholds set out in this policy. In these instances, officers must complete a procurement waiver request form and present this to the Town Clerk for approval. Once approved, officers may proceed with their purchase as required.

7 Carrying Out Low Value Procurement

Low value procurement is defined within the Council as spend up to £3,000 inc. VAT. Officers are required to obtain best value. Whilst obtaining competitive quotations is not mandatory, officers are encouraged to obtain competitive pricing where practicable, and to follow the appropriate guidance set out in the Council's guide to low value procurement. Ideally, any competitive pricing will be obtained on a like for like basis, and comparisons should include for all necessary items / services including delivery. Officers are required to keep evidence of pricing on file and must be prepared to evidence value for money should they elect to proceed with works, goods or services that are not the lowest priced.

Where any appointment will result in a lease or hire agreement being signed, officers must be able to demonstrate that this approach offers best value when compared to making a purchase.

8 Carrying Out Medium Value Procurement

Medium value procurement is defined within the Council as spend between £3,001 and £25,000 inc. VAT. Officers are required to obtain a minimum of three formal quotations which should be in written or email form. Quotations should be obtained on a like for like basis, and comparisons should include for all necessary items / services including delivery. Officers are required to keep evidence of quotations on file and must be prepared to evidence value for money should they elect to proceed with works, goods or services that are not the lowest priced.

Officers with procurement responsibility must ensure that all appointments made take into consideration all necessary risk factors including but not limited to;

- Minimum Regulatory Standards
- Health & Safety
- Financial Standing
- Data Protection
- Environmental Factors

Contracts that require minimum standards must state these within the request for quotation documentation and correspondence. It is likely that minimum standards and risk factors will vary for each procurement requirement. At all times the procurement activity delivered must be representative and proportional and seek to support bidders where possible to achieve the required standards. Should any bid received fail to reach the defined standards, or a programme of improvement not be feasible, the bid should be disqualified on these grounds.

The quotation process can vary in complexity depending on the works, goods or services that are being procured, however the principles set out in the Council's Guide to RFP's should be adhered to.

It is mandatory that any agreement over a value of £3,000 inc. VAT must have an appropriate contract in place.

Where any appointment will result in a lease or hire agreement being signed, officers must be able to demonstrate that this approach offers best value when compared to making a purchase.

9 Carrying out High Value Procurement

High value procurement is defined within the Council as spend above £25,001 inc. VAT. Procurement requirements that exceed this value must be appointed via a formal tender process and advertised via the Contracts Finder Portal. Where the value of procurements exceeds the thresholds set out in the Public Contract Regulations (Currently £213,477 inc. VAT for goods and services, and £5,336,937 inc. VAT for works) additional regulations for advertisement and managing the procurement process will apply. In these instances, it is the policy of the Council to engage with a specialist consultant to support the delivery of this procurement activity.

The formal tendering process can vary, however in most cases it involves formal written submissions from prospective providers including both a cost and quality offer to deliver the requirement. Tenders will be formally scored based on predefined criteria, with the highest scoring bidder then being appointed.

Officers must contact the Town Clerk to discuss tender requirements, agree an appropriate tender strategy and agree how the tender will be delivered.

Tenders must be formally assessed for both cost and quality factors and must include a selection questionnaire element which evaluates the core capability of the bidder including the past record of the bidder.

the Council must ensure that appropriate appraisal of each contract is carefully considered and documented to ascertain which bid offers best value for money overall.

Officers can obtain further information on the tender process via the Council's Guide to Tendering Document.

10 Local Provision

It is the policy of the Council to engage and utilise wherever possible local suppliers and contractors. Notwithstanding the overarching principles of public procurement and the requirement for all procurement activity to be open, honest and fair, officers should give due consideration to the procurement process to ensure local providers have every opportunity to bid for and win Council contracts.

11 Fair Trade

It is the policy of the Council to wherever possible purchase fair trade goods wherever practicable.

12 Environmental Factors

It is the policy of the Council to wherever possible carry out procurement that fully considers the impact of our activity from an environmental perspective. Wherever practicable, the Council will seek to appoint solutions, and purchase goods that limit the negative impact on the environment provided they meet the required functional standard and / or deliver the intended requirement.

AGENDA ITEM 5.b

Crewe Town Council: Operations and Improvements Committee

Crewe Town Council

1 Chantry Court
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CREWE
TOWN COUNCIL

Minutes of the Operations and Improvements Committee - 31st January 2023

Present: Cllr Messent, Cllr Wye, Cllr Clark, Cllr Edwards, Cllr Straine- Francis
Town Clerk, Heritage Manager, Regeneration Manager

- 01/22/4/1** To receive apologies for absence.
Apologies were received from: Cllr Coiley, Cllr Cosby, Cllr Palin, Cllr Walton, Cllr Minshall, Cllr Morrissey.
- 01/22/4/2** To note declarations of Members' interests.
No interests were declared.
- 01/22/4/3** To confirm and sign the minutes of the Operations and Improvements Committee meeting held on **31st October 2022**.
The minutes accepted and duly signed.
- 01/22/4/4** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
No questions were received.
- 01/22/4/5** To note the year-to-date financial position for the Operations and Improvements Committee.
The financial position was **Noted**.
- 01/22/4/6** To receive an update and consider matters related to the Delivery Plan for 2022/23.
Resolved:
i. To place residual budget 307/4180 CCTV £2340 in earmarked reserves to be used against future costs.
ii. To Fund additional two Bear Bins for Nantwich Road at a cost of up to £600 from 473 4721
Public Realm budget.

Signed (Chair)

Date: 7th March 2023

AGENDA ITEM 5.b

- iii. To allocate remaining funds from 320 4120 volunteer support to an earmarked reserve to support the development of Frank Webb Park and opening activity.
- iv. From 307 4186 regeneration projects: To place up to £6500 in earmarked reserves towards cost associated with the Knife Angel and associated programme. Any remaining budget to be allocated to purposes outlined in delivery plan.
- v. To note the completion of the AHF – funded project and final funding claim.

OI/22/4/7 To receive an update and consider matters related to the Cleaner Crewe Project.

Resolved:

I. That £2934 is allocated from Public Realm budget 23/24 to cover increased costs of the contract to provide and Enforcement Officer with Cheshire East Council.

II. Allocation of £1500 Regeneration Projects budget For 23/24 to provide creative activities

in the section 46 area for community events.

OI/22/4/8 To receive an update and consider matters related to

8a. Heritage

8b. Christ Church:

8a Heritage.

Resolved:

(i) To approve the requests to transfer identified budgets to ear marked reserves.

- £800 for the production of plaques.
- £1,500 for the production of heritage trails.
- £5,000 to undertake a schools & community needs assessment.
- £2,000 to develop a significance assessment of Crewe.

Members **noted** the support of the Railway Cottages Residents Group and to convey thanks to their Chair for their support and assistance on the Heritage walks.

8b Christ Church

Noted :The update on the project and conclusion of the Architectural Heritage Fund award.

OI/22/4/9 To receive an update on the Crewe BID.

The report was **noted**.

OI/22/4/10 To receive an update on the Cheshire East Council potential disposal of garage sites.

Resolved:

To convey to Cheshire East Council that the Town Council would not wish to take up their offer of taking ownership of the garage sites.

OI/22/4/11 To consider matters related to the Draft 2023/24 Business delivery Plan.

Resolved:

i. That the service delivery plan and associated spend within the approved 2023/24 budget is recommended to Council.

Signed (Chair)

Date: 7th March 2023

AGENDA ITEM 5.b

- ii. That £2934 is allocated from Public Realm to cover increased costs of the contract to provide and Enforcement Officer with Cheshire East Council.
- iii. That the committee supports further investigation of resources and funding to develop delivery of the Cultural Strategy and gives permission for regeneration projects funds to be utilised to support town centre cultural activities.
- iv. That Earmarked Reserve 'Hoardings and Frontages' £21,487 is reallocated on request of Cheshire East Council to improving shop fronts and associated activity in support of the repurposing the high street programme.
- v. That all associated spend and procurement is delivered within the council's governance
- vi. That all ongoing work, actions and outcomes are reported regularly to the associated committees and council where relevant.
- vii. That undefined aspects of delivery are progressed through the appropriate governance, committee or council for further development and definition for later approval.

OI/22/4/12 To note the proposed date of the next meeting: **Tuesday 7th March 2023 at 6pm.**

Meeting closed at 6.55 pm.

Chair Cllr J. Messent
Clerk : L. Lewis

Signed (Chair)
Date: 7th March 2023

AGENDA ITEM 5.b

Signed (Chair)
Date: 7th March 2023

Crewe Town Council: Operations and Improvements Committee

Crewe Town Council

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CREWE
TOWN COUNCIL

Minutes of the Operations and Improvements Committee Meeting 7th March 2023

Agenda

Present:

Cllr Clark, Cllr Palin, Cllr Straine -Francis, Cllr Coiley, Cllr Edwards, Cllr Walton, Cllr Cosby
Regeneration Manager, Heritage Manager.

O&I4/1 To receive apologies for absence.

Apologies were received from: Cllr Messent and Cllr Wye.

O&I4/2 To note declarations of Members' interests.

No interests were declared.

O&I4/3 To confirm and sign the minutes of the Operations and Improvements Committee meeting held on **31st January 2023**

The minutes were duly signed.

O&I4/4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No questions were received.

O&I4/5 To note the year-to-date financial position for the Operations and Improvements Committee. The Year- to date position was **noted**.

O&I4/6 To receive an update and consider matters related to the Delivery Plan for 2022/23.

Resolved:

4/6/i To note existing approved Earmarked Reserves as listed.

4/6/ii To approve creation of Earmarked Reserves for projects to be completed.

4/6/iii To recommend to council that approval is given for the Regeneration Manager to seek

AGENDA ITEM 5b

quotations for shop window and hoarding decorations up to the value of £21,280 in line with financial and procurement regulations.

O&I4/7 To receive an update and consider matters related to Heritage.

Resolved:

4/7/i To approve the request to transfer £3,685 from 465 4277 Christ Church Project to 350 EMR Christ Church to support community engagement activity.

4/7/ii To approve the proposal to spend £5,000 from 473 4281 Heritage Working Group 2023/4 Business Delivery Plan to develop a heritage workshop for schools.

O&I4/8 To receive an update and consider matters related to the Knife Angel.

Noted:

4/8/i The deposit of £4000.

4/8/ii The additional Insurance cover required and excess of £50,000.

4/8/iii To note the purchase of barriers £489 from 473 4721 Public realm.

O&I4/9 **Noted:**

The date and time of the next meeting

Tuesday 30th May 2023 at 6pm

Councillors expressed their thanks to members who have served on the committee, and would not be putting themselves forward for election for another term: Cllr Cosby, Cllr Walton and Cllr Palin.

The meeting closed at 6.25pm

Chair : Cllr Dawn Clark

Clerk : Lindsay Lewis

AGENDA ITEM 5b

BLANK



Crewe Town Council

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CREWE
TOWN COUNCIL

In attendance: Cllr Joe Cosby Cllr Tom Dunlop Cllr Martin Edwards
Cllr Ben Wye Cllr Dennis Straine-Francis

MINUTES of the meeting of 10th January 2023

ME/22/4/1 To receive apologies for absence
Cllrs Clark, Houston, Messent & Rhodes

To note declarations of Members' interests
ME/22/4/2
None

ME/22/4/3 To confirm and sign the minutes of the Marketing and Events Committee meeting held on 1st November 2022
RESOLVED: That the minutes are approved as a true record of the meeting

ME/22/4/4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

An email was received asking the following question:
June 22nd 2023 marks the 75th anniversary of the arrival of Windrush to the UK. Since many people from Caribbean countries made Crewe their home in the 1950s, will the Town Council be holding any events to celebrate this occasion?

The clerk responded that the Community Officer was in contact with representative community groups who are considering what activities they would like to progress. We await details from the groups and will return to committee with proposals and costings as and when available.

The committee expressed support for the idea and principle of supporting activities associated and would also welcome any input from anyone who is interested in or connected to this.

RESOLVED: That the committee receives an update report at the next opportunity

ME/22/4/5 To review the year to date financial position for the Marketing and Events Committee
The financial information was noted.

AGENDA ITEM 5c

ME/22/4/6 To consider and inform the Marketing & Events Committee Business Delivery Plan for 2023/24

RESOLVED:

- i. That the draft Business Delivery Plan was supported in principle
- ii. That the remaining Jubilee EMR is assigned to Coronation activities, with details to follow for consideration.
- iii. That feasibility and proposals for a music event are developed and brought to committee for consideration

7 To consider the Lumen Lights Event

Members discussed at length the positive principle of the event but also the need to ensure value for money

RESOLVED:

- i. That the event scheduled for February is cancelled due to concerns about value for money relating to the available programme and budget.
- ii. That the remaining budget associated is placed within the Strategic Events EMR

8 Without Walls Network

RESOLVED: That membership of this group is not progressed at this point but may be considered again in the future.

9 Bringing the Knife Angel to Crewe

RESOLVED:

- i. That a budget of £15,000 is allocated to the project from the 4288 460 – Event Match Funding budget line.
- ii. That the preference for siting on Memorial Square is consulted with local veteran and military representative groups

10 Crewe Town Council Events Strategy

RESOLVED: That the principle of development of an events strategy as drafted is approved with the committee seeking a mix of event scale and locations as well as themes (such as music, local artists, heritage, youth and children, independent businesses (eg Makers Market), Real Ale Festival/Trail, festivals, Crewe Day, community-led activities, film/animation)

11 Social media and communications engagement

The report was noted.

12 To note the proposed date of the next meeting Monday 13th March at 6pm.

Meeting closed at 7.09pm

Chair Cllr J Cosby
Clerk P Turner

Noted

AGENDA ITEM 5c

ME/22/5/9 To receive a report relating to the installation of the Knife Angel monument in Crewe
Noted

ME/22/5/10 Crewe Town Council Events Strategy

RESOLVED: That the draft Events Strategy is recommended to council for approval

ME/22/5/11 Social media and communications engagement

Noted

ME/22/5/12 To note the proposed date of the next meeting Monday 12th June at 6pm.

Cllr Joe Cosby was thanked for his service as a councillor and time as Chair of the committee.

Meeting closed at 6.48pm

Chair Cllr Joe Cosby

Clerk P Turner

EVENTS STRATEGY



Version Control

AGENDA ITEM 5.c.i

Author	Events Manager	Contact email	events@crewetowncouncil.gov.uk
Owner	Marketing & Events Committee	Contact email	events@crewetowncouncil.gov.uk
Version Date	13/03/2023	Version	Document status
			Draft
Committee approval		Council approval	
Review History			

Strategic Alignment:

Crewe Town Council Corporate Strategy:

- ✓ A town to Live In
- ✓ A Town to Work In
- ✓ A Town to Enjoy
- ✓ A Community With Pride
- ✓ A Council To Deliver

Consultation & Distribution record

	Date	Details
Committee Chair		
Council Leader		
Committee		
Council		
Stakeholders		
Community		

Introduction

AGENDA ITEM 5.c.i

Crewe has a rich history of hosting outstanding events. These events play a big part in making Crewe the place to Live, Work & Enjoy. Events make a contribution to our local economy through expenditure in the local area, and through the supply chain.

They provide recreational opportunities for residents and contribute to strong, resilient communities by providing the chance for people to volunteer. At their biggest, events give Crewe a raised profile, boosting inward investment and visits to the town.

The town enjoys a thriving and engaged community which is keen to express its individuality as well as welcome ideas for contemporary events from around the country. Crewe Town Council is seeking to build on these elements to develop a culture of active delivery of events in partnership with the community, agencies and businesses and delivering our ambition to make Crewe the place to Live, Work & Enjoy.



Cllr Joe Cosby,
Chair of the Marketing & Events Committee

Our Strategy

We will deliver, attract and support events that contribute to the council's ambition that Crewe is the place to Live, Work & Enjoy.

Events have a part to play in delivering the council's ambitions, particularly under the A Place to Live, A Place to Work, A Place to Enjoy themes.



We will prioritise events which can have a measurable impact on:

- Meeting Crewe Town Brand Values
 - Community participation
 - Work towards sustainability and onward delivery
 - Represent Crewe's heritage, culture and community
 - Economic benefit
 - increased inward investment
 - Delivery of the council's corporate strategy
 - Increasing Crewe's profile at regional and national levels
 - Audience scale, spread of interests and diversity
 - Opportunities to understand our audience
 - Increase or sustain dwell times and return visits

Creating the right environment to nurture and support events

Providing a supportive environment which facilitates the creation, production and development of events is an essential part of the success of this strategy. This means working in partnership across the council, its strategic partners, with other community partners and event professionals to ensure success.

Event professionals should have a consistent experience of the council.

The development of events should reflect the feedback from our audiences, but also seek opportunities to attract additional audiences with other priorities.



Supporting key existing events and new events with council resource or relevant advice and guidance

In determining if the council will support a particular event with resources (either money or people, or both) we will assess the measurable impact the event could have. This means that unfortunately we will not be able to support all proposals for events. We will provide high quality advice and guidance to external promoters to make hosting their event in Crewe as simple as possible.

Our audiences - evaluation and audience engagement has revealed that those attending our events prioritise time with family; entertainment and atmosphere; looking for entertainment for kids; and value for money.

Maximising the potential of our venues

AGENDA ITEM 3.C.1

We have great venues in Crewe, including numerous town centre areas, Queen's Park and bespoke sports venues, which can provide us with a competitive edge.

We will use these to promote Crewe, through direct delivery and to potential event organisers, promoters, governing and sporting bodies.

By working together across the council and in partnership with others we will provide a unique offer and enable Crewe to be one of the best destinations for events.

We will work towards building and enhancing relationships across stakeholders and venues, seeking to highlight shared priorities as well as potential positive outcomes.



Event Types

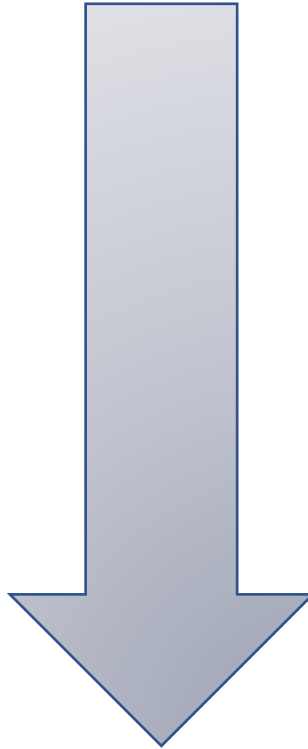
There are many different types of event with different aims and outcomes. In broad terms, however, these can be categorised into three tiers.

Tier One Events

These events could have a national profile. They bring major economic benefit to Crewe and usually require significant operational support from the council. It is likely they require council financial contributions and are most often delivered in partnership with others.

In the past, these events have included Traction, Lumen and Chalk it Up, but could also include new events of scale, such as live music and entertainment festivals, sporting events.

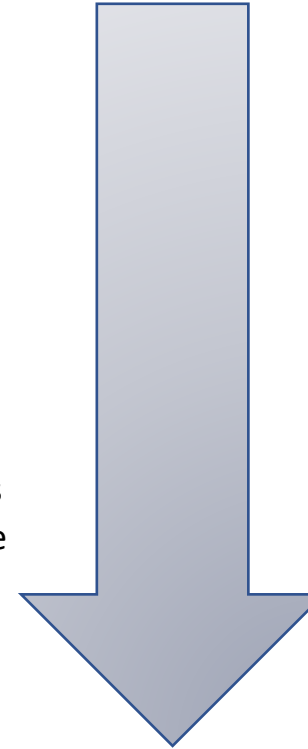
They support the development of associated infrastructure as well as the general main principles of the council's corporate strategy



Tier Two Events

These are large events with a regional/sub-regional profile. They bring significant economic or social benefit and usually require operational and financial support from the council. Alternatively, these events directly support the strategic objectives of Council's Corporate Strategy.

These events include Christmas Lights Switch On, Larger events in parks, the town's main act of Remembrance, feature markets, Operation Summer (and other seasonal programmes)



Tier Three Events

These are events which have a local profile. Often these are routine business for council services and are supported as such. They are unlikely to have additional council financial support (other than that already budgeted)

These events include events organised by community partners, one off small scale events in the town centre or other focus areas of Crewe, seasonal walk about acts, commemorative events, civic events.

Promoting Crewe as an events destination of choice

We will promote Crewe as a great place to host and promote events. This means we will actively seek out opportunities to host events which fit our strategy. We will ensure that we market Crewe and its venues in line with the Communications Strategy, reaching the right audiences and promoting events in Crewe consistently.



We will take advantage of links with businesses and other agencies to create opportunities for them to host or sponsor events in Crewe. We will create bespoke events marketing materials and content which will assist in promoting Crewe as a destination of choice for the hosting of events.

How We Work

Marketing & Events Committee

The delivery of our strategic objectives needs officers across the council to work together. The Committee will oversee decision-making about the council's involvement in particular events and ensure Tier One and Two events in particular, are appropriately reviewed.

Whilst the committee oversees the events strategy, the ultimate responsibility for the safety of any event lies with the event organiser(s). The Events Manager (or updated role description) will ensure any partners and/or key personnel from multiple agencies with sufficient experience, competence and technical knowledge can advise on the safe delivery of events.



The Event Safety Advisory Group (ESAG – overseen by Cheshire East Council) supports event organisers from both the council and other organisations.

The Events Manager

The council has an Events Manager. The role of the Events Manager is varied but includes: Providing a single point of contact to external event organisers. In order to provide a seamless experience for event organisers it is essential that the council makes it as simple as possible for them to hold their event in Crewe. The Events Manager will work with organisers to connect them with the services of the council and CEC and advise them of the requirements for hosting their event. While services, particularly regulatory services required to fulfil a statutory role in the delivery of events, will carry out their functions as normal, the Events Manager will be the single point of contact within Crewe Town Council for event organisers and promoters.

Provide expert management of council-organised events

The Events Manager is experienced in producing events and will work with the services of the council to ensure that our events are delivered successfully. The Events Manager will be responsible for the maintenance of suitable project plans for all council-led Tier One and Tier Two events. The Events Manager will be directly responsible for informing corporate communications elements of events, coordinating the specialisms required within council communications (although not finally responsible for communications). For Tier Three events which are considered as business as usual and are organised by the council (examples include the Tree of Light and acts of remembrance), the Events Manager will be available to advise services, provide event specific technical support and documentation (eg Event Management Plans and RAMS) but will not normally directly project manage these events.



Funding events

In bidding to host Tier One and some Tier Two events, we must be clear about how the event contributes to the strategic aims of the council. This will inform decision-making. For most of these events, the council will be required to commit financial or staffing resource and so the proposed benefits should be clear and measurable.

We will exploit all opportunities to utilise grant funding where possible to assist in funding events.



Working in partnership

We will work closely with partners (including the Cultural Forum and potential BID for Crewe) to ensure a joined-up approach to decision-making about Tier One and Tier Two events. Additionally, working alongside and commissioning third sector groups in Crewe can add value to the events calendar and will be a form of ongoing event delivery. This joined-up working is essential to achieving the strategic objectives of the council and contained in The Plan for Crewe

Measuring impact

In order to ensure events in Crewe are contributing directly to the council's ambition and Corporate Strategy they should be rigorously evaluated.

Sponsorship

Sponsorship can be effective in assisting with event funding. However, we must be clear with potential sponsors what benefits the opportunity brings them and provide them with robust evaluation of the event impact.

Implementing this strategy

A number of actions require to be taken forward, overseen by the Marketing & Events Committee. In particular, a detailed events action plan requires to be developed to ensure the aims captured in this strategy are achieved. Net Promoter Scores have been identified as very low in the past following evaluation. The raising of these scores will become a Key Performance Indicator (KPI) for events delivery, identified through formal evaluation.



The plan should set out:

- A list of events within the themes identified by the Marketing & Events Committee
- An approach to developing and maintaining a register of venues
 - How objectives are set and evaluated to make decisions about events
 - An approach to reviewing existing events to ensure they continue to meet the strategic objectives. This includes consideration of events led by the council's partners and their alignment with the strategy
 - How sustainability of events will be demonstrated
 - Resource forecasting
 - Funding sources and application opportunities.
 - Identification of target audience(es) and role of events in Crewe and to the wider population

Event Themes

Music events

- ✓ Large scale
- ✓ Local bands
- ✓ Festival

Family events

- ✓ Operations Summer (and Easter and Autumn)
- ✓ Christmas Lights Switch on
- ✓ Multi-cultural events

Cultural Events

- ✓ Previously Lumen and Traction – what next?
- ✓ Local artistic producers
- ✓ Street Art



Social & Civic

- ✓ Acts of Remembrance & Commemoration
- ✓ Mayoral

Sport Events

- ✓ Cycling
- ✓ Exhibition and Display events

Heritage events

- ✓ Heritage Centre
- ✓ Engineering
- ✓ Social history
- ✓ Heritage Open Day
- ✓ Vehicles

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MINUTES of the meeting on 16th January 2023

In attendance: Cllr John Rhodes Cllr Tom Dunlop Cllr Kevin Murray
Cllr Hazel Faddes Cllr Dennis Straine-Francis

PL/22/5/1 To receive apologies for absence
Cllrs Angier, Hogben, Houston, Palin

PL/22/5/2 To note declarations of Members' interests
Cllr Rhodes declared a non-pecuniary interest in application 23/0011N as a governor of the applicant school.
Cllr Faddes declared a submitted objection to 22/4698N
Cllr Murray declared a submitted objection to 23/0042N

PL/22/5/3 To confirm and sign the minutes of the Planning Committee meeting held on 21st November 2022
RESOLVED: That the minutes are approved as a true record of the meeting

PL/22/5/4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

None

PL/22/5/5 To consider making a response to the following planning applications:

Application No: 22/4698N
Proposal: Demolition of all buildings and structures and the erection of 47 no. retirement living apartments (Use Class C3) all of which would be affordable homes, along with parking spaces, landscaping and associated works.
Location: Sydney Cottage Farm, HERBERT STREET, CREWE, CW1 5LZ

RESOLVED: That whilst the committee does not object to the principle of development, the committee objects to the proposals on the following grounds:

- i. That EV Charging point facilities are included to meet planning and also Cheshire East policies to support sustainability
- ii. That waste storage operational details are provided in an accessible and clear format

- iii. That the development demonstrates net biodiversity gain to fulfil planning and Cheshire East Council policy AGENDA ITEM 5.d
- iv. That the development demonstrates sustainable energy production (eg Solar/PV) to fulfil planning and Cheshire East Council policy
- v. That the form of heating seeks to achieve sustainability (eg ground source heat pump or similar alternative method)
- vi. That the development will create localised parking issues and the development should contribute towards mitigation and minimise the impact of related on street parking
- vii. The site does not provide the minimum parking provision within local plan policy
- viii. The location is not accessible in terms of public realm drop kerb crossings and access to public transport

Application No: 22/4924N

Proposal: Proposed 5G telecoms installation: H3G 20m street pole and additional equipment cabinets.

Location: Proposed 5G telecoms installation: H3G 2, COPPENHALL street works, COPPENHALL, CREWE, CW1 3DH

National Grid Ref: 370160.4924 356394.4447

RESOLVED: That the committee objects to the proposals based on the proximity of the site to sensitive buildings:

- 170m to Beechwood Primary School
- 245m to Adelaide School
- 235m to little cherubs pre school
- 45m to Pickmere Residential Home
- 45m to Cyprus Court Care Home

Application No: 22/4964N

Proposal: Proposed erection of a part single, part two storey building to provide a Class D2 Youth Zone facility with minibus parking and drive in drop off layby from Oak Street with accessible car parking space. A 5 a-side illuminated (MUGA) pitch is located on the roof at first floor level with an acoustic screen from properties on High Street. Covered secure cycle parking to the North along with external recreation area with secure fencing. Service Yard to the North accessed off High Street providing access to bin storage and minibus space. Associated boundary treatments and hard and soft landscaping.

Location: Car Park, OAK STREET, CREWE

RESOLVED: The committee supports and welcomes the application but seeks enhancements to the proposals to meet planning policy and sustainability:

- i. The provision of sustainable energy generation (eg Solar/PV)
- ii. The provision of additional features that supports net biodiversity gain (eg bat boxes, invertebrate nesting, bird nesting)
- iii. The provision of bike parking

Application No: 22/4987D

Proposal: Discharge of condition 6 on application 20/0539N: The

construction and operation of a 4MW (2 x 2MW) micropower plant and associated equipment. AGENDA ITEM 5.d

Location: Cowley Power, Cowley Way, Cheshire East, Crewe, CW1 6AE

No objection

Application No: 23/0011N

Proposal: Provision of mobile catering pod to be placed adjacent to the food technology building.

Location: Ruskin Community High School, RUSKIN ROAD, CREWE, CW2 7JT

No objection

Application No: 23/0024N

Proposal: Proposed Change of Use/Conversion into 2 No Flats and Associated Works

Location: 30 , Casson Street, Crewe, Cheshire East, CW1 3EG

RESOLVED: That the committee objects to the proposals in the clearest and strongest terms on the following grounds:

- i. The proposals represent overdevelopment of the site, creating high density accommodation.
- ii. There is concern that the proposals are in effect a work around the intents and actions of the Article 4 Directive to reduce the proliferation of HMOs in Crewe
- iii. The development will further exacerbate localised on street parking issues and associated congestion and risks to pedestrians and cyclists.
- iv. The proposals do not demonstrate safe egress from the first floor in the event of an emergency
- v. Lack of amenity space
- vi. Risk of on street waste due to poor access to waste storage for 1st floor accommodation which will have a negative impact on the amenity of neighbouring residents

PL/22/5/6 To consider making responses to any urgent planning application consultations that have arisen since this agenda was published

Application No: 22/4784N

Proposal: Change of use of 1no residential dwelling into 2no self contained dwellings including a small rear extension to the ground floor rear elevation.

Location: 2, LORD STREET, CREWE, CW2 7DG

RESOLVED: That the committee objects to the proposals on the following grounds:

- i. Loss of heritage roof feature windows - The removal of the existing dormer features will be detrimental to the heritage character of the building and the overall street scene as the existing dormer features are in keeping with the surrounding properties. The dormers should be retained.
- ii. Loss of gable end window 2nd floor having a detrimental impact on the visual amenity of the street scene
- iii. The proposals demonstrate over development of the site and would deliver low quality/ high density accommodation

- iv. It is not clear that adequate headroom on 2nd floor living accommodation can be demonstrated AGENDA ITEM 5.d
- v. Lack of appropriate bike storage
- vi. Lack of adequate bin storage which will lead to on street waste adversely impacting the amenity of neighbouring residents
- vii. Fire steps for 1st & 2nd floor should be provided to ensure safe egress in the event of an emergency
- viii. Risk of the basement being used as living and/or sleeping accommodation
- ix. The development will further exacerbate localised on street parking issues and associated congestion and risks to pedestrians and cyclists.
- x. Lack of amenity space
- xi. The proposals do not demonstrate appropriate storage for waste for Flat 2, with a gate opening in to the public realm causing potential issues for others.
- xii. There is concern that the proposals demonstrate a work around of the intents and actions of the Article 4 Directive to reduce the proliferation of HMOs in Crewe

Application No: 23/0057N

Proposal: The proposal is the addition of aluminium framed shutters for the shop front windows and doors

Location: 88-90, GRETTY ROAD, CREWE, CW2 6EE

Whilst the committee does not object to the proposals, it is sought that the final design and finish of the shutters adds value to the street scene in terms of colour and design, potentially to reflect the attractive heritage nature of the building.

Application No: 23/0041N

Proposal: The demolition of car wash and the creation of charging zone, erection of EV chargers, erection of canopy, three jet wash bays, sub-station enclosure and associated forecourt works.

Location: Shell Service Station, BRADFIELD ROAD, CREWE, CW1 3RA

Whilst the committee does not object in principle, there should be clear conditions to limit any noise nuisance caused by use of the new facilities during anti-social hours that would be to the detriment of the amenity of adjoining and existing residential neighbouring properties

Application No: 23/0148N

Proposal: Certificate off lawful proposed development for rear and side extensions within permitted development rights.

Location: 51, CARLISLE STREET, CREWE, CW2 7NX

No objection

Application No: 23/0136N

Proposal: single story flat roof extension to rear providing accessible bedroom and bathroom and including new external ramped access to side elevation

Location: 112, PLANE TREE DRIVE, CREWE, CW1 4ES

No objection

- PL/22/5/7** To note responses submitted under delegation since the previous meeting
Noted AGENDA ITEM 5.d
- PL/22/5/8** To note and/or consider correspondence, consultations, planning policy circulated by the planning authority (Cheshire East Council) and member items
- 8.1 Crewe Local Cycling and Walking Infrastructure Plan – Cheshire East Council
Members thanked the Cheshire East Officer and noted the engagement and consultation related to the Mini Holland proposals for south west Crewe
- 8.2 resident’s email received relating to application 22/4061N
Noted
- PL/22/5/9** Member Items
9.1 Cllr Murray – 20’s Plenty in Cheshire East
RESOLVED: That the committee recommends to council that Crewe Town Council supports the principle of 20’s Plenty for Crewe.
- PL/22/5/10** To note the proposed date of the next meeting Monday 13th February at 6pm.

Meeting closed at 7.48pm

Chair Cllr John Rhodes
Clerk P Turner

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MINUTES of the meeting held 13th February 2023

In attendance: Cllr John Rhodes Cllr Emma Angier Cllr Hazel Faddes
Cllr Lena Hogben Cllr Tom Dunlop Cllr Dennis Straine-Francis

- 1 To receive apologies for absence
Cllrs Houston, Palin & Wye
- 2 To note declarations of Members' interests
Cllr Rhodes declared a non-pecuniary interest in 23/0386N
Cllr Faddes declared a non-pecuniary interest in applications associated with being a Cheshire East Councillor for Crewe East ward
Cllr Straine-Francis declared a non-pecuniary interest in 23/0386N
- 3 To confirm and sign the minutes of the Planning Committee meeting held on 16th January 2023
RESOLVED: That the minutes are approved as a true record of the meeting
- 4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

Members of the public attended the meeting to ask questions relating to the Cheshire East proposals associated with a potential "Mini Holland" project.

It was clarified that the meeting could not address the questions directly as they related to a Cheshire East Project that has not yet been formalised or subject to a planning application.

- 5 To consider making a response to the following planning applications:

Application No: 23/0386N
Proposal: Installation of solar car-port on the stadium car park
Location: The Alexandra Stadium, GRETTY ROAD, CREWE, CW2 6EB

The committee welcomes the application

Application No: 23/0155N
Proposal: 1no new build residential unit
Location: 8, Vincent Street, CREWE, Crewe, Cheshire East, CW1 4AA

RESOLVED: That the committee objects to the proposals on the following grounds:

- AGENDA ITEM 5.d
- i. The proposals demonstrate overdevelopment of the site, removing outdoor amenity space for the current occupiers of 2 flats at 8 Vincent Street
 - ii. The proposals will adversely affect the amenity of existing residents neighbouring the property through displaced on street car parking from the current residences and additional on street parking from the proposed dwellings. To presume that these residences will not have associated cars is not reasonable as has been demonstrated multiple times in Crewe where CEC Planning and Highways has misleadingly declared the development to be in a sustainable location but the occupants still have cars. The proposal does not meet local planning policy in terms of ensuring the provision of adequate parking spaces (as identified by Cheshire East Highways in its response to application 23/0231N)
 - iii. The clear and informed concerns of existing residents should be clearly addressed

Application No: 23/0239N

Proposal: New building parking and service yard for builders merchant supplies, hand or power tools hire / sales. plant hire / sales and bottled LPG sales

Location: LAND OFF, DUNWOODY WAY, CREWE

Whilst the committee does not object to the proposals in principle, the Nature Conservation Officer's comments must be addressed to their satisfaction prior to consideration of the application by the planning authority

Application No: 23/0256N

Proposal: Use of an area to the west of the existing Soil Treatment Facility for the reception and screening of soil.

Location: MAW GREEN LANDFILL SITE, MAW GREEN ROAD, CREWE, CW1 5NG

Whilst the committee does not object to the proposals in principle,

- i. the Nature Conservation Officer's comments must be addressed to their satisfaction prior to consideration of the application by the planning authority
- ii. Residents' concerns must be considered and addressed
- iii. The committee has clear and observable concerns that the increased traffic on Maw Green Road and its junction with Sydney Road is unsustainable and the the junction should be improved for all roads joining at that point as well as ensuring pedestrian and cycle safety along Maw Green Road

Application No: 23/0231N

Proposal: Single storey side garage & rear utility extension. Lower ground rear granny annex extension. Gabled dormer window to the front.

Location: 21A, MANOR AVENUE, CREWE, CW2 8BD

RESOLVED: That the committee objects to the application on the following grounds:

- i. The development does not meet the requirements of local plan policy associated with parking provision for a dwelling of scale (including an annex for independent habitation)
- ii. Cheshire East Highways has identified the lack of parking and impact on residents' amenity
- iii. Resident's comments should be considered and addressed.

Application No: 23/0212N

Proposal: Proposed single storey rear extension

Location: 99, VALLEY ROAD, WISTASTON, CHESHIRE, CW2 8LL

No objection

Application No: 22/4863N

Proposal: The demolition of the existing industrial buildings and structures (including the boundary wall along West Street) and the construction of 263 dwellings comprising 24 apartments and 239 houses, together with other associated works, including the provision of public open space, the laying out of roads and footways (with two new accesses from West Street), and hard and soft landscaping

Location: Bombardier Transportation, WEST STREET, CREWE, CW1 3JB

The committee does not object to the proposal but seeks that it is considered within current planning policy and in particular addresses the following sustainability issues:

- i. The provision of electric vehicle charging points
- ii. The provision of sustainable energy production (eg solar panels)
- iii. To ensure net biodiversity gain with provision for biodiversity infrastructure (bird/bat boxes, insect habitats etc).

Application No: 23/0135N

Proposal: Advertisement consent for replacement of the existing external through the wall machine with new model. New CCTV camera to be installed.

Location: 30, MARKET STREET, CREWE, CW1 2ES

No objection

Application No: 22/5017N

Proposal: Rear extension to form en-suite bathroom

Location: 91, RAMSBOTTOM STREET, CREWE, CW1 3AN

No objection

Application No: 23/0312N

Proposal: Change of use of ground floor office to self contained flat

Location: 102, VICTORIA STREET, CREWE, CW1 2JT

No objection

Application No: 23/0410N

Proposal: Change of Use from "Self Catering Holiday Unit and Premises" to "Mixed Use" (to include, "Self Catering Holiday Unit and Premises" and "Dwelling as a Permanent Place of Residence").

Location: Coach House, 1A, HUNGERFORD AVENUE, CREWE, CW1 6EP

RESOLVED: That the committee objects to the proposal on the following grounds:

- i. That the decision associated with 22/2178N clearly identified that the development "shall not be occupied as a person's sole, or permanent place of residence".
- ii. That the proposal would adversely affect the amenity of existing residents, as identified in the Cheshire East Planning decision notice for 22/2178N

Application No: 23/0134N
Proposal: Replacement of the existing external through the wall machine with new model. New CCTV camera to be installed.
Location: 30, MARKET STREET, CREWE, CW1 2ES

No objection

Application No: 23/0156N
Proposal: Construction of single storey extension to provide additional classroom space and existing canopy repositioned
Location: Monks Coppenhall Academy, REMER STREET, CREWE, CHESHIRE, CW1 4LY

Whilst the committee does not object to the principle of the development, it seeks that residents' comments are considered and address, ensuring minimal or no disruption from building site vehicles or works for residents. Additionally, that the authority takes action to ensure increased traffic and parking is addressed to reduce the loss of amenity identified by residents due to on street parking.

- 6 To consider making responses to any urgent planning application consultations that have arisen since this agenda was published

Application No: 23/0447N
Proposal: installation of a 20m high slim-line monopole, supporting 6 no. antennas, 1 no. wraparound equipment cabinet at the base of the monopole, 2 no. equipment cabinets, 1 no. electric meter cabinet, and ancillary development thereto.
Location: The proposal relates to the installation, West Street, Coppenhall, Crewe, CW1 2NW

RESOLVED: That the committee objects to the application due to its proximity to schools, which are considered sensitive sites. The committee seeks that a more appropriate site is identified.

Application No: 23/0477N
Proposal: Prior approval for installation of 15m high phase 8 monopole, supporting 6 no antennas, 1 no wraparound equipment cabinet at the base of the monopole, 2 no equipment cabinets, 1 no electric meter cabinet and ancillary development thereto including 1 no GPS module.
Location: Underwood Lane, Coppenhall, Crewe, CW1 3RA

RESOLVED: That the committee objects to the application due to its proximity to schools, which are considered sensitive sites. The committee seeks that a more appropriate site is identified.

Application No: 23/0476N
Proposal: Telecommunications mast and equipment/power cabinets.
Location: Grass verge of Reasedale Avenue, Reasedale Avenue, Wistaston Green, Crewe, CW2 8UR

RESOLVED: That the committee objects to the application due to its proximity to schools, which are considered sensitive sites. The committee seeks that a more appropriate site is identified.

Application No: 23/0049N
Proposal: Insertion of a window at the rear elevation
Location: 1A upper woodland studio, Wood Land Avenue, CREWE, CW1 6HE

No objection

Application No: 23/0290N
Proposal: Two storey extension to side of dwelling
Location: 56, STONELEY ROAD, CREWE, CW1 4NG

No objection

- 7** To note responses submitted under delegation since the previous meeting
None
- 8** To note and/or consider correspondence, consultations, planning policy circulated by the planning authority (Cheshire East Council) and member items
- 8.1 Pre-consultation – proposed radio base station installation at CAN26691
Noted
- 8.2 CAN26858 - Pre Planning Consultation
Noted
- 8.3 CAN26856 - Pre Planning Consultation
Noted
- 8.4 Pre-Application Consultation - Proposed Radio Base Station CAN26491
Noted
- 9** Consideration of heritage protection and conservation area feasibility
RESOLVED: That committee recommends to council:
- i. That an Earmarked Reserve (EMR) of £70,000 is created for the purposes of developing and then establishing a Conservation Area Review and associated action plan for Crewe
- 10** Planning Enforcement
- 10.1 Case Reference 23/00053E – Potential change of use of residential garage to operative office
Noted
- 10.2 Complaint submitted to regarding Planning Enforcement
Noted
- 11** To note the proposed date of the next meeting Monday 20th March 2023 at 6pm.

Meeting closed at 7.36pm

Chair Cllr John Rhodes
Clerk P Turner

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CREWE
TOWN COUNCIL

MINUTES of the meeting held 20th March 2023

In attendance: Cllr Emma Angier Cllr Lena Hogben Cllr Marilyn Houston
Cllr Kevin Murray Cllr Gary Palin Cllr John Rhodes
Cllr Dennis Straine-Francis

PL/22/8/1 To receive apologies for absence
Cllr Ben Wye

PL/22/8/2 To note declarations of Members' interests
None

PL/22/8/3 To confirm and sign the minutes of the Planning Committee meeting held on 13th February 2023
RESOLVED: That the minutes are approved as a true record of the meeting

PL/22/8/4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments that relate to items on the published agenda.

None

PL/22/8/5 To consider making a response to the following planning applications:

Application No: **23/0727N**
Proposal: Erection of two sets of two semi-detached properties and a rear extension to no.179 (renewal of planning permission 19/0339N)
Location: Land Adjacent To 179, ALTON STREET, CREWE

RESOLVED: That the committee objects to the proposals on the following issues:

- i. The proposals do not meet the planning authority's policy associated with minimum parking provision, being that the development will not provide adequate parking
- ii. That the lack of parking will have an adverse effect on existing residences due to increased density of on street parking

- iii. Cheshire East Highways recently objected to a proposal with inadequate parking (23/0231N), citing the negative impact on neighbouring residences due to increased on street parking. The assertion that this is a sustainable location that will not need additional parking is unsustainable as can be seen by visiting the site and all the surrounding streets in this area where parking is a significant issue for amenity and safety.
- iv. The defined access within the access statement is not confirmed as deliverable due to independently declared private ownership
- v. The site's location on the highway risks collision or impact with cars and/or pedestrians and or cyclists due to the need to reverse out of the parking space.

Application No: 23/0287N
Proposal: Erection of a single storey rear extension
Location: 23 , Newfield Drive, Crewe, CW1 4AR

No objection

Application No: 23/0457N
Proposal: Full planning application for minor external alterations to the existing building associated with the change of use from Class E(b) (restaurant) to Sui Generis (restaurant selling food and drink for consumption on the premises), extension to opening hours, alterations to the car park (including the creation of a drive thru lane), landscaping, and associated works.
Location: UNIT 4, Phoenix Leisure Park, DUNWOODY WAY, CREWE, CW1 3AJ

The committee had no objection, but seeks to ensure that the comments raised by the Environmental Protection officer and residents comments associated with EV charging points are progressed.

Application No: 23/0105N
Proposal: Change of use from offices to self contained flats
Location: 7, CHESTER STREET, CREWE,

Whilst the committee welcomes the investment in the building, which is in significant disrepair, it is a building in a sensitive heritage setting and design and all considerations of heritage should be ensured.

RESOLVED: That the committee objects to the proposals on the following issues:

- i. That the proposed room and residence dimensions do not meet the minimum technical housing standards, yet to be adopted by Cheshire East, but this failing should not impact on the quality of accommodation delivered for the residents of Crewe.
- ii. That the proposals do not provide waste storage away from the public realm. Contrary to Cheshire East Local Plan Strategy Policy SE1.4.iv
- iii. The risk of on street waste will lead to loss of amenity for existing residents nearby and risk public health issues due to the encouragement of vermin

- iv. That the proposals do not provide adequate access for those with mobility issues due to the cramped designs for living accommodation. Contrary to Cheshire East Local Plan Strategy Policy SE1.4.v
- v. That the development constitutes overdevelopment of the site and creates an HMO by default.
- vi. The development does not meet local plan policy as it does not provide for secure and adequate cycle storage.
- vii. No residential mix is demonstrated. Contrary to Cheshire East Local Plan Strategy Policy SC4
- viii. The proposals should be considered under a heritage setting and within Local Plan Policies SD1.1.iv SE7
- ix. There is no external amenity space associated with the proposals, which further impacts the low quality and high density design of the proposal. Contrary to Cheshire East Local Plan Strategy Policies SD1.2.i and SE1.4.ii
- x. The development is more than 500m from outdoor amenity space. Contrary to Cheshire East Local Plan Strategy (Table 9.1)
- xi. The proposal does not provide adequate safe egress in the event of an emergency. Such proposals should seek to provide additional fire/emergency escape routes

Application No: 23/0508N
Proposal: Proposed hip to gable and single storey rear extension to form extra living space
Location: 47, MERRILLS AVENUE, CREWE, CW2 8SP

No objection.

Application No: 23/0524N
Proposal: Change of use of existing garages to allow storage of building materials and equipment including alteration of existing garage door opening to single door opening and lowering of roof.
Location: Land and Buildings adjacent to 7 Newton , Newton Street, Crewe, CW2 2NE

No objection

Application No: 23/0610N
Proposal: Single storey rear extension with addition of a porch to the side aspect
Location: 51, CARLISLE STREET, CREWE, CW2 7NX

No objection

Application No: 23/0625N
Proposal: Proposed Annex
Location: 98, GAINSBOROUGH ROAD, CREWE, CW2 7PL

RESOLVED: That the committee objects to this proposal on the following issues:

- i. The proposal is for independent living accommodation away from the primary dwelling. This represents over development of the site

AGENDA ITEM 5.d

- ii. The proposal risks loss of amenity for neighbouring properties due to noise and intrusion related to the additional of secondary living accommodation
- iii. The clear concerns of the multiple neighbour comments should be considered and responded to

Application No: 23/0684N
Proposal: Installation of 1.88m high black paladin fencing to Macon Way from of disused gym, which will become an office facility for Network Ra 22/1720N)
Location: Total Fitness, MACON WAY, CREWE, CW1 6DG

No objection

Application No: 23/0707N
Proposal: prior approval for larger householder extension extending 4.4m from the rear elevation, max height of 4m and 2.4m to the eaves. Singl storey extension to side of existing 2 story outrigger between it an boundary wall with no 8. Monopitch roof sloping up to rear wall.
Location: 10, DENVER AVENUE, CREWE, CW2 7PX

No objection

Application No: 23/0539N
Proposal: Full planning permission for Units 1-3 comprising a mix of Class B2 , E(g)(iii) light industrial / manufacturing and B8 warehousing & distribution uses and ancillary areas, together with access, car park provision, landscaping (including buffers, habitat parks, nature trail sustainable drainage features (ponds, swales and raingardens), eco enhancements (wet meadows, woodland planting, wildflower gras: and other associated works and infrastructure proposed within the northern part of the site, within the curtilage of Units 1 - 3. Outline planning permission for the southern part of the site comp a mix of Class E(g)(i) offices, B2 / E(g)(iii) light industrial / manufacturing and B8 warehousing & distribution uses, with all ma reserved including (access, appearance, landscaping, layout and scale) together with works and infrastructure associated with the southern part of the site.
Location: Land in the Western Part of Basford East, Crewe

The committee had no objection to the proposals, but seeks that the development ensures it meets planning policy associated with:

- i. The provision of covered and secure cycle storage
- ii. The provision of electric vehicle charging points
- iii. The provision of sustainable energy production eg PV panels
- iv. Ensuring net biodiversity gain.

Application No: 23/0518N
Proposal: Replacement Boundary Fence and Water Tank for sprinkler system associated connections

Location: Dunelm Mill, FORGE STREET, CREWE, CHESHIRE, CW1 2DU
AGENDA ITEM 5.d

The committee seeks that the wall feature that is noted for removal is recognised as an original remnant aspect of the railway infrastructure of the town and as such it should be recorded in detail and the bricks reclaimed for reuse elsewhere on the site.

Application No: 23/0802N
Proposal: External alterations to the south-east and north-east elevations of existing unit, including re-cladding, screening cycle park, replacement shutter door and installation of rooftop PV panels
Location: The Railway Exchange, Weston Road, Crewe, CW1 6AA

No objection

Application No: 23/0773N
Proposal: Existing Plant replaced with new
Location: 17-18, VICTORIA CENTRE, CREWE, CW1 2PT

No objection

Application No: 23/0408N
Proposal: Proposed new canopy structure to provide a larger covered unload area
Location: Bentley Motors Limited, PYMS LANE, CREWE, CW1 3PL

No objection

Application No: 23/0861N
Proposal: Listed Building consent for Repair of damaged high level decorative corbelled masonry and removal of destructive vegetation growing on the wall face to the flank walls along platforms 8,10, and 11 at Crewe Station.
Location: Crewe Railway Station, Arriva Trains Wales Limited, Nantwich Road Crewe, Cheshire East, CW2 6HR

No objection

Application No: 23/0899N
Proposal: InstaVolt are proposing to install two rapid electric vehicle charging stations within the car park of McDonalds, Crewe. Two existing parking spaces will become EV charging bays, along with associated equipment
Location: 100, DUNWOODY WAY, CREWE, CW1 3ZN

No objection

Application No: 23/0313N
Proposal: Due to an increase in pupil numbers, we are proposing to extend the school hall and storage areas to meet the increasing demands of the school.
Location: Beechwood Primary School And Nursery, MEREDITH STREET, CREWE

No objection

PL/22/8/6 To consider making responses to any urgent planning application consultations that have arisen since this agenda was published

Application No: 23/0971N
Proposal: Variation of conditions 2- approved plans & 4- specification of source pump on approval 22/1957N
Location: South Cheshire College, DANE BANK AVENUE, CREWE, CHESHIRE 8AB

No objection

Application No: 23/0964N
Proposal: Variation of condition 2 and 3 on application 22/0640N: Upgrade facade of P35 Mulliner Building including application of new rain cladding and section of living wall
Location: Bentley Motors Limited, PYMS LANE, CREWE, CW1 3PL

No objection

Application No: 23/0930N
Proposal: Proposal to change use of existing store into a vaccination Centre for Covid jabs
Location: 136, WEST STREET, CREWE, CW1 3HG

No objection

Application No: 22/3636N
Proposal: Proposed 1 bedroom flat ground and first floor, removal of existing garage/storeroom
Location: 383, WEST STREET, CREWE, CW1 3HY

RESOLVED: That the committee objects to the proposals on the following issues:

- i. That the proposal represents over development of the site, being that the site is already completely built out, with no outdoor space left
- ii. That the proposal, contrary to local plan policy, does not provide any amenity space for the residential development
- iii. That the proposal, contrary to local plan policy, does not provide for adequate parking provision, which will adversely affect current on street parking issues
- iv. That the proposal, contrary to local plan policy, does not provide for sustainable or secure waste storage, which will adversely affect the amenity of neighbouring properties due to on street waste
- v. That the proposal, contrary to local plan policy, does not provide secure cycle storage
- vi. The application is inaccurate. The property would access and egress on to Bowen Cooke Avenue, not West Street.

PL/22/8/7 To note responses submitted under delegation since the previous meeting
None

PL/22/8/8 To note and/or consider correspondence, consultations, planning policy circulated by the planning authority (Cheshire East Council) and member items

8.1 CAN26847 Proposed telecommunications apparatus in Crewe

The committee expressed that the proposed location was not supported due to concerns relating to distraction and obstruction at a busy road junction and roundabout

8.2 Cheshire East Mini Holland Briefing

The briefing was received and members will have the opportunity to provide comments and questions by email

8.3 Cheshire East Road naming consultation

It was agreed to submit the request that Tottys Hall Farm is considered as a reference for the roads.

PL/22/8/9 To note the proposed date of the next meeting Monday 17th April 2023 at 6pm.

Meeting closed at 7.46pm

Chair Cllr John Rhodes

Clerk P Turner

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CREWE
TOWN COUNCIL

REPORT STATEMENT

Meeting: Planning Committee 13 February 2023
Report Purpose: To consider the development of a conservation area for Crewe
Version Control: v1
Author: Heritage Manager

1. Report Summary

This report provides information about conservation areas to assist Members in considering whether the development of one or more in Crewe, would be advantageous to the town.

2. Background

Conservation areas exist to protect the features of special architectural and historic interest that make a place unique and distinctive. Unlike Listed Buildings which only protect a structure, conservation areas apply to all features within a designated area. Planning decisions in conservation areas must address the quality of the landscape in its broadest sense to protect the character of the area. There are around 10,000 Conservation Areas in England and 77 in Cheshire East.

Under the National Planning Policy Framework, conservation areas are designated heritage assets and their conservation is to be given great weight in planning permission decisions. Conservation areas provide local planning authorities with extra planning controls and considerations to protect the special character of an area. If your property is within a conservation area, you must:

- Obtain planning permission if you wish to demolish a building.
- Notify the local planning authority of any works to trees, six weeks before work begins. This enables the authority to consider the contribution the tree makes to the character of the area.

In some conservation areas further Article 4 Directions are in place which require planning permission for relatively minor changes to the external appearance of a building, including replacing a door or window or altering guttering and downpipes.

Permitted development rights are also different in conservation areas. Planning applications are necessary for:

- Detailed residential changes like two-storey extensions, dormer windows and stone cladding.
- Extensions to retail premises.
- Industrial and warehouse buildings.
- Controls on materials for buildings on the site of a school, college, university or hospital.
- Limitations on change of use such as retail or agricultural to dwelling house.

3. Position

Crewe Town Council's *Heritage Strategy for Crewe*, adopted on 29 June 2021, identifies a range of measures to protect the town's surviving heritage assets. Paragraph 3.2.7 of the strategy

notes the intention to pursue a conservation area(s) for Crewe, with the following assets highlighted for consideration:

- The Railway Cottages of Dorfold, Betley and Tollitt Streets, Chester Street and the adjacent section of Market Street.
- Memorial Square including Christ Church, Prince Albert Street, Earle Street, the Market Hall, Hill Street, Heath Street and Lyceum Square.
- Gaffers Row and the former Particular Baptist Chapel (Tanning Centre) on Victoria Street.
- Nantwich Road, particularly the town “villas” and substantial terraces between Edleston Road and Dane Bank Avenue.
- Hungerford Road, particularly the town “villas” and terraces, between School Crescent and Woodland Avenue.
- Cloughton Avenue estate.

The list is not intended to be exhaustive but identifies a number of structures of importance.

Conservation areas are usually designated by the local planning authority. To designate an area, architectural quality or historic interest, as defined in NPPF paragraph 191, must be demonstrated. To achieve this, a Conservation Area Appraisal should be completed. Cheshire East Council has invited Crewe Town Council to consider undertaking the Conservation Area Appraisal for Crewe. If completed, we have confirmation the local planning authority would engage positively and proceed to consultation on the proposals. A review of recent contracts for Conservation Area Appraisals suggests this work would be somewhere in the region of £30,000 to £40,000.

If the area(s) proposed for designation is successful, a Management Plan would be required to make proposals for the preservation and enhancement of the area. It is likely this would cost in the region of £15,000 to £30,000 depending on the size of the conservation area.

4. Equality Impact

Undertaking a Conservation Area Appraisal would demonstrate the value of Crewe’s heritage within the Borough and support development of appropriate planning legislation to protect and enhance its character.

5. Sustainability Impact

Developing a more detailed understanding of the town’s heritage assets would enable better protection and appropriate redevelopment.

6. Community Impact

Recognising and enhancing heritage assets has a positive impact on public realm which is proven to lead to higher resident wellbeing.

7. Governance

Crewe Town Council Corporate Strategy
Crewe Town Council Heritage Strategy for Crewe
Crewe Town Council Community Planning
Cheshire East Local Plan & Supplementary Planning Documents
Cheshire East Cultural Strategy for Crewe

8. Financial Impact

The project is not currently within the budget for 2023/24. Opportunities for grant funding will be explored.

9. Resource Impact

Officer time.

10. Consultation/Engagement

Activity is based on consultation undertaken for *A Heritage Strategy for Crewe*, the Town Investment Plan and the Local List Project.

11. Wards Affected

All.

12. Conclusions

Crewe's heritage has not previously been considered for designation as a conservation area. Without a strong understanding of the town's significant heritage assets, it is difficult to preserve the unique and important elements of Crewe's character. Undertaking a Conservation Area Appraisal would give a strong indication of heritage assets of value and provide the basis for improving protection and active management of them.

13. Consideration Sought

Members are asked to consider recommending development of a Conservation Area Appraisal to Council.

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MINUTES of the meeting held 23/01/2023

In attendance: Cllr Alan Coiley Cllr Dawn Clark Cllr Tom Dunlop
 Cllr Martin Edwards Cllr Jill Rhodes Cllr Lena Hogben
 Cllr Hazel Faddes

CP/22/4/1 To receive apologies for absence

Cllr Benn Minshall; Cllr Ben Wye; Cllr Nan Walton; Cllr Tess Buckley; Cllr Dennis Straine-Francis

CP/22/4/2 To note declarations of Members' interests
None

CP/22/4/3 To confirm and sign the Minutes of the Community Plan Committee meeting held on 14th November 2022
RESLVED: That the minutes are approved as a true record of the meeting

CP/22/4/4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

None

CP/22/4/5 To review the year- to- date financial position for the Community Plan Committee.
The financial position year to date was noted

CP/22/4/6 To consider matters related to grant applications received from:

	Organisation	Purpose	Amount
6.1	Wilson House Scouts	Projector Project	£1328.18

RESOLVED: That a grant of £1,098 is approved, with the remainder to be secured by the applicant

6.2	Vesta SFS	Friday Reset	£2498
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RESOLVED: That the application is deferred until the committee can review the difference and added value of these proposals in comparison to details of other services delivering comparable projects in Crewe AGENDA ITEM 5.e

6.3 Be Well, Stay Well Be Well Stay Well £2400
CIC

RESOLVED: That the grant is declined

CP/22/4/7 To provide an end of grant update to members regarding groups funded within the last financial year.

The updates were welcomed noted and members thanked the organisations and officer for their work.

7.1

To provide an update on Nantwich Road Action Group – Grant conditions variation

RESOLVED: That the grant award was not used for the purposes as identified in the application and therefore:

- i. The applicant organisation should be informed that the funds should be used for the purposes as detailed in the application
- ii. Failure to comply will result in a reclaim of the grant money awarded.

CP/22/4/8 To provide an update on the updated Community Plan & Grants policy

RESOLVED: That the update was noted and the policy recommended to council for approval with the following addition:

- i. That match funding for applications is required to be demonstrated in the following scale:

0% match for applications up to £500; 15% match for applications above £500 and up to £1,000; and 20% match for applications over £1,000.

CP/22/4/9 To provide an update to members on the progress of the Business Delivery Plan.

Noted

CP/22/4/10 To consider the committee's draft Business Delivery Plan for 2023/24.

RESOLVED: That the updated draft business delivery plan for 2023/24 was approved subject to review in March prior to recommendation to council for approval

CP/22/4/11 To note the proposed date of the next meeting on Tuesday 14th March 2023 at 6pm.

Meeting closed at 6.51pm

Chair Cllr Alan Coiley
Clerk P Turner

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

15th March 2023

Minutes of the Community Plan Committee Meeting held on 14th March 2023

In attendance: Cllr Martin Edwards, Cllr Nan Walton, Cllr Jill Rhodes, Cllr Lena Hogben,
Cllr Dennis Straine-Francis

- 1 To receive apologies for absence
Cllr Benn Minshall, Cllr Alan Coiley, Cllr Dawn Clark, Cllr Tom Dunlop, Cllr Tess Buckley, Cllr Hazel Faddes
- 2 To note declarations of Members' interests
Cllr Dennis Straine-Francis declared a non-pecuniary interest in Agenda item 6.8 17th South West Cheshire Scout Group.
Cllr Dennis Straine-Francis declared a non-pecuniary interest in Agenda item 7.1 Crewe Veterans Hub.
- 3 To confirm and sign the Minutes of the Community Plan Committee meeting held on 23rd January 2023

RESOLVED: That the minutes are approved as a true record of the meeting.

4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

- There were no comments or questions from the public.

5 To review the year- to- date financial position for the Community Plan Committee. The year-to-date position was noted by members.

6 To consider matters related to grant applications received from:

	Organisation	Purpose	Amount
6.1	Vesta SFS	Friday Reset – deferred from last meeting.	£2498
	RESOLVED:	To award funds of £2498	
6.2	Circus Starr	Circus Starr Show Crewe	£2500
	RESOLVED:	To award funds of £2500	
6.3	Friends for Leisure	Volunteering programme	£1840

	RESOLVED:	To award funds of £1800	AGENDA ITEM 5.e
6.4	Friends of Queens Park	Wildlife boards in Children's play area	£2256
	RESOLVED:	To defer the decision until the next meeting	
6.5	St Michael's Dance Troupe	Training kit	£2000
	RESOLVED:	To award funds of £1520	
6.6	Family Ties CIC	Family first drop in	£2500
	RESOLVED:	To award funds of £2500	
6.7	The Dove Service	Dove buddies – Crewe	£2500
	RESOLVED:	To award funds of £2500	
6.8	17 th South West Cheshire Scout Group	Final phase – New scout hut	£2500
	RESOLVED:	To award funds of £2500 subject to a caveat	

- 7** To provide an end of grant update to members regarding groups fund by the small grants scheme within the last financial year.

The updates were welcomed and noted. Members thanked the organisations and Officers for their work.

To consider a variation of a Grant request from Crewe Veterans Hub.

- 7.1 RESOLVED:** The variation was noted and approved.

- 8** Mayoral Engagements for 2022-23

The updates were noted. Members thanked Cllr Walton for her successful year as Mayor.

- 9** To provide an update to members on the progress of the Business Delivery Plan 2022-23.

Members noted the update of the business delivery plan.

- 10** To consider the committee's draft budget for 2023/24.

RESOLVED:

- i. That the committee's Business Delivery Plan is approved and recommended to Council for adoption.
- ii. That delivery and approval for spend of the Key Community Support Fund EMR is delegated to the Clerk and Community Officer in consultation with the chair of the committee.

- 11** To note the proposed date of the next meeting on Tuesday 6th June 2023 at 2pm.

Members noted the date of the next meeting.

Meeting closed at 6.59pm

Chair: Cllr Martin Edwards

Clerk: J.Dow



Crewe Town Council AGENDA ITEM 5.e.i

Grants Scheme Application Form



Please read the Grants Scheme Guidance before starting your application as the information contained on this form will help us process your grant application form.

Contact Details

Name of Organisation:			
Address of Organisation:			
		Postcode:	
Name of Applicant:			
Position:			
Telephone Number:			
Email address:			
Website:			
Facebook:		Twitter:	

About your organisation

What type of organisation are you?	Voluntary, Community or Faith Sector Organisation <input type="checkbox"/> Registered Charity <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Community Interest Company <input type="checkbox"/> Not-for-Profit Community Business <input type="checkbox"/> Community Amateur Sports Club <input type="checkbox"/> Unregistered Community Group tickbox here Club <input type="checkbox"/> Society <input type="checkbox"/>
Other, please state:	
What is your registered number (if you have one)	

**Please tell us about your organisation, its aims and the work you undertake and any other organisations that you work with.
(in less than 200 words)**

AGENDA ITEM 5.e.i

**Please tell us why you need this funding?
(in less than 200 words)**

Details of Funding Requested

What is your activity / project called?

How will your project benefit the local community within the Crewe town boundary? Please see map (insert here)

**What advantages will your project bring to the Crewe Community?
(in less than 200 words)**

Please provide evidence that this project is needed.

AGENDA ITEM 5.e.i

How many people within the Crewe Town boundary will benefit from your project? Both directly and indirectly

Add number here

How does this project meet Crewe Town Council's priorities in Crewe's Community Plan'? Please see guidance document (in less than 200 words)

**** You will need to read the guidance document before completing this section ****

Add Tick box – I have read the guidance document.

Project Costs and Finances

**How much is the overall cost of your activity / project?
Please detail (in section A) all associated costs**

What will funds from Crewe Town Council be used to pay for?

Item **	Total Costs (A)	Amount requested from Crewe Town Council (B)
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Grand Totals	£	£

** Where possible, please provide any quotes and estimates if appropriate (ideally 3)

Match funding

Please let us have details about your **financial** match funding and tell us if it has been **secured**. AGENDA ITEM 5.e.i

The minimum requirements are as follows:

- 0% match for applications up to £500
- 15% match for applications above £500 and up to £1000
- 20% match for applications over £1000

Zero match funding will be at members discretion.

For further details about match funding, please see the guidance document.

Please tick if you have **direct** match funding (tick box here)

Please tick if you have **indirect** match funding (tick box here)

If any contributions have been secured by other funders, please write secured next to the funders name. Please evidence this.

Who else have you approached for funding for this activity / project? If any contributions have been secured by other funders, please write (SECURED) next to the funders name. Please evidence this.	
Direct Match funding Contribution requested from:	Total
Indirect Match funding (ie volunteer value, free room hire etc) Please see guidance document	

Have you previously applied for grant funding from Crewe Town Council?	Yes	No
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If Yes, when did you apply?	
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If you were successful, please tell us briefly what was funded.

Declaration

I am authorised to make this application on behalf of the above organisation. AGENDA ITEM 5.e.i

I certify that the information contained in this application is correct. If the information in the application changes, I will inform Crewe Town Council as soon as possible.

I give permission for Crewe Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications and for statistical analysis.

I also give permission for Crewe Town Council to contact my organisation by phone, mail or email with information from time to time.

Data protection: Please ensure that you read this section before submitting your application
Part or all of the information you supply to us will be held on our IT system. This information will be used for the administration of grant applications and for statistical analysis.
Copies of your application, but with personal details redacted, will be provided at the relevant council meeting for consideration of awarding the grant.

For transparency purposes, information about successful grant applications is added to our website and made available to the local press. The press may request contact details of someone able to provide additional information.

Signed:		Date:	
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Checklist - Very important!

Please enclose the following with your application. Applications will not be processed until all information has been received:

Latest annual accounts <input type="checkbox"/>	Governing document <input type="checkbox"/>	Copy of a bank statement less than three months old <input type="checkbox"/>
Policy documents <input type="checkbox"/> (if applicable)	Copies of written estimates <input type="checkbox"/>	

Please send your completed application (preferably by email) to :

grants@crewetowncouncil.gov.uk

or by post to:-

Grants Scheme, Crewe Town Council, 1 Chantry Court, Forge Street, Crewe, Cheshire CW1 2DL

Online submission

Deadlines for submissions are midnight on:

Sunday 7th May 2023
Sunday 6th August 2023
Sunday 17th December 2023
Sunday 18th February 2023

Please ensure that you enclose all your supporting documents – please see **checklist** on the last page – Partially completed applications will not be considered.

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AGENDA ITEM 5.e.i

Crewe Town Council
Grants Scheme Guidance
Funding for activities up to £2,500



Our Priorities

Crewe Town Council's priorities are set out in the **Crewe Community Plan** which was adopted by the Town Council in March 2023 (*a copy of which can be found at the end of this guidance*). We recommend that you read the guidance before applying for a grant because your application will be considered with reference to the following themes:

Wellbeing & Social Isolation within the Crewe Town boundary

- Working to make a difference in the life of our communities and developing a combination of knowledge, skills, values and the motivation to be engaged in the place that they live.
- Supporting creativity.
- Opportunities, knowledge and skills to progress towards achieving and building the aspirations of young people.
- Developing or increasing access to existing services and new initiatives focussed on health and wellbeing. To further the creation of safe spaces.

Grant applications MUST support the following 4 areas:

- 1. Access to Services:** Support local services to be delivered at the heart of communities enabling people to access support closest to them (advice and guidance).
- 2. Increasing skills & learning:** Utilise local skills, knowledge and talents.
Empower a volunteering culture.
Build resilience and aspirations by supporting safe activities for young people.
- 3. Social Isolation:** Reduce social isolation and loneliness.
Supporting the elderly.
- 4. Health & Wellbeing:** Improve health and wellbeing.
Support activities and projects focussed on mental health.
Access to bereavement services and support

Assistance

If you have any questions, queries or need assistance to complete your application, please email grants@crewetowncouncil.gov.uk or contact the Community and Funding Officer on 01270 756975.

We only fund organisations that:

- Are a voluntary, community or faith sector organisation, registered charitable organisation, social enterprise, community interest company, not-for-profit community business, community amateur sports club or a not-for-profit group which operates within the Crewe Town Boundary **OR** are able to significantly show and demonstrate that the proposed activity will positively benefit Crewe. Where there is not 100% attendance (or benefit) It must be evidenced that a significant proportion live within the Crewe Town boundary.
- **Are able to provide proof of a bank or building society account in the organisation's name** which requires **at least two signatures** (please evidence) and, where possible, an audited set of annual accounts or 3 months of trading history. **Please note, we will never pay funds to a personal bank account.**
- Have the appropriate governing documents including safeguarding policies and procedures.

We only fund activities or projects that:

- Directly involve, include or positively benefit residents within the Crewe town boundary. A map showing the boundary can be found [here](#).
- From time to time, the Town Council may wish to create responsive funds which are targeted for a specific purpose. These funds will have their own guidance and application process but will be similar to those outlined in the Councils current Community Grants Scheme.

We cannot fund:

- Incomplete applications, or where all the required information / documentation has not been provided prior to the relevant submission deadline.
- General running costs such as utilities, insurance, broadband, salaries or staffing costs. Building & structural repairs.
- Applications from national bodies without a local link, branch or association to Crewe or who are unable to demonstrate their effectiveness in the town of Crewe.
- Work which has already taken place or been started.
- Applications where funds will be used retrospectively.
- Activities that duplicate others already taking place in Crewe unless the application is to fund organisations formally working in partnership within the same submission deadline
- Activities which are mainly of a political or religious nature.
- Applications from individuals as well as general appeals, sponsorship, or general fundraising requests from organisations.
- Applications for projects, events, or activities whose primary aim or purpose is fundraising.
- Loans against loss or debt.
- Applications over £2,500 unless it is in exceptional circumstances.

Match funding:

Please let us have details about your **financial match funding** and tell us if it has been 'secured'.

Please see minimum requirements below:

- 0% match funding for applications up to £500.
- 15% match funding for applications above £500 and up to £1000.
- 20% match funding for applications over £1000.
- Zero match funding will be at members discretion.

Match funding in kind:

Match funding in kind is where an organisation or individual provides a service or product that they do not charge for and does not therefore show up in the projects accounts. These costs will therefore be borne by the giver. Common examples include: The time of volunteers (which has a value), free use of space (ie room hire) etc.

How to apply for funding:

AGENDA ITEM 5.e.i

- All grant applications must be submitted via the website. [online submission](#)
- A complete copy of the organisation's latest set of accounts, (or at least three bank statements), proof of bank account, governing documentation and relevant policies must be supplied at the point of submission.
- Your application will not be considered unless all documents are received at the same time.
- Please ensure that all your figures add up.

Application Deadlines

Grant applications will be considered five times per year. Applications for 2023 / 2024 **MUST** be submitted before **midnight** on the following dates:

Sunday 7th May 2023
Sunday 6th August 2023
Sunday 17th December 2023
Sunday 18th February 2024

Reapplying after a successful application

- Organisations that have already received funding can reapply in the next financial year if the application is for a different project. The project must be totally unrelated.

Reapplying after an unsuccessful application

- Unsuccessful organisations can reapply throughout the financial year but not for a repeat application.

How applications are considered

- Your grant application will be checked and evaluated by a Crewe Town Council Officer and then assessed by the Grants Advisory Group before it is submitted to the Community Plan Committee for consideration.
- Incomplete applications will be declined leading to a delay in decision-making.
- Crewe Town Council may seek further clarification on any details or information contained within the grant application and liaise with external parties to verify information or details contained within the grant application.
- Where it is felt necessary, organisations will be asked to meet Crewe Town Council to discuss their application in more detail.
- The Grants Advisory Group will make their recommendations, after assessing the merits of each application, to the Community Plan Committee and a formal resolution will take place regarding the grant application.
- Crewe Town Council strives to allocate funding and donations in a fair and open manner, judging each application on its own merit. Funds are allocated under the provision of various Local Government Acts, the General Power of Competence and Audit Regulations.
- Crewe Town Councillors are governed by a Code of Conduct, which can be found [here](#) *Check link Councillors have an obligation to declare any personal and / or prejudicial interest when considering the allocation of funds held by Crewe Town Council.
- Applicants will be notified in writing following the decision made by the Community Plan Committee of Crewe Town Council.

If your application is successful

- Successful applicants will be asked to complete and sign a Grant Acceptance Agreement before funds are released. AGENDA ITEM 5.e.i
- Funds will only be paid to successful organisations via direct bank transfer, not by cash or cheque.
- Receipt of funds must be confirmed in writing.

Grant conditions

- An end of year grant form report must be submitted upon completion of the project. The report shall highlight how the project has benefitted and made a difference to both the organisation and the community and include details as how the funds were spent. Organisations may also be required to complete a case study.
- Organisations are required to submit an information / news release for use in the press, social media, and reciprocal websites. Any advertising of the funded project must include the Crewe Town Council logo which will be provided.
- Funds awarded **MUST** only be used for the stated project and for the purposes outlined in the original grant application. If an organisation wishes to vary the project or purpose for which the funds will be used, they must formally write to Crewe Town Council to seek approval. No further work should be carried out on the project until this formal approval is granted. Crewe Town Council reserves the right to request all funds to be repaid should funds not be used for the stated purpose or project outlined in the original grant application.
- If an organisation is unable to spend all the funds allocated to the project or for the purpose stated in the original application, any unspent monies must be returned to Crewe Town Council at the earliest opportunity.
- If an organisation is unable to fulfil the project to which funding has been allocated, the organisation must immediately repay the grant funding in full to Crewe Town Council.
- In cases where a funded project generates a profit, Crewe Town Council must be informed in writing. Crewe Town Council reserves the right to request for the profit to be paid back to the Grants Scheme unless it is satisfied that the profit will be utilised to benefit the organisation positively and the community, which it supports.

Community Plan Autumn 2022 refresh

Civic and Community Pride

Working to make a difference in the life of our communities and developing a combination of knowledge, skills, values and the motivation to engage in the place they live.

Outcomes identified	Actions
Local services delivered at the heart of communities enabling local people to access support closest to them	<ul style="list-style-type: none"> • Work with the local community, voluntary and faith sector organisations, and other key stakeholders to support and inspire: <ul style="list-style-type: none"> ○ The delivery of services through local community assets and partnership centres, remove duplication and link services together in partnerships where possible, including the business community. • Development of community activities, events, projects, initiatives and services to support the promotion of local activities, groups, organisations and services.
Creating a Voice for Crewe	<p>Building on the work with community partners to:</p> <ul style="list-style-type: none"> ○ Share the historic and current diversity of Crewe and its community. ○ Showcase local events and activities of organisations, volunteers, services and the community.
Supporting local people and businesses to be at the heart of service delivery	<ul style="list-style-type: none"> • To encourage community partners and businesses to: <ul style="list-style-type: none"> ○ Utilise local skills, knowledge and talents. ○ which have social value to build and develop the local community.
Empower a volunteering culture	<ul style="list-style-type: none"> • Promote a volunteering culture and showcase the talents volunteers can bring. Show the benefits of volunteering and how it can enhance the community for the greater good.

Supporting the expression of creativity and imagination within the community.

Outcomes identified	Actions
Having a strong and active Arts and Culture Sector	<ul style="list-style-type: none"> • Build and develop a strong cultural and arts network. • To support a wide range of events, activities and projects . • Support the creation of a cultural arts spaces where ideas can be shared and different pathways / opportunities / initiatives can be explored.

Aspirational Young People

Ensuring that young people have the opportunities, knowledge and skills to progress towards achieving and building their aspirations

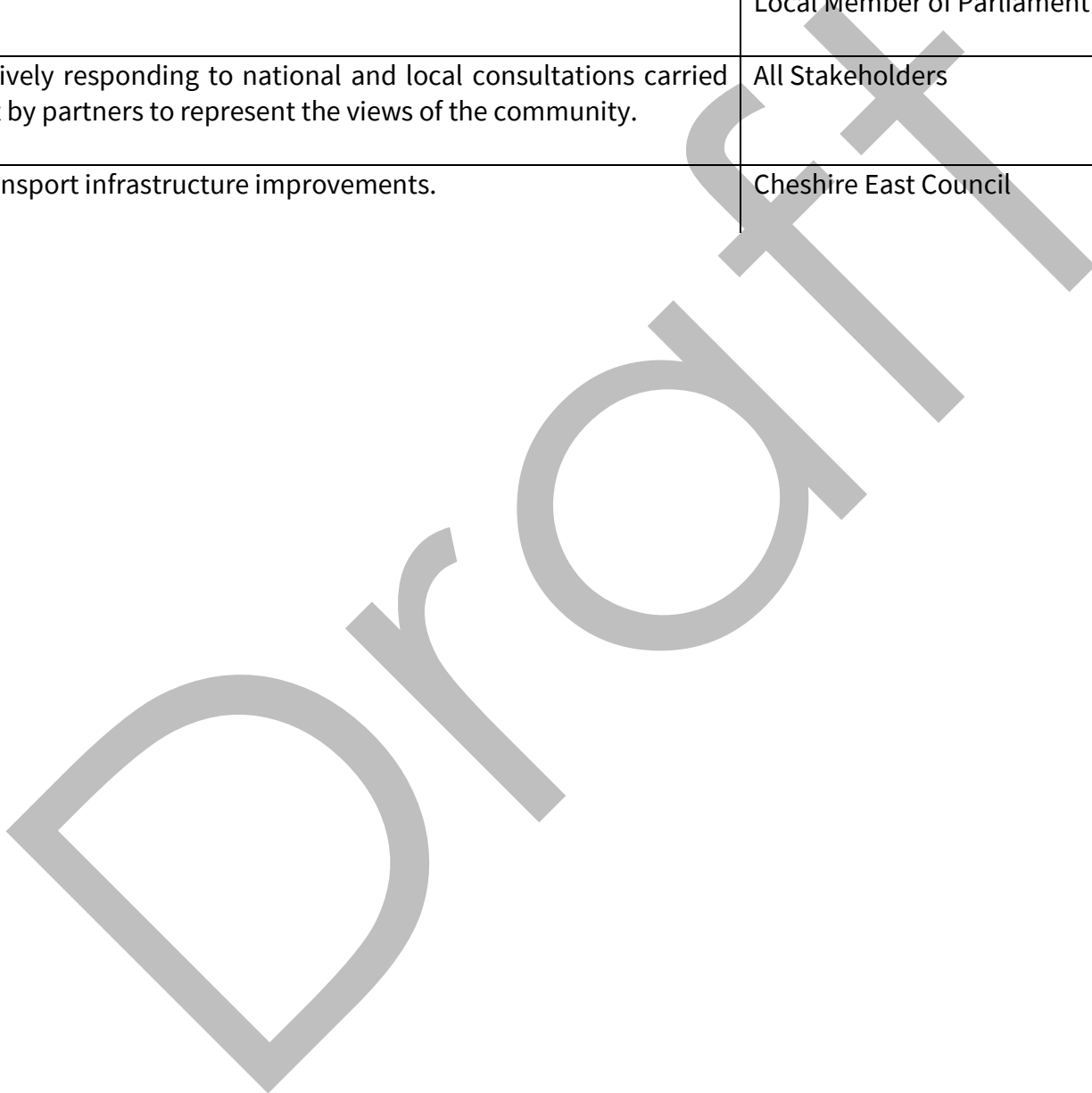
Outcomes identified	Actions
Inspirational achievable employment support available for Young People which builds their aspirations and resilience	<ul style="list-style-type: none"> • Provide informal learning opportunities for young people in addition to formal learning strategies for example: • Use football and other sports and activities as a way of learning and building resilience This can also support increasing outreach activities away from traditional leisure centre spaces into the community and localities. • Provide creative development opportunities for young people which are sustainable.
Young people having safe activities and places they can engage with	<ul style="list-style-type: none"> • Support the development of activities that are delivered in local venues and locations that young people can access and are safe environments: • Support community partners and organisations to be sustainable to ensure that successful projects can continue to be delivered.

Developing or increasing access to existing services and new initiatives focussed on health and wellbeing

Outcomes identified	Actions
Reduce social isolation and loneliness in the community	<ul style="list-style-type: none"> • Support, encourage and develop projects and activities that promote companionship and befriending schemes.
Improve the health and wellbeing of the community promoting self-care and healthy eating	<ul style="list-style-type: none"> • To support the promotion of health and wellbeing campaigns, which develop health and wellbeing projects and activities that enable the local people to be more active, eat healthily and promote self-care. Examples could include. <ul style="list-style-type: none"> ○ Projects, activities and initiatives outdoors, in safe environments and locally to those accessing them. ○ Peer Support / Self-Help groups focusing on specific and generic health and wellbeing conditions.
Support available for adults, young people and children with mental health conditions	<ul style="list-style-type: none"> • Research potential schemes / projects which could be delivered alongside commissioned schemes / services which bring added value and meet any gaps in these services. Examples could include: <ul style="list-style-type: none"> ○ Mental Health support groups. ○ Art and culture activities to support exploring mental health. ○ Sport, leisure and recreational activities. ○ Social Prescribing Projects.
Access to support and financial advice which enable them to live well	<ul style="list-style-type: none"> • To promote and develop services which provide financial planning, budgeting and support for individuals and families.
Bereavement services support	<ul style="list-style-type: none"> • To explore the development of bereavement support groups and related activities that are accessible to all.

This section includes key issues Crewe Town Council may not be able to directly address but has a role to play in lobbying and influencing partners and stakeholders to represent the views of the community.

Priority areas	Influential Key Stakeholders
Support available for adults, young people and children with mental health conditions and / or health conditions.	Cheshire East Council Clinical Commissioning Groups Cheshire and Wirral Partnership Local Member of Parliament
Actively responding to national and local consultations carried out by partners to represent the views of the community.	All Stakeholders
Transport infrastructure improvements.	Cheshire East Council



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CREWE
TOWN COUNCIL

MINUTES of the meeting held 28/2/2023

In attendance: Cllr Jill Rhodes Cllr Nan Walton Cllr Dennis Straine-Francis

1 To receive apologies for absence
Cllrs Buckley, Houston & Messent

2 To note declarations of Members' interests
None

3 To confirm and sign the Minutes of the Personnel Committee meeting held on 06/09/2022
RESOLVED: That the minutes are approved as a true record of the meeting

4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

None

5 It is recommended that Committee considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Items 6 - 9 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

RESOLVED: That the meeting enters closed session for the purposes of the confidential nature of the following agenda items.

6 To receive staff appraisal reports and consideration of performance
The appraisals were received and noted

7 To consider incremental reviews
RESOLVED: That the incremental report is agreed and increments awarded accordingly

8 To note any changes in staffing and associated actions
RESOLVED:

- i. That the changes are noted
- ii. That the reviewed employment documents are approved for onward recommendation to Council

AGENDA ITEM 5.f

9 To consider role job description evaluation

RESOLVED: That the evaluation and its findings are approved for implementation.

10 The date of the next Personnel Committee meeting: Monday 4th September 2023 at 6pm

Meeting closed 6.22pm

Chair Cllr Jill Rhodes
Clerk P Turner

CREWE TOWN COUNCIL

EMPLOYEE HANDBOOK

Adopted by Council on 4th October 2022

Review Date: April 2024

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Other associated documents-please see Constitution on
Website or in Dropbox Member-Officer Protocol
Equalities Policy

INTRODUCTION

This Handbook covers important aspects of employment and we ask that you read it carefully in conjunction with the Contract of Employment given to you when you commence employment. It also sets out the Council's approved Personnel Policies and Rules of Employment.

This document supersedes the version of November 2014 and is written to inform employees of their rights and conditions of employment but does not form part of your contract of employment. It complements the Council's Personnel Procedures which are written from a management perspective.

Crewe Town Council has adopted the collective agreement known as the "Green Book" issued by the NJC for Local Government Services (comprising representatives of employers & employees). The Green book contains four parts. Part 1 is Principles and Part 4 joint advice. It divides terms and conditions into key national conditions (Part 2) and national provisions which may be modified locally (Part 3).

The Council's Employee conditions of service as set out in this handbook, build on the Green Book. Local procedures are developed in accordance with ACAS guidelines.

The Council sets out to reward the commitment of its staff, consistent with its financial resources and to provide a satisfying and flexible working environment in which staff are given the opportunity to develop.

People are our most important asset and the quality and attitude of individuals is therefore the key to our continued success. Because of this, we will always treat each employee as an individual, and respect their rights and sensitivities.

NB. References to notifications to be made to the Town Clerk should be read as Chairman of Personnel Committee when the employee concerned is the Town Clerk.

ABSENCES

Absence causes reduced levels of customer service and additional pressure on remaining employees to cover, often at short notice. The Council's Absence Policy provides a framework which helps us all to manage absenteeism and provides support to everyone involved. It recognises the need for a mutually responsible and caring approach to managing absence consistently.

We do accept and understand that from time to time, our staff will be ill, may need to take time away from work to look after their family, or may need to take time off to attend to some other urgent matter. However, for the above reasons, we do view persistent absence from work as a serious matter. Dealing with long term sickness will require a different approach to that needed for repeated short-term absences.

Absence rates will be monitored within our organisation. Along with an employee's absence rate, we will always review and consider the reason for their absence and will discuss this with the employee. By taking the time to understand why our staff are absent from work, we will be able to explore options with them and hopefully find solutions that will help them to attend work regularly. We will always treat staff fairly and will not discriminate in the way we deal with absences or grant time off.

The Absence Policy requires that every employee's absence record is assessed and reviewed with them after every period of absence. The purpose of the review will be:

- To welcome the employee back to work and provide an update about any developments which have occurred during their absence
- To check that an employee is fit for work and to understand their wellbeing needs
- To see whether the Council can provide any additional support to help rehabilitation
- To review the employee's absence record & discuss any patterns of absence which are evidential, and which may cause concern.
- To discuss with the employee the impact of their absence on the Council.

The form of the review will of course vary according to each individual's absence record.

APPOINTMENTS

ABSENCE NOTIFICATION

Employees must follow the procedure below for all periods of absence including:

- sickness
- appointments-dental/hospital etc
- other genuine emergency situations

Prior permission must be obtained from your Manager for all absence other than unexpected sickness. An Absence Record Form must be completed before the absence commences, for all absences other than unexpected sickness, injuries, or other genuine emergency situations.

Absence for reasons of sickness, injury or other genuine emergency situations must be notified as soon as possible, by telephoning your Manager by 9.30 am. (In the case of the Town Clerk, a notification will be made to the Deputy Town Clerk who will advise the Personnel Chairman). It is the employee's responsibility to keep the Council advised of circumstances which are preventing the employee from attending work and their likely return date. (Text messaging is not permitted).

In the case of absence because of an emergency situation, you are entitled to take a reasonable amount of unpaid time off during working hours in order to take action alternatively

you may be required to take annual holiday entitlement (or time off in lieu) to cover the period of absence. In extreme cases such as bereavement of a close family member, the Town Clerk has discretion to grant compassionate leave.

In cases of sickness of 7 calendar days or less, the Self Certification Form will be completed immediately upon return to work. Where, however, the absence is expected to or lasts for a period in excess of 7 days, Fit Certificate(s) [often referred to as Medical Certificates] will be required from a Doctor to cover the employee for the duration. Fit Certificates must be forwarded immediately by the employee. Failure to do so may result in sick pay being delayed or withheld and disciplinary action being taken. On the expiry of your fit certificate, you will be assumed to be fit for work, unless evidence is supplied to the contrary.

If you are taken ill whilst at work and need to go home, the absence must be counted as sick leave and a self-certificate completed. If you go home before 11.00am a full day's absence must be shown on the self-certificate for that day. If you leave after 11.00am a half day's absence must be shown on the self-certificate for that day. Unauthorised absence will lead to disciplinary action which may include dismissal.

Long term sick leave will be reviewed at regular intervals under the Absence Policy. If after a reasonable period you remain unable to work, the Competency Procedure may be invoked.

Pay during absence

You are not entitled to be paid your wage/salary when absent from work unless authorised. However, if your absence is due to illness or injury you will qualify for Statutory Sick Pay (SSP) if you comply with the Absence Procedure. You may also qualify for Council Sick Pay to make up the difference between (SSP) and your normal salary. See the appropriate section of this handbook.

If you are absent from work due to incapacity caused through an accident and the Council has continued to pay you, the Council reserves the right to recover such sums as appropriate as part of any case for compensation pursued against a third party.

Holidays. For booking holidays or time off in lieu, see Holiday Entitlement below.

ABSENCE MANAGEMENT PROCEDURE – EXCESSIVE SHORT-TERM ABSENCE

While we appreciate that there are occasions when sickness absence is unavoidable, we have to be attentive to our operational and business needs at all times. Accordingly, where you have high levels of short term sickness absence, this will be assessed and reviewed periodically and an absence management procedure may be invoked. This process could ultimately result in the termination of your employment.

5 occasions of absence and/or 14 cumulative days of absence over a rolling 12 month period will normally be considered high levels of sickness absence which will result in the absence management procedure being invoked.

All cases of absence will be assessed on an individual basis in order to offer the fairest approach to an employee's circumstances, taking into account the reason for the absences.

Our absence management procedure is non-contractual and there may be situations in which it is not appropriate to follow the procedure set out below. In particular, we reserve the right not to follow the full procedure in the event of high levels of absence during the probationary period, or within the first 2 years of your employment.

You may bring a companion with you to any meeting which takes place under the absence management procedure, who may be either a trade union representative or a colleague.

The absence management procedure will initially involve us inviting you to an absence review meeting, at which we will:

- a) Discuss the reasons for absence.
- b) Determine the likelihood of further absences.
- c) Consider whether medical advice is required.
- d) Consider what, if any, measures might improve your health and/or attendance.
- e) Consider a way forward, action that will be taken and a timescale for review and/or a further meeting under the absence management procedure.

Following the meeting, confirmation of any decision made, the reasons for it, and of the right of appeal will be given to you in writing. As an outcome of the meeting, you may be warned that your absence levels are unacceptably high and that an improvement is required.

If your absence levels fail to improve, you may be invited to a second absence review meeting, at which we will:

- (a) Discuss the reasons for and impact of your ongoing absences.
- (b) Discuss the likelihood of further absences.
- (c) If it has not been obtained, consider whether medical advice is required. If it has been obtained, consider the advice that has been given and whether further advice is required.
- (d) Consider your ability to return to/remain in your job in view both of your capabilities and our business needs and any adjustments that can reasonably be made to your job to enable you to do so.
- (e) Consider possible redeployment opportunities and whether any adjustments can reasonably be made to assist in redeploying you.
- (f) Consider a way forward, action that will be taken and a timescale for review and/or a further meeting(s).

Following the meeting, confirmation of any decision made, the reasons for it, and of the right of appeal will be given to you in writing. As an outcome of the meeting, you may be given a final warning that your absence levels are unacceptably high and that you are at risk of dismissal.

If your absence levels fail to improve, you may be invited to a third absence review meeting, at which we will:

- (a) Review the meetings that have taken place and matters discussed with you.
- (b) Consider any further matters that you wish to raise.
- (c) Consider whether there is a reasonable likelihood of you achieving the desired level of attendance in a reasonable time.
- (d) Consider the possible termination of your employment.

Following the meeting, confirmation of any decision made, the reasons for it, and of the right of appeal will be given to you in writing. As an outcome of the meeting, you may be dismissed because your absence levels are unacceptably high. Termination will normally be with full notice or payment in lieu of notice.

ACCEPTANCE OF GIFTS, REWARDS AND HOSPITALITY

The acceptance of gifts and hospitality are particularly sensitive areas. The way in which you receive a gift/hospitality depends on the type of relationship involved and the context in which the gifts/hospitality are offered. Staff should always bear in mind the following points:

There must be nothing in your behaviour, which might give rise to a suspicion that you are acting in your own private interest, which might lead to a conflict of interest.

Your actions should never give the impression to the public; to any organisation with which you deal or to your colleagues that a gift or reward could influence the way in which you deal with any person or organisation.

Staff should always inform the Town Clerk of gifts/hospitality invitations/rewards made to them and the Town Clerk should advise the Mayor. Failure to do so will lead to serious disciplinary action up to and including dismissal.

You must comply with the Officer Code of Conduct set out as Appendix 1 to this Handbook.

ACCOMPANIMENT

"Workers" have a statutory right to be accompanied by a fellow worker or by a trade union official, where they are required or invited by their employer to attend certain disciplinary, or grievance hearings and they make a request to be so accompanied. This right applies not only to employees working under a contract of employment, but also to workers who are not genuinely self-employed, agency workers, home workers and casuals.

The 'companion' will be either:

- a fellow worker (another worker of the same employer);
- a full time official employed by a Trade Union; or
- a lay trade union official or workplace representative who has been specifically certified in writing by their union to act as a companion at disciplinary or grievance hearings.

The statutory right applies to:

Disciplinary meetings which could result in:

- the administration of a formal warning;
- the taking of some other action, which will include dismissal;
- the confirmation of a warning issued or some other action taken.

The Council also allow an employee to be accompanied under the Appeal Procedure or Competence Procedure.

In the case of a Grievance Meeting there may be no automatic legal right for a worker to be accompanied at a fact-finding interview (an investigatory meeting) prior to a formal disciplinary meeting, although if that investigatory interview, for instance, centres on a specific individual and disciplinary proceedings are likely to follow then the right to be accompanied is likely to apply.

ACCOMPANYING PERSON

A worker who has been requested to accompany a colleague employed by the same employer is entitled to take a reasonable amount of paid time off to fulfil this responsibility. A lay trade union official or a workplace representative is also entitled to reasonable paid time off by the employer provided that the worker who has requested to be accompanied is employed by the same employer.

Acting as a companion is voluntary and employees are under no obligation to do so.

The right to be accompanied by a trade union official is not limited to where the trade union is recognised by the employer.

The Council may, at its discretion, allow you to bring a companion who is not an employee or union official (for example, a member of your family, but not a legal representative) where this will help overcome a particular difficulty caused by a disability or where you have language difficulties.

The companion will be allowed to participate in the hearing and to ask questions. The companion has the legal right to address the hearing but does not have the legal right to answer questions on behalf of the worker. Facilities should be made available to allow a reasonable amount of time for preparation and to confer privately during the course of the hearing.

If the designated companion cannot attend a hearing at the time proposed, the worker can suggest a reasonable alternative which must be within 5 working days of the first date suggested.

ADOPTION LEAVE

Any employee who is adopting a child and meets certain qualifying conditions has the right to take 26 weeks ordinary unpaid adoption leave and the right to an additional 26 weeks of unpaid absence.

To qualify, you will need to have been continuously employed for at least 26 weeks. Statutory Adoption pay may be able to be claimed by some employees.

If this may apply to you, you are advised to discuss the matter with the Town Clerk and if necessary, with the Council's HR Advisers.

ALCOHOL/SUBSTANCE ABUSE

The Town Council expressly prohibits the use of any illegal drugs or of any prescription drugs that have not been prescribed to you.

It is a criminal offence to be in possession of, use or distribute an illicit substance. If the Town Council suspects you have committed any such offences whilst on Town Council premises, whilst within a Town Council vehicle or whilst engaged elsewhere on Town Council business, the offence will be investigated and may lead to disciplinary action up to and including dismissal being taken against you and the matter being reported to the Police.

You may not:

- report, or endeavour to report, for duty having consumed drugs or alcohol likely to render you unfit and/or unsafe for work;
- consume or be under the influence of drugs or alcohol while on duty, including during authorised breaks;
- store drugs or alcohol in personal areas such as lockers and desk drawers;
- attempt to sell or give drugs or alcohol to any other employee or other person on Town Council Premises or while on Council business.

After a full investigation, if for any reason, you have found to have committed any of the offences listed above you may be liable to serious disciplinary action up to and including dismissal.

You should inform your manager of any prescribed medication that may have an effect on your ability to carry out your work properly and safely. Drugs that cause drowsiness, must not be used while at work.

If you are suffering from a drug or alcohol dependency you should advise a member of senior management of your own choosing. The Town Council will seek to provide reasonable assistance by treating absences for treatment and/or rehabilitation as sickness absence. If you fail to accept help or fail to continue with treatment you may be subject to the disciplinary procedures.

Alcohol must not be brought on to the Council's premises or consumed in any circumstances without the consent of the Town Clerk.

Any individual thought to be under the influence of excess alcohol will be escorted from the premises and escorted home and may be subject to action under our disciplinary and dismissal procedures which could result in termination of employment.

ANTI TAX-EVASION POLICY

The Council has a zero-tolerance approach to all forms of tax evasion, whether under UK law or under the law of any foreign country.

Employees of the Council must not undertake any transactions which:

- a. Cause the Council to commit a tax evasion offence; or
- b. Facilitate a tax evasion offence by a third party.

The Council is committed to acting professionally, fairly and with integrity in all its business dealings and relationships and implementing and enforcing effective systems to counter tax evasion facilitation.

At all times, business should be conducted in a manner such that the opportunity for, and incidence of, tax evasion is prevented.

This policy applies to all persons working for the Council, and its Members, including but not limited to agency workers, seconded workers, volunteers, contractors, external consultants, third-party representatives and business partners, sponsors or any other person associated with it.

APPEAL PROCEDURE

An appeal against a disciplinary/competency/grievance/redundancy decision must be notified to the Town Clerk, in writing, within ~~three~~ five working days of the receipt of written confirmation of disciplinary/competence action taken.

The appeal will be considered as soon as possible, and an invitation will be made to discuss the matter fully. The procedure is designed to ensure that employees are treated fairly and lawfully in all matters of discipline, competency and dismissal. An employee is entitled to be accompanied by a fellow employee or accredited trade union representative.

Commented [BE1]: I will leave this wording as is and change below.

During the appeal meeting, the onus will be on the employee to put forward the grounds for appeal and any new evidence or mitigating circumstances which could alter the original decision. The employee can be requested to provide prior written notification of the reasons for the appeal. If any new information comes to light, we will provide you with details in writing. You will have reasonable opportunity to consider this information before the meeting. If you raise any new matters in your appeal, we may need to carry out further investigation.

Following the appeal, we may:

- confirm the original decision;
- revoke the original decision; or
- substitute for a different outcome;

The outcome of the appeal will be final, it will be notified to you in writing and copies of all correspondence, will be retained on the personnel file.

Appeals against action taken by a manager will be undertaken by the Town Clerk. Appeals against action taken by the Town Clerk will be undertaken by members of the Appeals Committee who have not been part of the original decision, or an independent person appointed by the Committee.

If an employee does not accept the annual Employee Development Review, and this cannot be resolved with the Manager, an appeal may be made to the Town Clerk. The EDR will be reviewed with both the Manager and employee present and the Town Clerk's decision will be final. If the original appraisal was undertaken by the Town Clerk, the review will be undertaken by the Chairman/Vice Chairman of Appeals Committee. The Town Clerk may appeal against his/her EDR and it will be reviewed by 3 members of Appeals Committee not involved in the original review.

ATTENDANCE

The Council requires regularity of attendance from its employees. This is of the utmost importance in maintaining an efficient business and high-quality service to customers. Breaches of this requirement may invoke the Council's Disciplinary Procedures.

BEREAVEMENT

If you suffer any other bereavement in your immediate family - that is, the death of a parent, spouse, brother, sister, son, daughter, in-laws, legal guardian or partner, paid leave will be allowed for the funeral. Additional compassionate leave of up to 5 days may be allowed for immediate family bereavement at the discretion of the Town Clerk. (In the case of the Town Clerk, the discretion will lie with the Chairman and Vice Chairman of Personnel Committee). Time off for funerals will also be allowed for more distant relatives and close friends, at the discretion of the Town Clerk (or Chairman & Vice Chairman of Personnel Committee).

BULLYING

Workplace bullying is a separate issue from harassment, but the effects can be the same. While workplace harassment benefits from a legal definition, there is no standard definition of bullying. Within the working environment bullying can be described as the use of a position or power to coerce others by fear, oppression or threat.

The Council will not tolerate bullying behaviour at any level, and it is the responsibility of everyone, and particularly managers to do everything possible to eliminate any form of bullying which they become aware of.

Allegations of bullying will be dealt with under the Dignity at Work Policy which forms Appendix 2 of this Handbook and if appropriate the grievance or disciplinary procedure. Any employee who feels they are being bullied should consult any manager or the Town Clerk.

CAMERA TELEPHONES/EQUIPMENT

It is accepted that in the course of your work that you may need to use any of the following:

- the camera function of a mobile phone
- a digital or other camera;
- a camcorder or similar device
- a tape or other recording device for sound or pictures.

You should note these rules do not restrict any confidentiality obligations in your Statement of Particulars of Employment, this Handbook, any of our policies currently in force or any other confidentiality or non-disclosure agreement. These continue in full force and effect.

CAR PARKING

Some parking facilities are provided for employees' cars. However, the Council disclaims all liability, whether in negligence or otherwise, for loss of or damage to any vehicle and/or its contents, howsoever caused, whilst left on the premises.

The Council encourage employees to use a more sustainable form of transport where possible, and where a vehicle is not required for business purposes.

COLLECTIONS FOR CHARITIES AND FUND RAISING

The Town Council is keen to assist legitimate charitable and community activities, provided they do not interfere with the business of the Council. To ensure this does not happen and that the cause or activity concerned is genuine, all such collections and fund-raising must receive prior authorisation from the Town Clerk. Organisers should ensure that no pressure is placed on staff to contribute.

COUNCIL CAR POLICY

The Council currently does not have a policy which entitles employees to the provision of a car as part of their contract of employment or the equivalent of an annual cash payment.

For use of your own car, see Vehicles and Driving section below.

COUNCIL SICK PAY

The Scheme is intended to supplement Statutory Sick Pay so as to maintain normal pay during defined periods of absence. Employees are entitled to receive Council sick pay after successful completion of their Probationary Period or after 4 months employment for the following periods, providing the Absence Procedure has been fully complied with:

During 1 st year of service	1 month full pay and 2 months half pay
During 2 nd year of service	2 months full pay and 2 months half pay
During 3 rd year of service	4 months full pay and 4 months half pay
During 4 th & 5 th year of service	5 months full pay and 5 months half pay
After 5 years of service	6 months full pay and 6 months half pay

The amounts are calculated in accordance with the Green Book. The Council has discretion to extend the period of sick pay in exceptional cases.

COMPETENCE PROCEDURE

This procedure is separate from the Disciplinary Procedure and is not intended to deal with misconduct, rather cases where an employee is unable for any reason to satisfactorily carry out the work required by the job description. It provides a framework within which managers can work with employees to maintain satisfactory performance and to encourage improvement where necessary. It is for guidance and does not form part of your contract of employment.

The Council will make every effort to discuss with the employee, the reasons for the inability to satisfactorily carry out work. It will jointly with the employee, seek solutions such as offering training or development opportunities, additional equipment or if possible, changing the duties of the post. It will also look at the time or location if these are relevant. It may be necessary, dependent upon the circumstances of the competence issue, to suspend the employee on full pay, or to limit the scope of the work, whilst the necessary alternatives are investigated.

The capability issue may be associated with health or disability, the Council will seek as much information as possible and may require medical reports. The Council will see if it can make reasonable adjustments which will help you with your disability at work. The issue will never be determined on age grounds unless there are any statutory requirements.

If these options do not provide a solution, the Council will seek to offer suitable alternative employment where possible. Termination of the Contract of Employment will only be pursued as a last resort.

Stage 1 Competence Hearing

In the first instance, performance issues should normally be dealt with informally between you and your manager as part of day to day management or stemming from the annual Employee Development Review. Informal discussions may be held to:

- Clarify the required standard
- Identify areas of concern
- Establish causes of poor performance
- Setting lengths for improvement and/or
- Agreeing a time scale for review

The formal procedure will be used for more serious cases, or where informal discussions have not resulted in a satisfactory improvement. The hearing will be held with your manager, another manager or the Town Clerk. You must also take reasonable steps to attend a hearing. Failure to do so without good reason may be treated as misconduct. You will be entitled to be accompanied to a formal hearing. The purposes of the first stage hearing include:

- Setting out the required standards that are considered not to be met;
- Establishing the likely causes of poor performance;
- Allowing you the opportunity to explain the poor performance and ask relevant questions;
- Discussing measures which may help you improve your performance
- Setting targets for improvements;
- Setting a time scale for review;

Following the hearing, we will if we deem it appropriate to do so, give you a written warning setting out:

- The areas in which you have not met the required performance standards;
- Targets for improvements;
- Measures such as additional training, or supervision which will be taken with a view to improving performance;
- A time scale for review;
- The consequences of failing to improve within the review period, or of further unsatisfactory improvement;

The warning will normally remain active for 6 months but will be a permanent part of your personnel record. At the end of the review period:

- If your manager is satisfied with your performance, no further action will be taken; or
- If your manager feels there has been a substantial but insufficient improvement, the review period may be extended, or
- If your manager is not satisfied, the matter may be progressed to stage 2.

Stage 2 Competence Hearing

If your performance does not improve within the review period, or if there are further instances of poor performance while your first written warning is still active, we will hold a second capability hearing. The Council reserve the right to proceed directly to the Stage 3 Competence Hearing where poor performance is serious enough to justify this. The purposes of the second capability hearing are similar to those of the first stage hearing but include the identification of further measure which may be appropriate.

Following the hearing, if we decide that it is appropriate to do so, we will give you a final written warning, setting out:

- The areas in which you have not met the required performance standards;
- Targets for improvement;
- Any measures, such as additional training or supervision, which will be taken with a view to improving performance;
- A further timescale for review;
- The consequences of failing to improve within the timescale or of further unsatisfactory performance;

A final written warning will normally remain active for 12months but will form a permanent part of your personnel record.

Your performance will be monitored and at the end of the review period we will write to inform you of the next step, as follows:

- If your Manager is satisfied with your performance, no further action will be taken;
- If your Manager is not satisfied, the matter may be progressed to a stage 3 capability hearing; or
- If the Manager feels that there has been a substantial but insufficient improvement, the review period may be extended;

Stage 3 Competence Hearing

If your performance does not improve within the further review period set out in the final written warning, or if there are further serious instances of poor performance while your final written warning is still active, we will hold a further capability hearing.

The purposes of the stage 3 hearing include:

- Setting out the required standards that are considered not to have been met;
- Identifying areas in which performance is still unsatisfactory;
- Allowing you the opportunity to explain the poor performance and ask any relevant questions;
- Establishing whether there are any further steps that could reasonably be taken to rectify the poor performance;
- Establishing whether there is any reasonable likelihood of the required standard of performance being met within a reasonable time; and
- Discussing whether there is any practical alternative to dismissal, such as redeployment to any suitable job that is available at the same or lower grade;

In exceptional cases where we believe that there is a reasonable likelihood of the necessary improvement being made within a reasonable time, a further review period will be set, and the final written warning extended.

If performance remains unsatisfactory and there is to be no further review period, we may:

- Redeploy you into another suitable job at the same or [if your contract permits] a lower grade; or
- Dismiss you;

Dismissal will normally be with full notice or payment in lieu of notice, unless you are guilty of gross misconduct within the meaning of our disciplinary policy, in which case we may dismiss you without notice or any pay in lieu.

Employees are entitled to appeal against any dismissal decision, in accordance with the Appeal Procedure.

COMPUTER NETWORK

See IT Policy Documents included in this Handbook as Appendix 5

CONFIDENTIAL INFORMATION

The Council encourages openness and the passing of information both internally; between itself and its partners and to the public. Nevertheless, during your employment you are likely to have access to confidential information relating to the Council's business or about clients or members of the public.

This may include:

- business plans, business strategy and marketing plans, not in the public arena
- financial information relating to financial results and financial forecasts, not in the public arena.
- details regarding employees and officers including the remuneration and other benefits paid to them.
- incidents and investigations relating to Town Council operations or business.
- information relating to any bids and tenders contemplated, offered or undertaken.
- confidential reports or research commissioned by or provided to the Town Council.
- any trade secrets including know-how and confidential transactions.
- details of any project on software development or any information relating to any type of replicated digital data medium including magnetic media tape, CD ROM or data designed to be circulated on the internet or any information relating to the methods, tools and techniques used by the Town Council.
- information relating to research activities, inventions, secret processes, designs, formulae undertaken
- details of any transaction, contract or dealings with any person or body in respect of which the Town Council owes an obligation of confidence to a third party.
- any information which you have been told is confidential and any information which has been given to you in confidence by clients, suppliers, or other persons.

This list is not exhaustive.

Unless acting in the proper performance of your duties, or required by law, you must not disclose to any person or body, or use, any confidential information that you obtain during the course of your employment. These restrictions apply to disclosure of confidential information to work colleagues apart from certain named individuals. These restrictions shall continue after your employment has been terminated but shall cease to apply to any information or knowledge that subsequently comes into the public domain, other than as a result of unauthorised disclosure by you.

Confidential information, in whatever format made or received by you during the course of your employment is the Council's property. You must return to the Town Council, on request or upon termination of your employment, any confidential information which belongs to the Town Council and is in your possession or under your control. You must delete, on request, all confidential information in your possession and destroy any other documents and/or items which are in your possession or under your control and which contain or refer to any confidential information. You must not retain any copy/copies of any confidential information belonging to the Town Council.

At any time during your employment, or following termination of your employment, the Town Council may require you to provide a written undertaking that you have returned all property belonging to the Town Council including confidential information and that you have not retained any copy/copies of confidential information belonging to it.

CONTRACTS OF EMPLOYMENT

A Contract of Employment will be given to each employee on the first day of employment. It will contain the main terms and conditions of employment for the specific job role.

Two copies will be issued, one to be signed and returned by the employee, the other for his/her retention. Minor amendments to the Contract, e.g. a change in salary, will be amended by letter. More substantial changes, e.g. a promotion, may require the issue of a replacement Contract.

Please keep your Contract, any amendments, your job description, and person specification safe for future reference.

DECLARATION OF INTEREST

Staff are required to declare any interest they or a member of their family may have in accordance with the Officers' Code of Conduct.

DEPENDANTS

Employees have the right to reasonable time off without pay during working hours to deal with incidents involving a dependant. (See Absence above). The Town Clerk has the discretion to allow pay for this time off in urgent cases of real need to deal with the incident. (In the case of the Town Clerk, the discretion lies with the Chairman & Vice Chairman of Personnel Committee).

The entitlement is to:

- provide assistance when a dependant falls ill, gives birth or is injured or assaulted.
- make arrangements for the provision of care for an ill or injured dependant
- take action in consequence of the death of a dependant.
- care of a dependant following the unexpected disruption or termination of arrangements.
- deal with an incident that involves your child and occurs unexpectedly while the child is at school/other educational establishment.

You must inform your manager of the reason for your absence and how long you expect to be absent as soon as is reasonably practicable. Time off work under this right is envisaged as being no more than one or two days in most cases.

A dependant is defined as your spouse, civil partner, child, parent, a person who lives with you other than as your employee, tenant, lodger or boarder, any other person who would reasonably rely on you for assistance if he/she fell ill or was injured or assaulted, or who would rely on you to make arrangements for the provision of care in the event of illness or injury; or in relation to the disruption or termination of care for a dependant, any other person who reasonably relies on you to make arrangements for the provision of their care.

DISABLED PERSONS

The Town Council is a Disability Confident Committed employer. We aim to eliminate disability discrimination in the workplace by ensuring our processes are inclusive and accessible, following our Equal Opportunities and Diversity policy, considering all requests for reasonable adjustments, and conforming with Equality Act 2010. Should you experience any issues relating to a disability or wish to discuss your health needs, please speak to your line manager and/or the Town Clerk who will deal with this appropriately and in confidence

DISCIPLINARY PROCEDURE

1. INTRODUCTION

This disciplinary procedure is designed to help and encourage employees to achieve and maintain acceptable standards of conduct and job performance at all times, including the need to:

- Fulfil the duties specified in their contract of employment.
- Be honest and act beyond suspicion of dishonesty.
- Maintain high standards of integrity and conduct to protect the council's image and reputation with the public.

1.1 This policy indicates the disciplinary procedure that will normally be followed in the event of misconduct. The following list provides examples of conduct that will normally be regarded as misconduct leading to disciplinary proceedings. The list is not exhaustive.

- Unsatisfactory time keeping.
- Time wasting.
- Absenteeism, including any absence from work during a working day without prior authorisation or instruction.
- Damage to, or unauthorised use of council property.
- Failure to comply with rules and regulations applicable to job requirements.
- Minor breaches of your contract of employment.
- Failure by an employee to perform the duties and responsibilities of his or her post to the standard expected by the council.
- Obscene language or other offensive behaviour.
- Insubordination or refusal to follow instructions.
- Any other conduct that from time to time is defined by the Council as amounting to misconduct or breach of Council General Rules.

This Procedure applies to all employees with over 2 years service, regardless of status or length of service, except to employees in their probationary period, however we reserve the right to discipline or dismiss an employee without following this Disciplinary and Dismissal Procedure if they have less than 24 months' continuous service. In these circumstances we may proceed to a formal probation review or an employment review (if the matters for consideration fall outside the probation period), which are not subject to appeal.

~~—#~~This Procedure is for guidance and does not form part of your contract of employment. This Procedure does not apply to cases involving genuine sickness absence; proposed redundancies; or poor performance and competence.

1.2 GENERAL RULES

- Employees have an obligation to ensure that they conform to the requirements of the Equalities Policy and must not act in a manner which could be considered to be of an unlawful discriminatory nature against fellow employees, customers, or other people with whom they come into contact on the Council's business.
- Employees are expected to achieve and maintain a good standard of workmanship and cleanliness and to show a conscientious approach to the job or to the detail of that job to a standard that may reasonably be expected.
- To ensure maximum efficiency, employees are engaged on the basis that they must be prepared to undertake reasonable duties other than those for which they have been specifically engaged.
- The telephone, internet, emails or postal service must not be used for private purposes without prior permission.
- Visitors are not allowed on to the premises at any time without prior authority.
- An orderly and courteous manner must be maintained in front of customers, visitors and the public.
- It is not permitted to remove material or equipment of any kind from the Council or any other place of work without prior written permission.
- The Council's or customers'/clients' time, material or equipment must not be used for any

unauthorised use.

- All authorised notices displayed are expected to be read and observed.
- Employees are expected to act wholeheartedly in the interests of the Council at all times. Any conduct detrimental to its interests or its relations with its customers, suppliers, the general public or damaging to its public image shall be considered to be in breach of the Council's rules.

- Employees must not perform, arrange, or carry out any work or activity which could be considered to be in competition with or which adversely affect in any way the Council's interests.
- Employees must act in accordance with the Council's operating procedures and policies.
- Employees must take reasonable care of the health and safety of employees and third parties.
- Comply with all reasonable instruction given by your manager.
- Comply with the Council's rules for IT and social media.
- Comply with Data Protection legislation and procedures.

1.3 For first instances of minor misconduct, the employee's manager or Town Clerk may speak to the employee informally before implementing a formal disciplinary procedure. However, there is no obligation for the employee's manager or Town Clerk to do this.

2. SCOPE

The procedure applies to all employees of Crewe Town Council.

3. VERBAL WARNINGS

Verbal Warnings are issued by a manager or the Town Clerk (or in the case of the Town Clerk, nominated members of Personnel Committee) for most first instances of general misconduct, depending on the seriousness of the offence. If the employee is given a Verbal Warning, he or she will be warned of the likely consequences of any further disciplinary offences or a failure to improve his or her conduct to the satisfaction of the Council. A note confirming the Verbal Warning will be placed on the employee's personnel file. A Verbal Warning will normally remain in force for 6 months but remain permanently on your Personnel record.

The Verbal Warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

4. FIRST WRITTEN WARNING

In the case of a serious offence or repetition of an earlier minor offence the employee will normally be given a First Written Warning. A First Written Warning will be issued by the employee's manager or Town Clerk (or in the case of the Town Clerk, nominated members of Personnel Committee) and will set out:

- i. the nature of the offence and the improvement required (if appropriate) and over what period;
- ii. the likely consequences of any further offence or failure by the employee to improve his/her conduct to an acceptable standard;
- iii. that further offences will result in more serious disciplinary action; and
- iv. the employee's right of appeal.

A first Written Warning will normally remain in force for 12 months but remain permanently on your Personnel Record. The First Written Warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

5. FINAL WRITTEN WARNING

If further misconduct occurs within the time period specified in a First Written Warning, or if the misconduct is sufficiently serious, the employee will be given a Final Written Warning. A Final Written Warning will be issued by the Town Clerk (or in the case of the Town Clerk, nominated members of Personnel Committee) and will set out:

- i. the nature of the offence and the improvement required (if appropriate) and over what period;
- ii. the likely consequences of any further offence or a failure by the employee to improve his/her conduct to an acceptable standard;
- iii. that further offences will result in more serious disciplinary action up to and including dismissal; and
- iv. the employees right of appeal.

Final Written Warnings may also be issued in circumstances where the misconduct does not amount to gross misconduct but is sufficiently serious enough to warrant only one written warning. A Final Written Warning will normally remain in force for 12 months but will remain permanently on your personnel records.

6. STANDARD COUNCIL DISCIPLINARY PROCEDURE

- 6.1 The Council will investigate the alleged misconduct and will establish the facts surrounding the complaint as necessary, taking into account the statements of any available witnesses.
- 6.2 The Council will set out in writing the alleged conduct or other circumstances which lead the Council to contemplate dismissing the employee or taking disciplinary action against the employee and the basis for the allegation and will send the employee a copy of the statement inviting the employee to attend a disciplinary meeting to discuss the matter. The employee will be provided with a reasonable opportunity to consider his or her response to the information provided in the statement before attending the meeting. The employee must take all reasonable steps to attend the meeting.
- 6.3 Disciplinary meetings will normally be convened within 10 working days of the Council sending the employee the written statement referred to in 6.2 above. The employee may be accompanied to any disciplinary meeting by a fellow employee or by a representative of a trade union. The Council will be represented by the employee's manager or Town Clerk, an advisor to the Council, or if the disciplinary action is against the Town Clerk, members of Personnel Committee.
- 6.4 If the time or date proposed for the meeting is inconvenient (either for the employee or for the Employee's companion, should he or she wish to be accompanied to the meeting pursuant to 6.3 above) the employee may ask to postpone the meeting by up to 5 working days.
- 6.5 The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Council's representative(s) time to consider their decision.
- 6.6 After the meeting the Council will inform the employee of their decision and any applicable sanction within 5 working days. The meeting may be reconvened for this purpose. The decision will be confirmed to the employee in writing.
- 6.7 If the employee wishes to appeal against the decision, he or she must notify the Council in writing within 5 days of receiving written notice of the decision.
- 6.8 If the employee notifies the Council that he or she wishes to appeal, the employee will be invited to attend a disciplinary appeal meeting before the Council's Appeals Committee. The employee must take all reasonable steps to attend that disciplinary appeal meeting. The employee has the right to be accompanied to a disciplinary appeal meeting by a fellow employee or by a representative of a trade union.
- 6.9 A disciplinary appeal meeting will normally be convened ~~as soon as possible within 10 working days of the Council receiving~~ following notification that the employee wishes to appeal. If the meeting date is inconvenient for the employee or the employee's companion, he or she may ask to postpone the meeting by up to 5 working days.
- 6.10 The appeal hearing will:
- Consider any new evidence the employee wishes to put forward or any new evidence from the manager.
 - Review the original disciplinary penalty.
 - Not increase the severity of the original penalty
- 6.11 The disciplinary appeal hearing will not necessarily take place before any disciplinary sanction imposed by the manager takes effect. If the employee's appeal is against dismissal and the appeal is successful, the employee will be reinstated, and continuity of employment will be preserved.
- 6.12 The hearing may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Council's representative time to consider a decision.
- 6.13 After the disciplinary appeal hearing the Council's will inform the employee of the final decision within 5 working days. The hearing may be reconvened for this purpose. The decision will be confirmed to the employee in writing.
- 6.14 There is no further opportunity for the employee to appeal.

7. COUNCIL DISMISSAL PROCEDURE FOR USE IN GROSS MISCONDUCT

In the case of further misconduct within the time period specified in any Final Written Warning or if the misconduct is sufficiently serious and the Town Clerk [or Personnel Committee] deems it to be appropriate to contemplate the dismissal, demotion or suspension (without pay) of the employee the following formal disciplinary procedure will be followed.

- 7.2 The following list provides examples of conduct that will normally be regarded as Gross Misconduct. This list is not exhaustive:
1. Refusal or repeated failure by an employee to carry out his or her duties.
 2. Falsification of reports, records, documents or other information (including expense claims), whether or not for personal gain
 3. Unauthorised disclosure of confidential information.
 4. Assault, physical violence or bullying whilst acting or purporting to act on behalf of the Town Council.
 - ~~5.~~ Insulting, indecent or offensive behaviour towards a fellow employee or any other person whilst acting or purporting to act on behalf of the Town Council.
 - ~~5.~~
 - ~~6.~~ Discrimination or harassment of any individual on the grounds of a relevant protected characteristic during the course of your employment.
 - ~~6-7.~~ Incapacity at work due to the influence of alcohol, unprescribed drugs, alcohol or any other substance.
 - ~~7-8.~~ Negligently or wilfully causing damage to Council property.
 - ~~8-9.~~ Deliberately accessing internet sites containing pornographic, offensive or obscene material.
 - ~~9-10.~~ Theft, unauthorised use or possession of Town Council property or fraud.
 - ~~10-11.~~ Serious insubordination.
 - ~~11-12.~~ Conduct bringing the Town Council into disrepute.
 - ~~12-13.~~ Serious breach of health and safety.
 - ~~13-14.~~ Any other conduct that from time to time is defined by the Town Council.
- 7.3 If an employee is accused of any Gross Misconduct, he or she may be suspended from work on full pay pending the outcome of an investigation into the alleged offence(s). Such a period of suspension will not normally exceed 20 working days unless there are exceptional circumstances.
- 7.4 The Council's representative will investigate the matter and will establish the facts surrounding the complaint as necessary, taking in to account the statements of any available witnesses. As part of that investigation the employee will be interviewed.
- 7.5 If the Council's representative believes that there is sufficient reason, following a disciplinary hearing, to consider that the employee is guilty of gross misconduct his or her employment will be terminated summarily without notice or pay in lieu of notice.
- 7.6 The Council's representative will send the employee a statement, setting out the allegations of misconduct that led to the employee's dismissal and the basis for thinking that the employee is guilty of that misconduct. The date on which the employment terminated will be confirmed to the employee and the employee may be reminded of any continuing obligations he or she may have following the termination of employment. This statement will also explain the employee's right to appeal against the decision.
- 7.7 If the employee wishes to appeal against the decision, he or she must notify the Council's representative in writing within 5 working days of receiving notice of the decision.
- 7.8 If the employee appeals, the Council's representative will invite the employee to attend a

disciplinary appeal hearing convened by the Chair /Vice Chairman of the Appeals Committee. The employee must take all reasonable steps to attend the hearing. The employee has the right to be accompanied to a disciplinary appeal hearing by a fellow employee or by a representative of a trade union.

- 7.9 Any disciplinary appeal hearing will normally be convened ~~within 10 working days~~ as soon as possible following ~~of~~ the Council's representative receiving notice from the employee that he or she wishes to appeal. If the date of the meeting is inconvenient for the employee or his or her companion the employee may ask to postpone the meeting by up to 5 working days.
- 7.10 After the disciplinary appeal meeting the employee will be informed of the Council's final decision within 5 working days, the meeting may be reconvened for this purpose. The decision will be confirmed to the employee in writing.

8. GENERAL PROCEDURAL INFORMATION

- 8.1. Verbal Warnings and First Written Warnings will normally be issued by the employee's manager or Town Clerk. Final Warnings and dismissals will normally be carried out by the Town Clerk. Disciplinary proceedings raised under the standard Council disciplinary procedure will also normally be investigated and any meetings to discuss the disciplinary proceedings conducted by the employee's manager or Town Clerk.
- 8.2. Where disciplinary proceedings are instigated against the Town Clerk, Verbal Warnings and Written Warnings will be given by the Personnel Committee. Any investigations and any meetings will be carried out by the Council's Personnel Committee. Dismissal of the Town Clerk will be ratified by Council. Any disciplinary appeal meeting will be conducted by members Appeals Committee who do not sit on the Personnel Committee.

DUTY OF FIDELITY

All Council employees, regardless of their seniority or level of responsibility, have a duty to always act in the best interests of the Council. This includes devoting all time and attention to the proper performance of duties during working time; avoiding actions or inactions that may bring the name or reputation of the Council into disrepute; and not undertaking work, either personally or on behalf of someone else, that would compromise the Council's services.

EMPLOYEE DEVELOPMENT REVIEW

As part of the Council's drive to improve quality and efficiency, employees will undergo an annual employee development review and may be given individual targets which reflect contributions to the Council's business plan objectives. The results may be used as part of the criteria for determining any incremental progression.

EMPLOYEE'S PROPERTY

The Town Council accepts no responsibility whatsoever for damage or loss to employees' property left on the Council's premises. The Town Council will, of course, take every reasonable step to recover lost property, but you are advised not to leave articles of value on the premises.

EMPLOYERS' LIABILITY/PROFESSIONAL INDEMNITY

Under the Employers' Liability (Compulsory Insurance) Act 1969, the Council is insured against liability for personal injury and/or disease sustained by its employees arising out of or in the course of their employment.

Professional Indemnity cover provides protection against breach of professional duty. The policy is designed to protect you against claims made by third parties. A comprehensive list of all insurances is held by the Council and can be inspected by any member of staff on request.

ENVIRONMENT

The Council is very aware of their legal and moral responsibilities to look after the local and global environment. As a result, they have in place an Environment Policy and operating procedures which jointly govern how this is done. All employees are expected to contribute to implementing these policies and procedures.

EQUAL OPPORTUNITIES & DIVERSITY

The Council is an Equal Opportunities employer. It is firmly committed to equal opportunities policies which aim to eliminate discrimination wherever it may exist on the grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation or marriage or civil partnership, in the recruitment, promotion and training or application of any employment conditions of its staff and in the provision of its services. The Town Council will be proactive on equality and review its achievements in this respect.

You should ensure you refer and fully comply with our Equal Opportunities & Diversity Policy at all times.

Disciplinary action will be taken against an employee found to be unlawfully discriminatory to prospective or current employees, customers, or suppliers. The Council will also expect its contractors and partners not to discriminate and to be positive about equality.

FLEXIBLE WORKING

Employees with at least 6 months continuous service are entitled to request a formal flexible working arrangement, on a permanent basis, in terms of hours, location and pattern of work. If you have not submitted an earlier application to work flexibly within the previous 12 months. Employees are requested to submit a written application to the Town Clerk for consideration in consultation with the chair of the Personnel Sub-Committee to discuss the circumstances and effect on the Council. A decision can be appealed and will be heard by the Appeals Committee.

In addition to this statutory condition, the Council has a family friendly policy and will consider requests for flexible working sympathetically, where it does not disrupt the business in any of the following ways:

- burden of additional costs;
- detrimental effect on ability to meet customer demand;
- inability to reorganise work among existing staff;
- inability to recruit additional staff;
- detrimental impact on quality;
- detrimental impact on performance;
- insufficiency of work during the periods the employee proposes to work;
- planned structural changes within the Council.

It is intended that this policy will prove beneficial to both the employee and the Council, and the hours which you work in any week will normally be agreed with your manager.

GOOD HOUSEKEEPING

You have a responsibility to contribute to 'good housekeeping' and to help to maintain the tidiness and cleanliness of the workplace. In particular, you are responsible for tidying up after completing work and leaving your workstation in a clean condition and for the safe collection and storage of materials delivered to your order. Staff should always seek to optimise the use of resources and minimise waste e.g. paper, heat, light, power etc.

GRIEVANCE PROCEDURE

Where there is a grievance relating to any aspect of employment, the following procedure should be adopted.

Wherever possible, grievances should be taken up with the relevant manager, or Town Clerk informally before the formal Grievance Procedure is used.

1. The grievance should be raised verbally, or in writing, and headed "Formal Grievance" and sent to the Town Clerk. Where appropriate a meeting will be held to enable the employee to give full details. Sufficient time will then be allowed for the facts of the case to be considered, and the outcome notified to the employee.

2. The grievance will normally be considered by the Town Clerk, however if they are part of the grievance issue, or has made the grievance, this will be undertaken by the Chair/Vice Chair of the Personnel Committee.
3. The employee is entitled to be accompanied by a fellow employee or accredited trade union representative.
4. The decision will always be confirmed in writing. If the employee is not satisfied with the outcome, they will have the right to appeal.

HARASSMENT

The Council recognises the right of every employee to work in an atmosphere free of harassment and to complain about it should it occur. The Council agrees to take appropriate steps to promote such a workplace. It is against the policies of this Council for any employee to harass another employee in any way. Such conduct will not be tolerated. All employees will be expected to comply with the Council's comprehensive Dignity at Work Policy, included in this Handbook as Appendix 2. The Policy also explains how you can get help or make a formal complaint if you feel you are being harassed or just feeling uncomfortable.

HEALTH AND SAFETY

Please make sure you read and understand the Council's Health and Safety Policy, and the organisation and arrangements for fulfilling that policy. Each employee will be given a copy. You must have regard for the safety and well-being of yourself and others at work. Please report all potential hazards, dangerous occurrences and accidents to your manager or the Town Clerk. Advice is available from the Council's nominated consultants if necessary. It is important that you co-operate with any investigations into accidents or dangerous occurrences.

You will be issued with personal protective equipment and clothing where this is appropriate to your duties. You are required to wear this as directed.

Accidents

If you are injured during the course of your work or are involved in a dangerous incident, report this to your manager or the Town Clerk as soon as possible. Please ensure that an entry is made in the Accident Book, which is kept on the premises.

Fire Instructions

You must familiarise yourself with the instructions displayed on the notice boards. Please also acquaint yourself with at least the two fire exits nearest to the area in which you are working. Regular Fire Tests/Drills will be carried out.

First Aid

During normal working hours first aid treatment is available from appointed first aiders. Please have treatment for any injury sustained at work, no matter how slight it may appear at first. Names of qualified first aiders within the Council will be displayed on the notice board. All treatment must be logged in the Accident Book.

Display Screen Equipment/Eye Tests

To meet the requirements of the Display Screen Equipment Regulations, the Council will provide a free eye test for all staff who use VDU equipment as a major part of their job role. It is the Council's intention to optimise the use and application of display screen equipment within the Council, whilst safeguarding the health, welfare and job satisfaction of those involved in using such equipment.

HOLIDAY ENTITLEMENT

Annual holiday entitlement

The Council's holiday year runs from 1st April to the following 31st March. Allow employees to carry forward up to 5 days holiday entitlement into the following leave year at the Town Clerk's discretion

During your first full holiday year of employment with the Council (unless you have previous continuous

local government service), you are entitled to 25 days holiday. Your entitlement for the holiday year in which you join the Council is calculated on a pro rata basis i.e. 1/12th of entitlement for each complete month of service, rounded up to the nearest whole day.

After 12 months or more continuous service with the Council or previous local authority, your holiday entitlement will then be increased by one day for each complete year of service up to a maximum of 5 days additional holiday (maximum 30 days).

As a condition of the holiday entitlement, you may be required to use part of your annual leave entitlement to enable offices to stay closed for the whole of the Christmas period.

Holidays are paid at your current wage/salary for the appropriate days. All holidays and bank holidays are allowed on a pro rata basis for part time staff. In the case of casual employees, your rate is enhanced to include holiday pay which is clearly shown on your payslip.

Paid holiday entitlement will be reduced, pro rata, in any year when your total absence due to sickness or injury exceeds an aggregate of twelve weeks.

You must agree the dates of your holidays with your Manager in advance which must be authorised and entered on your Time off/ Extra Hours Record. Where too many employees require the same holiday period which if granted would impair the efficiency of the operation, management will grant holidays on the basis of first request, first granted.

Subject to the required notice of the holiday dates requested being given in the usual way (see the section on Holiday entitlement) you will normally be able to use your holiday entitlement to observe special religious holidays.

On leaving the Council, you will receive payment for any part of the accrued annual holiday entitlement not taken, and for which you would normally have been paid. If you have taken more than your accrued entitlement at the date of leaving, the excess will be deducted from salary or other monies due to you. In calculating accrued entitlement for this purpose, your employment ends on the day you cease to work.

Public & Bank holidays

You are entitled to the following public & Bank holidays with pay.

New Year's Day	Spring Bank Holiday Monday
Good Friday	Late Summer Bank Holiday Monday
Easter Monday	Christmas Day
May Day	Boxing Day

An alternative day will be designated where any of these days fall on a Saturday or Sunday, where Saturday or Sunday do not form part of the normal working week. Precise holiday dates will be published as soon as possible each year.

Please note, that part-time staff will be allocated these bank holidays on a pro rata basis.

Sickness during holidays

If you are absent on sick leave, you will continue to accrue your full statutory holiday entitlement (currently 5.6 working weeks). However, any contractual holiday entitlement over and above the minimum statutory holiday entitlement will not accrue during any paid or unpaid period of sick leave once you have been continuously absent for a period of one month.

This entitlement is subject to the following strict conditions:

- The total period of incapacity must be fully certificated by a qualified medical practitioner (where it exceeds seven days).
- You must contact your manager by telephone as soon as you know that there will be a period of incapacity during your holiday.
- You must submit a written request no later than 3 days after returning to work setting out how much of the holiday period was affected by sickness and the amount of leave that you wish to take at another time.

If you are ill or injured before the start of a period of planned holiday, your manager will consent to you postponing the holiday dates to another mutually agreed time. Any period of sickness absence will then be treated in accordance with the rules on sickness absence. You must submit a written request to postpone the planned holiday, and this must be accompanied by a letter from your doctor confirming that you are unfit, or is still likely to be unfit, to take the holiday.

Your manager may require you to take all or part of your replacement holiday on particular days. The Town Council is not required to provide you with any minimum period of notice to do this but will endeavour to provide reasonable notice.

HOURS OF WORK

Your normal hours of work are stated in your Contract of Employment but are based on a standard week of 37 hours. You are expected to work flexibly in accordance with the demands of the job and your specific hours will be agreed by you with your Manager. The Council reserves the right to change working hours after the usual consultation process with staff.

The Town Clerk will be responsible for ensuring adequate cover is maintained for the Council's services during working hours.

The Town Clerk will determine the need for overtime, when it is to be worked and the employees required, taking into account the circumstances appertaining at the time. Except in the case of an emergency, you will be consulted on any overtime requirements by the Town Clerk and as much notice as is possible will be given within the demands of business.

Overtime must be authorised in advance by the Town Clerk or relevant manager. Eligible staff will normally be given time off in lieu, for over time, but may, at the discretion of the Town Clerk, be paid at overtime rates. The first half hour worked on any day will not be classed as overtime, but as "flexible working", and will not attract time off in lieu or overtime payment. No payment is made for travelling time where overtime is worked, except in the case of split shifts.

Employees who earn in excess of Scale Point 22 are not normally eligible for overtime payments, except at the discretion of the Council.

Overtime payments are made at the following rates:

Weekdays,		Time and a half
Saturdays	-	Time and a half
Sundays & public holidays.	-	Double time.

Time off in lieu will always be on a single time basis

Part-time employees are entitled to these enhancements for weekdays only after 37 hours

The Working Time Regulations determine entitlements for working hours, breaks, rest and holidays. The following is a guide only to the provisions relevant to the Council.

- Weekly working time will be limited to an average of forty-eight hours calculated over a reference period of seventeen weeks.
- The reference period may be amended by a *relevant agreement* (for the definition, see below).
- Absences through sickness, holiday or maternity leave are excluded from the calculation, but absences for other reasons will serve to reduce the average working time.
- Workers may opt out of the weekly working time limit by individual written agreement, but they retain the right to opt back in by giving three months' notice. In the event of any individual opting-out, the employer will have to maintain a list of those who have opted-out.
- Adult workers will be entitled to a rest period of not less than eleven consecutive hours and workers under the age of eighteen to a rest period of not less than twelve consecutive hours in each period of twenty-four hours during which they work.
- Adult workers will be entitled to a rest period of not less than twenty-four hours in each seven day period or a rest period of not less than forty-eight hours in each fourteen-day period.
- Workers under the age of eighteen will be entitled to a rest period of two days (i.e. each day starting at midnight) in each seven day period.
- Adult workers will be entitled to a rest break when daily working time is more than six hours. The rest break may be fixed by a *relevant agreement*, but, if not, it shall be an uninterrupted break of at least twenty minutes.
- Workers under the age of eighteen will be entitled to a rest break of thirty minutes when daily working time is more than four and a half hours.

- There are no relevant agreements currently in force at the Council.
- A significant exclusion from application of the Regulations is for those who regulate their own working time, particularly managers. If a person's working time is genuinely determined by him/herself, then there is only a statutory entitlement to paid holidays and health assessment.
- Holidays, daily rest, weekly rest and daily breaks are only entitlements and not obligations. If a worker chooses not to take up any entitlement, there is no obligation on the employer to provide it.

IDENTITY DOCUMENTATION

Before you started work, the Town Council will have requested documentation from you proving your entitlement to work in the UK. The Town Council is required to check and to satisfy itself that you are the rightful holder of any document/s that you provide. All documents will be checked for the likeness of photographs, dates of birth being consistent with your appearance, expiry dates, stamps, endorsements, and names.

Photocopies of the document/relevant parts of the document will be kept on your personnel file. Depending on the particular documentation which you have provided prior to commencing your employment, the Town Council may be required to undertake follow-up checks of your documentation on an annual basis. If in such circumstances you are unable to provide original copies of the documentation required in terms of the relevant legislation, your employment may be terminated.

INDUCTION

For new employees, induction training is carried out as soon as possible after a he/she commences employment, to accelerate their ability to do the job. The objectives of this training are to ensure that the new employee is:

- able to understand the Council's philosophy, hierarchy, organisation, and geography.
- introduced to immediate colleagues and other relevant employees.
- familiar with all the conditions which relate to his/her employment.

INFORMATION AND CONSULTATION

The Council is exempt from the provisions of the Information and Consultation of Employees Regulations 2004, but nevertheless will provide employees with a level of information and consultation. This will include all statutory notifications and the right to comment on changes to working conditions.

INVESTORS IN PEOPLE

The Council has a very strong commitment to the principles of 'Investors in People' national standard and all its human resource development policies and procedures reflect this.

JOB DESCRIPTION

A job description has been prepared for each post, to give an accurate description of the main duties, responsibilities and relationship involved. It does not include every activity that might have to be done, but whatever is necessary to show the nature and purpose of the job.

A copy will be issued with the Contract of Employment.

JURY SERVICE

Employees are entitled to time off work to fulfil their obligations with regard to Jury Service. In the event of an employee being summoned to attend for Jury Service, they must notify the Town Clerk immediately on receipt of the Jury Summons, giving details of dates they are required to attend the Court.

In the event that an employee is retained on Jury Service for a prolonged period, the employee has an obligation to notify the Town Clerk and should keep in regular contact throughout the period.

Employees are expected to return to normal working immediately following their release from their duties. Employees are entitled to payment for this time off but should claim expenses from the Court to cover their costs, and also compensation for loss of earnings. These will be payable to the Council.

LITERATURE

You may display, with the permission of the Town Clerk, relevant literature on the premises.

MAKING A PROTECTED DISCLOSURE (Whistleblowing)

You must notify the Town Clerk immediately if you have knowledge of (or have reason to suspect) any criminal activity, theft, fraud, or other suspicious act taking place within or relating to our services. Furthermore, everyone has a responsibility to be alert to strangers and suspicious persons who appear to have no obvious reason for being on (or loitering near) Council events or premises.

Employees are entitled to specific rights relating to the disclosure of certain types of information (or whistleblowing). This protection applies in the following circumstances where the employee has reasonable belief that:

- a criminal offence has been committed, is being committed or is likely to be committed;
- a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject;
- a miscarriage of justice has occurred, is occurring or is likely to occur;
- the health or safety of any individual has been, is being or is likely to be endangered;
- the environment has been, is being or is likely to be damaged; or
- information tending to show any matter falling within any one of the preceding paragraphs has been, is being or is likely to be deliberately concealed.

However, there will not be protection for the disclosure if the employee commits an offence by making the disclosure, or it is a disclosure in respect of which legal professional privilege would apply.

Qualifying Procedures

In order for the disclosure to be protected, the employee must make it by one of the following methods or procedures:

- to the employer, or legally responsible person or appropriate person authorised by the employee to receive disclosures;
- to a legal advisor;
- to a prescribed person (i.e. to a listed regulatory body, such as the Health and Safety Executive, the Audit Commission or the Environmental Agency).

In addition, disclosure is protected if it is to an individual unconnected with the organisation, such as the police or the media. In this case an employee will only be protected if;

- the matter has previously been raised with the employer or prescribed person, or it has not been so raised because the employee reasonably believes that he or she will be victimised;
- if there is no prescribed person, the employee has a reasonable belief that a complaint to the employer would result in evidence being concealed or destroyed;
- the information has already been disclosed to the employer or prescribed person;
- the information is serious enough to justify bypassing one of the other specified procedures;
- the disclosure is made in good faith, in the reasonable belief that the claims are substantially true, not for the employee's personal gain; and
- it is "reasonable in all the circumstances" to make the disclosure.

MATERNITY & PREGNANCY**1. INITIAL OBLIGATIONS/NOTIFICATION OF PREGNANCY**

You are required to notify your Manager of the following at least 28 days before you want your maternity absence to begin and in order to meet the requirements of Statutory Maternity Pay (SMP).

- That you are pregnant.
- Of the expected week of childbirth
- Of the date you want your maternity leave to start. This cannot be earlier than the 11th week before the week baby is due.

Although the latest you can leave it is 28 days before you want your absence to begin, it is advisable to inform your Line Manager as early as you are able, to ensure your Health and Safety rights are implemented and so that you can take your entitlement to time off for ante natal care. It is perfectly acceptable to inform your line manager of the pregnancy as early as you want, to take advantage of your rights, but not put your official written notification in until at least 28 days before wishing to commence maternity leave.

For the Council's part we will respond to your notification within 28 days, advising of your return to work date, along with your maternity pay entitlements. If you take your full entitlement to maternity leave your return to work will be 52 weeks from the start of your leave.

2. ANTE-NATAL CARE

Under the terms and conditions governing your employment you are entitled to paid time off for ante-natal care so long as you can show:

- You are pregnant
- That the appointment was made on the advice of a GP, Registered Midwife or Consultant.
- That the purpose of the appointment is to receive antenatal care.

You are therefore asked to produce a certificate from your GP, Midwife or Consultant with evidence of appointments before being granted time off for the first time. Time off must be granted for any appointment that is made on medical grounds and, therefore, will obviously cover appointments for scans and tests.

Ante-natal care includes not only medical examinations but also relaxation classes and parent craft classes if recommended by your doctor or midwife. If you have a qualifying relationship with a pregnant woman, you will be entitled to take unpaid time off to accompany the pregnant woman on up to two antenatal appointments.

3. MATERNITY LEAVE ENTITLEMENT

- All employees are entitled to maternity leave of 52 weeks regardless of service. 26 weeks known as ordinary maternity leave and 26 weeks known as additional maternity leave.
- Maternity leave will start automatically before the chosen start date in two situations:
 1. Trigger by premature birth – this will start the maternity leave on the day after the date of birth.
 2. Trigger by sickness –if you are absent from work due to a pregnancy related reason after the beginning of the fourth week before the expected week of confinement (EWC), but before the date you have notified as your start date, the maternity leave begins automatically on the day after the first day of absence
- Maternity leave shall commence no earlier than 11 weeks before the week baby is due or from the time of childbirth if that is earlier. The week baby is due always starts with a Sunday, for example if baby was expected on Tuesday 30th June, then the week baby is due would be from Sunday 28th June to Saturday 3rd July.

4. MATERNITY PAY

a) If you have at least one year's continuous service at the 11th week before the week the baby is due, you will be entitled to the following:

Weeks 1-6 inclusive	9/10 of a week's pay (offset against payments made by way of Statutory Maternity Pay (SMP)*
Weeks 7 –18 inclusive	where you have declared in writing you intend to return to work you will receive half pay without deduction except to the extent that the half pay plus SMP or Maternity Allowance (MA) exceeds full pay. This half pay is paid on the understanding that you will return to local authority employment for at least 3 months.

If you are not intending to return you will receive your entitlement to SMP only.

If you receive the half pay and do not return, then you must repay the Occupational Maternity Pay to the Council. SMP does not have to be repaid.

Weeks 19-39 inclusive	For the remaining 21 weeks you will receive your Entitlement to SMP.
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- SMP is 90% of average earnings for the first 6 weeks, then it is in accordance with statutory payments and remains a taxable payment. If you are in receipt of an honorarium your maternity pay will be based on your substantive grade, and not the rate of your honorarium, as you will not be covering work of a higher grade during your maternity leave.

b) If you have less than 1 year's continuous service at the 11th week before the week baby is due you will receive your entitlement to SMP, which will be as follows:

Weeks 1-6 inclusive	6 weeks at 9/10 of average pay.
Weeks 7-39 inclusive	SMP or 90% of average pay whichever is the lower.

In order to receive this, you must have 26 weeks service by the end of the 15th week before the week baby is due and your average earnings in the 8 weeks prior to this must equal the lower earnings limit.

If you do not meet this criterion then Payroll Services will issue you with an SMP1 form so that you may be able to claim Maternity Allowance from the Benefits Agency.

Please note that if your baby is born early, you may be overpaid, and this will be recovered from you.

5. PENSION

a) During any period of unpaid maternity/adoption leave you will not make any contributions. However, at the end of the maternity or adoption leave period you can, within 30 days elect to pay contributions for this unpaid period to allow it to count as pensionable service.

6. RIGHT TO RETURN

(a) Subject to (b) to return to the job in which she was employed under her original contract of employment and on terms and conditions not less favourable than those, which would have been applicable to her if she had not been absent. "Job", for this purpose, means the nature of the work, which she is employed to do, and the capacity and place in which she is so employed.

(b) Where it is not practicable by reason of redundancy for the authority to permit her to return to work in her job as defined in (a) above the employee shall be entitled to be offered a suitable alternative vacancy where one exists, provided that the work to be done in that post is suitable to her and appropriate to the circumstances, and that the capacity and place in which she is to be employed and her terms and conditions of employment are not substantially less favourable to her than if she had been able to return in the job in which she was originally employed.

- (c) Suitable alternative employment may also be offered if exceptional circumstances other than redundancy (e.g. a general reorganisation), which would have occurred if the employee had not been absent, necessitate a change in the job in which she was employed prior to her absence. The work to be done should be suitable to her and appropriate to the circumstances and the capacity and place in which she is to be employed and her terms and conditions of employment should not be less favourable to her than if she had been able to return to the job in which she was originally employed.
- (d) **Exercise of the Rights to Early Return to Work**
All employees shall notify the authority in writing 21 days before the day on which she proposes to return if this is before the end of the maternity leave period. The authority may postpone her return to work until a date not more than 21 days after the notified date of return. To do this the authority's notification shall be conveyed to the officer before the notified date of return and shall give the reasons for postponing her return until the later date.
- (e) Where an employee is unable to return on the expected day due to sickness, the absence will be covered by the sickness absence policy in the normal way. For delays due to industrial action, work will be resumed as soon as reasonable.

If your baby is due after 3rd April 2011 you have the choice to transfer up to six months maternity leave to the child's father, should you wish to, which can be taken by the father once the mother has returned to work.

Further information on this is available by following the links on www.direct.gov.uk Or accessing the Paternity Leave guide on the intranet.

6. RELATIONSHIP WITH SICKNESS AND ANNUAL LEAVE/BANK HOLIDAYS

- (a) Maternity leave will not be treated as sick leave and will not therefore be taken into account for the calculation of the period of entitlement of sickness leave.
- (b) Ordinary and additional maternity leave is regarded as continuous service for the purpose of sickness and maternity schemes and annual leave. Annual leave continues to accrue during both ordinary and additional maternity leave.
- (c) Bank holidays that fall within the 26 weeks ordinary maternity leave and 26 weeks additional maternity leave will continue to accrue, and a substitute day will be provided.

8. RIGHT TO REQUEST PART TIME/CHANGED HOURS

If and when you decide to return to work after maternity leave you have the right to request changed hours if you wish, either on a temporary or permanent basis. The Council has an obligation to consider your request, and to look at whether this can be accommodated within your service area/job.

In order for full consideration to be given to any request, you should notify your Line Manager of your wishes at least 4 weeks before you intend to return. The right to request part time / changed hours does not equate to a right to have this request granted, as this depends upon the nature of your work and your job, however every attempt will be made to reach a mutually acceptable arrangement before you return to work. The Council has the right to delay your return from maternity leave for up to 28 days in order to make the necessary arrangements to accommodate this, so it is recommended that you make any such request as soon as you are able.

9. ANNUAL LEAVE DURING MATERNITY LEAVE

During the period of your maternity leave, whether paid or unpaid, you will accrue holiday entitlement for the period of absence. You may wish to consider taking any accrued holiday leave as part of your total period of absence before you return to work. The benefit to you of doing this will depend on when you are planning to start and finish your maternity leave. Please discuss this with the Town Clerk, who can discuss the options with you. You should be aware that you will not normally be allowed to carry over more than the 5 days allowed for in the Holiday and other Leave policy into any subsequent leave year. You should also be aware that if you do not return to work, or return on reduced hours, your holiday entitlement will be reduced on a pro-rata basis and may necessitate the recovery of an overpayment.

10. DEFINITIONS

- (a) A Week's Pay – Please liaise with the Town Clerk if you have a query in relation to the definition of a week's pay.
- (b) Childbirth - Childbirth means the live birth or a stillbirth after a pregnancy lasting at least 24 weeks.
- (c) Nothing in the above provisions shall be construed as providing rights less favourable than statutory rights.

11. MATERNITY SUPPORT LEAVE

Maternity support leave of 5 days with pay shall be granted to the child's father or the partner of an expectant mother at or around the time of birth. Alternatively leave may be granted to a sole carer who is nominated by the mother in the long-term absence of the child's father to provide full time care and assistance at or around the time of birth. Evidence of sole caring responsibility may be requested.

Maternity Support Leave must be taken within 56 days of the date of birth. In addition, providing the employee has 26 weeks continuous service by the end of the 15th week before the week baby due they are entitled to a second week leave paid at the current statutory paternity rate.

If the baby is born early, leave can be taken at any time between the actual date of birth and the end of the 8 week period, running from the Sunday of the week the baby was originally due.

12. PARENTAL LEAVE

See section "Parental Leave" below.

13. PATERNITY LEAVE

See section "paternity Leave" below

14. KEEPING IN TOUCH DAYS

It may be that you want to keep in touch with new working arrangements, or any other changes during your maternity leave. Maternity leave regulations provide that you will be able to do 10 days work during your maternity leave without bringing your maternity leave to an end. Work is defined as any work done under the contract of employment and may include training or any activity undertaken for the purposes of keeping in touch with the workplace. There is no obligation for you to work during your maternity leave, and likewise you cannot insist that you are given work to do. You will continue to receive your SMP for any week in which you do work, and additional payment will be subject to agreement with the Town Clerk prior to any day worked.

Where an employee works on a KIT day during the ordinary maternity or adoption leave period, both the employee and the employer will pay pension contributions based on the pay the employee receives for that day.

N.B. Maternity leave will not be extended due to the fact that work has been carried out during the maternity leave period.

15. REASONABLE CONTACT

The maternity regulations make it clear that an employer and employee are allowed to make reasonable contact during maternity leave to discuss such issues as the return to work. This would not constitute 'work' and would not therefore count towards the 10 Keeping In Touch Days. The Regulations specifically provide that such contact will not bring the maternity leave period to an end.

In addition, the Council will also ensure that an employee is kept informed of other issues, such as job vacancies, significant workplace developments and training opportunities.

16. ESSENTIAL USER CAR ALLOWANCE

Essential car user allowance will be paid for Ordinary Maternity Leave and Additional Maternity Leave periods where applicable.

MEDICAL EXAMINATIONS

If you are or have been unable to carry out your duties as a consequence of illness or injury, you may be required to have an examination by a medical practitioner nominated by the Council. Any expense incurred will be met by the Council and you will be required to provide a copy of the resulting medical report.

Should this requirement be implemented, you will be consulted in advance and given full reasons as to why it is required.

ACCESS TO MEDICAL REPORTS

In certain circumstances it may be necessary for the Council to obtain a Medical Report from an employee's Doctor/Specialist in order to establish:

- Reason for absence.
- Duration of absence.
- When the employee will be able to return to work.
- What, if any, treatment is being prescribed.
- Whether the problem will recur.
- Whether the employee can do all the duties of the job.

The above will enable the Council to plan workloads. It is in the interests of both the employee and the Council to establish the employee's ability to work with the benefit of expert medical opinion.

Employees have certain rights under the Access to Medical Reports Act 1988 which are as follows:

- Employees may withhold consent to the report being sought.
- Employees can request to see the report prior to it being forwarded to the Town Clerk
- If employees indicate that they wish to see the report in advance the Council will inform the employee when the Doctor/Specialist is written to and he/she will be informed that the employee wishes to see the report. Employees then have 21 days to contact the Doctor/Specialist regarding arrangements to see the report.
- Should the employee indicate that he/she does not wish to see the report prior to the Council the employee has the right to write to the Doctor within 21 days of the report having been received. It is our policy to send employees a copy of the report in any event prior to a meeting being arranged to discuss the content.
- Employees have the right to ask the Doctor/Specialist for a copy of the report for up to 6 months after it has been supplied. There may be a charge for this. The Doctor/Specialist cannot submit the report to the Council without the employee's consent.
- Employees may ask the Doctor/Specialist to amend any part of the report which is considered by the employee to be incorrect or misleading. If the Doctor/Specialist is not in agreement the employee may attach a statement of his/her views with the report.
- If the Doctor/Specialist thinks the employee or others would be harmed by the report or any part of the report it can be withheld from the employee.

The Council would stress that no decision will be made that could affect an individual's employment without full consultation with that individual and careful consideration of all the circumstances. Where the Council wishes to obtain a medical report, employees will be asked for their written consent.

MEDICAL SCREENING

Necessary paid time off will be granted for the purpose of cancer screening.

OTHER EMPLOYMENT

You must not become engaged or concerned in any other business in which your duties may conflict with the interests of the Council, without prior permission from the Town Clerk unless you are engaged on a zero hours basis. You must not become engaged in any secondary occupation that may interfere with your work. Officers earning in excess of Scale Point 22 must not be otherwise employed without the authority of the Town Clerk. The Town Clerk must obtain authority from Council before undertaking other employment.

PARENTAL LEAVE

Employees are entitled to statutory, unpaid parental leave for the purpose of caring for a child if they are a parent of a child born or placed for adoption, on or after 15 December 1999, or of a child entitled to a disability living allowance. The employee must have one years' service to qualify.

There are a number of statutory conditions which apply. The right to unpaid Parental Leave has been increased from 13 to 18 weeks per child and can be taken in blocks of up to 4 weeks. This right is available up to the child's 18th birthday.

PART TIME WORKERS

The Council will treat part time workers no less favourably than a full-time worker on the grounds that a worker is part-time.

A part-time worker is someone who is paid according to the time worked and is not identifiable as a full-time worker having regard to the Council's custom and practice or to the Contract of Employment. Any comparison is with someone who is a 'comparable full-time worker', working at the same establishment and doing work which is the same or at least similar, and who has broadly similar levels of qualifications, skills and experience; comparison is also with a person working under the same type of contract (i.e. a part-time casual worker may have a different type of contract to a full-time permanent worker).

In general, part-time workers are entitled to pay and benefits on a pro-rata basis which gives part-time workers the right to pay and benefits proportionate to those of full-time workers. This will normally mean the same (hourly) rate of pay as a comparable full-time worker, however, rates of pay for overtime will be payable at the same rate as comparable full-time workers only after the part-time worker has worked more than the normal full-time hours.

PATERNITY LEAVE

Fathers of new born children, employees married to or partners of the child's mother or the partner of those adopting children are entitled to one period of leave off work, with Statutory Maternity pay, of either one week or two consecutive weeks to care for the child or support the child's mother (or the person with whom the child is placed for adoption).

Statutory Paternity Pay will be at the same rate as Standard Maternity Pay (or 90% of average earnings if this is less). To qualify employees must have been employed for at least 26 weeks in local government.

Your paternity rights will be in accordance with the current relevant statutory regulations. Further information regarding the procedures to be followed and your entitlements are available from the Town Clerk.

PAY POLICY

By adopting the Green Book, the Council will determine pay according to current pay scales. Actual scale points are based on job content, responsibility, qualifications and experience.

Pay Scales are reviewed annually in April through national negotiation.

Employees may be appointed to a specific scale point (Spot Salary) or to a scale. In the latter case they may progress through a series of annual increments until reaching the highest point of their scale. The annual increment will be subject to the annual Employee Development Review and will not be automatic.

Accelerated increments within the grade may be given on the grounds of exceptional merit or ability or on the post-holder gaining a qualification which is considered by the Council to be beneficial to the role of the post.

PAYMENT OF SALARIES/WAGES

Salaries are paid by credit transfer to the bank or building society of your choice normally on the fifteenth day of each calendar month.

You will be given an itemised statement recording your gross salary, deductions and the net amount. Charity deductions will be made on request.

PENSIONS

The Pensions Act 2008 requires the Council to enrol "eligible job holders" automatically into a qualifying pension scheme. An "eligible job holder" is aged between 22 and state pension age and currently (2019) has earnings above £10,000 p.a. They are required to contribute to the scheme. They can voluntarily opt out after being enrolled but have the right to re-join. The Council must again auto enrol the eligible person every 3 years.

"Non-eligible jobholders" who are not eligible for auto enrolment, can choose to opt into a qualifying scheme. They are aged 16-74 with qualifying earnings currently (2016) below £10,000 p.a. but greater than £6144 p.a. Employees aged 16-21 or between state age and 74 with earnings above £10,000 p.a. can simply opt in.

"Entitled workers", those aged 16-74 and currently (2019) earning less than £6136 p.a. are entitled by law to require an employer to join them in at least a non-contributory scheme.

The Council operates a local authority pension scheme as a standard condition of employment which is open to all employees (whatever their status under the 2008 Act) after they have completed 3 months of any probation period. The Cheshire Local Government Pension Scheme (LGPS) is Crewe Town Council's nominated qualifying scheme.

If you are auto enrolled or choose to join the Cheshire Local Government Pension Scheme, the Council will pay into the Scheme, the Employer contribution. You will then be required to pay the employee contribution which currently ranges from 5.5% to 8.5% depending on full time equivalent salary.

Further information is available from the Town Clerk.

Where an employee has a contractual condition under a previous policy, that the Council will contribute to a pension scheme of his or her choice, this will be honoured as long as it is allowed under the current legislation.

PERFORMANCE MANAGEMENT SYSTEM

The Town Council will develop a performance culture with targets set for the Organisation as a whole or teams in the business plan. Employees will undergo an annual employee development review and will be given individual targets which reflect contributions to the business plan objectives. Regular performance monitoring will be undertaken.

PERSONAL DETAILS

The Town Council needs to keep up-to-date information on your home address and telephone number, together with the name, address, and telephone number of your next of kin (or other such person) for emergency contact purposes. Please inform the Town Clerk in writing of any changes of the above to personal details.

On the commencement of your employment, the Town Council will create a personnel file containing documents, letters, etc. relating to your employment. The Town Council holds personal data to ensure compliance with record keeping obligations and for the purpose of personnel administration. All personal data will be retained by in a manual or computerised form. The Town Council may use the information to contact you when required. Such contact may require to be made outside your normal working hours.

The Town Council will respect the confidentiality of any personal information that it keeps and comply with current data protection rules. Full details are contained in the Privacy notice which is given to you.

PERSONAL APPEARANCE

In your appearance as well as in your behaviour, you should regard yourself as an ambassador for the Council and dress in clothing that is appropriate for your duties. The Council do not currently have a dress code however they reserve the right to introduce one, if appropriate to project a particular image of the Council, for example receptionists.

All employees are required to be neat and tidy in appearance. If you have direct contact with customers or members of the public, you must look smart.

If you are required to wear specific items of clothing, hairstyles, or jewellery in accordance with your ethnic background or faith, your needs will be accommodated where possible and practicable.

The Council reserves the right to insist that you do not wear particular items of clothing or jewellery which it believes may cause offence to customers, suppliers, or other employees or which may pose a risk to the health and safety of any person.

The Council will enforce these rules having regard to the differences for male, female, and transgender employees.

If the Town Council decides to introduce security ID badge or name badges you will be expected to wear them at all times so that they are clearly visible.

PROCESSING OF PERSONAL DATA

Data protection legislation regulates the way in which certain data about employees, both in paper and electronic form, is held and used. The Council will handle all personal data in accordance with its Data Protection Policy and Privacy Notice which is given to you.

PERSON SPECIFICATION

A person specification has been prepared for each post, to set out the personal characteristics and experience likely to be required for a person to undertake the role. A copy will be issued with the Contract of Employment and job description.

PRIVATE TRADING

Private trading on the Council's or customers premises is not allowed.

PROBATIONARY PERIOD

If you are new to local government, you are subject to a probationary period of up to six months during which time your performance and ability will be assessed. At the end of the period, and subject to a satisfactory report by your line manager, your probation period will have been fulfilled and your employment confirmed.

If your performance has not met expectations during the probationary period, the Council may extend the probationary period with an action plan being agreed. If ultimately performance remains unsatisfactory at the end of such extension your employment will not be confirmed, and your employment terminated.

PUBLIC DUTIES

Employees who hold certain public positions have the right to reasonable time off with pay during working hours to perform duties associated with these positions.

Where an allowance is claimable for loss of earnings, the employee must claim and pay the allowance to the Council.

Employees holding such positions are encouraged to discuss their position with the Town Clerk so that suitable arrangements can be made.

QUALITY POLICY

The Council has a commitment to quality services and has adopted a Quality Policy. It may adopt an integrated quality management system as an aid to encourage and assist continuous improvement within the Council. It is intended to help develop a quality culture within the Organisation, and to equip it to move into the future with confidence.

The Quality procedures should be adhered to by staff at all times. If you believe they can be improved, do not ignore them, talk to your manager about changing them. Remember-Quality can only be improved with your help.

The Council have also determined to gain and maintain accreditation under the Local Council Award Scheme.

RANDOM AND SPECIFIC CHECKS

The Town Council may require you to submit to a personal search and/or a search of all your baggage, personal items, lockers, car etc., at any time while you are on Town Council premises or engaged on Town Council business. Searches may be required to protect both the Town Council and our employees from illegal activities such as:

- any theft of Town Council property or property belonging to another employee or third party.
- the possession or supply of illegal substances.

A request to carry out a search does not indicate any suspicion of wrongdoing; searches will normally be carried out at random. However, the Town Council reserves the right to stop and search you when there is a reasonable suspicion that you may have committed an illegal act.

If you are found to be in unauthorised possession of Town Council property, or property belonging to another employee or other third party you will be suspended on full pay and the matter will be the subject of further investigation. This may lead to serious disciplinary action including dismissal and you may also be reported to the police.

If you unreasonably refuse to submit to a search in accordance with these rules you will be subject to disciplinary action which could result in your dismissal. Please be assured that the Town Council will not resort to searches unless it is essential.

RECRUITMENT

The Council believes that it is important to recruit the right person to any vacancy, be it a new job or a replacement for an existing position. It will always make clear the qualities and experience it is looking for and will recruit in accordance with its Personnel Procedures.

The Council will rigidly apply its equality policies. Where appropriate existing employees will be encouraged to apply for other positions within the Council.

REDUNDANCY/REDEPLOYMENT POLICY**Introduction**

This procedure will apply to all employees of the Council. It sets out the overall approach to be adopted should the need arise for redundancies within the Council.

General Principles

It is the Council's policy to provide to the best of its ability, security of employment for all its employees. However, it is recognised that over time, changes in the political environment, funding regimes and other operational requirements may impact on the staff resource required to deliver organisational objectives. It is the agreed aim of the Council to maintain operational efficiency and effectiveness to help safeguard the future employment of all its employees. Where a redundancy situation is anticipated all alternatives will be explored for any potential surplus staff.

If after exhausting all alternatives, redundancy is unavoidable the Council will endeavour to handle such redundancy in a consistent, objective, and sympathetic manner to minimise hardship for the employees concerned. The Council will rigidly apply its equal opportunity policies.

Consultation

Where the Council is considering redundancies or a reorganisation which is likely to impact on its workforce it will consult at the earliest opportunity. Such consultation will be undertaken with a view to reaching agreement and will be aimed at avoiding redundancies. All relevant information will be made available to the staff to support this process, with a reasonable timescale agreed to enable proper consideration to take place.

Selection Criteria

The Town Council will consult with the staff and seek to agree the criteria to be used for staff selection. When all avenues, including voluntary redundancy and early retirement have been exhausted and it is clear that compulsory redundancy is inevitable, the Town Council will agree the criteria to be used for staff selection.

- Specialism
- Functional area of work i.e. business unit
- Other relevant factors

The above selection definition would then be extended, and the criteria may include:

- Experience, skills, or qualifications (or a combination of these) to ensure the retention of a balanced staff profile to meet the future objectives of the business.
- Individual ability linked to a specialist business objective.
- Standard work performance supported by objective evidence which would include the performance management system
- Attendance history or disciplinary records

In respect of each criterion for each business unit there will be a definition of what is being measured. Each criterion will have a range of points addressing an individual's competence and the criteria will be weighted in line with their importance against each other and also against the relevant job. The weighting will be applied consistently for each business unit but may vary for different units in the same round of redundancy.

Whatever selection criteria are chosen, they will be objective and consistently applied. The actual selection will be in line with the criteria and cover all individuals within the relevant unit affected by the redundancy.

Action to Avoid/Minimise Compulsory Redundancy

All measures would be considered to minimise the need for compulsory redundancy. This would include:

- Planning and managing change as far into the future as possible.
 - Minimising external recruitment where staff can be retained or redeployed to fill existing vacancies or vacancies that are expected to arise in the short term.
 - Reducing or eliminating overtime.
 - The termination of temporary employees or contract staff where this would not impact on the achievement of business objectives.
- Seeking application for early retirement or voluntary redundancy before declaring compulsory redundancy.

Redeployment

For those members of staff affected by restructuring or redundancy, the Council is committed where possible, to redeploying them into other business areas.

A surplus employee, who is considered suitable, may be offered a higher or lower paid position. Full details of such opportunities will be given to the employee to enable them to decide whether or not the alternative position is acceptable.

Where a higher paid position is accepted the salary for that post will apply.

Where an employee accepts an alternative position that is lower paid the following protection of salary arrangements will apply:

The salary for the lower paid position will be established and the difference between that and the old salary calculated.

- Fifty percent of this difference is the protected amount.
- On taking up a new position the salary will be enhanced by the protected amount for one year.
- On the first anniversary of taking up the new job the protected amount will be reduced to 40% of the difference.
- On the second anniversary of taking up the new job the protected amount will be reduced to 20% of the difference.
- On the third anniversary of taking up the new job the protected amount will be extinguished.

During the above three-year period the salary applicable to the new role will be reviewed in the normal way subject to satisfactory performance.

Where redeployment within the Council occurs a trial period of 4 weeks will apply.

When retraining is to take place as part of the redeployment, the trial period may be for a longer period. In these circumstances there will be a written training plan setting out the arrangements and stating the length of the trial period; this will be issued before the start of the trial period. Such trial periods are to allow both the individual and the Council to decide whether the alternative employment is mutually satisfactory. If, during the trial period, the job is not satisfactory to the employee or the job performance is not to the Council's standard, the employee will be made redundant. If the trial period is completed successfully, a full performance review will be undertaken 6 months after taking up the new post.

The individual's right to redundancy payment will not be affected by any trial period of redeployment unless dismissal occurred due to a reason unconnected with the redundancy in which case the entitlement would be lost.

Period of Notice

The period of notice for redundant staff will not be less than 30 days and where it is not possible to give such notice affected staff will be given pay in lieu of notice.

Appeals

Employees may appeal against their selection for redundancy. Appeals must be in writing setting out the detailed grounds of appeal. Such appeals will be heard by Members of the Appeals Committee.

Assistance to Staff

The Council will arrange support for redundant staff to assist them in finding alternative employment. This could include:

- Discussing future career plans
- Completion of CV's
- Interview skills
- Other guidance/support

Staff under notice of redundancy will be allowed reasonable time off on full pay to attend interviews or arrange training to enhance their future prospects.

Compensation

Redundancy compensation terms for those members of staff who are made redundant will be in accordance with the statutory redundancy calculator, increased to the actual weeks' pay rather than the statutory minimum. No further enhancements will be made.

REFERENCES

When you have been made a formal offer of employment, the Council will take up references from your previous employers. Any offer of employment is conditional upon satisfactory references being obtained.

Should it subsequently come to our notice that you have given inaccurate information, we may reconsider your employment. We will not accept references given to us directly by an employee or potential employee.

You may request to see a copy of a reference from a previous employer, but the Council may refuse to let the employee see the reference if, in doing so, it would disclose information about another individual who can be identified from the information or can be identified as a source of the information. It will be acceptable to let the employee see the reference if the third party has consented to the disclosure or it is otherwise reasonable in the circumstances to disclose the information.

When you leave the Council or apply for another job, your manager will normally give you a reference on behalf of the Council. This will be accurate and truthful as required by law. You will not be given an "open" reference, it will always be addressed to a particular person. References that are given by an employer, are exempt from the subject access provisions of the Data Protection legislation and therefore it is at the manager's discretion whether or not you are shown a copy of the reference.

RETIREMENT

The Council do not have a default retirement age and employees are welcome to remain with the Council beyond the state retirement age. Any termination of employment by the Council will not be related to age.

However, any employee retains the right to retire earlier if they so wish. The Council will be pleased to advise on any matter relating to retirement and help you make any adjustments. In certain cases, depending on circumstances and length of service, pension may be accessible before state retirement age.

SMOKE FREE POLICY

It is the policy of Crewe Town Council that smoking is not permitted in any part of its premises, entrances, or grounds, or in its vehicles. This Policy applies to all employees, members, consultants, customers, visitors, and contractors, whom it is intended to benefit.

The Council have decided that E-cigarettes (battery powered devices designed to replicate smoking behaviour without the use of tobacco which turn nicotine, flavour and other chemicals into a vapour that is inhaled by the user) are also prohibited.

The Council will not provide smoking areas on its premises and employees will not be given breaks for smoking during working hours. The Council will help employees who wish to stop smoking through approved NHS services and may give time off to attend such services by arrangement with management.

Overall responsibility for policy implementation rests with the Town Clerk, however all staff are obliged to adhere to and support the implementation of the policy.

Appropriate 'no-smoking' signs will be clearly displayed at the entrance to and within premises and in all vehicles.

STATUTORY SICK PAY

Certain employees are entitled to receive pay when they are absent from work due to sickness. This is known as Statutory Sick Pay (SSP) and is paid out and administered by employers on behalf of the State.

There are many requirements and conditions attached to payment of SSP both for the employee and the employer. If employees are to receive their entitlement, the following rules and procedures together with those set out in the procedure for Absence Notification, must be adhered to.

1. Notification

SSP cannot be paid to an employee unless and until the following written evidence is supplied:

- first 7 days of absence - a Self-Certification form, absence record form or Doctor's Certificate
- Thereafter - Doctor's Fit Certificate.

It is important to remember that no payment can be made for any intervals of sickness absence not covered by a certificate.

2 When SSP is Payable

SSP is normally only paid for a day or days worked. For example, if an employee works Monday to Friday and not at weekends, SSP will only apply to those 5 days.

In some cases, SSP can be paid when an employee is ill whilst on holiday -including bank/public holidays.

Employers cannot pay SSP for the first 3 days of an employee's sickness. Therefore, payment starts on the 4th day, and continues for as long as the employee is absent up to a maximum of 28 weeks in anyone period of sickness. However, if an employee is absent due to sickness within 8 weeks of a previous period of sickness and providing both periods of absence are for 4 days or more (calendar days), SSP will be paid from the start of the second period of absence.

SSP is paid in exactly the same way as normal earnings, although the employee's average earnings must be over the National Insurance Lower Earnings Limit to qualify for SSP.

3 When SSP is not payable

SSP is not payable in certain circumstances, the principal ones being:

- once employment has terminated
- where Statutory Maternity Pay is being paid

IMPORTANT

Any employee who has been absent due to sickness and is found not to have been genuinely ill, will be subject to disciplinary action which could include dismissal.

TIMEKEEPING

Employees are responsible for attending punctually for work in accordance with the hours defined within the Written Particulars of Main Terms of Employment.

Employees may not leave work prior to their normal finishing time without permission from their manager. In the event of an employee requiring time away from work during the normal working period, he/she must report to his/her manager upon leaving and returning to work.

Persistent lateness will be considered to be a breach of procedures and may result in disciplinary action. Lateness for work may result in pay being reduced accordingly.

TELEPHONE CALLS

You are requested to restrict personal telephone call to those which are essential and cannot be made outside working hours. The use of the Council's telephone is restricted to cases of emergency and local calls. International calls and premier rate calls (0900, 118, 070) should not be made without the specific consent of the Town Clerk.

TERMINATION OF EMPLOYMENT

Should you wish to terminate your employment, you must give the appropriate written notice stating the date you wish to leave in line with the conditions of your Contract of Employment. You will normally be expected to work your period of notice, but this may be waived or reduced at the discretion of the Council.

You must ensure that any property issued to you by the Council is returned.

TRADE UNION MEMBERSHIP

The Council does not recognise any trade union for collective bargaining purposes but does subscribe to the National Joint Council for local government for national negotiations.

Employees have the right to belong to or take part in the activities of any independent trade union. They also have the right not to be a member of a trade union or a particular trade union.

The Council will not discriminate against any person because they choose not to be a trade union member.

Employees only have the right to reasonable time off to take part in trade union activities or to carry out trade union duties if that trade union is recognised by their employer for collective bargaining purposes.

TRAINING AND DEVELOPMENT

The Town Council acknowledges the essential need to provide appropriate and systematic training and development for our employees. All employees will be encouraged to maximise their potential to achieve job satisfaction and reach the highest standard of efficiency and competence.

The Council has developed a comprehensive Training and Development Policy which will be available to all employees. This will be supported by an annual programme of training priorities.

TRAVEL AND SUBSISTENCE (ON COUNCIL BUSINESS)**1. Subsistence**

No flat rate payment for subsistence will be made i.e. no payment where staff are out of the office for more than 5 to 10 hours and no overnight allowance. Reasonable meal/entertainment expenses incurred on Town Council business will be reimbursed on production of receipts.

2. Hotels

Where staff are required to stay overnight on Town Council business, the recommended benchmark for all staff is an AA 2- or 3-star hotel. Guidance can be obtained from the Town Clerk.

Where staff incur additional reasonable incidental costs whilst staying overnight on Town Council business these will be reimbursed. Receipts should where possible be obtained. All claims need to be authorised by the Town Clerk.

3 Air Travel

All reservations must be approved in advance by the Town Clerk.

4 Rail Travel

All staff will travel 2nd class with the option to reserve a seat. Staff may travel 1st class at the discretion of the Town Clerk where substantial amounts of work are to be undertaken during the journey.

5 Other Ad Hoc items

Subjects such as relocation and lodging allowances crop up infrequently and will be dealt with on an individual basis.

6 Payment of Expenses

Expenses are paid monthly by credit transfer to the Bank/Building Society of your choice.

To ensure accuracy and timely reclaim of costs, all expenses need to be claimed within 3 months of being incurred. Where claims are made outside this period the Town Council reserves the right to refuse payment.

UNOFFICIAL CLUBS, FUNDS AND SCHEMES

The Council is not responsible for the way in which any unauthorised employee funds, holiday clubs, saving schemes or lottery syndicates are conducted, or for the safety of those funds.

VEHICLES and DRIVING

FITNESS TO DRIVE

If you are required to drive on public roads on the Council's behalf, you must be physically and mentally capable of doing so in a safe, respectful, and secure manner. If you are too tired, physically, or mentally, or suffering from sickness or illness, you must not drive the vehicle.

DRIVING LICENCES

You must possess a full and valid Driving Licence for the relevant class of vehicle, before the Council will authorise you to drive on its behalf. Employees must produce their Driving Licence for inspection upon demand, as and when required.

Since 2015, the paper portion of Driving Licences has no longer been issued by the DVLA. Drivers with paper licences issued before 1998 will still be valid. New penalty points will only be recorded electronically and will not be printed or written on Driving Licences. Instead, this information will be held at DVLA, and can be viewed online. There is a facility that allows employees to 'share access' temporarily with their employer by clicking on an option 'Share your Licence', and this will provide management with a 72-hour window to view your Licence. No other information is taken during this temporary 'window', but it does allow employers to maintain an accurate Driving Licence audit without having to manually check licences every year.

We require all our employees who drive on our behalf to allow access to their Driving Licence details as described above.

vehicle. Always ensure the vehicle is secure overnight and is not left unattended in potentially vulnerable locations. The Council cannot be held responsible for personal belongings left in vehicles.

MOBILE PHONES

It is against the law, and dangerous, to drive whilst using a hand-held mobile phone, whether speaking, dialling, texting, or accessing other services such as the internet.

An offence is committed if the phone is being 'held' whilst in use. 'Cradling' a phone, for instance between ear and shoulder, is considered as being 'held'. Penalty upon conviction can range from a fixed penalty, licence penalty points, a minimum £200 fine, or a much higher fine on conviction at court (more for drivers of vans, goods vehicles, buses and coaches). If convicted of driving carelessly or dangerously while **CHANGES TO YOUR DRIVING LICENCE, ENDORSEMENTS AND DISQUALIFICATION.**

If you drive on the Council's behalf, you must inform management of any changes to your Driving Licence, including endorsements.

If you become disqualified from driving, your authorisation to drive on the Council's behalf is immediately and automatically revoked. The Council cannot guarantee to find alternative employment for a disqualified driver and, if the disqualification renders you incapable of doing your job, this could result in your dismissal, or discharge from your employment.

MOTORING OFFENCES, FIXED PENALTIES, AND PARKING FINES

Drivers are personally responsible for any fines or penalties incurred as the result of motoring offences, including fixed penalties, and parking or speeding fines. Employers are required by law to disclose details of a presumed driver if requested by the relevant authorities.

RULES OF THE ROAD

When driving on the Council's behalf, you must comply with all current road traffic legislation. You are expected to convey a high standard of driving etiquette; and to be respectful and courteous to all other road users at all times. Seat belts (both front and, when occupied, rear) are required by law to be worn at all times where fitted. The Council will not accept any responsibility for fines imposed for breach of this legislation.

PROPERTY IN VEHICLES

Please ensure that no property is left unattended or on view in vehicles being driven on the Council's behalf. All removable items should be either locked away out of view or, ideally, taken with you when you leave the using a phone, then the penalties can increase to include disqualification, a fine of up to £1,000, and a prison sentence.

Employees must adhere to the following policy in relation to the use of mobile phones whilst driving:

- A driver should avoid making or accepting calls or text services whilst driving;
- If another employee is in the vehicle, he or she should make or accept any calls;
- If the driver is the sole occupant of the vehicle, he or she should find a safe place to stop the vehicle before making, accepting or returning calls;
- If it is essential for drivers to make or accept calls whilst driving, then a hands-free system must be used. Even when a hands-free system is available, drivers should not make or accept calls unless it is legal and safe to do so;
- Whenever possible, allow calls to go to a voicemail or messaging service, and return the calls on occasions when you are not driving. 'Not driving' means out of traffic and engine off. Your vehicle may be stationary, (e.g. in a traffic hold-up or at traffic lights), but this still amounts to 'driving'.

OTHER DISTRACTIONS

Do not forget the advice in the Highway Code regarding other distractions that might affect your concentration when driving. To drive safely, avoid:

- Loud music that could mask other sounds, inserting CDs etc or tuning the radio;
- Trying to read a map, adjust satellite navigation, or follow written instructions;
- Eating or drinking whilst driving.

See Smoke Free Policy above in respect of Council vehicles.

ACCIDENTS / INCIDENTS

If you are unfortunately involved in an accident or incident whilst driving on the Council's behalf, *you* should not under any circumstances express any opinion (one way or the other) on the degree of responsibility or the cause. Exchange particulars and nothing more.

If you are asked to give a statement to the police, remember that you may want to be legally represented before you give any statement. You are not obliged to make any comment.

It is a condition of the Council's insurance policy that the insurers are notified of all accidents/incidents, even if apparently of no consequence. You must provide management with a written report within 24 hours.

Whenever possible the following points should appear on the report:

- Names and addresses of the third-party driver and details of their insurers;
- Names and addresses of anyone else involved in the accident/incident;
- Names and addresses of all passengers in both your vehicle and any third party's vehicle;
- Names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time;
- Particulars of the attending emergency services.

USING YOUR OWN VEHICLE FOR COUNCIL ACTIVITIES

Where the Council authorises an employee to use a private car on official business, the employee will receive a casual user allowance in accordance with the approved Green Book rate. Where staff are travelling to the same function/meeting every effort should be made to travel together.

Business mileage is usually the distance travelled between your normal office and the place you are visiting. Where you are commencing travel from home for business purposes i.e. not to your normal office, then the business mileage to be claimed is from your home to the place you are visiting or your normal office to the place you are visiting, whichever is the lesser.

The Council's requirements regarding driving standards, cleanliness, driving etiquette, and rules of the road are the same as those outlined previously within this policy.

Private cars must be insured for business use. The Council reserves the right to request copies of the individual's insurance certificate, to ensure adequate cover is in place for the business use of the vehicle.

Appendix 1 –

OFFICERS' CODE OF CONDUCT

(Adopted by Personnel Committee on 28th January 2020

Review Date: April 2022

This version supersedes that of 2013.

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INTRODUCTION

The public are entitled to expect the highest standards of conduct from all employees who work for local government. The purpose of this Code is to make a clear statement about the standards of conduct expected of employees of Crewe Town Council;

- o ensure the highest standards of conduct by identifying corporate standards which sit alongside professional codes and guidelines;
- o help all employees to act in a way which upholds the Council's standards and at the same time, protect them from criticism, misunderstanding or complaint; and
- o help build trust between the Council and the people who come into contact with those working for it.

The Codes themselves are printed in bold type and *beneath has been added procedural guidelines in italics.*

These Procedural Guidelines are intended to provide background information to help employees understand and interpret the requirements of the Code of Conduct. They cannot cover all circumstances and are not to be considered as a substitute for reading the Code itself.

STATUS OF THE CODE

This Code is based on the voluntary Code of Conduct approved by the Local Council Associations and the Local Government Management Board, adapted and/or amplified where perceived necessary to meet local circumstances or requirements. It also incorporates the principles contained in a draft national model Code of Conduct for Local Council Employees. The standards contained in it are the minimum that should apply.

The Code of Conduct embraces the seven principles of public life which were drawn up by the Nolan Committee and are endorsed by Parliament. These are:

Selflessness – Acting solely in terms of the public interest

Integrity – Avoiding placing yourself under any obligation to people or organisations that might try inappropriately to influence you in your work. You should not act or take decisions in order to gain financial or other material benefits for yourself, your family, or your friends. You must declare and resolve any interests and relationships as detailed in the Code of Conduct.

Objectivity – Act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability – Be accountable to the public for your decisions and actions and submit yourself to scrutiny necessary to ensure this.

Openness - being as open as possible about all the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.

Honesty – Act with honesty and be truthful.

Leadership – Exhibit these principles in your own behaviour. Actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

WHO IS THE CODE AIMED AT? The Code is intended to cover all employees under a contract of employment with the Council and casual or contract staff. Reference to “manager” is intended to mean Chairman of Personnel Committee when the Code is applied to the Town Clerk.

1 STANDARDS

- 1.1 The Council’s employees are expected to give the highest possible standard of service to the public, and must perform their duties with honesty, integrity, impartiality and objectivity. Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the appropriate level of management any deficiency in the provision of service. Employees shall report to the appropriate manager any impropriety or breach of procedure that is more than trivial. (See making a protected disclosure in the Employee Handbook)
- 1.2 An employee shall be accountable to the Council for his/ her actions.
- 1.3 An employee shall at all time act in accordance with the trust that the public is entitled to place in him/ her. The guidance in this Code is based on these principles. At the end of the day the Council relies on the integrity, reasonableness, common sense and professional judgement of individual officers. Staff should not hesitate at any time, to seek advice on the interpretation of the Code, or when circumstances arise which, it does not cover.

PROCEDURAL GUIDELINES

- 1.A In determining acceptable standards, employees are asked to familiarise themselves, not only with the Council’s Code of Conduct for Officers, but also with any operating procedures used, policy or governance documents including Standing Orders & Financial Regulations.

2 DISCLOSURE OF INFORMATION

- 2.1 It is generally accepted that open government is best. The law requires that certain types of information must be available to members, auditors, government departments, service users and the public. The Council itself is open about other types of information. Employees shall not however disclose any confidential information unless authorised to do so in writing by the Town Clerk or the Council. Employees must ensure compliance with the Council’s Information and Data Protection policy.

- 2.2** Employees shall not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way. Any particular information received by an employee from a councillor which is personal to that councillor and does not belong to the Council, should not be divulged by the employee without the prior approval of that councillor, except where such disclosure is required or sanctioned by the law.
- 2.3** Employees shall not prevent another person from gaining access to information to which that person is entitled under the Freedom of information Act or other legislation.

PROCEDURAL GUIDELINES

- 2.A** The Council's employees receive information relating to the Council's business, as well as confidential information about clients and the public, businesses, Councillors and other employees. Much of this information needs to be treated as confidential and should not be betrayed either inside or outside work, even to family and friends. See the Council's Information and Data Protection Policy.
- 2.B.** Both councillors and the public have rights to certain information, particularly that listed in the Publication Scheme Information Guide and all officers should encourage people to access this.

3 POLITICAL NEUTRALITY

- 3.1** Employees serve the Council as a whole. It follows they shall serve all councillors and must ensure that the individual rights of all councillors are respected.
- 3.2** Employees must follow every lawful expressed policy of the Council and shall not allow their own personal or political opinions to interfere with or otherwise bias their work.
- 3.3** Subject to the Town Council's conventions, employees may also be required to advise political groups. They must do so in ways which do not compromise their political neutrality.

PROCEDURAL GUIDELINES

- 3.A** *It is only to be expected that the Town Clerk will work closely with members of the Council. Confidentiality over discussions with particular groups is vital.*

4 RELATIONSHIPS

4.1 Councillors

Employees are responsible to the Council as a whole. For some, their role is to give advice to councillors, and all are there to carry out the Council's work. Mutual respect between employees and councillors is essential to good local government. Close personal familiarity between employees and individual councillors can damage the relationship and prove embarrassing to other employees and councillors and should therefore be avoided where possible. Employees must have regard to the Council's Member-Officer Protocol.

4.2 The Local Community and Service Users

Employees will always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the Council. All members of the community should be treated fairly and with respect in accordance with the Council's Equalities statement. Employees will ensure that they are always fit to perform their duties effectively and will not allow standards to be impaired in any way.

4.3 Colleagues

Mutual respect between fellow employees is also essential to maintaining constructive working relationships and providing a high quality service to the community. It is also a key part of the Council's Equalities statement.

4.5 Contractors

All relationships of a business or private nature with external contractors, or potential contractors, shall be made known in writing to the Town Clerk or the Mayor where the relationship involves the Town Clerk. Orders and contracts shall be awarded on merit, by fair competition against other tenders or quotes, and no special favour should be shown to businesses run by, for example, friends, partners, or relatives in the tendering process. No part of the local community shall be discriminated against.

- 4.6 Employees who engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, shall declare that relationship to the Town Clerk or the Mayor (in the case of the Town Clerk) in writing.
- 4.7 In the event of employees engaging a Contractor for private work at home, who is known by the employee to be one of the Council's contractors, care shall be taken to ensure that the price paid for the work represents full value and thereby cannot be construed as an inducement or reward for the award of Council contracts. Especial care shall be taken in this respect by employees who engage or supervise contractors in the course of their employment.

PROCEDURAL GUIDELINES

4A *The Town is a relatively small community, and it is impossible not to know some councillors in other walks of life. This must be correctly and openly managed without favour.*

4.B *It is not sufficient to ensure that a relationship with a contractor or potential contractor will not unduly influence their business involvement with the Council, but impartiality and integrity need to be demonstrated. It is necessary for such relationships to be open and beyond suspicion by the reasonable person.*

4.C *It is difficult to define precisely when a declaration should be made. The decision should be made after you have assessed the degree of influence that you may have over the Council's relationship with the particular contractor. If you are responsible for the administration of the contract, or are in any way involved in it, a declaration should always be made.*

5 APPOINTMENT AND OTHER EMPLOYMENT MATTERS

- 5.1 Employees involved in appointments shall ensure that these are made on the basis of merit. It is unlawful for an employee to make an appointment based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees shall not be involved in an appointment where they are related to an applicant or have a close personal relationship outside work with him or her.
- 5.2 Similarly, employees shall not be involved in decisions relating to discipline, promotion, training or pay adjustments for any other employee who is a relative, partner, etc.

PROCEDURAL GUIDELINES

- 5.A *In cases where you are involved in deciding any matter relating to the appointment, promotion, discipline, pay, conditions of service or training opportunities for a person who is a relative, partner or with whom you have a close personal relationship outside work, you **shall** declare this to the Town Clerk or Mayor (in the case of the Town Clerk) and have no further involvement in the matter.*
- 5.B *In this paragraph "relative" means a spouse, partner, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons and "partner" means a member of a couple.*

6 OUTSIDE COMMITMENTS

- 6.1** You shall not become engaged or concerned in any other business in which your duties may conflict with the interests of the Council, without advising the Council. You shall not become engaged in any secondary occupation that may unduly interfere with your work.
- 6.2** The Town Council is consultee for making recommendations to the determining bodies for applications for various types of consent such as planning permission, licensing etc. and also determines grant applications. Staff members who are in any way concerned, connected or consulted in their work during the processing of such applications are precluded from preparing or assisting with those submissions in any private capacity on behalf of applicants (unless for their own submissions when, of course, their private interest in the matter would be perfectly clear and should be declared).
- 6.3** The general rule is therefore as follows:
- (a)** Staff at all levels shall not undertake any outside work which would put them in a position of conflict of interest. Such a conflict would arise when an employee is to be paid by a member of the public or any outside organisation or body for work which is in any way connected with the scope of his or her official duties.
- (b)** Employees shall follow such rules as the Council may from time to time impose on the ownership of intellectual property or copyright created during their employment.

PROCEDURAL GUIDELINES

- 6.A** As some employees may only work part time or on a casual basis, this part of the Code is in no way intended to prevent them having other employment, merely to avoid conflicts of interest.

7 PERSONAL INTERESTS

- 7.1** An employee shall not in his/her official or personal capacity, allow personal interests to conflict with the Council's requirements, or use his/ her position improperly to confer an advantage or disadvantage on any person.
- 7.2** Employees shall declare to the Town Clerk or Mayor (in the case of the Town Clerk) in writing, any non-financial interests that they consider could bring about conflict with the Council's interests e.g. school governor, membership of local sports club, membership of the district or county council.
- 7.3** Employees shall declare to the Town Clerk or Mayor (in the case of the Town Clerk) in writing, any financial interests which could conflict with the Council's interests e.g. financial interests of a spouse or other member of the family in a contract.
- 7.4** Employees shall declare to the Town Clerk, membership of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules or membership or conduct.

PROCEDURAL GUIDELINES

7.A Non Financial Interests

The test as to whether an interest in an outside body Must be declared, is whether or not the interests of the body may conflict with those of the Council.
By way of advice, it **shall** always be appropriate to declare being a governor of a school within the Town, or membership of another council. Similarly, membership of a trust or statutory body operating within the Town shall be declared.

In the case of, for instance, local sports clubs, these should be declared when a conflict of interest may arise, e.g. where planning permission is sought, or where land is being brought from or sold to the Council.

7.B Financial Interests

The Council needs to be aware of all cases where an employee or his/her close relative, partner or associate has a financial interest in a business (including private company, public sector organisation and/or voluntary organisation) which are or are seeking to have business dealings or enter into a contract with the Council.

Examples of such interests are:

- Paid employment, directorships, consultancies or personal sponsorship.
- An interest in land or other assets, held or used by the business organisation.
- Share capital in the company exceeding £25,000 (the amount need not be declared) or more than $\frac{1}{100}$ th of the issued shares or securities

NB This does not include money invested in a Building Society or Bank where you have no influence over the dealings of that organisation.

7.C Organisations not open to the public with formal membership etc. E.g. Free Masons.

8 EQUALITY ISSUES

8.1 All local government employees shall ensure that policies relating to equality issues as agreed by the Council are complied with in addition to the requirements of the law. All members of the local community, customers and other employees have a right to be treated with fairness, respect and equity.

PROCEDURAL GUIDELINES

8.A Reference should be made to the Equality Policy adopted by the Council. The Council celebrate diversity.

9 ROLES DURING TENDERING

9.1 Employees shall exercise fairness and impartiality when dealing with all customers, suppliers, other contractors, and sub-contractors.

9.2 Employees who are privy to confidential information on tenders or costs shall not disclose that information to any unauthorised party or organisation.

9.2 Employees shall ensure that no special favour is shown to current or recent former employees or their partners, close relatives, or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

10 CORRUPTION

10.1 Employees shall be aware that it is a serious criminal offence for them corruptly to receive or give any gift, loan, fee, reward, or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity.

PROCEDURAL GUIDELINES

10.A It is essential to remember that dealings with officers and members of local authorities and other public bodies are subject to the provisions of special legislation with onerous requirements and imposing sanctions under criminal law designed to protect the public interest and public confidence.

The particular legislation is contained in:

- The Public Bodies Corrupt Practices Act 1889
- The Prevention of Corruption Act 1906
- The Prevention of Corruption Act 1916
- The Local Government Act 1972, Section 117(2)

10.B In summary, anyone who corruptly gives, promises or offers any gift, loan, fee, reward or advantage to any person as an inducement to or a reward for any member, officer or servant of a public body for doing or forbearing to do anything in respect of any matter or transaction is guilty of a criminal offence. Similarly, a criminal offence is committed by anyone who corruptly solicits, receives or agrees to receive for themselves or any other person such an inducement or reward.

10.C It is particularly to be noted that the giving or acceptance of any money, gift or other consideration is deemed to have been given or received corruptly unless the contrary is proved. This represents a departure from the general principle that a person is deemed innocent until proven guilty.

11 USE OF FINANCIAL RESOURCES

11.1 Employees shall ensure that they use public funds entrusted to them in a responsible and lawful manner. They shall strive to ensure value for money to the local community and to avoid legal challenge to the Council.

11.2 Employees shall not make personal use of property or facilities of the Council unless properly authorised to do so.

12 HOSPITALITY AND GIFTS

12.1 Employees shall only accept offers of hospitality if there is a genuine and clear need to impart information or represent the local Council in the community. Offers to attend purely social or sporting functions must be accepted only when these are part of the life of the community or where the Council should be seen to be represented. They shall be properly authorised and recorded. It is generally more acceptable to join in hospitality offered to a group of people rather than something unique to the individual, i.e. there is a degree of safety in numbers. Hospitality should only be accepted when it is reasonably incidental and, on a scale, appropriate to the occasion or circumstances.

12.2 When hospitality has to be declined, those making the offer shall be courteously but firmly informed of the procedures and standards operating within the Council.

12.3 Employees shall not accept significant personal gifts from contractors and outside suppliers, although the Council allow employees to keep insignificant items of token value such as pens, diaries etc.

12.4 When receiving authorised hospitality, employees shall be particularly sensitive as to its timing in relation to decisions which the Council may be taking affecting those providing the hospitality. Where it is known that a particular person or body has a matter currently in issue with the Town Council, an offer of hospitality shall be refused even if in normal times it would be acceptable.

12.5 Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal and where it is clear that any purchasing decisions are not compromised. Approval to attend a relevant conference or course will be considered to be approval of allied hospitality as outlined above. Where visits to inspect equipment etc are required, employees shall ensure that the Council meets the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions.

12.6 Employees shall report to the Town Clerk or Mayor (in the case of the Town Clerk) the offer of any gifts or hospitality. These must be recorded in the register maintained by the Town Clerk

PROCEDURAL GUIDELINES

12.A Offers of hospitality and gifts in a Town Council will be rare but should be approached with caution. Members of staff should ask themselves what a member of the public, who may be critical or suspicious, might think. Offers of hospitality where any suggestion of improper

influence is possible should be tactfully refused. Hospitality **shall** only be accepted when it is reasonably incidental, and on a scale appropriate, to the occasion or circumstances. If in doubt say no.

- 12.B Employees **shall** only accept reasonable or modest hospitality and, if in doubt as to whether such hospitality is reasonable or modest in the circumstances, the employee **shall** seek guidance from the Town Clerk or Mayor (in the case of the Town Clerk).
- 12.C Clearly, hospitality received in the ordinary course of business (for example working lunches) need not be declared or registered provided it is modest and reasonable.
- 12.D All hospitality received (other than that mentioned in 12.3 above) and hospitality offered but not accepted **shall** be registered in the Register of Hospitality (see below).
- 12.E Any employee receiving an offer of hospitality **shall** inform the supplier or contractor offering the same that the employee is under a duty to register hospitality received or offered but not accepted.
- 12.F A Register will be kept and maintained by the Town Clerk. The details to be included in the Register will be:
- i* the name of the employee concerned;
 - ii* the name of the contractor or the supplier or other party making the invitation;
 - iii* the nature of the hospitality received or offered but not accepted; and
 - iv* the date or receipt of hospitality.
- 12.G As with Declarations of Interest, it is the duty of each individual employee to register hospitality received, or offered but not accepted, within a reasonable period before or after that hospitality is received or offered and it is suggested for this purpose that a reasonable period would be no longer than 7 days after the hospitality is received or offered. Notices to be sent to Town Clerk or Chairman.
- 12.H Some offers of hospitality are clearly unacceptable, e.g. offers of holiday accommodation. Invitations to sporting fixtures or evenings at the theatre are acceptable only in accordance with paragraph 12.1 of the Code of Conduct for Officers, or when they are clearly required for the conduct of Council.

These rules also, of course, apply to offers by firms to members of staff of discounts going Gifts

Examples of the type of modest gifts which would normally be acceptable are: -

- Small gifts of office equipment or stationery given by way of trade advertisement to a range of officers or for use in the office. Nothing more elaborate than calendars, diaries, rulers or blotters would fall into this category;
- Small gifts of only token value given on the conclusion of an official courtesy visit e.g. to a factory or other premises.
- Gifts to a member of staff or a member of their family where the donor is a personal friend. Extreme care needs to be taken in such circumstances that friendships are equal in both directions and declarations are made in accordance with Section 4 of the Code.
- If a gift outside the exceptions arrives without warning, it must be handed to the Town Clerk or Mayor (in the case of the Town Clerk) to decide whether the gift should be returned (or passed to an appropriate charity) and to ensure the donor is informed of what has happened.

13. CONTACT WITH THE PUBLIC, PRESS & MEDIA

- 13.1** Employees should refer to the Protocol on Communications in the Information and Data Protection Policy. Basically, you should not make any statement to the media which you are not authorised to make. No employee should give a view which is contrary to or critical of Council policy. Employees should seek authorisation from the Town Clerk prior to speaking to the media.
- 13.2** Outside working hours, an employee is entitled to voice their opinion on issues affecting the local community e.g. at a neighbourhood forum. However, employees have a general duty of care to avoid a conflict of interest and should not criticise, damage, or act in any way against the Council.
- 13.3** Employees must comply with the Town Council's protocols and policies on social media and the use of emails. Again, employees have a general duty of care to avoid a conflict of interest and should not criticise, damage, or act in any way against the Council, or otherwise bring it in to disrepute.

14 SPONSORSHIP - GIVING AND RECEIVING

- 14.1** Where an outside organisation wishes to sponsor a local government activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care shall be taken when dealing with contractors or potential contractors.
- 14.2** Where the Council wishes to sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to the Town Clerk or Mayor (in the case of the Town Clerk) of any such interest. Similarly, where the Council through sponsorship, grant aid, financial or other means, gives support in the community, employees shall ensure that impartial advice is given and that there is no conflict of interest involved.

PROCEDURAL GUIDELINES

- 14.A** The Council shall not be seen to offer any special favours or business in return for sponsorship.

15 CONDUCT OUTSIDE WORKING HOURS

- 15.1** The Town Council does not wish to intrude on your interests/activities outside normal working hours. However, you should not become involved in activities which prevent you from fulfilling your duties or which result in adverse publicity for the Town Council. For the avoidance of doubt this requirement involves the appropriate use of social networking sites which are in the public domain.
- 15.2** In order to foster team spirit and good working relationships, the Town Council may offer you the opportunity to attend social events from time to time and may also organise work-related social events to which clients, as well as staff, are invited. Although such social events usually take place away from the workplace and outside of normal working hours, the code of conduct applies to such events. Whilst the Town Council does not wish to affect your enjoyment of such social events, certain rules of conduct are necessary for the protection and comfort of all those attending. Accordingly, if you attend a work-related social event, you must observe the following rules and principles:
- Alcohol should be consumed only in moderation.
 - The use of illegal drugs, including cannabis, is forbidden.
 - The policy on dignity at work should be observed.
 - Do not behave in a way that could offend, intimidate, embarrass or upset any other person, whether as a joke or not.
 - Do not swear or use intemperate language.
 - Do not behave in any way that could bring the Town Council into disrepute.
 - Any breach of the above rules may result in disciplinary action being taken against you under the disciplinary procedure.

16 DISCLOSURE OF CRIMINAL CONVICTIONS

16.1 Criminal charges, or convictions, for offences of dishonesty, or violence committed during the period of your employment with the Town Council, whether committed during or outside normal working hours must be reported to the Town Clerk immediately. Such charges, or convictions, may result in disciplinary action being taken against you up to and including summary dismissal. Failure to disclose such criminal proceedings/convictions that arise during the period of your employment could also result in disciplinary action being taken against you up to and including summary dismissal.

16.2 A charge or conviction for any other type of offence during the period of your employment should also be reported to the Town Clerk. Such charges or convictions may result in disciplinary proceedings being taken against you, up to and including dismissal, where, in our opinion, the charge or conviction:

- affects your suitability for your role.
- impairs the reputation of the Town Council.
- seriously undermines the trust and confidence in you.

Appendix 2

Dignity at Work Policy

Adopted by Personnel Committee on 28th January 2020

Review Date: April 2022

Introduction

The Town Council is committed to creating a harmonious environment by ensuring equal opportunities and fair treatment for every employee in the workplace. One of the key aims of the policy is to provide a positive working environment in which all staff feel comfortable and in which everyone is treated with respect and dignity, regardless of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief or any other personal factor or quality.

This policy aims to ensure that there is no bullying and harassment of and by any employee, contractor, or anyone else engaged to work on Town Council premises. The purpose of this policy is to provide you with both protection and a procedure to raise and effectively deal with a complaint either informally or formally, if you believe you have been harassed or bullied.

Bullying and Harassment

Bullying or harassment will constitute unlawful discrimination where it relates to one of the protected characteristics, outlined above. Serious bullying or harassment may amount to other civil or criminal offences, e.g. a civil offence under the Protection from Harassment Act 1997 and criminal offences of assault.

Bullying is offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that is meant to undermine, humiliate or injure another person.

Examples, though not an exhaustive list, which may constitute bullying are:

- threats, abuse, teasing, gossip and practical jokes;
- humiliation and ridicule either in private, at meetings or in front of customers or clients;
- name calling, insults, devaluing with reference to age, appearance;
- setting impossible deadlines;
- excessive monitoring;
- removing responsibilities;
- withholding information.

Harassment, in general terms, is unwanted conduct related to a relevant protected characteristic, that:

- violates a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
- is reasonably considered by a person to have the effect of violating his/her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him/her, even if this effect was not intended by the person responsible for the conduct.

Conduct may be harassment whether or not the person behaving in that way intends to offend. Something which is meant to be 'banter' may offend another person. Different people find different things acceptable. Everyone has the right to decide what behaviour is acceptable to him or her and to have his or her feelings respected by others.

Harassment may occur where an individual is subjected to unwanted conduct due to his/her association with another individual who has a protected characteristic.

Harassment may also occur where a person engages in unwanted conduct towards another because he/she has a mistaken perception that the recipient has a protected characteristic.

Harassment may also occur where an individual is subjected to unwanted conduct from a third party, such as a client or customer. If you feel that you have been bullied or harassed by customers, suppliers, vendors or visitors, you should report any such behaviour in order that appropriate action is taken. Bullying or harassment of customers, suppliers, vendors or visitors or others will be dealt with through the disciplinary procedure.

For the avoidance of doubt the Town Council will treat a single incident as harassment if it is sufficiently serious.

All bullying and harassment are misconduct and is a disciplinary offence which will be dealt with under the disciplinary procedure. Bullying or harassment will often be gross misconduct, which can lead to dismissal without notice.

Examples, though not an exhaustive list, of behaviour which may constitute harassment are:

- physical contact ranging from touching to serious assault;
- verbal and written harassment through jokes, offensive language, gossip and defamatory references;
- unwanted nicknames related to a protected characteristic;
- excluding an individual from social activities due to his/her association with someone with a protected characteristic;
- ignoring an individual because he/she has a protected characteristic when in fact he/she does not have the perceived protected characteristic;
- intrusion by pestering, spying, following etc.

The Town Council will treat all such complaints of harassment and bullying seriously and will investigate them promptly, efficiently and in confidence.

The main aim of this policy is to provide a framework for resolving complaints of harassment or bullying and for stopping any behaviour that is causing offence or distress.

Raising a Complaint

You have a right to complain if you are treated in a manner that you believe constitutes harassment or bullying. This will include behaviour that has caused you offence, humiliation, embarrassment, or distress.

Apart from complaints about the behaviour of colleagues, you also have the right to complain if you believe that you have been bullied or harassed by a third party, for example a customer, client, or supplier.

If you raise a complaint under this policy, you are automatically protected and under no circumstances will you be subjected to any unfavourable treatment or victimisation as a result of making a complaint. However, if it is established that you have made a knowingly false or malicious complaint against another person about harassment or bullying, serious disciplinary action will be taken against you which may result in your dismissal.

If you witness an incident that you believe to be the harassment or bullying of another member of staff you should report the incident in confidence to your manager who will consider all such reports seriously and will treat the information in strict confidence, as far as it is reasonably possible to do so.

Reporting a Complaint

Before raising a formal complaint, you are encouraged in the first instance to talk directly and informally to the person to whom you believe is harassing you and explain clearly what aspect of the person's behaviour is unacceptable, or is causing offence to you, and request that it stop.

It may be that the person whose conduct is causing offence is genuinely unaware that their behaviour is unwelcome or objectionable and that a direct approach may resolve the matter without the need for formal action.

If you would like support in making such an approach, you should contact your manager or the Town Clerk. However, if you feel unable to take this course of action, or if you have already approached the person to no avail, or if the harassment is of a very serious nature, you may decide to raise a formal complaint.

Formal complaints may be raised, in writing, with your manager or, if preferred, the Town Clerk. You may feel more comfortable speaking to them about it before putting it in writing, which is quite acceptable.

When lodging your complaint of harassment/bullying, you should state:

- the name of the person whose behaviour you believe amounts to harassment or bullying;
- the type of behaviour that is causing offence, together with specific examples if possible;
- dates and times when incidents of harassment or bullying occurred, and where they occurred;
- the names of any employees who witnessed any incidents, or who themselves may have been the victims of harassment or bullying by the same person; and
- any action that you have already taken to try to deal with the harassment or bullying.

Management Responsibility

When a complaint of harassment or bullying is received, there is a duty to investigate the matter thoroughly and objectively and to take corrective action in order to ensure compliance with the Dignity at Work Policy.

The Town Council will be responsive and supportive towards anyone who raises a genuine complaint of harassment or bullying. The Town Clerk will assist any manager in dealing with complaints of harassment or bullying.

The Town Clerk may suspend you from duty pending investigation for harassment or bullying for a temporary period whilst investigations are carried out. Such suspension will be for as short a time as possible and will be on full pay.

If you are accused of harassment or bullying you will be informed of the exact nature of the complaint against you and afforded a full opportunity to challenge the allegations and put forward an explanation for your alleged behaviour in a confidential interview, with a companion present if you choose. It will not be presumed that following an allegation of harassment you are guilty.

All forms of harassment and bullying will be regarded as serious misconduct, and if you are found to have harassed or bullied a colleague you will be liable to serious disciplinary action up to and including summary dismissal.

Although not always necessary, if a complaint against you is not upheld, a voluntary transfer of either of the parties may be offered, if that is practicable. Such transfers will be consensual.

If it is agreed neither party will move, the Town Clerk will monitor and check the situation in terms of our duty of care to determine whether there has been any form of victimisation or retaliation.

Alternatively, where a complaint is upheld it may be necessary, if practicable to relocate or transfer one of the parties to another department or function.

Following the meeting, you will be informed in writing of the outcome within 7 working days and told of any actions as a result of your complaint. If you are dissatisfied with the outcome, you may make an appeal. Your appeal should be made in writing to the Town Clerk. You should clearly state the grounds of your appeal, i.e. the basis on which you say that our findings were inaccurate or inappropriate. This should be done within 7 working days of the written notification of the outcome of the grievance. An appeal meeting will normally be arranged to take place within 5 working days of the submission of your appeal.

Following the appeal hearing, you will be informed of the outcome within 5 working days.

The Town Clerk will maintain records of investigations into alleged incidents of harassment or bullying, the outcome of the investigations and any corrective or disciplinary action taken. These records will be maintained in confidence and in line with the provisions of the Data Protection legislation.

Exploitation of Workers

There is an obligation on employers under the Modern Slavery Act (2015) to address the issues of slavery and human trafficking, and to commit to the prohibition and avoidance of the violation of human rights (not only within the employer's own operations, but also in relation to those businesses with which products and services are provided or received).

- The Council is forthright and steadfast in complying with these obligations, and fully embraces not only the legal aspects of these issues, but also the moral and ethical duties and responsibilities in identifying and, where necessary, eliminating potential breaches of basic human rights.
- It is therefore the policy of the Council that practices such as forced labour, debt-bonded labour, and human trafficking are totally unacceptable and will not be tolerated.
- Similarly, inhumane treatment such as corporal punishment or other inhumane threats are also viewed as totally unacceptable and will not be tolerated.
- Furthermore, we expect corresponding standards, duties, and responsibilities to be upheld and maintained by all our officers and members, guests, sub-contractors, and business associates.
- Through our existing policies and procedures, we will always seek to promote the highest moral standards and will voluntarily and wholeheartedly support all statutory legislation and regulatory guidelines aimed at eliminating these totally unacceptable and inhumane practices.
- We encourage all those within our organisation and services, whether directly or indirectly, to report (without fear of prejudice or recrimination) any issues or concerns relating to the potential breaches of human rights.

Stress and Anxiety at Work

Workplace anxieties and stress are issues that could impact on the health, safety, and welfare of individuals, and it is important to identify potential situations that could escalate normal everyday situations into excessive pressures and anxieties. (see also Health and Safety Policy)

The Health and Safety Executive (HSE) defines stress as *“the adverse reaction people have to excessive pressure or other types of demand placed on them”*. This definition makes an important distinction between pressure, which can be a positive state if managed correctly; and stress, which can be detrimental to health and welfare.

The Council will therefore seek to identify situations that could lead to excessive stress or anxiety, with a view to eliminating, or controlling and minimising, the risks. To achieve this, we will:

- Encourage interaction and consultation between management and staff, with a view to identifying and preventing excessive stress levels;
- Encourage good management practices and appropriate information sharing;
- Offer impartial support (for instance, via our HR advisers) for staff affected by stress, whether in work or externally;
- Only undertake fundamental procedural changes within the organisation following appropriate consultation with staff members;
- Ensure staff members are fully capable of carrying out their role and duties;
- Monitor workloads to ensure that staff members are not struggling and overloaded;
- Monitor contractual working time and overtime to ensure that staff members are not struggling and overworking;
- Monitor holiday leave to ensure that staff members are taking their full annual entitlement;
- Ensure that, where available and appropriate, staff members are provided with meaningful role development opportunities;
- Consider training in management practices, and health, safety and welfare;
- Be vigilant, and offer additional support to individual employees who may be experiencing stress issues outside work (e.g. bereavement, divorce, family issues);
- Support staff members who have been off sick with stress and plan a structured and considerate return to work.

CREWE TOWN COUNCIL: CONTRACT OF EMPLOYMENT

JOB TITLE:

Post No:

This document sets out your principal terms and conditions of employment, including the written particulars, required by the Employment Rights Act 1996 (as amended), and constitutes the Contract of Employment between the parties:

Crewe Town Council, 1 Chantry Court, Forge Street, Crewe, Cheshire, CW1 2DL (the Council) and

A N OTHER
(the Employee)

1 JOB TITLE AND DUTIES

- 1.1 Your job title is that of **OFFICER**
- 1.2 Your normal duties are those set out in the Job Description for your post.
- 1.3 The qualities, competencies and experience required, are set out in the Person Specification for your post.
- 1.4 The National Agreement on Pay and Conditions of the National Joint Council (NJC) for Local Government Service (the Green Book) applies to your employment, save as amended by this contract.
- 1.5 The Council may amend this job title and description from time to time and you may at any time be required to undertake such additional or other duties or work as the Council may deem appropriate.
- 1.5 You are responsible to [the Council, or to a committee for certain responsibilities where it has formal delegated responsibility] or [stated line manager].
- 1.6 It is also agreed that in order to protect their legitimate interests, the Council has, and retains, the right at any time (including during any period of notice given or to be given to you or the Council) to require you either to remain at home for such period(s) and on such conditions as the Council may specify ("Garden Leave") or to provide you with alternative work of a broadly similar nature to the work which you may be asked to perform under this Contract. If you are required to remain at home on Garden Leave, you will receive your full salary and other benefits, and you will remain subject to the terms and conditions of your employment.

2 COMMENCEMENT & DURATION OF EMPLOYMENT

- 2.1 Your employment with Crewe Town Council began on XXXX.
- 2.2 This contract commenced on XXXX and supersedes your previous contract of XXX.

2.3 No employment with a previous employer, or prior to the date at Clause 2.1, counts as part of your period of continuous employment with the Council, [unless it was in local government immediately prior to your appointment to the Council, (or other body determined by regulation) in which case your service date for statutory purposes is ???].

2.4 [Your employment is on a fixed term basis, and is currently expected to continue only until XXXXXXXX at which time it will automatically expire without the need for notice unless otherwise agreed in writing between you and us. You will be notified one month before this date whether or not the Council intends to offer employment for a further fixed term. Where an offer is not made or you do not accept any offer made, your employment will end on the stated day. Notwithstanding that this contract is for a fixed term, we reserve the right at our entire discretion to terminate your employment at any time by giving you notice in line with the Notice of Termination clause below. This could occur for operational reasons, or for any other reason that we deem appropriate.
~~In accepting a fixed term contract you have agreed to waive your rights to claim unfair dismissal and/or redundancy payment on expiry of your contract].~~

3 PROBATIONARY PERIOD

[Your employment is not subject to any probationary period], or

3.1 The first 6 months of your employment will be a probationary period allowing us to monitor your capability, suitability and conduct. Your employment may require to be terminated during, or at the conclusion of, your probationary period if we consider you to be unsuitable for your particular role. Alternatively, we may decide to extend your probationary period to allow us further time to assess your suitability. Any authorised leave taken during the probationary period will normally result in an equivalent extension of the duration of the probationary period.

3.2 Your employment may be terminated on two week's notice given in writing by you or the Council at any time during or at the end of this period.

~~3.3 The disciplinary procedures referred to in clause 18 of this document do not apply during the probationary period and no right of appeal will be granted following a failed probation."~~

~~3.4 The Council may extend the probationary period by giving written notice to you of the length of the extension.~~

4 PAY

4.1 You will be paid in accordance Scale Points XX-YY. Your salary at the commencement of this contract is ScP Z, currently this is £XXX per annum for XX hours per week.

4.2 Your annual salary is paid in 12 instalments. Your salary will be paid by direct bank transfer on 15th day of each month, and relates to the full month in which it is paid.

- 4.3 There is no automatic increase through the points on your Scale. Progress is subject to a recommendation to Personnel Committee following your annual Employee Development Review (appraisal).
- 4.4 The Council has adopted the collective agreement known as the “Green Book” issued by the NJC for Local Government Services, and will therefore review your pay annually on or around 1st April in each year, after receiving the notice of the national settlement. There is no obligation on the Council to increase your salary in line with the national review. You will be notified in writing of any change to your pay.
- 4.5 No payment is paid for travelling or expenses in getting to your normal place of work. Reasonable expenses incurred in the course of your duties are reimbursed. Details are included in the Employee Handbook.

5 DEDUCTIONS

5.1 The council reserves the right to require you to repay, either by deduction from your wages/salary or any other method acceptable to the council:

- any losses sustained by us in relation to our property or monies, or the property or monies of our clients, customers, visitors or other employees, during the course of your employment caused through your failure to follow our rules/procedures, failure to follow our instructions, your carelessness, your negligence, your recklessness, your omission, your wilful act or through any dishonesty on your part;
- any damages, expenses or any other monies paid or payable by us to any third party for any act or omission for which we may be deemed vicariously liable on your behalf;
- any amounts of remuneration, expenses or any other payments which are overpaid to you whether made by mistake or through any misrepresentation or otherwise;
- any holiday pay paid to you in respect of holiday granted in excess of your accrued entitlement as at the date of termination of your employment;
- costs resulting from any training agreement you have signed, should you leave our employment before it expires;
- any losses or expenses sustained by us arising from you leaving your employment without giving the stipulated contractual notice or failing to work your full contractual notice period without prior agreement;
- any other sums owed to us by you, including, but not limited to, any outstanding loans or advances.

In the event of such sums being due on the termination of your employment, and if your final salary payment is insufficient to allow for the whole of any such deduction, you will be required to repay the outstanding amount due within one month of the date of the termination of your employment.

The Council reserves the right at its discretion to deduct from your pay any

Commented [GF1]: It is recommended to have not only contain a general deduction clause, but also more specific deduction clauses to cover return of property, damage to property, overpayments, loans etc. as per our separate bullets.

~~sums which you may owe the Council including, without limitation, any overpayments or loans made to you by the Council or losses suffered by the Council as a result of your negligence or breach of Council rules.~~

~~5.2 The Council expressly reserves the right to deduct from your final wages and/or seek the reimbursement of part or all of the loss incurred by reason of your unauthorised absence during your notice period, or in the event that you terminate your employment without giving the notice required by Clause 27, but provided always that the amount of such deduction shall not exceed one days pay for each day of such absence.~~

6 HOURS OF WORK

- 6.1 You are normally required to work [37] hours a week. Your normal hours of work are XX hours to XX hours Monday to Friday inclusive, with an unpaid lunch break of 30 minutes. The Council operates a flexi which will apply to you.
[As some work will need to be undertaken outside office hours, your actual times of working will vary from week to week by agreement].
- 6.2 The Council reserves the right to vary your hours of work as may be reasonably necessary to meet its business needs, and it is a condition of employment that you work flexibly. Except in the case of urgency, you will be given as much notice as possible.
- 6.3 You are also required to work reasonable amounts of overtime in addition to your normal hours of work if necessary, for the proper performance of your duties. Except in the case of urgency, you will be consulted in advance and given as much notice as possible.
- 6.4 You will receive payment or time off in lieu for any approved additional hours worked each month, at the Council's discretion. Time off in lieu will always be on a single time basis. Overtime may be paid at the Council's discretion, in accordance with the Employee Handbook.

7 PLACE OF EMPLOYMENT

- 7.1 You will be based at the Council's offices at 1 Chantry Court, Forge Street, Crewe, Cheshire, CW1 2DL [or other specified place] however you may also be required to work temporarily or permanently at another of the Council's sites within the Town, or at other locations as necessary for the fulfilment of your duties.

8 HOLIDAY ENTITLEMENT & HOLIDAY PAY

- 8.1 The Council's holiday year runs from 1st April to 31st March each year.
- 8.2 During this holiday year, in addition to public holidays, you will be entitled to XX working days paid holiday. [explanation that for part-time this relates to a % of full time]

Your holiday entitlement for the year in which you join the Council is calculated on a pro rata basis i.e. 1/12th of annual entitlement for each complete month of service.

- 8.3 After one full holiday year of continuous service, your holiday entitlement will increase by one day for each completed year of service, up to a maximum of 5 additional days. [This will again be on a pro-rata basis if you are employed part time].
- 8.4 You are entitled to [the usual](#) 8 public or bank holidays [in England and Wales](#) per year. These will be on a pro rata basis if you are part time. The Council reserves the right to require you to work on a public holiday in return for which you will be entitled to take off the time as agreed with the Council.
- 8.5 You must normally give at least 4 weeks notice of proposed holiday dates and these must be agreed with the Town Clerk before you commit yourself to bookings or any alternative arrangements. Where —more than one member of staff requests leave at the same time, leave will usually be authorised on a first come first served basis but will be equitable to all staff so that “favourite” times are shared.
- 8.6 The Council may at its discretion, authorise up to 5 days [pro rata for part-time staff] unused holiday to be carried over to a subsequent holiday year. You will you be entitled to receive pay in lieu of any unused holiday entitlement other than in statutory or exceptional circumstances or in accordance with Clause 8.8..
- 8.7 Your holiday entitlement for the year in which you leave the Council is calculated on a pro rata basis i.e. 1/12th of annual entitlement for each complete month of service.
- 8.8 Upon termination of your employment you will be entitled to pay in lieu of any unused Council holiday entitlement or be required to repay to the Council pay received for holiday taken in excess of your entitlement under clause 8:2 & 8:3. Any sums so due may be deducted from any money owing to you. The Council reserves the right to require you to take any unused Council holiday entitlement during your notice period, even if booked to be taken after the end of the notice period.
- 8.9 Where you have booked holiday and are sick or injured during that holiday period, you will be awarded additional holiday entitlement only where you comply with the sickness reporting and certification requirements. No additional leave will be awarded for sickness or injury during a public holiday.

9 PENSION

- 9.1 The Council have resolved to offer the right to all employees to join the Cheshire Local Government Pension Scheme, for which they will pay the appropriate employer contribution. If you choose to join you will be required to contribute the minimum employee contributions in accordance with the rules of the scheme.

- 9.2 The Pension Act 2008 introduced compulsory Workplace Pension provision which now apply to this Council. Subject to you meeting certain qualifying criteria, you will be automatically enrolled into the Cheshire Local Government Pension Scheme, which is a qualifying pension scheme.
- 9.3 Pension benefits are subject to the provisions governing the pension scheme as amended from time to time. Full details of the Cheshire Local Government Pension Scheme may be obtained from the Council. We reserve the right to amend the Pension Scheme at any-time subject always to legislation. Further information will be provided separately but if you have any queries, you should direct those to the Town Clerk.
- 9.4 You do have the right to opt-out of auto-enrolment at any time but you only have a limited period of time in which to do so if you wish to take a refund of contributions paid. If you wish to opt-out, you will need to contact the Cheshire Local Government Pension Scheme directly.

10 OTHER EMPLOYMENT

- 10.1 During your hours of work for the Council you must devote the whole of your time, attention and abilities to your duties for the Council. You may not, under any circumstances, whether directly or indirectly, undertake any other duties, of whatever kind, during this time.
- 10.2 Outside your hours of work for the Council, you may not be otherwise employed without the consent of the Council. Such consent will not be unreasonably withheld.

11 DECLARATION OF INTEREST

- 11.1 You are requested to declare any interest necessary for compliance with the Officer Code of Conduct and any associated protocols.

~~12 RETIREMENT~~

~~12.1 The Council does not have a default retirement age, and employees are entitled to remain at work after the State retirement age. You still have the right to retire at the State retirement age if you wish and may request to retire before reaching this age.~~

~~12.2 Termination of your employment by the Council will not be related to your age, but will be subject to other relevant sections of this Contract. Termination of employment by you, will be subject to the notice period specified in this Contract.~~

13 ABSENCE & NOTIFICATION OF SICKNESS

- 13.1 If you are unable to attend work for any reason and your absence has not previously been authorised by the Council, you must inform your line manager or Town Clerk of the fact of your absence and the full reasons for it and the date of your expected return by 10.00 hours on each working day of absence until you have provided the Council with a medical certificate. You must not leave a message with a colleague or

anyone else and only when you are unable to telephone personally should someone else notify the Council.

- 13.2 If you are absent from work due to sickness or injury which continues for more than seven days (including weekends) you must provide the Council with a medical certificate by the eighth day of sickness or injury. Thereafter medical certificates must be provided to the Council to cover any continued absence.
- 13.3 Immediately following your return to work after a period of absence which has not previously been authorised by Council, you are required to complete a Self-Certification Form. Self-Certification Forms will be retained in the Council's records.
- 13.4 Failure to notify absence will mean that you are unauthorised absent, which will be unpaid, and could lead to Disciplinary Proceedings.

14 SICK PAY

- 14.1 If you are absent from work due to sickness or injury and comply with the _____ requirements in this clause and clause 13, you will be paid Statutory Sick Pay [provided you are eligible in terms of the current SSP regulations and have complied with all relevant rules relating to sickness absence and notification.](#) ~~in accordance with the provisions of the Social Security Contributions and Benefits Act 1992.~~ For Statutory Sick Pay purposes, your qualifying days are Monday to Friday.
- 14.2 After completion of the probationary period, at the Council's absolute discretion and subject to the Council's absence reporting procedures, where you are absent due to sickness or injury, you may receive Council Sick Pay, of up to a maximum of 26 weeks full pay and 26 weeks half pay in any twelve month rolling period. The actual entitlement is dependent on your service length of service. Council Sick Pay will be such as to make up the difference between your SSP entitlement and your current basic pay. [See Employee Handbook]
- 14.3 The Council reserves the right to require you to be certified fit for work by an independent doctor at its expense before allowing a return to work and the associated payment of your normal wages, notwithstanding that your own doctor may certify you fit for work earlier.
- 14.4 If you are injured as a result of the negligence of a third party and absent from work as a result, you are under an obligation to include in any claim brought by you against the third party, a sum equal to any payments made by the Council to you during such absence and in the event of recovery repay to the Council all sums so received.

15 MEDICAL REPORTS

- 15.1 You may be required by the Council to submit at any time during the course of your employment to a medical examination by a registered medical practitioner nominated by the Council. The purpose of such examination shall be to determine

whether there are any matters which might impair your ability to perform your duties. It is agreed that you give such authority as is required by the Council's nominated medical practitioner to disclose to the Council the findings. All expenses associated with obtaining the report will be borne by the Council.

16 TELEPHONE CALLS & E-MAILS

16.1 It is agreed that the Council may intercept telecommunications and e-mails made or received by you via the Council's systems. The purpose of such interceptions is for the monitoring and recording of communications:

16:1:1: to ascertain compliance with procedures and to ascertain or demonstrate standards which are or ought to be achieved;

16:1:2: to prevent or detect crime;

16:1:3: to investigate or detect unauthorised use of telecommunications and IT systems;

16:1:4: to secure effective system operation

16:1:5: to monitor communications made to anonymous telephone lines (this does not affect your right to make a protected disclosure);

16:1:6: to monitor received communications to determine whether they are personal or business communications;

Commented [GF2]: This should be dealt with via a separate policy, also has GDPR implications

17 EMPLOYEE RECORDS AND PERSONAL PROPERTY

17.1 It is agreed that you consent to the Council keeping records, both paper and electronic, of your personal data to include but not limited to: name; contact details; date of birth; marital status; emergency contact details; ethnic origin; National Insurance Number; bank details; disciplinary and grievance records; sickness and absence records; medical information; trade union membership.

17.2 The information kept by the Council in accordance with clause 17.1 will only be used for the following purposes: reviewing your performance under this contract; disciplinary, grievance or tribunal proceedings; payroll; the monitoring of the Council's equal opportunity policy. In all other cases, any information will only be disclosed to third parties with your agreement unless there is an overriding justification which may include but is not limited to, the prevention or detection of crime; the apprehension or prosecution of offenders or national security.

Commented [GF3]: Since GDPR can no longer rely on rolled up consent clauses.

Also 17.2 should be dealt with by way of a separate privacy notice.

17.3 You must notify the Council in writing of any changes in your permanent address, marital status or other information reasonably required by the Council.

17.4 The Council accepts no responsibility for any loss or damage to your personal property.

17.5 The Council may require you to have a Disclosure and Barring Service ([CRB/DBS](#)) check.

18 DISCIPLINARY, GRIEVANCE, COMPETENCE & APPEALS PROCEDURES

- 18.1 If you have a grievance relating to your employment, you should proceed in accordance with the Council's grievance procedure, which is set out in the Employee Handbook, but which does not form part of your terms and conditions of employment.
- 18.2 The Council deals with disciplinary matters in accordance with its Disciplinary Procedures and Disciplinary Rules which are set out in the Employee Handbook but which do not form part of your terms and conditions of employment.
- 18.3 The Council deals with capability matters in accordance with its Competence Procedure which is set out in the Employee Handbook but which do not form part of your terms and conditions of employment.
- 18.4 If you are dissatisfied with any decision under the Disciplinary or Competence Procedures, you may appeal in accordance with the Appeals Procedure which is set out in the Employee Handbook but which do not form part of your terms and conditions of employment.

19 TRAINING COSTS

~~19.1 Subject to the Council's prior approval and at the Council's discretion it may permit you to have paid leave to attend training courses.~~

~~19.2 In the event the Council agree to be responsible for the payment of course fees, registration fees and/or examination fees required for you to complete a professional qualification or undertake training, you agree to reimburse the Council:~~

- ~~• in full for any expenses incurred to this clause if you do not attend the course; or~~
- ~~• in full if you fail to complete the course or if your employment with the Council is terminated either by you or the Council within 6 months of the completion of the professional qualification or course attended, for which the Council was responsible for payment of the fee (it being acknowledge by you that your departure within such a period will have prevented the Council from deriving sufficient benefit from your training and or qualification). This is waived if termination is on the grounds of redundancy.~~

20 CONFIDENTIALITY AND COUNCIL PROPERTY

- 20.1 You must not disclose any information of a confidential nature relating to the Council or its business or in respect of which the Council owes an obligation of confidence to any third party during or after your employment except in the proper course of your employment or as required by law.
- 20.2 Confidential information for the purposes of this clause includes but it is not limited to confidential information whether or not recorded in documentary form or on computer database, disk, tape or other medium relating to the Council's

Commented [GF4]: This is now covered under the deduction from wages clause. We would also recommend issuing a separate training fees agreement to be able to recoup such costs.

affairs.

- 20.3 You must not remove any documents, or tangible items which belong to the Council or which contain any confidential information from the Council's premises at any time without proper advance authorisation.
- 20.4 You must return to the Council upon request and, in any event, upon the termination of your employment, all documents and tangible items which belong to the Council or refer to any confidential information and which are in your possession or under your control.
- 20.5 You must, if requested by the Council, delete all confidential information from any re-usable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

21 INTELLECTUAL PROPERTY

- 21.1 Where the employee as part of his/her work makes or creates any intellectual property rights which may be of benefit to the Council, he or she shall inform the Council. These intellectual property rights will then be owned absolutely by the Council. The employee shall cooperate fully to ensure such ownership and in so doing, waives all legal and moral right to them.

22 ACCEPTANCE OF GIFTS

- 22.1 You must not accept any gift or favour of whatever kind except in accordance with the Officer Code of Conduct.

23 HEALTH AND SAFETY AT WORK

- 23.1 The Council will take all reasonably practicable steps to ensure your health safety and welfare while at work. It is your legal duty to take care for your own health and safety and that of your colleagues.
You must familiarise yourself with the Council's Health and Safety Policy and its Safety and Fire rules.

24 POSITIVE WORK ENVIRONMENT

- 24.1 In order that the Council may maintain a positive work environment for all employees, you are required not to engage in or permit any fellow employee to engage in any sexual, racial or other harassment of or unlawful discrimination against any person (whether or not a Council employee) in the course of your or their employment by the Council.

25 COLLECTIVE AGREEMENTS

- 25.1 There are no collective agreements relating to your employment.

26 VEHICLES

- 26.1 You may only use your own vehicle on Council business with the prior approval of Council and you are responsible for ensuring that the vehicle is adequately insured for business use.
- 26.2 When you use your own vehicle for approved business use, and where you submit a claim in accordance with the Council's policy, you will be entitled to claim a mileage allowance in accordance with the Council's policy, in force from time to time, which is contained within the Employee Handbook. You must promptly notify the Council of any accidents in which either you are involved whilst driving your own car on Council business or in which a Council vehicle is involved, any charges of driving offences brought against you, any convictions and of any punishment imposed.
- 26.3 [It is a condition of your employment that you have and keep a current driving licence. If you are disqualified from driving for any period the Council reserves the right to dismiss you.]
- 26.4 If you are required to drive on the Council's behalf, you must be physically and mentally capable of doing so in a safe, respectful and secure manner. You must not drive under the influence of drink or drugs. Furthermore, you must not drive if your ability is impaired by tiredness, (physical or mental), sickness or illness.
- 26.5 [During the course of your employment you will be expected to drive a Council vehicle. You will be expected to keep the vehicle clean and in good condition and to undertake routine driver checks. You will not use the vehicle for private purposes].

27 TERMINATION OF EMPLOYMENT

- 27.1 You are required to give the Council 1 months written notice to terminate your employment.
- 27.2 You are entitled to receive X weeks' notice from the Council. [This will increase by 1 week for every complete years' service up to a maximum of 12 weeks].
- 27.3 At the absolute discretion of the Council, payment in lieu of working notice may be made.
- 27.4 ~~Nothing in these terms and conditions of employment shall prevent the Council terminating your employment without notice or wages in lieu of notice in appropriate circumstances, which include gross misconduct.~~ The council reserves the right, at its absolute discretion, to make a payment in lieu of notice for all or any part of your notice period upon the termination of your employment (rather than you working out your notice period). This provision applies whether notice to terminate the contract is given by you or given by us.
For the avoidance of doubt, the Payment in Lieu shall not include any element in relation to:
 a) any bonus or commission payments that might otherwise have been due during the period for which the Payment in Lieu is made;

- b) any payment in respect of benefits which you would have been entitled to receive during the period for which the Payment in Lieu is made; and
- c) any payment in respect of any holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.

Commented [GF5]: I have tightened the wording here so that the clause provides for payment of basic salary only without taking account of bonuses, commission payments or the value of any other contractual benefits.

27.5 If you have resigned with notice, or you have been given notice of termination of your employment by us, we reserve the right, at our absolute discretion, to require you not to attend your place of work for all or part of the notice period. In these circumstances, your contract of employment will continue in force until the end of your notice period and you will continue to receive full pay and any contractual benefits to which you are entitled in the normal way. You will also remain bound by all the obligations and restrictions set out in your contract of employment, save the duty to attend work. You must remain available to be contacted by us during this period.

Commented [GF6]: This is a useful clause to have in the contract as it can protect the employer by keeping an employee out of the workplace so as to limit their contact with other employees and their access to confidential information. You may find that this would only be more suitable to senior members of staff.

27.6 We shall be entitled to terminate your employment summarily, i.e. without notice or pay in lieu of notice, without prejudice to any rights or claims we may have against you if at any time you are guilty of any type of gross misconduct or if you commit any serious breach of a material term of your contract of employment.

Commented [GF7]: This clause is recommend as it allows the employer to terminate the contract if an employee is in material breach of contract.

28 OBLIGATIONS TO THIRD PARTIES

28.1 You warrant that by entering into employment with the Council on the terms of this Statement, you are not in breach of any contract of service or for the provision of services or any partnership agreement and are free from all agreements, arrangements or other undertakings restricting your right to compete with any person, do business with any person or to solicit clients or employees of any person or in any way restricting you from performing your obligations hereunder.

29 CHANGES TO YOUR TERMS OF EMPLOYMENT

29.1 The Council reserves the right to make reasonable temporary or permanent changes to any of your terms and conditions of employment and will notify you in writing of such changes at the earliest opportunity.

29.2 Such changes will be deemed to be accepted unless you notify the Council of any objection in writing within 10 days of written notification to you.

30 Other Paid Leave

Your rights to maternity leave, paternity leave, adoption leave, shared parental leave and parental bereavement leave, including your eligibility for paid leave, will be in accordance with the current relevant statutory regulations. Please refer to the Employee Handbook for further information on other paid leave.

Commented [GF8]: It is now a requirement to set out details of any paid leave other than holiday and sick leave, which the employee is entitled to take, this will include maternity leave, paternity leave etc.

31 Benefits
OPTION 1

[In addition to the benefits specified elsewhere in this document, you may be provided with the following benefits during your employment, [after successful completion of your probationary period/other time qualifying period] subject to any rules applicable to the relevant benefit:

Commented [GF9]: Are any staff entitled to any other benefits to those already covered in the contract?

This is now a section 1 requirement to be included in the contracts for staff employment on or after 6th April 2020.

Benefits include anything that is deemed as having an economic value such as salary sacrifice scheme, private healthcare insurance, company vehicle etc

Please let me know which option is applicable.

- a) [BENEFIT];

- b) [BENEFIT];
- c) [BENEFIT].

We reserve the right, at our absolute discretion, and on reasonable notice, to withdraw these benefits, to substitute other benefits, or to amend the level of these benefits.

In the event any of the benefits specified in this clause are provided to you by a third party and that third party provider refuses to provide benefits to you, we shall not be liable to provide these benefits or any compensation in lieu.

Further details of these benefits are available from [INSERT].

OPTION 2

You are not entitled to any other benefits during your employment.

32 Training

OPTION 1 – delete and amend as appropriate

During your employment with us you must complete [SPECIFY TRAINING] which will be paid for by us.

During your employment with us you must complete [SPECIFY TRAINING] at your own expense.

During your employment with us you are entitled to take part in [specify training courses] which may be provided from time to time. Please contact us if you would like to take one of these training courses.

Please refer to the Employee Handbook for further information regarding performance and training.

OPTION 2

You are not entitled to any mandatory training during your employment.

Commented [GF10]: Again as part of the April 2020 changes, any training that is mandatory/ compulsory as part of their duties must be stated in the contract, and whether it is paid for by the company or at the employee's expense.

This does not include in house or on the job training.

Commented [GF11]: If there is no mandatory/ compulsory training this must also be stated.

The principal rules, policies and procedures relating to employment with the Council are set out in the Employee Handbook, a copy of which will be given to you. These do not form part of your terms and conditions of employment.

Please sign and return the duplicate copy of this Contract of Employment to indicate your acceptance of its terms.

Signed.....

Town Clerk [Mayor in case of Town Clerk], for and on behalf of the Council

Date.....

I acknowledge receipt of this statement and I agree to the above terms and conditions of employment.

Signed.....

Employee

Date.....

Crewe Town Council Current Year

Payments 1/11/22 to 31/01/23

Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total
30/10/2022	4721203	RIGHTFUEL	RIGHTFUEL	£19.24	£3.85	£23.09
31/10/2022	0050/301057	MKM01	MKM BUILDINGSUPPLIES	£148.47	£29.69	£178.16
31/10/2022	3348	MMCL01	MM CLEANING	£190.00	£38.00	£228.00
31/10/2022	3960	WESTSIDE	WESTSIDE	£29.68	£5.94	£35.62
31/10/2022	36940	DESI01	DESIGN OFFICE	£398.00	£4.00	£402.00
31/10/2022	125117	FOUROAKS	FOUR OAKS	£110.20	£22.04	£132.24
31/10/2022	0923742U	LEXI01	LEXIS NEXIS	£171.99	£0.00	£171.99
31/10/2022	5.7611E+12	PPG	PPG AC	£45.00	£9.00	£54.00
31/10/2022	CTC0297	RBL201	RBL LONDON	£150.00	£0.00	£150.00
01/11/2022	0050/301058	MKM01	MKM BUILDINGSUPPLIES	£35.21	£7.04	£42.25
01/11/2022	1494	VAST01	VASTUM	£66.00	£13.20	£79.20
01/11/2022	125137	FOUROAKS	FOUR OAKS	£121.20	£24.24	£145.44
01/11/2022	131555	HOLD01	HOLDFAST	£35.15	£7.03	£42.18
01/11/2022	357601	SHAR01	SHARPLES	£9.86	£1.97	£11.83
01/11/2022	1041749	BRIG01	BRIGHTER BILLS	£310.69	£62.14	£372.83
03/11/2022	14025	CONS01	CONSTRUCTIONLINX	£1,875.00	£375.00	£2,250.00
03/11/2022	125191	FOUROAKS	FOUR OAKS	£136.50	£27.30	£163.80
03/11/2022	761873279/0	SSE01	SOUTHERN ELECTRIC	£309.25	£15.46	£324.71
04/11/2022	57566	FIFI01	FIFIELD	-£195.33	£0.00	-£195.33
04/11/2022	220211	TUDO01	TUDOR	£43.59	£8.72	£52.31
04/11/2022	111898734/0	SSE01	SOUTHERN ELECTRIC	£187.15	£9.36	£196.51
06/11/2022	4740417	RIGHTFUEL	RIGHTFUEL	£3.00	£0.60	£3.60
07/11/2022	509	STAF01	STAFFS	£110.00	£0.00	£110.00
07/11/2022	125228	FOUROAKS	FOUR OAKS	£136.50	£27.30	£163.80
07/11/2022	125239	FOUROAKS	FOUR OAKS	£511.10	£102.22	£613.32
08/11/2022	125256	FOUROAKS	FOUR OAKS	£36.40	£7.28	£43.68
08/11/2022	12000235	GREGGAS	GREG GAS SERVICES	£95.79	£0.00	£95.79
09/11/2022	973	BLIT02	BLITZ FIREWORKS	£765.00	£153.00	£918.00
09/11/2022	76708	CWLW01	CWLW	£42.50	£8.50	£51.00
11/11/2022	8681	LJPRINT	L J PRINT LIMITED	£83.00	£16.60	£99.60
11/11/2022	8682	LJPRINT	L J PRINT LIMITED	£368.00	£0.00	£368.00
11/11/2022	52165	DG	DG OFFICE	£139.27	£21.87	£161.14
11/11/2022	320933	WATE02	WATERPLUS	£44.05	£1.65	£45.70
13/11/2022	441341	AMBE03	AMBERON	£900.00	£180.00	£1,080.00
14/11/2022	513	STAF01	STAFFS	£640.00	£0.00	£640.00
14/11/2022	4412	JDHB01	JOHN HENRY	£495.00	£99.00	£594.00
14/11/2022	80541	ALPH01	ALPHA	£518.72	£103.74	£622.46
14/11/2022	103753	ADAMS	RJ ADAMS	£90.00	£18.00	£108.00
14/11/2022	261122	JOOGLE	JOOGLEBERRY	£1,800.00	£360.00	£2,160.00
14/11/2022	358039	SHAR01	SHARPLES	£136.79	£27.36	£164.15
14/11/2022	175458103	ZOOM01	ZOOM	£11.99	£2.40	£14.39
14/11/2022	1.17E+10	ANSA01	ANSA	£14,172.31	£2,834.46	£17,006.77
15/11/2022	221989	TUDO01	TUDOR	£38.27	£7.65	£45.92
15/11/2022	700115995	CHES01	CEC	£629.00	£0.00	£629.00
15/11/2022	GRANT	CMIS	MEN IN SHEDS	£1,632.00	£0.00	£1,632.00
15/11/2022	GRANT	SSG	STROKE SURVIVORS	£1,000.00	£0.00	£1,000.00
16/11/2022	8710	LJPRINT	L J PRINT LIMITED	£83.00	£16.60	£99.60
17/11/2022	19	COOP01	CO OP BANK	£9.10	£0.00	£9.10
17/11/2022	GRANT	CONNEXT	CONNEXIONS	£1,595.00	£0.00	£1,595.00
18/11/2022	30561	SCCC01	SCCCI	£208.00	£41.60	£249.60

18/11/2022	GRANT	CAUDWELL	CAUDWELL CHILDREN	£1,278.51	£0.00	£1,278.51
19/11/2022		988 BLIT02	BLITZ FIREWORKS	£350.00	£70.00	£420.00
19/11/2022		989 BLIT02	BLITZ FIREWORKS	£2,169.50	£433.90	£2,603.40
20/11/2022		11 CREWE01	CREWE BRASS	£400.00	£0.00	£400.00
21/11/2022	2022-002	MINI	MINI BEANS	£185.00	£37.00	£222.00
21/11/2022		11123 CWT	CHESH WILDLIFE	£625.00	£125.00	£750.00
21/11/2022		37012 DESI01	DESIGN OFFICE	£230.00	£2.00	£232.00
21/11/2022		107264 PETH01	PET HIRE	£11.99	£2.40	£14.39
21/11/2022		2220731 LUBBE	LUBBE AND SONS	£150.00	£30.00	£180.00
21/11/2022		1.17E+10 ANSA01	ANSA	£2,718.45	£543.69	£3,262.14
22/11/2022		754 JOHN01	J GREENALL	£1,800.00	£360.00	£2,160.00
22/11/2022		107272 PETH01	PET HIRE	£16.35	£3.27	£19.62
22/11/2022		107274 PETH01	PET HIRE	£65.00	£13.00	£78.00
22/11/2022	CI0225	FABULARIUM	FABULARIUM	£1,080.00	£0.00	£1,080.00
22/11/2022	CI0226	FABULARIUM	FABULARIUM	£1,080.00	£0.00	£1,080.00
22/11/2022	GRANT	NANTROAD	NANTWICH ROAD	£2,000.00	£0.00	£2,000.00
23/11/2022		52252 DG	DG OFFICE	£37.99	£7.60	£45.59
24/11/2022		107273 PETH01	PET HIRE	£9.00	£1.80	£10.80
24/11/2022		1.17E+10 ANSA01	ANSA	£89.16	£17.83	£106.99
26/11/2022		800 OLI NG	OLI NG	£50.00	£0.00	£50.00
26/11/2022	SWITCHON	CREWE01	CREWE BRASS	£300.00	£0.00	£300.00
27/11/2022		4774472 RIGHTFUEL	RIGHTFUEL	£21.82	£4.36	£26.18
28/11/2022	2022/02	CREA02	CREATIVE CREWE	£250.00	£0.00	£250.00
28/11/2022		4027 NGL01	NGL TECH	£315.91	£63.18	£379.09
29/11/2022		520 STAF01	STAFFS	£2,100.00	£0.00	£2,100.00
29/11/2022		80805 ALPH01	ALPHA	£1,098.46	£219.69	£1,318.15
29/11/2022		1.17E+10 ANSA01	ANSA	£66.43	£13.29	£79.72
29/11/2022	WINTER	MOTH01	MOTHERWELL	£1,750.00	£0.00	£1,750.00
29/11/2022	WINTER	WISH01	WISHING WELL	£3,100.00	£0.00	£3,100.00
29/11/2022	WINTER	STPA01	ST PAUL'S CENTRE	£2,000.00	£0.00	£2,000.00
29/11/2022	WINTER	STPC001	ST PETERS	£1,300.00	£0.00	£1,300.00
29/11/2022	WINTER	CCL001	CHANCE	£2,000.00	£0.00	£2,000.00
30/11/2022		134 WESTSIDE	WESTSIDE	£14.76	£2.95	£17.71
30/11/2022		3376 MMCL01	MM CLEANING	£152.00	£30.40	£182.40
30/11/2022		8789 LJPRINT	L J PRINT LIMITED	£80.00	£0.00	£80.00
30/11/2022		445638 AMBE03	AMBERON	£985.84	£197.17	£1,183.01
30/11/2022		1.17E+10 CHES01	CEC	£62.62	£0.00	£62.62
01/12/2022		1374 PHPROD	PH PRODUCTIONS	£11,727.00	£2,345.40	£14,072.40
01/12/2022		107636 PETH01	PET HIRE	£37.50	£7.50	£45.00
01/12/2022		1042113 BRIG01	BRIGHTER BILLS	£298.99	£59.80	£358.79
02/12/2022		4434 JDHB01	JOHN HENRY	£1,381.00	£276.20	£1,657.20
03/12/2022		3122022 WYKES	ROB WYKES	£250.00	£0.00	£250.00
04/12/2022		4793976 RIGHTFUEL	RIGHTFUEL	£16.88	£3.38	£20.26
05/12/2022		1.17E+10 CHES01	CEC	£96.00	£19.20	£115.20
06/12/2022		52345 DG	DG OFFICE	£37.99	£7.60	£45.59
06/12/2022		107643 PETH01	PET HIRE	£6.50	£1.30	£7.80
06/12/2022	111898734/0	SSE01	SOUTHERN ELECTRIC	£232.66	£11.63	£244.29
06/12/2022	ON ACC 3937	STPA01	ST PAUL'S CENTRE	£0.00	£0.00	£0.00
07/12/2022		522 STAF01	STAFFS	£220.00	£0.00	£220.00
07/12/2022		1.17E+10 ANSA01	ANSA	£37,167.51	£7,433.50	£44,601.01
07/12/2022		1.17E+10 ANSA01	ANSA	£2,444.88	£488.98	£2,933.86
07/12/2022	TTC001	THURSDAY	THURSDAY CLUB	£2,500.00	£0.00	£2,500.00
08/12/2022		52353 DG	DG OFFICE	£10.99	£2.20	£13.19
09/12/2022		40038 APMAT01	AP MATTHEWS	£160.00	£32.00	£192.00
09/12/2022		9122201 POPCHOIR	CHESHIRE POP CHOIRS	£250.00	£0.00	£250.00

11/12/2022	8830 LJPRINT	L J PRINT LIMITED	£128.00	£25.60	£153.60
11/12/2022	614680 WATE02	WATERPLUS	£71.64	£5.05	£76.69
12/12/2022	135 BRUC01	BRU CAFE	£85.15	£0.00	£85.15
12/12/2022	439 SHEDS	MEN IN SHEDS	£70.00	£0.00	£70.00
13/12/2022	1003 BLIT02	BLITZ FIREWORKS	£1,670.00	£334.00	£2,004.00
13/12/2022	1.27E+10 CHES06	CHESHIRE WEST	£500.00	£0.00	£500.00
14/12/2022	9BA74393EM ZOOM01	ZOOM	£11.99	£2.40	£14.39
14/12/2022	1007 BLIT02	BLITZ FIREWORKS	£1,957.00	£391.40	£2,348.40
14/12/2022	1008 BLIT02	BLITZ FIREWORKS	£110.00	£22.00	£132.00
14/12/2022	52402 DG	DG OFFICE	£47.50	£9.50	£57.00
14/12/2022	359174 SHAR01	SHARPLES	£138.41	£27.68	£166.09
16/12/2022	227397 TUDO01	TUDOR	£77.96	£15.59	£93.55
16/12/2022	EXPOCTDEC EXP	EXP ADMIN	£256.00	£0.00	£256.00
19/12/2022	20 COOP01	CO OP BANK	£9.10	£0.00	£9.10
19/12/2022	12000281 GREGGAS	GREG GAS SERVICES	£81.16	£0.00	£81.16
22/12/2022	77323 CWLW01	CWLW	£521.00	£104.20	£625.20
23/12/2022	17801 FOOL01	FOOLS PARADISE	£4,655.00	£931.00	£5,586.00
23/12/2022	58786 FIFI01	FIFIELD	£444.66	£0.00	£444.66
28/12/2022	4119 NGL01	NGL TECH	£315.91	£63.18	£379.09
29/12/2022	29122022 STANDREWS	ST ANDREWS CHURCH	£100.00	£0.00	£100.00
30/12/2022	1013 BLIT02	BLITZ FIREWORKS	£2,990.00	£598.00	£3,588.00
30/12/2022	8861 LJPRINT	L J PRINT LIMITED	£55.00	£11.00	£66.00
31/12/2022	3404 MMCL01	MM CLEANING	£128.95	£25.79	£154.74
31/12/2022	449691 AMBE03	AMBERON	£484.00	£96.80	£580.80
01/01/2023	189 WESTSIDE	WESTSIDE	£50.52	£10.10	£60.62
01/01/2023	1042471 BRIG01	BRIGHTER BILLS	£301.82	£60.36	£362.18
01/01/2023	4845836 RIGHTFUEL	RIGHTFUEL	£3.00	£0.60	£3.60
06/01/2023	229081 TUDO01	TUDOR	£10.20	£2.04	£12.24
06/01/2023	111898734/0 SSE01	SOUTHERN ELECTRIC	£389.65	£19.48	£409.13
07/01/2023	10123 MICW01	MICWIRE UK	£300.00	£0.00	£300.00
07/01/2023	17088 MICR01	MICROSHADE	£210.90	£42.18	£253.08
09/01/2023	1.17E+10 ANSA01	ANSA	£119.99	£24.00	£143.99
09/01/2023	JAN EXP EXP	EXP HERITAGE	£25.02	£0.00	£25.02
10/01/2023	1015 BLIT02	BLITZ FIREWORKS	£985.00	£197.00	£1,182.00
10/01/2023	52552 DG	DG OFFICE	£97.53	£13.52	£111.05
10/01/2023	1.17E+10 CHES01	CEC	£16,949.00	£0.00	£16,949.00
11/01/2023	52566 DG	DG OFFICE	£24.54	£4.91	£29.45
11/01/2023	108279 PETH01	PET HIRE	£49.99	£10.00	£59.99
11/01/2023	901718 WATE02	WATERPLUS	£123.62	£1.99	£125.61
12/01/2023	0050/301101 MKM01	MKM BUILDINGSUPPLIES	£101.66	£20.33	£121.99
12/01/2023	242791-1 SLCC	SLCC	£36.00	£0.00	£36.00
13/01/2023	360050 SHAR01	SHARPLES	£39.77	£7.95	£47.72
13/01/2023	2004900724 HMLR	LAND REG	£12.00	£0.00	£12.00
14/01/2023	184124604 ZOOM01	ZOOM	£11.99	£2.40	£14.39
15/01/2023	4869014 RIGHTFUEL	RIGHTFUEL	£14.87	£2.97	£17.84
17/01/2023	21 COOP01	CO OP BANK	£8.05	£0.00	£8.05
17/01/2023	4183 NGL01	NGL TECH	£62.50	£12.50	£75.00
18/01/2023	52613 DG	DG OFFICE	£164.16	£32.83	£196.99
18/01/2023	77577 CWLW01	CWLW	£200.00	£40.00	£240.00
19/01/2023	S197 MOTH01	MOTHERWELL	£500.00	£0.00	£500.00
20/01/2023	2004923551 HMLR	LAND REG	£6.00	£0.00	£6.00
22/01/2023	4879015 RIGHTFUEL	RIGHTFUEL	£9.06	£1.81	£10.87
23/01/2023	1244522 ESE	ESE DIRECT	£1,159.44	£231.89	£1,391.33
24/01/2023	1019 BLIT02	BLITZ FIREWORKS	£895.00	£179.00	£1,074.00
24/01/2023	2886 HUDSON	HUDSON OUTSOURCE	£13,000.00	£2,600.00	£15,600.00

24/01/2023	8931 LJPRINT	L J PRINT LIMITED	£2,275.00	£455.00	£2,730.00
25/01/2023	52671 DG	DG OFFICE	£13.70	£2.74	£16.44
26/01/2023	1.17E+10 ANSA01	ANSA	£35,317.46	£7,063.49	£42,380.95
27/01/2023	GRANT WILSON	WILSON HOUSE SCOUTS	£1,098.00	£0.00	£1,098.00
28/01/2023	4211 NGL01	NGL TECH	£320.39	£64.08	£384.47
30/01/2023	1023 BLIT02	BLITZ FIREWORKS	£198.66	£39.73	£238.39
30/01/2023	TVC4331 CRIM01	CRIME WATCH	£60.00	£12.00	£72.00
		TOTAL INVOICES	£207,325.25	£31,379.12	£238,704.37

Report Statement

Meeting:	Crewe Town Council 28 th March 2023
Report Purpose:	To provide a business and work delivery plan for 2023/24 based on the approved budget and corporate strategy
Version Control:	v1
Author:	Town Clerk

1. Report Summary

To ensure effective and efficient delivery of the council's services, this report sets out the delivery plan based on the approved budget for 2023/24, the Crewe Town Council Corporate Strategy and direction from committees.

Once approved, the business delivery plan will enable the council to progress agreed work, with clear reporting and ongoing direction from council and committees.

2. Background

The 2023/24 budget setting process began in July 2022 with council approving a schedule for member engagement and committees informing the draft budget based on the 2022/23 budget.

The schedule provided the draft budget for individual members to inform as well as committee agreement and onward recommendation to council.

The 2023/24 budget was approved by council on 6th December 2022 and Cheshire East Council informed of the associated precept requirement.

3. Position

The budget for 2023/24 is £1,299,315 with a precept amount of £1,265,115, which equates to £87.95 per annum contribution to council tax for a Band D property.

4. Equality Impact

Services delivered across the community

5. Sustainability Impact

Provision of a business delivery Plan ensures clarity of work schedule, transparency of council projects and services and provides the maximum amount of time to facilitate delivery.

6. Community Impact

Approval of a business delivery plan allows for efficient delivery of services to the community.

7. Governance

Crewe Town Council Financial Regulations

Crewe Town Council Financial Risk Assessment

Crewe Town Council Corporate Strategy

Crewe Town Council Terms of Reference

Localism Act 2011 s 1-6

8. Financial Impact

The business delivery plan allows for the delivery of services within the approved budget. Unallocated sums will be returned to council or delegated committee for approval once defined and agreed.

The below table displays the budget headings, committees associated and a description of the delivery costs. Some costs are as yet undefined and will be required to be returned to council or the delegated committee for later approval once defined.

	BUDGET HEADING	APPROVED BUDGET VALUE (£)	DESCRIPTION	DEFINED SPEND ALLOCATION (£)
Finance & Governance				
Payroll	Salaries	274,450	Officer/employee salaries	216,478
	Tax & NI	31,020	Costs of employment ("on-costs")	21,430
	Pensions Contributions	63,144	Employer pension contributions	48,924
	Payroll Admin Costs	1,400	External payroll administration	1,000
Borrowing	Loan Repayments	14,300	Public Works Loan Board repayments – relates to purchase of offices at 1 Chantry Court.	14,700
Administration	Bank Charges	1,600	Bank charges through the year	450
	Employee Training	3,000	Training costs for staff members	2,000
	Employee Travel/subsistence	1,400	Expenses associated with attending training and travel away from the office	2,500
	Refreshments/Catering	200	To provide for refreshments as required at meetings of the community and council	400
	Audit Fees	3,500	Internal Audit Fees and External Audit Fees	3,000

	BUDGET HEADING	APPROVED BUDGET VALUE (£)	DESCRIPTION	DEFINED SPEND ALLOCATION (£)
	Accountancy Fees	3,750	Accountancy professional oversight and scrutiny for reporting	3,250
	Legal & Professional	1,000	Available to access for legal and professional support, such as ad hoc legal advice associated with licences, leases and contract agreements	1,000
	Insurance	6,000	Annual insurance premium for the council's assets, services, indemnity and events	5,000
	Subscriptions	5,750	Subscription to ChALC and other relevant groups	5,250
	Postages	250	Cost of postage through the year	400
	Stationery	1100	Cost of office stationery through the year	900
	Printing	3,000	Ad hoc printing requirements and the cost of operating a central photocopier/printer in the office	3,000
	Janitorial	2,000	Office cleaning	1,900

	BUDGET HEADING	APPROVED BUDGET VALUE (£)	DESCRIPTION	DEFINED SPEND ALLOCATION (£)
	Computer Equipment / Software	4,500	Annual licences for IT services (eg Rialtas Finance, Adobe, Microsoft, Zoom) and hardware requirements	4,000
	Website	1,000	Hosting and maintenance of the council's website	500
	Telephones	4,000	Cost of council office and mobile phones	3,500
	Room Hire Costs	1,400	Provision of suitable meeting space in light of and following C19 restrictions	1,500
	Equipment Purchase/Hire/Repair	4,000	Ad hoc requirements for administrative resources	4,000
	Clothing / PPE	250	Appropriate resources for safe working	500
	Contractors – Professional	6,000	Data Protection Officer (GDPR) H&S and HR advisors/underwriters Remainder as yet undefined	£1,600 £2,000 REMAINDER REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE WITHIN GOVERNANCE REQUIREMENTS
	Strategic Allowance	24,500	Available funds to address opportunities to develop services and resources associated with the council's strategy. As yet undefined	REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE WITHIN GOVERNANCE REQUIREMENTS

Accommodation	Utilities	6,000	Office utility costs	2,500
	Contractors – Services	6,000	Office site service charges Waste Collections Electrical & Fires Safety Remainder as yet undefined	3,000 750 750 REMAINDER REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE WITHIN GOVERNANCE REQUIREMENTS
	Sinking Fund	1,000	EMR to address any larger maintenance or repair issues in the future	1,000
Members' Costs	Member Training	500	Ad hoc training to address member development needs	500
	Member Travel/subsistence	500	Associated travel and subsistence costs	500

	BUDGET HEADING	APPROVED BUDGET VALUE (£)	DESCRIPTION	DEFINED SPEND ALLOCATION (£)
Events	Community Events & Summer Programme	49,000	Summer Activity Programme Heritage Open Days International Women's Day Armed Forces Day Operation Autumn Operation Christmas Windrush Crewe Works 180 Providing activities and resources relating to Crewe Works and industrial heritage	July / August 2022 £ 25,000 September 2023 Value £ 8,000 March 2024 - Value £ 2,000 June 2023 - £1,000 October 2023 - £1,000 December 2023 - £1,000 June 2023 - £1,000 July-Sept 2023 - £10,000
	Event Match Funding	10,000	LY2 Programming	£5,000 – support initial activity at LY2 £5,000 As Yet Undefined - requiring further definition

				and associated consideration and approvals
	Strategic Event	60,000	To deliver a stand alone large-scale event as yet to be defined	As Yet Undefined - requiring further definition and associated consideration and approvals
Christmas Programme	Infrastructure (Christmas)	60,000	Christmas Lights	November / December 2023 Value £60,000
	Christmas Activities	25,000	Christmas Light Switch On event and supporting activities	November 2023 - Value £25,000
	Sinking Fund	10,000	Christmas Lights	To EMR at year end Value £10,000
M&E Projects	Event Seed Funding / Income Generation	15,000	Bringing steam locomotives to Crewe	July – August 2023 - £12,000
	TOTAL	229,000		
Ear Marked Reserve	Strategic Events (EMR)	£93,385	(existing EMR - £44,635 Potentially Monster Trail – awaiting confirmation of availability and viability.) £48,750 unspent Lumen budget	As Yet Undefined - requiring further definition and associated consideration and approvals

	Coronation Event (EMR)	£9,676	To provide a coronation event in Queens Park	£9,676 for a Coronation picnic event in Queens Park to include for infrastructure costs, such as marshals/security, toilets, waste, activities, site clearance – supporting the event to be delivered by Friends of Queens Park.
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	BUDGET HEADING	APPROVED BUDGET VALUE (£)	DESCRIPTION	DEFINED SPEND ALLOCATION (£)
Community Plan Committee				
Civic Costs	Mayor's Allowance	£2,500	To be drawn down as required within the associated expenses incurred by the mayor in delivering the Mayoralty – attending civic events and hosting civic events	£2,500
	Civic Expenses	£2,000	As required in the delivery of the civic function	£2,000
Grants	Grants Scheme	£50,000	Provision of grant awards within the grants policy and financial governance of the council	£50,000 – as approved by committee under adopted grant policies
Community Plan	Sustaining Network	£10,000	<p>Foodbank Support</p> <p>Contributions throughout the year towards third sector initiatives across the town provided by a number of local community organisations. This will be offered on a first come first served basis</p> <p>As yet undefined projects and activities for later approval – These will be considered at a later date for approval by Committee / Council,</p>	<p>£8000</p> <p>£2000</p>

			therefore spend is not defined or approved at this stage	
	Community Commissioning	£5,000	<p>Proposal submitted by Becky Hurst at St.Peters / St Andrew’s Church attached</p> <p><i>The Lunch Crewe Projects and Activities</i> Contributions throughout the year towards third sector initiatives across the town provided by a number of local community organisations. Offer on a first come first served basis</p> <p>Incredible Edible – Multi-sited urban gardening (plants and vegetables) projects hosted predominantly by third sector organisations to encourage residents to be more sustainable, grow their own and encourage healthy eating</p> <p>Materials Seeds Signage</p>	£5000 (see additional allocation in Wellbeing budget)

			As yet undefined projects and activities for later approval – These will be considered at a later date for approval by Committee / Council, therefore spend is not defined or approved at this stage	
	Tree of Light service 470 4754	£5,000	Delivery of the annual Tree of Light event – project, promotion, and delivery costs	£5,000
	Remembrance Service 470 4252	£6, 000	Delivery of the annual Remembrance Sunday Service	£6000
	Wellbeing 470 4767	£40,000	Pop up parks – Fitness / Health and Wellbeing Groups Outside space / Facilitator – 3 year project Friendship group to support mental health and wellbeing (see Wishing Well proposal) – 3 year project Male Mental Health – 3 year project	£6000 £2000 £2500

			Female Mental Health	£1000
			Young person / supported adults mental health – 3 year project	£2500
			Dementia – 3 year project	£2500
			Crucial Crewe / Child Safety Media – see proposal – 3 year project	£2500
			Veterans support – 3 year project	£2000
			Ethnic Community Support Equality, Diversity & Inclusion 3 year project	£5000
			St Peter’s & St Andrew’s Church balance of funding request - (see additional allocation in Wellbeing budget)	£3545
			As yet undefined projects and activities for later approval – These will be considered at a later date for approval by Committee / Council, therefore spend is not defined or approved at this stage	£10455

	EMR considerations	VALUE (£)	DESCRIPTION	DEFINED SPEND ALLOCATION (£)
EMR 1	Key Community Support Fund	£5850	Winter response / crisis continuation	£5850
EMR 2	Defibrillators	£5000	Defibrillator project continuation	£5000

	BUDGET HEADING	APPROVED BUDGET VALUE (£)	DESCRIPTION	DEFINED SPEND ALLOCATION (£)
Planning Committee				
	EMR – Conservation Area review	70,000	To carry out a Conservation Area Review and implementation Plan to ensure the work can be included within local planning authority adopted policy	£60,000

	BUDGET HEADING	APPROVED BUDGET VALUE (£)	DESCRIPTION	DEFINED SPEND ALLOCATION (£)
Operations & Improvements Committee				
Town Centre Maintenance	Equipment Purchase/Repair/Hire	£10,000	Ranger equipment, consumables and related town centre maintenance costs.	
	CCTV	£34,500	3- year contract expires 31 st March 2024 for delivery by Cheshire East Council CCTV unit. Maintenance of new cameras mobile cameras including Wifi for q1 2024 onwards. Plus EMR of £2340 contribution to Data costs	£32,160 for CCTV support, plus possible additional £2,340 costs for maintenance or additional movement of the mobile cameras (additional contract requires further definition). Dependent on success of cameras, an additional mobile camera purchase may be feasible within budget to support Cleaner Crewe or Town Centre security.
	Ranger Service	£187,469	Service Level Agreement with ANSA to provide for 4 rangers, dedicated to Crewe and responsible to Crewe Town	£187,469 – to service contract with ANSA as well as support costs of delivery and consumables

			Council, supported by 2 vehicles (2 transit style flat- bed vans)	
	Enforcement Officer	£33,242	Contribution to Cleaner Crewe Project. Total Cost £36,176 See Public realm re shortfall.	£33,242 grant to CEC to fund staffing To be reviewed by committee for measuring value and onward recommendation to council.
Floral Schemes	External Contractors	£35,000	Provision of the floral schemes through Ansa contract and additional planting enhancements – Summer and Winter displays.	£35,000 – for ANSA delivery contract as well as spend on additional provision over and above contract
Green Spaces	Play Area Improvement Scheme	£100,000	With reference to Parks Strategy: Delivery of capital improvement to play area(s) as yet to be agreed. Working in partnership with ANSA in delivery. Council will be asked to approve final proposals recommended by committee when they are defined. EMR Volunteers support from 22/23 tbc c £749 ref Frank Webb Avenue Play area.	To be considered for approval when detailed proposals are completed. (REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE WITHIN GOVERNANCE REQUIREMENTS) Paper to committee for recommendation to Full Council.

			Plus EMR 2022/3 commitment for completion of Frank Webb Avenue play area	
	Allotments	£7000	Delivery of maintenance projects on sites as required	£7,000
Regeneration	Heritage Projects	£20,000	Spend on heritage projects	£1,500 Plaque Scheme £5,000 Heritage Engagement Resources £5,000 Heritage Learning Offer £200 Membership & Conferences £300 Expenses £5,000 Heritage Community Support £3,000 To be allocated
	Public Realm	£25,000	Design services and purchase of Street furniture, signage, painting, lighting and equipment to be defined, to support the town centre regeneration and activities to support environmental improvements. Cleaner Crewe support – contribution to Enforcement Officer Role shortfall funding -	To be allocated. £2934

	<p>Regen Projects</p>	<p>£21,000</p>	<p>Resource and project management support for new and existing regeneration projects to be further defined and agreed. Incorporates previous town animation budget.</p> <p>Plus £6500 contribution to Knife Angel Installation EMR from 22/23 if approved.</p>	<p>Improving visitor and trading environment in town, with potential support for short – to medium term actions identified through BID development, surveys and data : Investment may include: Purchase of data. Town Animation and Cultural activities including: Christmas Animation £5000</p> <p>tackling empty properties and engaging with landlords. Shop front improvements. Branding and marketing support or training, Town Signage or banners Security measures.</p> <p>Community involvement in regeneration projects and environmental improvements.</p>
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				Alleyways – creative activities £1500 Wildlife projects £3000
Total		£473,211		
O&I EMR	Business Improvement District	£50,000	Costs associated with engagement creation of a business improvement district. Long – term aim of Crewe Town Council as per corporate Strategy.	Up to the value of £50,000 to be drawn from general reserve to be repaid over 3 years to council from any BID successfully created
	Hoardings and Frontages Earmarked Reserve	£21,280	Re-allocation of funds provided by Cheshire East Council to improving shop fronts and associated activity in support of the repurposing the high street programme.	£21,280 for vacant shop windows and hoardings decoration
	CCTV	£2,340	Underspend of 2022/23.	£2,340 to be used to support additional camera costs, eg mobile camera running and installation costs
	Play Area Equipment	£100,749	Approved project for new play equipment at Frank Webb Avenue	£100,000 grant to ANSA for equipment provision £749 (underspend of Volunteer Support) for engagement projects
	Knife Angel	£21,500	£6,500 Regeneration Projects £15,000 Marketing & Events	£21,500 to fund the delivery of the Knife Angel project in Crewe.

	Heritage Grants Match Funding	£46,049	£9,300 from 2022/23 underspend (£36,749 pre-existing)	£800 for plaques £1500 for engagement resources £5000 for schools & community needs assessment £2000 for Project Scoping – conservation & significance assessments
	Christ Church	£6,685	£3,000 from 2022/23 underspend (£3,685 pre-existing)	As yet undefined
	Enforcement Officer	£14,200	Underspend of 2022/23 transferred to EMR to fund provision in 2023/24	£14,200 to form part of the funding for the Crewe Enforcement Officer associated with the Cleaner Crewe Project
	Town Centre Capital Projects	Budget Underspend 2022/23	£6,000 – Town Centre Lighting £19,000 (or balance if less) – Public Realm	£6,000 to EMR for decorative lighting projects £19,000 (or balance if less) to fund contracts for improvement works (eg painting of structures)

	Hoardings & Frontages	£21,280.50		design and installation of shop window and hoarding decorations
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9. Resource Impact

Approval of the business delivery plan reduces the time burden on members, committees and officers

10. Consultation/Engagement

All projects requiring engagement will meet their obligations and record and report accordingly

11. Wards Affected

All

12. Conclusions

To enable the effective and efficient delivery of council's committed services, the delivery plan above should be adopted within the governance of the council for 2023/24. In doing this, the majority of the council's service delivery programme will be clearly identifiable in a single reference document.

13. Consideration Sought

- i. That the above service delivery plan and associated spend within the approved 2023/24 budget and Ear Marked Reserves is adopted and approved by Council
- ii. That all associated spend and procurement is delivered within the council's governance
- iii. That all ongoing work, actions and outcomes are reported regularly to the associated committees and council where relevant.
- iv. That undefined aspects of delivery are progressed through the appropriate governance, committee or council for further development and definition for later approval.