

Crewe Town Council

1 Chantry Court
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CW12DL

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www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

7th May 2024

**Annual Meeting of Council & 'Mayor Making'
May 14th 2024**

To: Members of Crewe Town Council

Dear Councillor,

You are summoned to attend the meeting of **Full Council** to be held at 6:00pm on Tuesday 14th May 2024. The meeting will be held at the **Crewe Municipal Building, Earle Street, Crewe.**

Yours sincerely,

Peter Turner
Town Clerk
Crewe Town Council

Agenda

- 1 To receive apologies for absence
- 2 To note declarations of Members' interests
- 3 To confirm the minutes of the Crewe Town Council Meeting held on 24th March 2024 (page 5)
- 4 To confirm the Mayor (elect) as Mayor of Crewe for 2024/25
- 5 To confirm the Deputy Mayor (elect) as Deputy Mayor of Crewe for 2024/25

Following this, the meeting will be adjourned to enable the incoming Mayor and Deputy Mayor to receive the insignia of office

- 6 To propose a vote of thanks and to present a past Mayor's Medal to the outgoing Mayor, Cllr Dennis Straine-Francis
- 7 To receive an address from the Town Mayor

- 8** To note the minutes of committee meetings held since Council in March:
- a) Committee: Finance and Governance
 Chair: Cllr Jill Rhodes
 Meeting held: 29th April 2024 (page 9)
 To receive the minutes and consideration of recommendations:
 - i. That the Reserves Policy is recommended for adoption (page 11)
 - b) Committee: Planning
 Chair: Cllr John Rhodes
 Meetings held: 22nd April 2024
 To receive the minutes (page 15)
- 9** To approve constitutional governance
- i. Standing Orders (page 21)
 - ii. Financial Regulations (page 39)
 - iii. Standing Orders for Contracts (page 55)
 - iv. Council & Committee Terms of Reference (page 61)
 - v. Customer Care & Complaints Policy (page 99)
 - vi. Information & Data Protection Policy (page 103)
 - vii. Press & Media Policy (page 125)
 - viii. Employee Handbook (page 129)
- 10** To consider and approve representations on outside bodies
- i. Crewe Town Board – Cllr Jill Rhodes
 - ii. Crewe Allotments – Cllr John Rhodes
 - iii. Crewe Pledge Management Board – Mayor & Deputy Mayor
 - iv. Crewe Town Board Blue & Green Infrastructure Steering Group – Cllr Ben Wye
 - v. Crewe Heritage Trust – Cllr Stuart Mackay
- 11** To consider the approval of Committee structures and nominations to Committees (page 191)
- 12** To confirm the Council’s adoption of the Councillor Code of Conduct (page 193)
- 13** To note and approve matters related to:
- i. Council list of assets – to be received and noted (page 207)
 - ii. Provision of Insurance cover – to be received and noted (page 213)
 - iii. Affiliation to Cheshire Association of Local Councils. – to be considered and approved (page 227)
- 14** Internal auditor - to approve JDH Business Services as internal auditor 2024/25 & approve the Internal Audit for 2023/24 (page 229)
- 15** External support services
- i. To approve Wirehouse Employer Services for HR and H&S support
 - ii. To approve Blain Boland & Co Solicitors for legal support
 - iii. To approve John Greenhall & Co for finance and accountancy support
- 16** To note, consider and approve payments 01/02/2024 and 31/03/2024 To the value of £234,899.69 as recommended by the Finance & Governance Committee (page 245)

- 17** General Power of Competence (page 247)
 - i. Agree eligibility to adopt the Power
 - ii. Adopt the General Power of Competence with immediate effect
- 18** To approve the Annual Governance and Accountability Return for 2023/24 as recommended by the Finance & Governance Committee (page 263)
- 19** To receive the Meeting Calendar for civic year 2024/25 (page 287)
- 20** To receive the Annual report for 2023/24 (page 289)
- 21** To note the date of the next meeting of Council – 11th June

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CREWE
TOWN COUNCIL

MINUTES of the meeting held 26th March 2024

In attendance: Cllr Joy Bratherton Cllr Dawn Clark Cllr Martin Edwards
Cllr Sally Graham Cllr Lena Hogben Cllr Steve Hogben
Cllr Marilyn Houston Cllr Kev Murray Cllr James Pratt
Cllr Jill Rhodes Cllr John Rhodes Cllr Dennis Straine-Francis
Cllr Ben Wye

Cllr Dennis Straine-Francis, Mayor of Crewe, addressed the meeting to update members on some engagements the Mayor has attended over the past months. 18 engagements included attendance at Crewe Stroke Survivors in the Market Hall; Cheshire Young Carers Art Exhibition at St Andrew's; and International Women's Day at the South Cheshire College.

CTC/5/23/1. To receive and consider apologies for absence and dispensation
Cllrs Messent, Faseyi, Coiley, Mortimer, Yates, Chapman, Mackay
RESOLVED : That Cllr Messent has 6 months' dispensation approved

CTC/5/23/2. To note declarations of Members' interests
None

CTC/5/23/3. To confirm and sign the minutes of the Crewe Town Council Meeting held on 5th December 2023
REOSLVED: That the minutes are approved as a true record of the meeting

CTC/5/23/4. 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.

None

CTC/5/23/5. 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

RESOLVED:

- i. That the following reviewed policies, within the rolling governance review, are approved for adoption:
Quality Policy; CIL Policy; Risk Management Policy; Information & Data protection Policy; Mayor's Allowance Scheme.
- ii. That the interim internal audit is approved
- iii. That the Financial Regulation and Financial & Corporate Risk Assessment as reviewed and amended are approved for adoption
- iv. That the reviewed Ear Marked Reserves (EMR) for 2024/25 are approved

B. Committee: Operations and Improvement

RESOLVED:

- i. That the funding of the Successful Business Improvement District (BID) development and delivery project is not clawed back from the new Crewe BID, to be used by the BID for its ongoing delivery and development and providing recognition of Crewe Town Council as the sponsor of the BID.
- ii. That both 2023/4 and 2024/5 Park Improvements budget (4179 320) are allocated to an improvement works scheme at Brookhouse Drive Park (Pebble Brook Park), with any residual budget to be allocated to other park improvements.
- iii. To allocate £5000 from Budget Regeneration Projects for the 'Keep on Keeping' project from Regeneration Projects to EMR pending arts council confirmation.
- iv. The residual Public Realm funding 23/24 be allocated to EMR for decorative light enhancements in the town centre.
- v. That Council contracts ANSA to provide a Play Park and Spaces Maintenance Officer
- vi. That the officer (as referenced in v. above) is appropriately resourced with vehicle, tools and budget for repairs.
- vii. That the provision (as referenced in v. above) is contracted for 10 years
- viii. That the funding for 2024/25 contract (as referenced in v. above) is provided from general reserve (plus initial equipment from 4170 307)
- ix. That the budget setting process for future years includes for the onward delivery and addressing any learning (as related to v. above).

C. Committee: Marketing and Events

Items for consideration:

None. Noted

D. Committee: Planning

Items for consideration:

None. Noted

E. Committee: Community Plan

Items for consideration:

None. Noted

F. Committee: Personnel (sub-committee)

Items for consideration:

None. Noted

- CTC/5/23/6.** To consider nominations for and approve:
- i. Mayor of Crewe (elect) for the civic year 2024/25
RESOLVED: That Cllr Dawn Clerk is appointed Mayor (elect) of Crewe, to be ratified at the Annual Meeting of Council on 14th May
 - ii. Deputy Mayor of Crewe (elect) for the civic year 2024/25
RESOLVED: That Cllr Sally Graham is appointed Deputy Mayor (elect) of Crewe, to be ratified at the Annual Meeting of Council on 14th May
- CTC/5/23/7.** To note any updates from members having attended external meetings
Cllr Jill Rhodes provided an update from Crewe Town Board meetings commenting that the board oversees progress of delivery of projects funded by central government funding and that all projects had reported that they are progressing.
- CTC/5/23/8.** 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 £268,078.04 and spend to date as shown in the attached reports
RESOLVED: That the payments to the value £268,078.04 are approved
- CTC/5/23/9.** To consider and approve a Business Delivery Plan for 2024/25 as recommended by committees within the approved budget and Ear Marked Reserves for 2024/25
RESOLVED:
- i. That the 2024/25 corporate business delivery plan and associated spend within the approved 2024/25 budget and Ear Marked Reserves is adopted and approved by Council
 - ii. That all ongoing work, actions and outcomes are reported regularly to the associated committees and council where relevant.
 - iii. That undefined aspects of delivery are progressed through the appropriate governance, committee or council for further development and definition for later approval.
- CTC/5/23/10.** To consider the council's committee structure, associated governance and updated staffing structure.
It was commented, agreed and clarified that any references to "Public Works" in supporting documentation should be corrected to "Public Services" in context of the re-named committee and associated delivery officer.
RESOLVED:
- i. That the committee and governance structure, having been shared for engagement and consultation, is approved for adoption as recommended by the Finance & Governance Committee (implementation May 2024)
 - ii. That the amended Council and Committee Terms of Reference are approved for adoption as recommended by the Finance & Governance Committee (implementation May 2024)
 - iii. That the staffing structure is approved as recommended by the Personnel Sub-Committee (implementation May 2024)

CTC/5/23/11. To approve the proposed meetings dates for the 2024/25 civic year (noting that committee meeting dates may change if required by individual committees)

RESOLVED: That the meeting calendar for 2024/25 is approved

CTC/5/23/12. To note the proposed date of the next meeting of Crewe Town Council, The Annual Meeting of Council & Mayor Making, is Tuesday 14th May 2024 at 6pm At the Crewe Municipal Building

Meeting closed at 6.33pm

Chair Cllr Dennis Straine-Francis

Clerk P Turner

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TOWN COUNCIL

MINUTES of the meeting held 29th April 2024

In attendance: Cllr Steve Hogben Cllr Kev Murray Cllr Jill Rhodes
 Cllr John Rhodes Cllr Dennis Straine-Francis

FG/23/6/1 To receive apologies for absence
 Cllrs Clark, Messent & Mortimer

FG/23/6/2 To note declarations of Members' interests
 None

FG/23/6/3 To confirm and sign the Minutes of the Finance and Governance Committee meeting held on
11th March 2024
RESOLVED: That the minutes are approved as a true record of the meeting

FG/23/6/4 Public Participation

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

None

FG/23/6/5 To review the year to date financial position and material variances for Crewe Town Council
[standing item – information unavailable at the start of the financial year] – no action

FG/23/6/6 To Consider and approve payments to date for recommendation to council between
01/02/2024 and 31/03/2024 To the value of £234,899.69
RESOLVED: That the spend of £234,899.69 is approved for recommendation to council

FG/23/6/7 To review the following Governance Documents as part of the Annual Governance Review
Process:-
7.1 New Policy - Reserves Policy
7.2 Employee Handbook
7.3 Standing Orders
RESOLVED: That the policies are approved for recommendation to council

FG/23/6/8 To receive and approve the internal audit report for 2023/24 and recommend to council

RESOLVED: That the internal audit report is approved for recommendation to council

FG/23/6/9 To receive and approve the completed Annual Governance and Accountability Report (AGAR) 2023/24 and supporting information for recommendation to council

RESOLVED: That the Annual Governance and Accountability Return (AGAR) 2023/24 is approved for recommendation to council

FG/23/6/10 To consider the provision of a town/parish newsletter

Members expressed support for the principle and sought that, prior to further consideration, all members are consulted on the approach and means of distribution, as well as consideration of third sector groups representing those who are less likely to engage with digital media as well as groups representative of those who may benefit from printing in a variety of languages other than English. Members expressed that up to twice a year production would be maximum anticipated regularity initially and that a further more detailed mock up would be helpful as well as the establishment of an informal editorial board consisting of councillors.

The proposal was welcomed and, subject to further details (as above), the committee supports the principle.

FG/23/6/11 To consider the disposal of the redundant Christmas lights currently held in storage

RESOLVED: That the disposal is approved

FG/23/6/12 To note the proposed date of the next meeting 3rd June at 6pm.

Meeting closed 7pm

Chair Cllr Jill Rhodes
Clerk P Turner

Crewe Town Council Reserves Policy

Introduction

Town Councils are required to hold financial reserves to meet the financial needs of the organisation, there is no statutory minimum (or maximum) level of reserves. Crewe Town Council (CTC) has no power to hold revenue reserves other than those for reasonable working capital needs or specific earmarked purposes.

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain and run its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure. According to the guidance for authorities with income and expenditure over £200,000, of which CTC is one, it states that the lower end (three months, or 25%) is appropriate ^(5.32-5.36)

The Council's Internal and External Auditors review the council's reserves annually.

General Reserve

The general reserve is not ringfenced (earmarked) for any specific expenditure. Its purposes are to smooth the impact of uneven cashflow or cover unexpected/emergency expenditure, including opportunity to be responsive to projects and activities that arise during a financial year that had not otherwise been known prior to that point. It is not intended to fund on going expenditure. Currently the general reserve is not replenished as part of the budget process, where the general reserve falls below the required recommended levels the RFO will include this discussion as part of the budget setting process on a year by year basis. ^(5.27)

In line with the national guidance (above), CTC will hold a general reserve of between a minimum of 25% and a maximum of 100% of its net revenue expenditure (NRE) - this is the difference between its budgeted income and expenditure. The General Reserves are held in the balance of the Council CCLA Public Sector Deposit Fund.

The level of the General Reserve is presented to the Finance and Governance Committee and Full Council as part of the Budget Setting and Year End Accounting reports.

Earmarked Reserves

The council may establish Earmarked Reserves (EMR) where it reasonably believes it may incur expenditure in the future. EMR will be identified as part of the closure of accounts procedure and authorised by Council. Any EMR that is not utilised and is no longer required will be returned to the General Reserve as part of the closure of accounts process, this is in order to avoid the build-up of unused resources which should be released for general use. Per the JPAG there is no upper or lower limit to EMR ^(5.38)

Changes to Earmarked Reserves

The discussion and approval of movement from Earmarked Reserves should be approved by Council (see NB for exception) all requests/ requirements will be presented to Council for approval.

End of Year Accounting

The Earmarked Reserves will be reviewed annually and any additions, deletions, virements and use of funds will be presented to Council for approval during the budget setting process.

NB:

Capital Equipment/Capital Contingency Reserves

These reserves are available to purchases fund equipment/fixed asset purchases. These reserves are monitored by the RFO who will arrange for the accounting movements to take place as and when purchases are made, and all purchases are entered on the Fixed Asset Register or Inventory. Should the fund be required to be used for other unexpected asset maintenance/purchases through revenue budgets this movement will be presented to Finance and Governance Committee and Council for noting and approval.

Appendix

Extracts from Joint Panel on Accountability and Governance Practitioner's Guide March 2022

5.27. The key stages in the budgeting process are

- *decide the form and level of detail of the budget;*
- *review the current year budget and spending;*
- *determine the cost of spending plans;*
- *assess levels of income;*
- *bring together spending and income plans;*
- *provide for contingencies and consider the need for general and earmarked reserves;*
- *approve the budget;*
- *confirm and submit the precept or rates and special levies;*
- *review progress against the budget regularly throughout the year - at least quarterly in all but exempt authorities - including a year-end projection and a clear minuted commentary of likely significant variances from the budget;*
- *virements (transfers between budget lines) are permitted but not required - they should be used to clarify the situation of the authority alongside budget variances arising from unforeseen circumstances.*

5.32. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.33. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.34. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.35. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained.

5.36. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

5.38. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from internal and/or external auditors.

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Crewe Town Council: Planning Committee

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1 Chantry Court
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CREWE
TOWN COUNCIL

MINUTES of the meeting held 22nd April 2024

In attendance: Cllr Lena Hogben Cllr Steve Hogben Cllr Marilyn Houston
 Cllr Toni Mortimer Cllr Kevin Murray Cllr John Rhodes
 Cllr Dennis Straine-Francis

- 1 To receive apologies for absence
Cllr Jamie Messent
- 2 To note declarations of Members' interests
Cllr Houston declared a pecuniary interest in application 24/1266N as a member of Cheshire East Council
- 3 To confirm and sign the minutes of the Planning Committee meeting held on 18th March 2024
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 that relate to the items within the agenda.

None

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

Application No: 24/1358N
Proposal: Extension to the rear for Disabled person use together with minor internal and external alterations. This extension is not just for today's use but for future use as the young disabled child grows up additional lift equipment will need to be as and when necessary. Also included are some minor alterations inside that the family currently needs and some modernization. All these works are for the safety and comfort of the disabled person and for help of the parents during everyday living
Location: 15, HENDON CLOSE, CREWE, CW1 5YG

No comment

Application No: 24/1249N
Proposal: Internal Alterations from C3(a) to C2 and Staff Office. Single Flat on First Floor and Shared Facilities Between Downstairs Bedroom and Office
Location: 44, CATHERINE STREET, CREWE, CW2 6HE

Members sought that the neighbour's comments were considered and mitigation as to address their concerns is actioned by the applicant

Application No: 24/1271N
Proposal: Application for change of use of the property from C3 to C4 House of Multiple Occupation - remove the external staircase and the use of roof terrace and return the external elevations back to their original appearance.
Location: 180, NANTWICH ROAD, CREWE, CHESHIRE, CW2 6BP

No comments

Application No: 24/1341D
Proposal: Discharge of conditions 9, 10 and 11 on approval 23/2225N: Construction of a new paint shop on the site of an existing colleague carpark including a four story office annex. Work includes the construction of two bridge links over Sunnybank Road, plant annexes and a roof terrace.
Location: Bentley Motors Limited, PYMS LANE, CREWE, CW1 3PL

No comments

Application No: 24/1210N
Proposal: Erection of 7 dwellings (Use Class C3), including pedestrian access, drainage, landscaping and associated infrastructure.
Location: Land at 332, WEST STREET, CREWE

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

1. That the proposals represent over development of the site

Agenda Item 8.b

2. That the provision for waste bin storage is in an unsustainable location, being distant from units at the far end of the site, and will lead to waste bins being left on the public highway and on street waste.
3. That the site does not provide for safe vehicular access
4. That the site does not provide adequate parking provision and does not meet Cheshire East Planning policy associated with minimum parking provision of new developments
5. That the proposals do not provide for sustainable energy production (eg roof-mounted PV) contrary to Cheshire East Planning Policy
6. That the issues of overdevelopment of the site will lead to loss of amenity for existing residences in terms of additional and obstructive on street parking and on street waste.

Application No: 24/1199N

Proposal: The proposal is for the construction of 3 dwellings consisting of 2 3 bedroom semi detached properties and 1 Detached 3 bedroom bungalow. The bungalow is to be situated on land that was previously used as a working garage, but not for several years.

Location: 111, STEWART STREET, CREWE, CHESHIRE, CW2 8LX

No comments

Application No: 24/1185N

Proposal: Insallation of a new ASHP within an existing fenced compound

Location: Crewe Lifestyle Centre, MOSS SQUARE, CREWE, CW1 2BB

No comments, but seek that the planning officer fully investigates the submitted resident's comments

Application No: 24/1125N

Proposal: Change of Use from Use Class C3 to a Children's Home Use Class C2

Location: 257, WALTHALL STREET, CREWE, CW2 7LE

The committee supports the application

Application No: 24/0397N

Proposal: Remove glazed conservatory and build extension at the rear of semi detached dwelling. This will form disabled persons facilities at ground floor level and provide sleeping quarters, ablutions and wheelchair access to existing dwelling, new facilities and rear garden.

Location: 41, BARTHOMLEY CRESCENT, CREWE, CW2 8TP

No comments

Application No: 24/1390N

Proposal: Single storey rear extension

Location: 11, NUTFIELD AVENUE, CREWE, CW1 3RU

No comments

Application No: 24/1259N

Proposal: Demolition of existing building & the erection of five townhouses and ancillary works

Location: 37 , Stafford Street, Crewe, Cheshire East, CW1 3DU

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

- i. The provided plans do not clearly demonstrate compliance with the minimum technical housing standards for living space.
- ii. The proposals do not provide for demonstrable net biodiversity gain
- iii. The proposals do not provide sustainable energy production (roof-mounted PV panels) on site
- iv. Demonstrable provision for EV charge points and cycle infrastructure is not shown in the proposals.

Application No: 24/1279N

Proposal: Non-Material Amendment to 21/4382N - Demolition of existing buildings and erection of a residential development (Use Class C3) alongside a care home (Use Class C2) with associated access, parking, landscaping and infrastructure

Location: Hunters Lodge Hotel, 296, Sydney Road, Crewe, CW1 5LU

No comments

Application No: 24/1225D

Proposal: Discharge of Condition 12 on approval 21/4434N for Reserved Matters application following Outline application 15/1537N for a mixed use development

Location: Land to the West of DAVID WHITBY WAY, WESTON

No comments

Application No: 24/1266N

Proposal: The proposed application is for the erection of temporary 2000mm high block & mesh fencing to the perimeter of leveled ground adjacent to Victoria Street & Queensway and following boundary line to newly constructed access road leading from Victoria Street to Delamere Street.

Location: Royal Arcade, Land bounded by Victoria Street, Queensway, Delamere Street and Lawrence Street, Crewe

The committee directed that the temporary fence should only be retained for the absolute minimum period of time and should be removed immediately that the remedial works have been completed to enable access by the community to the open space at the first deliverable opportunity.

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

Application No: 24/1107N
Proposal: Change of use from coffee shop and office to restaurant.
Location: 33, MARKET STREET, and 3 CHESTER STREET, CREWE, CW1 2EW

Considered in conjunction with 24/0629N

The committee was unable to consider the application as the planning documents were not available on the CEC website. Additionally, it need to be clarified in advance the relationship of the application to 24/0629N due to lack of clarity on the address listings of these related applications.

Application No: 24/0362N
Proposal: New glazed atrium entrance to front of existing college building
Location: South Cheshire College, DANE BANK AVENUE, CREWE, CHESHIRE, CW2 8AB

No comments

Application No: 24/0629N
Proposal: Change of use from coffee shop and office to restaurant
Location: 1 & 3, CHESTER STREET, CREWE, CW1 2LB

Considered in conjunction with 24/1107N

The committee was unable to consider the application as the planning documents were not available on the CEC website. Additionally, it need to be clarified in advance the relationship of the application to 24/1107N due to lack of clarity on the address listings of these related applications.

Application No: 24/1388N
Proposal: Variation of conditions 2 and 3 on application 22/4402N - Single storey rear extension
Location: 50, STONELEY ROAD, CREWE, CW1 4NG

No comments

- 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 Cheshire East Local Plan review consultation

RESOLVED: That representation is made that Crewe's position as a principle town of the borough is recognised with the implementation of a formal master plan for the town

8.2 Street Trading Application - Victoria's Bakery Ltd

Noted

8.3 Proposed Double Yellow Lines - Coronation Street, Crewe

Noted

Agenda Item 8.b

8.4 Revised Licencing Policy

Noted with comment to be submitted to identify that the training referenced within the proposed policy is not locally available and so is therefore unsustainable for local communities.

8.5 Cheshire East Highways' response to Delamere Street correspondence

Noted

9 To note correspondence associated with planning enforcement

9.1 Brooklyn Street, CW2 7JF

Noted

9.2 Furnival Street, CW2 7LH

Noted

10 To note the proposed date of the next meeting of the Planning & Environment Committee is 20th May 2024 at 6pm.

Meeting closed 7.41pm

Chair Cllr John Rhodes

Clerk P Turner

CREWE TOWN COUNCIL STANDING ORDERS

Adopted by Council: 17th May 2022

Review Date: March 2025

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
- 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 £30,000 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 £214,904 for a public service or supply contract or in excess of £5,372,609 for a public works contract 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 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 £426,955 for a supply, services or design contract; or in excess of £5,372,609 for a works contract; or £884,720 for a social and other specific services contract (or other thresholds determined by the 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 FINANCIAL REGULATIONS

Adopted by Council: 14th May 2024

Review Date: May 2025

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5. Banking arrangements and authorisation of payments
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7. Payment of salaries
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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:-

- 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 £20,000;
 - a duly delegated Committee of the Council for items over £3,000 to £20,000;
 - the Clerk for any items up to £3,000 . In the case of expenditure over £3,000 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 £20,000) or of the relevant Committee (in the case of amounts between £3,000 and £20,000) 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 £20,000 . 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 creditor 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 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:
 - 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 £30,000 inc VAT or more, the Council shall comply with the relevant requirements of the Regulations¹.
- 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 (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 a dedicated email account. Each tender shall state that no tender will be considered unless the submission email is clearly titled “Tender” followed by the subject to which it relates and will remain unopened/unaccessed until the prescribed date for opening tenders for that contract.
- g) All 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.
- i) When it is to enter into a contract of less than £30,000 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

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 £214,904
- b) For public works contracts £5,372,609

to obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 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.

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 of 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 does not operate a Mayor's Charity Account. Mayoral-nominated charities are responsible for their own fund raising, but can be promoted and supported by the mayoralty for enhanced fundraising of the nominated charity(ies)

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CREWE TOWN COUNCIL

STANDING ORDERS FOR CONTRACTS

Adopted by Council: 14th May 2024

Review Date: May 2025

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 by giving at least 30 (thirty) days public notice 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 The council does not operate an approved list of suppliers

9 APPROVED LIST OF ANOTHER AUTHORITY

9.1 Tenders 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.

**COUNCIL
TERMS OF REFERENCE**

Approved by Council: 14th May 2024

Planned Review Date: May 2025

20 Members of the Authority

Quorum = 7

Annual Town Council meeting is held in May, and then Council will meet approximately 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 & Environment Committee has delegated authority for response to consultations (see terms of reference for that Committee and 64 below) Planning & Environment 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

Agenda Item 9.iv

7 Approving of annual budget, Precept, and Medium-Term Financial Plan	None
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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-to-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

	<p>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</p>
<p>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.</p>	<p>None generally In cases of urgency, the Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor.</p>
<p>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.</p> <p>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.</p> <p>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.</p>	<p>The Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor or committee chairman subject to reporting to next Council.</p> <p>The Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor or committee chairman subject to reporting justification to next Council.</p> <p>The Town Clerk in consultation with all members of Council or of the relevant committee subject to ratification at the next Council meeting.</p>
<p>24 Election issues and filling of vacancies</p>	<p>None to Committee. Proper Officer to undertake all statutory notifications and actions to advise members as necessary.</p>
<p>25 Power to direct as to the Custody of Town documents</p>	<p>None</p>
<p>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</p>	<p>Town Clerk</p>
<p>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</p>	<p>Town Clerk or other officer designated by resolution of Council</p>
<p>28 Nomination for attendance at conferences</p>	<p>None Town Clerk for Member training in accordance with policy.</p>
<p>29 To do anything calculated to facilitate or conducive or</p>	<p>Council unless specifically delegated.</p>

<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	Finance & Governance Committee
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

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

NB. Any actions delegated to the Town Clerk/Proper Officer may in their 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: 14th May 2024
Review Date: May 2025

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, asset oversight, Mayoralty, civic events, acts of remembrance and corporate communications.

Meetings: Alternate months and prior to Council.

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

Function of Committee Column 1	Delegation of Functions Column 2
Governance	
1 To advise Council on Financial Regulations, Standing Orders and Standing Orders for Contracts.	Committee
2 To advise Council on the Constitution and all policy documents not specifically allocated to other standing committees	Committee
3 To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed “review” dates,	Town Clerk
4 Observations on policy or strategy documents by any public body at local, national, regional or sub regional level (other than those associated with planning, which are considered by the Planning & Environment Committee with advice to council where required).	Committee, except from Cheshire East Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another committee.

Resources

5 To oversee and direct the use of financial and technological resources of the Council.

Committee for strategic overview.
Operational Management to Responsible Financial Officer (RFO) and other Officers in accordance with Financial Regulations.
Strategic advice by Town Clerk

Finance

Under the direction of the Council:

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

<p>17 To be responsible for all matters related to the full range of financial and accountancy functions.</p> <p>18 Approval of all fees and charges annually</p> <p>19 To consider reports on outstanding debts due to the Council and to undertake recovery or write off.</p> <p>20 Authorisation of investments and debt repayment in accordance with the Council's Policy</p> <p>21 To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets</p>	<p>Committee for Strategic overview RFO/Town Clerk for operational management</p> <p>Committee to recommend with ratification from full Council.</p> <p>Committee for aged debt in accordance with Financial regulations. RFO for routine actions to recover</p> <p>Committee</p> <p>Committee/Town Clerk in accordance with Financial Regulations</p>
<p>Procurement</p> <p>22 To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.</p>	<p>Committee for strategic overview Town Clerk for operational management in accordance with Financial Regulations, Standing orders for Contracts and Procurement Policy</p>
<p>Information Technology Services</p> <p>23 To oversee the use of information and other technology in support of the Council's business and service commitments.</p> <p>24 Amendments and updates to layout of website</p> <p>25 To approve all security arrangements of the Council in respect of computers and financial issues.</p>	<p>Operational Management to Town Clerk Strategic Overview to Committee and Contracts within approved budget.</p> <p>Town Clerk for updates and layout. Committee for new websites and contracts within budget.</p> <p>Committee/Town Clerk/RFO in accordance with Financial Regulations</p>
<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</p>	<p>Strategic overview and approval of programme to Committee. Operational management to Town Clerk</p>
<p>7 To work in partnership with others to develop a Crewe Brand and culture.</p> <p>8 Promotion and protection of the Brand image including advertising campaigns.</p> <p>9 To use the opportunities provided by the Events programme to raise the profile of the Town.</p> <p>10 Management of the Town boundary signs, poster sites and Town Map boards.</p> <p>11 To have an oversight of working groups formed to support special events and promotional projects from a communications perspective and to give support and advice.</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>Strategic overview to Committee Operational management to Town Clerk</p>
<p>Performance and Business Management</p> <p>26 Management of all business aspects of the establishment</p> <p>27 Monitoring the progress of the Capital Programme.</p> <p>28 Approval of Corporate Business Plan</p> <p>29 Approval of Operating Procedures</p>	<p>Committee to overview Town Clerk for operational management.</p> <p>Committee</p> <p>Committee Town Clerk to determine underlying Action and Project Plans</p> <p>Committee for initial Financial Procedures Town Clerk for other procedures and updating financial procedures</p>
<p>Asset Management</p> <p>30 To have oversight of assets and the transfers of assets.</p>	<p>Committee</p>
<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>

<p>40 Decisions on issues relating to Access to Information and Freedom of Information.</p>	<p>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.</p>
<p>Ethical Framework 41 To monitor and control the Council’s Ethical Framework, Code of Conduct and related protocols</p>	<p>Strategic overview and monitoring to Committee. For Officer delegation see Council ToR</p>
<p>Personnel 42 To provide suitable governance and oversight to staffing and employment issues and considerations</p>	<p>Creation of and delegation to the Personnel Sub-Committee of this committee</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>

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 & ENVIRONMENT COMMITTEE TERMS OF REFERENCE

Approved by Council: 14th May 2024
Planned Review Date: **May 2025**

10 Members of the Authority

Quorum = 4

To oversee all planning, environmental, built environment conservation, environmental sustainability 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 Chair's discretion, but are unable to vote.

Function of the Council Column 1	Delegation of Function Column 2
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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 including 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.

7. To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.	Committee
8. To make observations on Hazardous Substance applications.	Committee
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.	Committee

<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 oversee the allocation of CIL funds held by the town council</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 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>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>31. Consideration and promotion of active and sustainable travel projects, activities and initiatives</p>	<p>Policy reserved for Council on recommendation of Committee Committee under the direction of Council Town Clerk for operational matters</p> <p>Strategic - committee 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>39. To lobby for road safety improvement schemes</p> <p>40.</p>	<p>Council for the Local Plan and HS2 strategies and consultations 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>Committee Town Clerk in accordance with policy</p>
<p>Challenging Planning Decisions of the Planning Authority</p> <p>41. 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>



COMMUNITY COMMITTEE TERMS OF REFERENCE

Approved by Council: 14th May 2024
Planned Review Date: May 2025

11 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 wellbeing 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 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 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 Crewe's Community Plan	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 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 the Council's Corporate Strategy and 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 • Aspirational young people • Health and wellbeing • A Voice for Crewe 	

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|---|---|
| <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 as well as isolated and vulnerable groups | <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 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 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>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> |

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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
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ASB

47. To liaise with the Police to reduce crime and promote crime reduction initiatives	Committee to respond to consultations
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48. To support the maintenance of PCSOs in the Town Libraries	Committee in accordance with policy Town Clerk for operational aspects
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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
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Libraries

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



PUBLIC SERVICES COMMITTEE TERMS OF REFERENCE

Approved by Council: 14th May 2024

Planned Review Date: May 2025

11 Members of the Authority

Quorum = 4

To oversee direct service delivery aspects of the council’s work, including, the Town Ranger Service, CCTV, Cleaner Crewe Project and Floral Displays. To develop and enhance the town’s public and shared spaces. To consider and oversee the proession and delivery of delegated and devolved assets and services. To support and promote community and voluntary engagement with parks and greenspaces and to identify priorities for council investment in parks and play areas.

To oversee engagement in town centre projects and activities

Meetings: Alternate months prior 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>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 the contribution of other partners. 2. To oversee the Cleaner Crewe Project to reduce problems from fly-tipping and waste management 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 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>10. To promote and support floral and planting Initiatives, Local Government Act 1972. s 144</p> <p>11. 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 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 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</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>

<p>19. To work with the BID, which oversees and coordinates Town Centre activities and maintains effective relationships with retail businesses, particularly in the Town Centre.</p> <p>20.</p>	<p>Town Clerk for operational management</p>
<p>Leisure and Recreation</p> <p>21. To oversee the delivery of improvements to green areas in the Town.</p> <p>22. If made available -Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and 10.</p> <p>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.</p> <p>24. Enhancement and if appropriate management of play areas.</p> <p>25. Liaison with other organisations which have an interest in recreational facilities in the town.</p> <p>26. Promotion of and engagement with community volunteers to support the development of park friends of groups</p>	<p>Committee for strategic overview Town Clerk for operational management</p> <p>Committee for strategic overview Town Clerk for operational management</p> <p>Acquisition to Council Committee for Strategic Management and development within budget and policy Town Clerk for operational management</p> <p>Committee for strategic management and development within budget and policy 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>Clocks</p> <p>26. If made available -Power to provide and maintain public clocks, Parish Councils Act 1957, S2</p>	<p>Committee for strategic overview and management. Operational management to Town Clerk</p>
<p>Allotments</p> <p>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.</p>	<p>Committee for strategic overview and development. Town Clerk for operational Management</p>

<p>Non-Strategic Highways and Transport</p> <p>28. Power to maintain footpaths and bridleways.</p> <p>29. Powers to provide parking places for vehicles and cycles.</p> <p>30. If made available -Improve off street parking and on street parking enforcement.</p>	<p>Committee within Council policy Town Clerk for operational management</p> <p>Committee within Council policy Town Clerk for operational management</p> <p>Committee within policy and budget Town Clerk for operational management</p>
<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>
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<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>42.</p>	
<p>Community Safety</p> <p>49. To contribute to the maintenance of CCTV. (Local Government and Rating Act 1997, s31) or install and maintain.</p> <p>50. To support initiatives of the Community Safety Partnership and liaise with The Multi Agency Action Group.</p> <p>51.</p>	<p>Committee for strategic overview Town Clerk for operational management</p> <p>Committee/Town Clerk in accordance with Council direction.</p>

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.



EVENTS & CULTURE COMMITTEE TERMS OF REFERENCE

Approved by Council: 14TH May 2024
Planned Review Date: May 2025

11 Members of the Authority

Quorum = 4

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.

To build relations with stakeholders to allow a consolidated approach to the promotion of the town.

To lead on the branding and marketing of Crewe

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
5	
<p>Promotion of the Town and strengthening communities</p> <p>6 To determine the Town Council’s Events Programme for the coming year, or other time frame as agreed by the Council.</p> <p>7 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>

<p>12 To organise, or partner others to organise events which promote the Town, council services or help strengthen communities.</p> <p>13 To use the opportunities provided by the Events programme to raise the profile of the Town.</p> <p>14 Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144</p> <p>15 To seek and maximise the benefits of external funding.</p> <p>16 To have an oversight of working groups formed to support special events and to give support and advice.</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>Strategic overview to Committee Operational management to Town Clerk</p>
<p>Arts, Culture and Education</p> <p>15 Power to provide entertainment and support for the arts, Local Government Act 1972, S145.</p> <p>16 To encourage and facilitate any opportunities to develop further the cultural, arts, educational and social life of Crewe’s residents.</p>	<p>Committee within policy Town Clerk for operational Management</p> <p>Committee within policy Town Clerk for operational Management</p>
<p>Tourism</p> <p>17 To support local tourism initiatives to promote the town of Crewe.</p>	<p>Committee within policy Town Clerk for operational Management</p>
<p>Heritage</p> <p>43. To oversee the development and delivery of the Heritage Strategy and to directly or indirectly conserve the cultural heritage of the Town.</p> <p>44. 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>45. To support Cheshire East Council to provide an Archive Facility</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</p>

<p>46. To act as a hub for organisations to share information on heritage and history of the Town and surrounding area.</p> <p>47. Research projects relating to the heritage and history of the Town and surrounding area.</p>	<p>Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy</p> <p>Operational Management to Town Clerk</p>
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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**

Approved by Council: 14th May 2024
Planned Review Date: May 2025

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	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)	<p>Recommend appointment of new Town Clerk to be endorsed by Council</p> <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 – 3 members of the Sub-Committee and Mayor <p>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.</p> <p>Decision on recruitment of contract staff or interim contract staff to Sub-Committee</p> <p>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.	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
7. Determination of individual grading issues and job evaluation	Sub-Committee
8. Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	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
9. Approval of job descriptions and person specifications.	Sub-Committee
10. Absence issues under the Council's Attendance Management Guidelines.	Town Clerk except Sub-Committee in the case of Town Clerk
11. Appeals Procedure	Appeals Sub-Committee.
12. To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	Council
13. Competence Procedure	Town Clerk except Sub-Committee in the case of Town Clerk
14. Issue of Contracts of Employment	Town Clerk except Sub-Committee in the case of Town Clerk Model Contract approved by Committee
15. Redundancy and Redeployment.	Sub-Committee – recommending amended structure to Council
16. Monitoring Equalities Policy in relation to employment	Sub-Committee
17. Approval of Officer Codes of Conduct, supplements and Member – Officer Protocol	Council
18. Health and Safety	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
19. Grievance Procedure	Town Clerk except Sub-Committee in the case of Town Clerk
20. Administration of other Personnel procedures	Town Clerk except Sub-Committee in the case of Town Clerk
21. Employee Development Review and assessment at end of Probationary period	Town Clerk for all staff, often delegated to direct manager. Mayor, Personnel Chair and one other Member of Sub-Committee for Town Clerk
22. Training and Development Plan for Officers	Town Clerk
23. To administer the Volunteers Policy	Town Clerk to administer Sub-Committee to monitor and recommend to Council

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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 their 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: 14th May 2024

[Review Date: May 2025]

4 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 CUSTOMER CARE POLICY AND COMPLAINTS CODE

Adopted by Council: 14th May 2024

Planned Review Date: May 2025

This policy was adopted by Council on 29th September 2020 and supersedes all previous versions.

Crewe Town Council strives to provide a high standard of service to the public. It will treat all members of the public in a courteous and professional manner. It will try hard to recognise their needs as an individual or as part of a local community. It will always try to offer a way forward on the particular issue being raised.

In particular, the Council will strive to:-

- Provide information in accordance with its Publication Scheme and Information and Data Protection Policy.
- Respect confidentiality unless it is legally required to disclose information.
- Deliver its services in accordance with stated standards and its Equal Opportunities and Diversity Policy.
- Be transparent in its dealings.
- Return telephone calls within 2 working days.
- Respond to letters and e-mails within 5 working days of receipt.
- Where it is unable to resolve an issue for a customer, it will advise where further help can be obtained or act as advocate by contacting the other organisation on the customer's behalf.

If a customer has a grievance against the Council, it will be dealt with in accordance with the Council's Complaints Code.

Please also look at our Quality Policy on our [website](#)

If things go right

Please tell the member of staff or councillor who has helped you that you are pleased. Everyone enjoys a "bouquet".

If you wish to write in or email with a compliment or a suggestion please contact the Town Clerk (see below)

If things don't go right

Crewe Town Council strives to offer a good standard of service, but from time to time the public or our service users have complaints about the administration or procedures of the Council. Sometimes the Council may be in the wrong but on occasions complaints may not be justified. The Council recognises that it is not currently subject to the jurisdiction of the Local Government Ombudsman but has adopted this Policy to ensure that complainants can feel satisfied that, at the very least their grievance has been properly and fully considered.

Where a complainant has made a complaint to an outside regulator such as the Monitoring Officer at Cheshire East Council, External Auditor, Police or Information Commissioner, it will not normally be appropriate for the Council to respond through this Complaints Policy, but to fully cooperate with that regulator.

There may be rare instances where a complainant unnecessarily takes up a large amount of resources. This can have a detrimental effect on the Council's ability to provide its services to others. At the end of this Procedure, the Council sets out what is considered to be acceptable levels of contact with it and how instances of unreasonably persistent or vexatious contact will be handled.

Contact Details:-

- The Town Clerk, Crewe Town Council, 1 Chantry Court, Forge Street, Crewe, Cheshire CW1 2DL
- Telephone: 01270 756975
- Email: townclerk@crewetowncouncil.gov.uk

Informal Complaint

1. When a complaint is received, the complainant usually wants a quick fix and an apology if the Council is at fault. Examples are the late payment of an invoice or not responding to a letter in a timely manner. The Council will put things right as quickly as possible and admit fault if that is the case. If it is unable to help or disagrees with the complaint, it will state clearly why it takes that view.

Formal Complaint

2. If a complainant is not satisfied, or the complaint is too serious for a "quick fix", the complaint will be recorded as a Formal Complaint. The complainant will be asked to confirm the complaint in writing (email is acceptable) to the Town Clerk, (or if the complaint is about an action of the Town Clerk, it can be forwarded directly to the Mayor).
3. The Town Clerk (or Mayor) will acknowledge receipt of the complaint and advise the complainant when the complaint will be considered and by whom.
4. The Town Clerk (or Mayor) will (except where the complaint is about their own actions) try to settle the complaint directly with the complainant, but will not do so in a case about the Town Clerk or a Councillor, without first giving that person an opportunity to comment on the matter and the manner in which it is intended to settle the complaint. Where the Town Clerk (or Mayor) receives a written complaint about his/her own actions, he/she will forthwith refer the complaint to the Council.
5. The Town Clerk (or Mayor) will report to the next meeting of the Council, any written formal complaint disposed of by direct action with the complainant. The Town Clerk (or Mayor) may, after consultation with the (Deputy) Mayor and another committee chairman, ask an independent person to investigate the complaint.
6. The Town Clerk (or Mayor) will bring any written formal complaint which cannot be settled to the next or a special meeting of an Appeals Committee and the Town Clerk (or Mayor) will notify the complainant of the date of the meeting and invite them to attend with a representative if they so wish.
7. Seven clear days prior to the meeting, the complainant will provide the Committee with copies of any documentation or other evidence which they wish to refer to the meeting. The Committee will similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.
8. The Appeals Committee will consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on a complaint will be announced at the meeting in public.
9. The Complainant may opt not to attend or to attend but not present a verbal case.
10. The Chairman will introduce everyone present and will explain the procedure.
11. The complainant or representative will outline the grounds for complaint
12. Members will ask any questions of the Complainant.

13. If relevant the Town Clerk or Mayor will explain the Council's position. Members may ask any questions of them.
14. The Town Clerk (or Mayor) and complainant will be offered the opportunity of having a last word (in that order).
15. The Town Clerk (or Mayor) and complainant will leave the room (along with any member who's actions are part of the complaint) while members decide whether or not the grounds for the complaint have been made. If a point of clarification is required, both parties will be invited back into the room.
16. The parties will be invited back to hear the decision.
17. As soon as possible after the decision has been made, it and the nature of any action to be taken, will be communicated in writing to the complainant.

Allegations that a councillor has breached the Code of Conduct should be forwarded to the Monitoring Officer of Cheshire East Council in writing via their online [form](#). If the Town Council receives such a complaint directly, it will advise the complainant to refer it directly to the Monitoring Officer

Unreasonably Persistent or Vexatious Complaints

The procedure will not be used to impede the ability of anyone to have reasonable access to services provided, nor will it be assumed that because a customer/complainant has submitted a large number of enquiries they are vexatious or unreasonably persistent. In some cases, their persistence may be necessary to receive sufficient response from the Council.

Unreasonably persistent and vexatious complainants are those individuals who, because of the nature or frequency of their contacts with the Council hinder our ability to effectively deliver services to our customers. Some examples of behaviour and actions taken by these individuals are listed below, however this is not an exhaustive list.

These are some of the actions and behaviours which can prove problematic. Single incidents may be unacceptable, but more often the difficulty is caused by unreasonably persistent behaviour that is time consuming to manage and interferes with proper handling of the issues being raised.

These behaviours can be:-

- Refusing to specify the grounds of the service request, despite offers of assistance.
- Refusing to co-operate with the process for handling service requests.
- Refusing to accept that certain issues are not within the scope of the Council.
- Insisting on the request being dealt with in ways which are incompatible with adopted procedure(s) or with good practice.
- Making unjustified complaints about staff who are trying to deal with the issues, and seeking to have them replaced.
- Changing the basis of the service request as the issue proceeds.
- Denying or changing statements made at an earlier stage.
- Introducing trivial or irrelevant new information at a later stage.
- Raising numerous, detailed but unimportant questions and insisting they are all answered.
- Covertly recording meetings and conversations, otherwise than allowed by law at a public meeting.
- Submitting falsified documents from themselves or others.
- Adopting a 'scatter gun' approach: inappropriately pursuing parallel service requests on the same issue with a variety of organisations or with a variety of individuals within the Council
- Making excessive demands on the time and resources of staff with lengthy phone calls or e-mails to numerous council staff or detailed letters every few days, and expecting immediate responses.

- Submitting repeat requests with minor additions/variations that the service user insists make these 'new' issues.
- Refusing to accept the decision or outcome; repeatedly arguing points with no new evidence.
- Making numerous, repetitious and unreasonable contact because an individual is unable or unwilling to accept or agree with a policy decision or approach which has been adopted by the Council or individual services and functions.
- Adopting a violent or aggressive demeanour towards staff.

Any of the above behaviours will trigger the beginning of this process. The Town Clerk will normally write to the individual. The letter will clearly explain the actions the Council may take if their behaviour does not change.

Very rarely, in extreme or rapidly escalating cases, it may be necessary to immediately impose restrictions to ensure the safety of staff members. This is a decision which will be taken by the Town Clerk with the utmost consideration for circumstances surrounding the incident(s).

Any restrictions imposed will be appropriate and proportionate, and examples of some options most likely to be considered are:-

- Requesting contact in a particular format e.g. letters only
- Requiring contact to take place with a single named person only.
- Restricting telephone calls to specified days and times; and/or a particular member of staff.
- Restricting the amount of times a customer may be in contact over a certain time period.

The decision to restrict or stop a person's access to the Councils offices and officers can only be taken by the Council.

A letter will then be sent to the complainant outlining the decision. All letters will include:-

- Why the decision has been taken;
- What action will be taken;
- The duration of that action;
- The date of review for the action; if required;

Where the behaviour is so extreme that it threatens the immediate safety and welfare of the Councils staff, other options will be considered; for example, reporting the matter to the Police or taking legal action.

The Town Clerk will keep a record of all individuals who have had this procedure applied to them. Decisions taken under this procedure are subject to the Data Protection principles and the Human Rights Act. The position will be reviewed after 6 months if requested by the complainant.

CREWE TOWN COUNCIL

INFORMATION AND DATA PROTECTION POLICY

Date adopted: May 2024

Review date: May 2025

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

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

CCTV Code of Practice

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.

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CREWE TOWN COUNCIL PRESS & MEDIA POLICY

Adopted by Council: May 2024
Planned Review Date: May 2025

1 Introduction

1.1 The purpose of this policy is to define the roles and responsibilities within Crewe Town Council for working with the press and media and deals with the day-to-day relationship between the Council and the media.

1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The Council welcomes the opportunity to talk to the media and, through them, provide information on Council services.

2 Key Aims

2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

2.2 The media themselves have a vital role to play on behalf of the local community in holding the Council to account for its policies and actions. It is important that they have access to Officers and Members and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3 The Legal Framework

3.1 This policy is subject to the councils statutory obligations set out in the Public Bodies (Admissions to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998 and the Councils Standing Orders. The Council must also have regard to the Government's Recommended Code of Practice on Local Authority Publicity.

4 Contact with the Media

4.1 Statements made must reflect the Council's opinion.

4.2 Any Member may talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.

4.3 Caution should be exercised when submitting letters to the editor for publication in newspapers. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.

4.4 Letters representing the views of the Council should only be issued by the Clerk following agreement by the Council or relevant Committee. If individual Members choose to send letters to express their own

opinions on Council policies, they are strongly advised to check their facts first with the Clerk. It should always be made clear whether the views put forward are those of the Council or of an individual Member.

4.5 At all times consideration should be given as to how the correspondence may affect the reputation of the Council.

4.6 Unexpected approaches from representatives of the media can lead to unguarded comments being made and great care must be therefore taken to avoid misrepresentation of the council's policy or its position on the matter in question.

4.7 Reporters should be directed to contact the Clerk if they want to carry out an interview or obtain a statement about the Council's business and actions.

4.8 Except in the most straightforward cases, the caller should be informed that a statement will be made within 24 hours and they should be asked to set out clearly what they want to know. This will allow time for the Clerk to consult with the Mayor or relevant Ward Councillor(s) in producing a response within a reasonable time.

4.9 Any verbal or written statement given by the Clerk must represent the corporate position and views of the Council not the individual views of Members or staff held in their official capacity.

4.10 Where the matters concerned have not been discussed by the Council, an immediate response cannot be made, and this should be made clear to the enquirer. The Clerk should then consult with the Mayor or appropriate Ward Councillor(s) for a response, which may be 'no comment'.

4.11 In particular, Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

4.12 Confidential documents, exempt minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and take appropriate action in accordance with the Standing Orders and Code of Conduct adopted by the Council.

4.13 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

4.14 There are a number of personal privacy issues for Officers and Members that must be handled carefully and sensitively in accordance with the council's policies on Freedom of Information and Data Protection. These issues include the release of personal information, such as home address and telephone number, disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

5 Attendance of Media at Council or Committee Meetings

5.1 The Local Government Act 1972 requires that all agendas, reports and minutes be sent to the media on request, prior to the meeting.

5.2 Seating will be made available should the media wish to attend Council and Committee meetings.

6 Elections

6.1 The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for Members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual Members unless it is relevant to the particular position they hold in the Council.

7 Purdah

7.1 In the years when elections occur, during periods from the issue of the Notice of Election until the day of the Election ("Purdah"), Officers will issue no releases quoting Council Members. During "Purdah" any quotes will be from Officers only.

8 Press Releases

8.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of all Officers and Members to look for opportunities where the issuing of a press release may be beneficial.

8.2 The Clerk should be notified of all press releases so that there is consistency of style across the Council and that the use of the press release can be monitored.

9 Notices

9.1 The Council website will be used to convey information on matters of interest and latest news and will be updated regularly by officers.

9.2 The Council notice boards will be used for the advertising of council information.

10 Social Media

10.1 With the rise in the use of social media such as Facebook and Twitter, Members and Officers need to be fully aware of the implications of using these products. All social media should only be used to present factual information about the Council or its decisions, where the person posting the information is identified as being associated with the Council.

10.2 The Council has Facebook, Twitter and Instagram accounts. These will be used by Officers to provide and share information on services and events in Crewe that may be of interest to the community

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CREWE TOWN COUNCIL

EMPLOYEE HANDBOOK

Adopted by Council on 14th May 2024
Review Date: May 2025

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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.

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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

Drugs and alcohol can have an impact on the workplace. Misuse can lead to accidents at work, reduced efficiency, poor decision making, lost productivity, absenteeism, etc, not only for the individual but also for others.

We expressly prohibit the use of "illicit substances" which we define as including any illegal drugs (Class A, B or C), any prescription drugs that have not been prescribed to you and any psychoactive substances or legal highs.

Whilst we do not want to dictate how you spend your time outside of work, you should be mindful to ensure that any consumption of an illicit substance or alcohol the night before/preceding your shift, does not render you unfit to drive or over the relevant legal limit, if you need to drive; nor should you be under the influence or unfit to work the following day/ shift.

If you are required to drive as part of your duties, you should not consume alcohol before arriving on duty or whilst on duty. It is an absolute requirement for a driver to be under the relevant legal drink-drive limit. It is illegal for any person to drive or attempt to drive a motor vehicle while unfit to drive through the use of alcohol or an illicit substance.

Suspension

When there is reasonable belief that you are under the influence of alcohol or any illicit substance on reporting for work or during the course of work, you will be sent home immediately.

It is a criminal offence to be in possession of, use or distribute any illegal drugs. If we suspect you have committed any such offences during the course of your employment, the alleged offence will be investigated by us. This may lead to disciplinary action being taken against you up to and including summary dismissal and the matter being reported to the Police.

You must not:

- report, or endeavour to report, for duty having consumed an illicit substance, or alcohol likely to render you unfit and/or unsafe for work;

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- consume or be under the influence of an illicit substance or alcohol while on duty, including during authorised breaks;
- consume or be under the influence of an illicit substance or alcohol while on our premises or any premises on which we may operate;
- be in possession of, or store any illicit substance or alcohol on your person, in personal areas such as lockers and desk drawers;
- attempt to sell or give an illicit substance to any other employee or other person during the course of your employment;
- attempt to sell or give alcohol to any other employee or other person during the course of your employment.

This also includes business functions where you are representing us.

Any breach of our rules on the misuse of illicit substances or alcohol may lead to serious disciplinary action up to and including dismissal.

Additional rules

Special rules may apply in relation to alcohol, where we may sponsor an event for employees (e.g., Christmas or farewell events). In these circumstances any variation to the no-alcohol policy will be communicated in advance of the event.

In addition to our zero tolerance rules above, there may be other instances of misconduct at work, or absence from work, caused as a result of excessive drinking or drug taking outside of the workplace, such as lateness, absences relating to a hangover or attending work visibly hungover or smelling of alcohol. Any instances of this nature may fall short of the zero tolerance rules above, however, will still be dealt with under the normal disciplinary rules.

Prescription drugs

You should inform us of any prescribed medication that may have an effect on your ability to carry out your work properly. Prescription drugs that cause drowsiness must not be used while at work. Failure to disclose this information will be dealt with as a disciplinary offence.

Drugs/ alcohol dependency

Drug and alcohol dependency problems could arise for a variety of reasons and over a prolonged period of time.

If you are suffering from a drug or alcohol dependency you should advise a member of senior management of your own choosing.

We will seek to provide reasonable assistance by treating absences for treatment and/or rehabilitation as sickness absence.

If you do not finish a programme of treatment, or your recovery and return to work does not go as planned, we will meet with you to decide what further action, if any, should be taken.

However, if you are found in breach of the workplace rules as set out in this policy, you may still be subject to disciplinary action up to and including dismissal.

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 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.

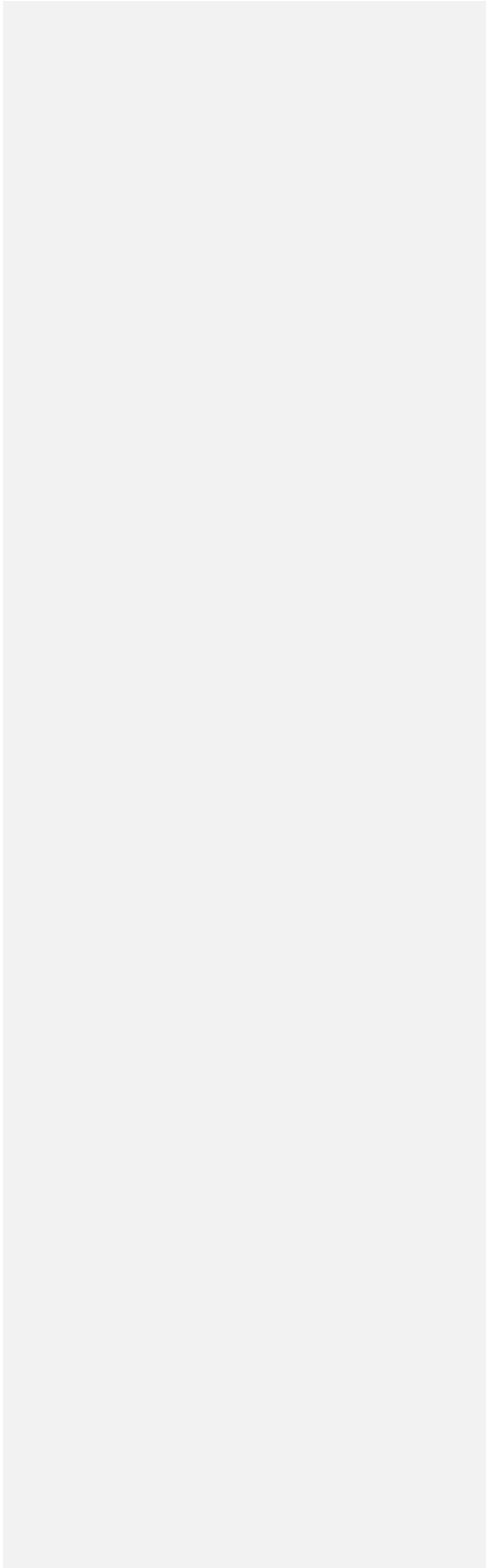
Appeals against action taken by a manager will be undertaken by the Town Clerk. Appeals against action taken by the Town Clerk will be undertaken by members of the Appeals Committee who have not been part of the original decision, or an independent person appointed by the Committee.

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.

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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.

CARER'S LEAVE

You are entitled to take one week's unpaid leave to provide or arrange care for a dependant (see above for definition of a dependant). This is the maximum you can take in a single rolling period of 12 months. Part-time

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employees will receive a pro-rata entitlement.

You may take the leave in either individual days or half days, up to a block of one week.

You should notify **xxxxx** in advance of the day(s) that you are looking to take off. You are required to give notice by either twice the length of leave requested, or three days, whichever is the longest. We may waive this notice requirement where the other eligibility criteria of the regulations have been met.

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, 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 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.
6. Discrimination or harassment of any individual on the grounds of a relevant protected characteristic during the course of your employment.

7. Incapacity at work due to the influence of alcohol, unprescribed drugs, alcohol or any other substance.
8. Negligently or wilfully causing damage to Council property.
9. Deliberately accessing internet sites containing pornographic, offensive or obscene material.
10. Theft, unauthorised use or possession of Town Council property or fraud.
11. Serious insubordination.
12. Conduct bringing the Town Council into disrepute.
13. Serious breach of health and safety.
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 as soon as possible following 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

You are entitled to submit two requests of this nature in any 12 month period, however the second request cannot be made whilst the initial request is still being processed.

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 request to take any replacement holiday must be in accordance with our rules on holiday requests above. We may require you to take all or part of your replacement holiday on particular days and in such circumstances we will 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.

Should there be any time limit on your right to live and work in the UK, you must provide evidence of your continued right to live and work in the UK on or before the expiry date of your current permission.

Alternatively, we may ask the Home Office to check your right to work status and provide us with a Positive Verification Notice if: -

- you are unable to show your documents because of an outstanding appeal, review or application with the Home Office; or
- you have an Application Registration Card; or
- you have a Certificate of Application that is less than 6 months old; or
- you are a Commonwealth citizen who started living in the UK before 1988.

You are required to advise us of any changes to your immigration status that may affect your right to work in the UK.

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.

- 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 to 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

If your wife, civil partner or partner gives birth to a child you are entitled to two weeks' paternity leave provided that you have 26 weeks' continuous service with us by the week that falls 15 weeks before the week in which the child is expected.

Paternity leave is also available to you if a child is matched or placed with you for adoption provided that you have 26 weeks' continuous service ending with the week in which you or your Partner are notified by an adoption agency of being matched with a child. Either the adoptive father or the adoptive mother may take paternity leave where the other adoptive parent has elected to take adoption leave.

Your paternity leave can be taken in a single block of two consecutive weeks, or split into one, or two, one-week blocks.

You are able to take your paternity leave at any point in the first year (52 weeks) after the birth or adoption of your child.

Statutory Paternity Pay will be at the same rate as Standard Maternity Pay (or 90% of average earnings if this is less).

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.

Agenda Item 9.viii

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, including sexual harassment, will constitute unlawful discrimination when it relates to one or more 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 (whether or not linked to a protected characteristic) can be defined as 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.

Cyber/ online bullying is bullying that takes place using electronic technology which may include devices and equipment such as mobile phones, computers and tablets, as well as communication tools including social media sites, text messages, chat and websites. Examples of cyber/ online bullying may include unkind messages or emails, rumours sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Harassment may be physical, written, verbal, non-verbal, online or via social media. It can be intentional or unintentional.

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 their dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for them, even if this effect was

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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 them and to have their feelings respected by others.

Harassment may occur where an individual is subjected to unwanted conduct due to their association with another individual who has a protected characteristic.

Harassment may also occur where a person engages in unwanted conduct towards another because they have 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, written or online 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 they have a protected characteristic when in fact they do not have the perceived protected characteristic;
- knowingly addressing or referring to someone using a pronoun (for example, he or she) with which an individual does not identify (misgendering);
- 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, 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

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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 under our Grievance policy, which details the procedure to follow.

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.

The Town Clerk will maintain records of investigations and/or grievances into alleged incidents of harassment or bullying, the outcome of the investigations/grievances 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.

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Crewe Town Council - Council, Committee and Outside Bodies Membership (2024/25)

Council (20)	Planning & Environment (10)	Finance & Governance (11)	Events & Culture (11)	Public Services (11)	Community (11)
1. Cllr Joy Bratherton 2. Cllr Clair Chapman 3. Cllr Dawn Clark 4. Cllr Alan Coiley 5. Cllr Martin Edwards 6. Cllr Irene Faseyi 7. Cllr Sally Graham 8. Cllr Lena Hogben 9. Cllr Steve Hogben 10. Cllr Marilyn Houston 11. Cllr Stuart Mackay 12. Cllr Jamie Messent 13. Cllr Toni Mortimer 14. Cllr Kev Murray 15. Cllr James Pratt 16. Cllr Jill Rhodes 17. Cllr John Rhodes 18. Cllr Dennis Straine-Francis 19. Cllr Ben Wye 20. Cllr Simon Yates	1.Cllr Lena Hogben 2.Cllr Steve Hogben 3.Cllr Houston 4.Cllr Messent 5.Cllr Mortimer 6.Cllr Murray 7.Cllr John Rhodes 8.Cllr Straine-Francis 9. 10.	1.Cllr Clark 2.Cllr Steve Hogben 3.Cllr Messent 4.Cllr Mortimer 5.Cllr Murray 6.Cllr Jill Rhodes 7.Cllr John Rhodes 8.Cllr Straine-Francis 9. 10. 11.	1.Cllr Chapman 2.Cllr Edwards 3.Cllr Faseyi 4.Cllr Graham 5.Cllr Mackay 6.Cllr Mortimer 7.Cllr Jill Rhodes 8.Cllr Straine-Francis 9.Cllr Wye 10. 11.	1. Cllr Bratherton 2. Cllr Coiley 3. Cllr Steve Hogben 4. Cllr Mackay 5. Cllr Messent 6. Cllr Mortimer 7. Cllr Murray 8. Cllr Pratt 9. Cllr Straine-Francis 10. Cllr Yates 11.	1. Cllr Clark 2. Cllr Coiley 3. Cllr Edwards 4. Cllr Faseyi 5. Cllr Graham 6. Cllr Lena Hogben 7. Cllr Mortimer 8. Cllr Murray 9. Cllr Jill Rhodes 10.Cllr Straine-Francis 11.Cllr Wye
Personnel	Appeals				
Cllr Clark Cllr Steve Hogben Cllr Messent Cllr Murray Cllr Jill Rhodes Cllr Straine-Francis	Cllr Faseyi Cllr Sally Graham Cllr Pratt Cllr John Rhodes				

Outside Bodies

- | | |
|--|--|
| 1. Crewe Town Board (Cllr Jill Rhodes) | 2. Town Board Blue & Green Infrastructure sub-group (Cllr Ben Wye) |
| 3. Crewe Allotments (Cllr John Rhodes) | 4. Crewe Pledge Board (Mayor & Deputy Mayor) |
| | 5. Crewe Heritage Trust (Cllr Stuart Mackay) |

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Councillor Code of Conduct – Cheshire East

Cheshire East Council has adopted this Code of Conduct to promote and maintain high standards of conduct and underpin public confidence in the Authority and its Councillors and co-opted Members (referred to collectively in this Code as “Councillors”).

1. All Town and Parish Councils that are within the Borough boundary have been invited to adopt this Code. It is acknowledged that town and parish councils that choose to adopt this Code may wish to amend its provisions to reflect local circumstances and preferences.
2. It is important that as Councillors we can be held accountable, and all adopt the behaviours and responsibilities associated with the role. Conduct as an individual Councillor affects the reputation of all Councillors. The Council wants the role of Councillor to be one that people aspire to. The Council also wants individuals from a range of backgrounds and circumstances to be putting themselves forward to become Councillors.
3. As Councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.
4. Importantly, we should be able to undertake our role as a Councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.
5. This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public’s trust in local government.

Introduction

This Councillor Code of Conduct has been adopted under the Localism Act 2011 and is supported by a process that will be followed if a complaint is made. A complaint should be made to the Monitoring Officer with sufficient information to substantiate it. [The form and details of the process can be found on the Cheshire East website.](#)

Support for Town and Parish Councils can be accessed through their membership of the Cheshire Association of Local Councils (ChALC) or the National Association of Local Councils (NALC).

Guidance that may assist Councillors in interpreting and understanding aspects of the code can be found here;

[Guidance on Local Government Association Model Councillor Code of Conduct | Local Government Association](#)

Definitions

For the purposes of this Code of Conduct, a “Councillor” means an elected Councillor or co-opted Member of Cheshire East Council or of one of the Town and Parish Councils that have adopted this Code of Conduct

A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who:

- a) is a member of any committee or sub-committee of the authority, or;
 - b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;
- and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes Cheshire East Council and / or one of the parish councils, town councils within the Borough.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority officers and the reputation of your Council and of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

General principles of Councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, Councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles (as set out at Appendix A). The Nolan Principles are:

1. Selflessness;
2. Integrity;
3. Objectivity;
4. Accountability;
5. Openness;
6. Honesty;
7. Leadership.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully

- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member, and it continues to apply to you until you cease to be a Councillor or Co-Opted Member.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor or Co-opted Member which may include if:

- you misuse your position as a Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements, and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of Councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a Councillor:

1.1 I treat other Councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from others. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the relevant local authority, social media provider or the police. This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Member/officer protocol.

2. Bullying, harassment and discrimination

As a Councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Because bullying and harassment can be subjective by its very nature, any complaints of such behaviour will be subject to an objective assessment of all the circumstances surrounding the allegation.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a Councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (there are no political assistants in Cheshire East). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, for having acted in a particular way, or in respect of the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

Councillors should always use the appropriate routes to raise issues and inform decision making.

4. Confidentiality and access to information

As a Councillor:

4.1 I do not disclose information given to me in confidence by anyone, or acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:

- a) *I have received the consent of a person authorised to give it;*
- b) *I am required by law to do so;*
- c) *the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or*
- d) *the disclosure is:*
 - i. *reasonable and in the public interest; and*
 - ii. *made in good faith and in compliance with the reasonable requirements of the access to information procedure rules; and*
 - iii. *I have sought the views of the Monitoring Officer prior to its release.*

4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Cheshire East Council must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions,

documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a Councillor:

5.1 I do not bring my role or Council into disrepute;

5.2 I am seen as a representative of Cheshire East Council or my Town or Parish Council and seek to uphold the image and reputation of the Council and will not bring my Council into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your Council and may lower the public's confidence in you or your Council's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the Council and fellow Councillors to account and are able to bring legitimate challenge in relation to Council functions and operation, criticise and express concern about decisions, services and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct. The Code of Conduct does not stifle political debate, or prevent Councillors from campaigning on issues of local concern.

6. Use of position

As a Councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a Councillor of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others.

However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a Councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and*
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.*

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a Councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business, personal, or political gain. They should be used in accordance with the purpose for which they have been provided and the Council's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my Council.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a Councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of Councillors of the Council this includes Town and Parishes.

You need to register your interests so that the public, council employees and fellow Councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other Councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a Councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I will only accept gifts and hospitality when on a scale appropriate to the circumstances, and where it is apparent that no cause could reasonably arise for adverse criticism about the acceptance of the gift or hospitality. Hospitality is usually acceptable when the invitation is corporate not personal.

10.3 I will register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

Whatever gift or hospitality is provided to you, other than a gift or hospitality of nominal value only (such as drink, or small items of stationery), you should report the circumstances and the type of hospitality to the Monitoring Officer. Small insignificant gifts of a value of less than £50, such as pens, diaries, calendars, mouse mats or mugs, may be accepted.

In order to protect your position and the reputation of your Council, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered.

Corporate gifts and/or hospitality may on occasion be offered to Councillors carrying out duties associated with a ceremonial role such as Mayor. If the gift or hospitality is offered in ceremonial capacity, it can be accepted and noted on the register for the office being held. For example, the Mayor receives a gift on behalf of the Council, the gift will be recorded in the Mayors register and retained by the Council. A gift received by the Mayor as a token of thanks for attending a function, such as flowers, will be recorded as a personal gift within the register as appropriate. Gifts of a greater value should only be accepted on the basis that the gift or hospitality is declared. Gifts or hospitality (if appropriate) accepted in a ceremonial capacity may be donated to charitable or other appropriate causes such as the Mayors Charity.

You do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Member. If you are unsure, do contact the Monitoring Officer for guidance.

11. Predetermination, predisposition and bias

Issues of predetermination, predisposition and bias can arise in parallel to the provisions of the Code of Conduct, but are not part of the Code itself. For further information, please consult specific guidance available at the following links:

http://cedocs.ourcheshire.cccusers.com/_layouts/15/WopiFrame2.aspx?sourcedoc=/Documents/Planning%20Code%20of%20Conduct.docx&action=default

<https://www.local.gov.uk/publications/probity-planning-advice-councillors-and-officers-making-planning-decisions>

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Registering interests

Within 28 days of becoming a Councillor or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register

details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the Councillor, or a person connected with the Councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. You are able to make a brief statement prior to leaving the meeting to describe the context of your decision. Specific guidance regarding the declaration of interests at planning committee is available here: <https://www.local.gov.uk/publications/probity-planning-advice-councillors-and-officers-making-planning-decisions>

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you are the Chairperson of any committee and have a disclosable pecuniary interest on a matter to be considered by you or you are being consulted upon for an officer decision, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for the Vice Chairperson or someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (**and is not a Disclosable Pecuniary Interest set out in Table 1**) or a

financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest. You are able to make a brief statement prior to leaving the meeting to describe the context of your decision. Specific guidance regarding the declaration of interests at planning committee is available here:

<https://www.local.gov.uk/publications/probity-planning-advice-councillors-and-officers-making-planning-decisions>

8. Where a matter arises at a meeting which **affects** –

- a. your own financial interest or well-being;
- b. a; or
- c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. You are able to make a brief statement prior to leaving the meeting to describe the context of your decision. Specific guidance regarding the declaration of interests at planning committee is available here:

<https://www.local.gov.uk/publications/probity-planning-advice-councillors-and-officers-making-planning-decisions>

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you are the Chairperson of any committee and have another Registrable Interest or Non-Registrable Interest on a matter to be considered by you or you are being consulted upon for an officer decision, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for the Vice Chairperson or someone else to deal with it.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Any employment, office, trade, profession or vocation carried on for profit or gain.

Sponsorship

Any payment or provision of any other financial benefit (other than from the council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses.

This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts

Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the Subject Description Employment, office, trade, profession or vocation Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council—

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

Land and Property - Any beneficial interest in land which is within the area of the council.

'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.

Licenses - Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.

Corporate tenancies - Any tenancy where (to the Member's knowledge)—

- (a) the landlord is the council; and
- (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

Securities - Any beneficial interest in securities* of a body where—

- (a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and
- (b) either—
 - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/ her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- 'director' includes a member of the committee of management of an industrial and provident society.

- **'securities'** means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

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Asset Code	Description	Current Value
CTC01	Dell 14" i5 Laptop TOWN CLERK	1
CTC02	Dell Latitude 3540	0
CTC03	iPad Air 2	0
CTC04	HP205G2SFF Desktop PC	0
CTC05	Apple iPhone7	0
CTC06	Display Screen 22MP55HQ-P	1
CTC07	Display Screen FLATRON 22EN33S-B	1
CTC08	HP ProBook 455G1	0
CTC09	Display Screen FLATRON 22EN33S-B	1
CTC10	Apple iPhone 6s	1
CTC11	HP 250 G5 Notebook Heriatge Officer	1
CTC12	Apple iPhone 7	0
CTC13	Display Screen BenQ DL2215-B	1
CTC14	HP Laptop	0
CTC15	HP 255 G6 Notebook	0
CTC16	Samsung J330FN	0
CTC17	412GW Dashcam	0
CTC18	Samsung J330FN	0
CTC19	HP 255 G6 Notebook	0
CTC20	Vestro 3578 - 6KL40HQ Laptop COMMUNITY	1
CTC21	22M47VQ-P Display Screen	1
CTC22	Apple iPhone 5	1
CTC23	Flatron 22EN33S Display Screen	1
CTC24	P87G001 Dell Laptop TOWN CLERK	1
CTC25	Apple iPhone 5	0
CTC26	Bosch Electric Drill	1
CTC27	Hedge Trimmers Stihl	1
CTC28	Handheld Blower Stihl	1
CTC29	Backpack Blower Stihl	1
CTC30	Strimmer Stihl	1
CTC31	8 x 650mm Cup and Saucer Planters	439.04
CTC32	4 x Tier Planters	2,513.40
CTC33	1 x Street Jubilee Litter Bin - Maxwell Street	368
CTC34	Christmas Lights	0
CTC35	Portable PA System - Mipro Electronics IC 2978A-MA808	0
CTC36	21ft x 8ft Red Storage Container	1,764.00
CTC37	Alton Street	1
CTC38	Brookhouse Drive	1
CTC39	Claughton Avenue	1
CTC40	Electricity Street	1
CTC41	Henry Street	1
CTC42	Hungerford Road	1
CTC43	Manor Way	1
CTC44	Ruskin Road	1
CTC45	Ford Lane	1
CTC46	Hulme Street	1
CTC47	Walker Street	1
CTC48	CTC Office - 1 Chantry Court	135,000.00

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CTC49	Henry Hoover HCR200-12	1
CTC50	12 Conference Room Tables	1
CTC51	30 Conference Room Chairs	1
CTC52	LCD Projector	1
CTC53	Projector Screen	1
CTC54	Microwave	79.99
CTC55	Kettle	12
CTC56	Toaster	1
CTC57	Undercounter Fridge	109.99
CTC58	Water Heater	49.99
CTC59	25 Framed Pictures	0
CTC60	Sculpture from Macon	0
CTC61	WW1 Shell from Macon	0
CTC62	4 x First Aid Kits	82.32
CTC63	4 x Thermal Flasks	99.96
CTC64	Desk - Community	1
CTC65	Half Desk - Events	1
CTC66	Desk - Town Clerk	1
CTC67	Desk - Operations	1
CTC68	Desk - Comms	1
CTC69	Office Chair - Community	1
CTC70	Office Chair - Events	1
CTC71	Office Chair - Support	1
CTC72	Office Chair - Town Clerk	0
CTC73	Office Chair - Operations	1
CTC74	Office Chair - Heritage	1
CTC75	Office Chair - Comms	1
CTC76	Office Chair - Spare	1
CTC77	Synology 4 Bay NAS Server	1
CTC78	2 x Hard Drives WD2 Terabyte	0
CTC79	1 x upright piano	0
CTC80	8 x carver chairs	0
CTC81	2 x oblong glass topped coffee tables - Mahogany piecrust	0
CTC82	2 x round glass topped coffee tables - Mahogany piecrust	0
CTC83	1 x corner hall table	0
CTC84	2 x boxes of china	0
CTC85	1 x large dining table - Mahogany circular table	0
CTC86	1 x glass showcase	0
CTC87	1 x leather sofa	0
CTC88	2 x leather armchairs	0
CTC89	5 x cushions	0
CTC90	13 x chairs - Chippendale Style	0
CTC91	Former C&N silver gilt mace presented to Crewe 1877	1
CTC92	Queen Victoria Golden Jubilee year Mayoral pendant 1887	1
CTC93	B of Crewe Deputy Mayoress's pendant 1955	1
CTC94	Former Borough of Crewe Mayoral chain	1
CTC95	Deputy Mayors Pendent	1
CTC96	Amyl mahogany cased upright piano	1
CTC97	Mahogany piano stool	1

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CTC98	Set of 4 mahogany air chairs in the George II style	1
CTC99	Queen Anne style mahogany and walnut display cabinet	1
CTC100	Custom built mahogany display table	1
CTC101	Pair of cast brass seven branch hanging chandeliers	1
CTC102	Set of six Adam style cast brass twin branch wall lights	1
CTC103	Axminster woolen carpet in the Tabriz style	1
CTC104	Victorian presentation sword to Mayor of Crewe 1877	1
CTC105	B of Crewe Mayor's pendant 1955	1
CTC106	B of Crewe Mayoress's pendant 1955	1
CTC107	Edwardian silver gilt presentation key Diphtheria Pavillioin 1904	1
CTC108	Silver gilt key King George V playing fields Sports Pavillion 1964	1
CTC109	Red Leather three piece suite	1
CTC110	Pair of mahogany piecrust top coffee tables (swan neck legs)	1
CTC111	Mahogany piecrust top rectangular coffee table	1
CTC112	Mahogany and leather topped corner table	1
CTC113	Reproduction mahogany serpentine front side table	1
CTC114	Mahogany and leather topped square side table	1
CTC115	The Mayor's mahogany kneehole desk	1
CTC116	Pair of mahogany and inlaid cabinets	1
CTC117	Mahogany finish and brass vestments coat stand	1
CTC118	Mahogany display cabinet on stand	1
CTC119	Mayoral robes	1
CTC120	Mayoral robes	1
CTC121	Mayoral robes	1
CTC122	Crewe TC Allotments Silver Challenge Cup 1930	1
CTC123	Presentation Smiths clock presented to Mayor of Crewe 1955	1
CTC124	Garniture of three Chinese blue and white export vases	1
CTC125	Three Fenton chinoiserie vases	1
CTC126	Victorian silver tyg loving cup 1900 presented to Mayor of Crewe	1
CTC127	Crewe Borough presentation silver gilt casket 1897 Marquis of Crewe	1
CTC128	Edwardian Irish silver rose bowl 1902 Crewe allotments	1
CTC129	Crewe-Macon Challenge silver trophy 1964	1
CTC130	B of Crewe Hon. Freeman presentation silver cigar box	1
CTC131	Presentation Silver plated taste-vin presented by Macon	1
CTC132	B of Crewe Jubilee presentation silver cigar box 1924	1
CTC133	French silver presentation cup Macon 1956	1
CTC134	B of Crewe medal	1
CTC135	La Ville de Macon pewter lidded jug 1973	1
CTC136	B of Crewe Presentation military plaque (Women's Royal Army Corps)	1
CTC137	Lords Commisioners of the Admiralty HMS AMBUSCADE plaque 1942	1
CTC138	Borough of Crewe charter 1955	1
CTC139	Photo of James Atkinson, Mayor	1
CTC140	Framed Crewe - Macon notary 1967	1
CTC141	Borough of Crewe Mayoral badge of office 1955	1
CTC142	B of Crewe Deputy Mayor's badge of office 1954	1
CTC143	Two pairs of Crewe Borough Arms silver cufflinks	1
CTC144	Past Mayor's silver medal 1954	1
CTC145	B of Crewe past Mayoress's silver medal	1
CTC146	B of Cewe past mayoress's silver pendant	1

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CTC147	Pair of gilded stell ceremonial scissors	1
CTC148	Borough of Crewe Mayoral photo album 1877-1974	1
CTC149	News reel - HM Queen's visit 1956	1
CTC150	Borough of Crewe Town Clerk presentation service book 1899	1
CTC151	B of Crewe Honorary Freeman's roll 1887- 1973	1
CTC152	2 Mayor's parlour visitors' books 1905 - 1974	1
CTC153	Mayoral hats, waistcoats, chauffeur's uniform	1
CTC154	Royal warrant, seal, etc, medals 1877-1893	1
CTC155	Past Mayor's medal, past mayoress's necklace 1934-35	1
CTC156	3 past mayor's medals (unissued)	1
CTC157	5 past mayoress's necklaces, cufflinks, medals	1
CTC158	B of Crewe presentation silver plated oval serving tray 1954-55	1
CTC159	Assortment of china tea wares Crewe Borough Arms	1
CTC160	Macon presentation glazed pottery plate	1
CTC161	Victorian painted cast iron press seal	1
CTC162	Grant of OBE to Alderman Foulkes, photos pre 1974	1
CTC163	Mayoral painting 1939-40	1
CTC164	Framed mayor's address to HM George V in Crewe 1913	1
CTC165	Framed certificates from president of France	1
CTC166	Chippendale Mahogany Chair	1
CTC167	The Wilton (Carpet)	1
CTC168	Past Mayors Medals	1
CTC169	6 x Cufflinks - CTC Logo and Civic Crest	0
CTC170	Samsung J330FN	1
CTC171	Dell Latitude 3510 Laptop EVENTS MGR	400
CTC172	Dell Latitude 3400 Laptop SUPPOT OFF	200
CTC173	Samsung Galaxy J3 Mobile Phone	1
CTC175	Asus 14"Notebook Laptop REGEN	495
CTC176	Stihl HLA56 Cordless Long Handle Hedgecutter	0
CTC177	Stihl FS 85A Cordless Strimmer	0
CTC178	WESTERMANN-WKB660HONDA-GXV160	1,000.00
CTC179	DELL 3520 1P9CR93 EX 3704148471 COMMS	595
CTC180	Stihl BG86 CE Hand held petrol blower	221.25
CTC181	Stihl HL92C-E Petrol Long reach hedge trimmer	541.2
CTC182	DEFIB CC1- ZOLL AED 3 Semi Automatic	1,095.00
CTC183	DEFIB CC1- ZOLL AED 3 Semi Automatic	1,095.00
CTC184	DEFIB CC1- ZOLL AED 3 Semi Automatic	1,095.00
CTC185	DEFIB CC1- ZOLL AED 3 Semi Automatic	1,095.00
CTC186	DEFIB CC1- ZOLL AED 3 Semi Automatic	1,095.00
CTC187	NED Armour Polycarbonate Outdoor Cabinet	1,095.00
CTC188	NED Armour Polycarbonate Outdoor Cabinet	440
CTC189	NED Armour Polycarbonate Outdoor Cabinet	440
CTC190	NED Armour Polycarbonate Outdoor Cabinet	440
CTC191	NED Armour Polycarbonate Outdoor Cabinet	440
CTC192	Stihl FS 361 EM petrol brush cutter	695.2
CTC193	Stihl BR 350 Petrol backpack blower	324
CTC194	Stihl HL 92 CE Long reach petrol headge trimmer	568.55
CTC195	Defib & External Cabinet	1,195.00
CTC196	Defib & Cabinet	1,195.00

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CTC197	Defib & Cabinet		1,195.00	
CTC198	Defib & Cabinet		1,195.00	
CTC199	Railway Cottages Land		20,000.00	
			178796	
	2023/24 Stated		178796	
	2022/23 Stated		135588	
	Difference		43208	
Added	2023/24 purchases		24780	
	Chantry Court increalse in value		22500	47280
Revalues & disposed	Westerman		-1105	
	Stihl		-298	
	Stihl		-412	
	Christmas Lights		-2000	
	dashcam		-50	
	Potable Pa System		-100	
	Ipad Air		-100	
	residual value £1 removed		-7	
	Balance		43208	90488
	2022/23 & 2023/24 reconsile		0	
				-47280

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Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720434133
Insured	Crewe Town Council
Business	Parish / Town Council
Period of Insurance	
From	15 th April 2024
To	14 th April 2025
and any other period for which cover has been agreed.	

Renewal Premium	£ 5,828.00
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	127718136
Long Term Agreement:	Not Applicable
Preparation Date	24 th April 2024
Prepared by	Ms Caroline Hopgood
Policy Form Reference	MLAACG08

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. 1 Chantry Court, Address, Forge Street, Crewe, Cheshire, CW1 2DL	£197,332.20	N/A	£12,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part C – All Risks**Table Headings**

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Allotment Items including tools and 8 Defibrillators/Cabinets	£14,918.95	£100
Historic Assets as per asset list 4/4/24 - Highest single item £8500	£72,215.00	£100
CTC127 Crewe Borough presentation silver gift casket 1897 Marquis of Crewe	£16,000.00	£100
CTC141 Borough of Crewe Mayoral Badge of Office	£28,000.00	£100
IT Equipment including Laptops & Screens	£3,000.00	£100
Jewels of Office including Former Borough of Crewe Mayoral Chain @ £65,500	£91,611.45	£100
4 x mobile phones	£600.00	£100
Rangers Equipment	£4,421.25	£100
Tools	£2,980.00	£100
Town Centre Planters & Bins	£3,900.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.



Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None



Part H – Libel and Slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part N – Fidelity Guarantee

Persons Guaranteed:
All members and employees

Sum Guaranteed
£5,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:**Employees**

Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Volunteers

Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Directors/Councillors

Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Operative Endorsement:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes	Not Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	Online: https://propertyclaims.zurich.co.uk/index.html
Business interruption		Tel: 0800 028 0336
Money		Email: farnboroughpropertyclaims@uk.zurich.com
Works in progress		Address: Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Public liability	Liability Claims	Online: https://liabilityclaims.zurich.co.uk/index.html
Employers liability		Tel: 0800 783 0692
Personal assault under Money		Email: fnlc@uk.zurich.com
Personal accident		Address: Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Financial and administrative liability		
Motor Claims	Motor Claims	Online: https://motorclaims.zurich.co.uk/index.html
		Tel: 0800 916 8872
		Email: zmnewmotorclaims@uk.zurich.com
		Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel: 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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Cheshire Association of Local Councils Affiliation Fee 2024-25 - INVOICE



Clerk to Crewe Town Council
Crewe Town Council Office
1 Chantry Court, Forge Street
Crewe
CW1 2DL

Amount Payable	£1551.66
Receipt Required?	Y/N

Please sign to confirm your councils' agreement to receive our services.

Name: Clerk

Name: Chair

Name of Council: Date Signed:.....

PAYMENT DETAILS

PLEASE MAKE CHEQUES PAYABLE TO: Cheshire Association of Local Councils
Account No: 61050727
Sort Code: 08 90 57

FOR PAYMENTS BY BACS PLEASE COMPLETE THE FOLLOWING:

DATE PAYMENT MADE:

YOUR REFERENCE:

Please post or email your completed agreement and invoice, along with any payment details, to the address shown below

OFFICE USE ONLY

Date Payment Received:	Cheque or BACS
Agreement/Invoice filed:	ACT Updated:

CHESHIRE ASSOCIATION OF LOCAL COUNCILS
Park View Business Centre, Combermere, Whitchurch, Shropshire, SY13 4AL
Tel: 01948 871314 - www.chalc.org.uk - nikkiroberts@chalc.org.uk

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Crewe Town Council

Internal Audit 2023/24

JDH BUSINESS SERVICES LTD

The internal audit of Crewe Town Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements
- The authority has complied with the publication requirements for the prior year AGAR.
- The authority correctly provided for a period for the exercise of public rights for the prior year AGAR
- The authority published required information on a website up to date at the time of the internal audit in accordance with relevant legislation.

The interim internal audit provides evidence to support the annual internal audit conclusion in the AGAR Annual Return for larger councils.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

J D H Business Services Ltd

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
2023/24 year end internal audit			
1	The 2023/24 AGAR includes the incorrect figure in Box 7. for balances carried forward. The cash and investments figure of £1,623,181 has incorrectly been included in box 7 instead of closing Balance Sheet balances of £1,685,288.	<i>The AGAR accounts should be amended as noted.</i>	Implemented
2	<p>The Council already takes account of the reserves required to meet its needs through the annual budgeting process as required by the Local Government Finance Act 1992. However, there is no current adopted reserves policy.</p> <p>The purpose of a reserves policy is to set out how the council will determine and review the level of general, capital and other earmarked reserves that should be maintained and rules regarding use of reserves including approvals required. In</p>	<i>The council should establish a formal reserves policy covering general, capital and other earmarked reserves.</i>	Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
	particular, the reserves policy would set the range at which general reserves should be maintained to ensure financial security, working capital needs are met, and include sufficient contingency for unforeseen events.		
2023/24 interim internal audit			
1	Pay rises are notified to the payroll agent solely via an email from the clerk.	<i>The Chair should be copied into the email from the clerk noting the annual officer pay rise information, and all other pay rises/changes, to the payroll agent.</i>	Implemented
2	A checklist review of governance identified that policies for gifts and hospitality, and expenses, have not been established by council covering both councillors and staff.	<i>The council should consider establishing a gifts and hospitality policy, and an expenses policy.</i>	Implemented
3	Budgetary control <ul style="list-style-type: none"> - Although budgetary control reports downloaded for the Rialtas system are presented to council regularly, material variances are not analysed and explained as per 	<i>Material variances should be explained in the presentation of budgetary control information as required by Financial regulations.</i>	Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
	<p>the requirements of Financial Regulations:</p> <p>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.</p> <ul style="list-style-type: none"> - A budgetary control report was presented to the meeting held on 26th September 2023, however, the review of the information is not clearly indicated in the minutes which state ‘23/CTC/3/10. To consider the budget setting process for financial year 2024/25, as recommended by the Finance & Governance Committee The process and progress was agreed’ 	<p><i>Minutes should clearly state what budgetary control information was put to the meeting, the period it covered, and that the budgetary control information has been reviewed and noted by council, including any issues raised by councillors from review of the information.</i></p>	<p>Implemented</p>
4	<p>The council secured an independent review by a procurement specialist of procurement processes, documentation and policies which has resulted in a consistent suite of procurement</p>	<p><i>The council should implement the recommendations of the procurement report. In particular, a complete contracts register should be developed which also includes all SLAs. The register could also</i></p>	<p>Implemented</p>

	ISSUE	RECOMMENDATION	FOLLOW UP
	documentation and a report containing recommendations, including the development of a contracts register.	<i>include licenses to ensure they are renewed when required.</i>	
2022/23 year end internal audit			
1	The fidelity cover is currently £2,000,000, however, fidelity insurance should aim to cover the maximum projected cash and bank balances which is estimated as the year end cash and bank balances of £1,427,262 plus the estimated next precept instalment of £602,504, which is an estimated maximum projected balances of at least £2,029,766	<p><i>As part of risk assessment procedures, the council should annually estimate maximum projected cash and bank balances and review this against the current fidelity cover and set the level of fidelity insurance accordingly.</i></p> <p><i>The council need to review the current level of fidelity insurance as it does not cover maximum projected cash and bank balances.</i></p>	Implemented
2	The £amount of the precept request for 2022/23 is not recorded in the full council minutes which is a requirement of the Local Government Act 1992 as the December 2022 council meeting agreed the precept but did not state the monetary amount of the precept.	<i>The amount of precept requested must be stated in the council resolution of the minutes where the precept was decided.</i>	Noted

	ISSUE	RECOMMENDATION	FOLLOW UP
2022/23 interim internal audit			
1	The sole trustee charity is not being managed in accordance with the trust deed as there have been no meetings of the trustee to determine annual distributions since the town council became sole corporate trustee. The council is also encountering time consuming administrative challenges with the fund manager, for instance, to set up dividend payments to be paid into the charity bank account. The level of permanent endowment in the charitable reserves has still not been established.	<i>The council should carry out an options appraisal to determine the future of the charity to best ensure the charity objects are delivered. For instance, there are potentially other options available including, for example, transfer of the assets to a local charity with similar objects. The Charity Commission should be asked for guidance regarding all the options available to the council, and processes to be followed, to ensure the Charity Act and other requirements are complied with.</i>	2023/24 follow up - Implemented The council as sole trustee has resolved to close the JMcBride trust and the council has received the Charity Commission approval and closure notice. We are informed the funds will be allocated to an earmarked reserve to be applied for the original charitable purpose in the trust deed.
2	The council is not complying with the Financial Regulations (FRs) with regard to transfers between bank accounts and the CCLA deposit funds. Financial Regulations require the following: <i>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</i>	<i>The Financial Regulations regarding transfers between bank accounts should be complied with.</i> <i>The requirements for transfers described in the risk assessment should match the requirements in the FRs.</i>	Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
	<p><i>(Authorisation of payments) and Regulation 6 (Instructions for payments).</i></p> <p>In addition, there is conflict between the requirements of the FRs and the risk assessment which simply states that the clerk can transfer money with no authorisation requirements: <i>'Transfers - Monies may be transferred between the Councils accounts by the Clerk'</i></p>		
2021/22 year end internal audit			
1	<p>A review of the nominal ledger identified that a grant received of £21487 had been incorrectly posted to expenditure cost centre 4286. The effect of this is to understate both income and expenditure by £21487. The draft accounts have now been amended to rectify this issue.</p>	<p><i>All grants received should be posted to a grant income cost centre.</i></p>	Implemented
2	<p>RECURRING ISSUE</p> <p>Testing of the detailed list of creditors identified that a significant element did not relate to goods and services received by the council in 2021/22 as they were</p>	<p><i>Year end procedures should be improved to ensure creditors included in the council balance sheet are completely and accurately stated.</i></p>	Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
	approved grants that were due to be paid. Therefore, the accounts have been adjusted to remove these invalid creditors and include them instead in earmarked year end reserves.		
2021/22 interim internal audit			
1	<p>The risk assessment does not address the risks of supplier fraud. Most standard local council insurance policies do not cover supplier fraud. The supplier fraud risks can be managed via robust policies and procedures including prevention actions such as:</p> <ul style="list-style-type: none"> - training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information. - establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any 	<i>The risk assessment should be updated to include supplier fraud including the adequacy of supplier onboarding controls.</i>	Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
	<p>associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change</p> <ul style="list-style-type: none"> - periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments. - checking address and financial health details with Companies House - checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account 		
2	The investment dividends for the John McBride Charity are paid into the town council bank account.	<i>The investment provider should be provided with the correct bank account details to ensure all investment income is paid directly to the sole trustee charity.</i>	<p>2023/24 follow up – Implemented - Charity now closed by resolution of the sole trustee</p> <p>22/23 follow up Recommendation Outstanding – the council has encountered administrative challenges with completing this with the fund manager.</p>

	ISSUE	RECOMMENDATION	FOLLOW UP
2020/21 year end internal audit			
1	Testing of the detailed list of accruals identified that a significant element did not relate to goods and services received by the council in 2020/21 as they were grants that were due to be paid in 2021/22. Therefore, the accounts have been adjusted to remove these invalid accruals and include them instead in earmarked year end reserves.	<i>Year end procedures should be improved to ensure accruals included in the council balance sheet are completely and accurately stated.</i>	2022/23 follow up – implemented 2021/22 follow up - Recommendation Outstanding
2	The risk assessment does not address the risks of supplier (procurement) fraud.	<i>The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.</i>	2022/23 follow up – implemented 2021/22 follow up - Recommendation Outstanding - the risk assessment currently only requires the VAT number of a new supplier to be checked as a supplier fraud prevention action. See 2021/22 issues.
3	The sole trustee charity accounts provided for review were incorrect as no prior year comparatives had been included, and cash	<i>The charity accounts have now been correctly amended. The council should ensure draft charity accounts are</i>	2023/24 follow up – Implemented - Charity now

	ISSUE	RECOMMENDATION	FOLLOW UP
	and bank balances in the Statement of Assets and Liabilities were incorrectly stated. In addition, there appears to be doubt as to whether the investments of the charity should be classified as restricted reserves, unrestricted reserves or permanent endowment funds.	<p><i>thoroughly reviewed before submission to internal audit to ensure they are complete and accurate and include prior year comparatives.</i></p> <p><i>Recurring Issue - charity investment funds: We previously recommended that the council needs to determine whether any of the brought forward Trust funds are Permanent Endowment funds, ie funds which cannot be expended due to restriction in the charity governing documents. This recommendation is still outstanding.</i></p>	<p>closed by resolution of the sole trustee.</p> <p>Implemented</p>
2020/21 interim internal audit			
1	A £20000 contract was agreed with CVS Cheshire East in February 2020 by the community plan committee but no signed SLA or contract was established for this supply of community development services.	<i>A signed SLA or contract should be established for all material contracts.</i>	No longer applicable as agreement not continued further after one year.
2	The cost of services provided by the local council association to support the council substantially exceeded the threshold for securing three quotations in the Financial	<i>When exemptions are relied upon in the Financial Regulations for not securing three quotations for a supply in excess of £3000, the decision and the exemption</i>	No issues identified in 2021/22 procurement testing

	ISSUE	RECOMMENDATION	FOLLOW UP
	Regulations (FRs). However, only one quotation was sought for these services which we were informed were considered specialist. The minutes do not record the exemption of the supply from standard procurement requirements of FRs due to the apparent specialist nature of the service.	<i>relied upon should be clearly recorded in the minutes.</i>	
3	In April 2020 smartphones were purchased using the payment card for £239.94. These assets were gifted to a local charity but as they were purchased through a payment card the council would not have been able to authorise the purchase and gift of these assets in advance. The payment card has now been cancelled so this issue should not recur.	<i>Internal controls should ensure that the council authorise in advance the purchase and subsequent gifting off assets to local organisations.</i>	Purchase of assets for third party organisations with the payment card has ceased
4	Review of the draft updated fixed assets register identified that each of the eleven allotment sites is now included as a cost of £47272.73 when they were previously recorded as gifted at a nominal value of £1 each.	<i>The draft fixed assets register should be reviewed and cross checked to the previous asset register to ensure the cost/value of assets complies with the requirements of the Practitioners Guide for Smaller Councils.</i>	Implemented
5	Recurring Issue - Member checks	<i>As part of ongoing probity controls over expenditure, the council should apply member checks to online payments and</i>	2023/24 follow up – Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
	<ul style="list-style-type: none"> - There was no evidence of an detailed member checks to source documentation of the monthly payroll from April to October - There is no evidence of member sample checks for online payments with supplier bank accounts from April to October 	<p><i>payroll during the year to satisfy themselves as to the validity of payments, including:</i></p> <ul style="list-style-type: none"> - <i>To provide assurance that the correct suppliers have actually been paid the amounts the council has approved, periodically a nominated councillor should select a small sample of payments from the actioned online payments and agree the online payment bank details to the bank account details of the supplier on the invoice</i> - <i>Supplier fraud prevention controls – A nominated councillor should check bank details for the first payment to a supplier to a signed confirmation letter from the supplier. The same procedure should apply where a supplier has purported to have changed bank accounts (particularly if the request is via email).</i> - <i>Monthly payroll should periodically be agreed on a sample basis back to source documentation such as authorised salary</i> 	<p>Evidence of member checks seen for 2020/21, however, recommendation outstanding for 2021/22 as at date of interim internal audit.</p>

	ISSUE	RECOMMENDATION	FOLLOW UP
		<p><i>increases, timesheets, employment contracts</i></p> <p><i>All the above member checks should be evidenced by a signature and date.</i></p>	

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Crewe Town Council

Payments 1st February to 31st March 2024

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total
01/02/2024	1047092	BRIG01	BRIGHTER BILLS	£271.09	£54.22	£325.31
01/02/2024	11700203022	CHES01	CEC	£142.00	£0.00	£142.00
02/02/2024	450249	FORREST	FORREST RECRUIT	£408.00	£81.60	£489.60
05/02/2024	1198	BLIT02	BLITZ FIREWORKS	£44,300.00	£8,860.00	£53,160.00
05/02/2024	1199	BLIT02	BLITZ FIREWORKS	£3,590.00	£718.00	£4,308.00
05/02/2024	GRANT24	CREA02	CREATIVE CREWE	£1,935.00	£0.00	£1,935.00
06/02/2024	811368	NALC01	NALC	£580.00	£116.00	£696.00
07/02/2024	16383	HIPS01	HIPSWING	£223.75	£44.75	£268.50
07/02/2024	GRANT	ADASTATUE	ADASTATUE	£1,000.00	£0.00	£1,000.00
08/02/2024	55147	DG	DG OFFICE	£118.77	£23.76	£142.53
08/02/2024	CANVA24	CANVA	CANVA	£99.99	£0.00	£99.99
08/02/2024	GRANT24	VISY01	VISION	£530.00	£0.00	£530.00
09/02/2024	9193	CRIM01	CRIME WATCH	£30.00	£6.00	£36.00
09/02/2024	450449	FORREST	FORREST RECRUIT	£408.00	£81.60	£489.60
09/02/2024	2006114632	HMLR	LAND REG	£6.00	£0.00	£6.00
10/02/2024	4762015	WATE02	WATERPLUS	£50.30	£2.48	£52.78
12/02/2024	10513	LJPRINT	L J PRINT LIMITED	£10.00	£2.00	£12.00
12/02/2024	10514	LJPRINT	L J PRINT LIMITED	£40.00	£8.00	£48.00
12/02/2024	272734	MUSEUM	MUSEUM ASSOC	£199.53	£5.47	£205.00
15/02/2024	34	COOP01	CO OP BANK	£8.40	£0.00	£8.40
15/02/2024	1147	WHITERIBB	WHITE RIBBON UK	£134.42	£26.88	£161.30
15/02/2024	55172	DG	DG OFFICE	£87.25	£4.11	£91.36
15/02/2024	11700203676	ANSA01	ANSA	£39,529.23	£7,905.85	£47,435.08
15/02/2024	CRES125	CREWEUTC	CREWEUTC	£1,500.00	£0.00	£1,500.00
16/02/2024	450641	FORREST	FORREST RECRUIT	£408.00	£81.60	£489.60
16/02/2024	GAZEBO	CREWEAFVBC	CREWE AFVBC	£508.51	£0.00	£508.51
18/02/2024	431	SAMEDIFF	SAME DIFFERENCE	£620.00	£0.00	£620.00
19/02/2024	55181	DG	DG OFFICE	£5.99	£1.20	£7.19
20/02/2024	HVI-1594	HAMPS	HAMPS VALLEY	£880.00	£176.00	£1,056.00
21/02/2024	9788	CHESHWOOD	CHESHIRE WOODLANDS	£1,298.00	£259.60	£1,557.60
21/02/2024	14004	WISH01	WISHING WELL	£35.00	£0.00	£35.00
21/02/2024	411559	SSE01	SOUTHERN ELECTRIC	£311.64	£15.58	£327.22
22/02/2024	301741	TUDO01	TUDOR	£834.25	£166.85	£1,001.10
22/02/2024	425761	SSE01	SOUTHERN ELECTRIC	£161.88	£8.09	£169.97
22/02/2024	446724	SSE01	SOUTHERN ELECTRIC	£535.86	£26.79	£562.65
23/02/2024	458040	FORREST	FORREST RECRUIT	£408.00	£81.60	£489.60
23/02/2024	91425678	MMU	MMU	£110.00	£22.00	£132.00
23/02/2024	HCL000709	PURCELL	PURCELL	£8,268.75	£1,653.75	£9,922.50
26/02/2024	210671	VINCIWORKS	VINCI	£715.00	£143.00	£858.00
26/02/2024	DDAY2024	RBLC01	RBL CREWE	£500.00	£0.00	£500.00
26/02/2024	ON ACC 4652	ZERO02	ZERO GROUP	£0.00	£0.00	£0.00
27/02/2024	12753	COUNTER	COUNTERCULTURE	£10,000.00	£2,000.00	£12,000.00
27/02/2024	12757	COUNTER	COUNTERCULTURE	£12,000.00	£2,400.00	£14,400.00
27/02/2024	100584	BELCHER	SBELCHER	£10,000.00	£2,000.00	£12,000.00
28/02/2024	3785	MMCL01	MM CLEANING	£205.00	£41.00	£246.00
28/02/2024	5936	NGL01	NGL TECH	£353.60	£70.72	£424.32
29/02/2024	2830	6A	6A ARCHITECTS	£15,000.00	£3,000.00	£18,000.00
29/02/2024	43912	ZERO02	ZERO GROUP	£27.24	£5.45	£32.69
29/02/2024	5605261	RIGHTFUEL	RIGHTFUEL	£25.00	£5.00	£30.00
01/03/2024	67846	FIFI01	FIFIELD	£487.81	£0.00	£487.81
01/03/2024	1047405	BRIG01	BRIGHTER BILLS	£282.69	£56.54	£339.23

01/03/2024	2006181575	HMLR	LAND REG	£6.00	£0.00	£6.00
01/03/2024	CD970090293	HELPINGHAN	HELPING HANDS	£197.90	£39.58	£237.48
04/03/2024	2469	RAREEARTH	RARE EARTH DIGITAL	£352.50	£70.50	£423.00
05/03/2024	1079	BUDE	BUDE SOLUTIONS	£2,000.00	£400.00	£2,400.00
05/03/2024	116838	PETH01	PET HIRE	£69.00	£13.80	£82.80
05/03/2024	BAVARIAN	MAYOR	CHESHIRE EAST	£60.00	£0.00	£60.00
06/03/2024	2839	6A	6A ARCHITECTS	£15,000.00	£3,000.00	£18,000.00
07/03/2024	10638	LJPRINT	L J PRINT LIMITED	£82.00	£16.40	£98.40
07/03/2024	2703252999	ADOBE01	ADOBE	£101.25	£20.25	£121.50
07/03/2024	GRANT	CLEANTEAM	CREWE CLEAN TEAM	£2,350.00	£0.00	£2,350.00
08/03/2024	55289	DG	DG OFFICE	£118.30	£17.39	£135.69
08/03/2024	304808	TUDO01	TUDOR	£47.45	£9.49	£56.94
08/03/2024	304809	TUDO01	TUDOR	£98.90	£19.78	£118.68
08/03/2024	2006204425	HMLR	LAND REG	£24.00	£0.00	£24.00
08/03/2024	EBK263349	MUSEUM	MUSEUM ASSOC	£117.00	£0.00	£117.00
09/03/2024	5080476	WATE02	WATERPLUS	£47.68	£2.39	£50.07
11/03/2024	05_0424_CREW	JOOGLE	JOOGLEBERRY	£1,250.00	£250.00	£1,500.00
11/03/2024	55297	DG	DG OFFICE	£22.75	£4.55	£27.30
11/03/2024	GRANT2024	CLASP	S C CLASP	£1,210.00	£0.00	£1,210.00
13/03/2024	9307	CRIM01	CRIME WATCH	£75.00	£15.00	£90.00
13/03/2024	11700209353	ANSA01	ANSA	£799.10	£159.82	£958.92
13/03/2024	11700209358	ANSA01	ANSA	£270.40	£54.08	£324.48
14/03/2024	11700209380	ANSA01	ANSA	£2,887.19	£577.44	£3,464.63
15/03/2024	55324	DG	DG OFFICE	£129.50	£25.90	£155.40
15/03/2024	2006226787	HMLR	LAND REG	£18.00	£0.00	£18.00
15/03/2024	GRANT	CREATECHAM	CREWE CREATIVE CHAM	£1,622.80	£0.00	£1,622.80
16/03/2024	TRAIN	CREWEMAYOR	MAYOR OF CREWE	£76.10	£0.00	£76.10
18/03/2024	11700214187	ANSA01	ANSA	£132.86	£26.57	£159.43
18/03/2024	GRANT	MALAYALI	MALAYALI ASSOC	£550.00	£0.00	£550.00
19/03/2024	55348	DG	DG OFFICE	£52.70	£10.54	£63.24
19/03/2024	75357	HOLD01	HOLDFAST	£240.00	£48.00	£288.00
19/03/2024	20397360	CIM	CIM	£525.00	£105.00	£630.00
20/03/2024	368	BODY01	BODY POSITIVE	£3,000.00	£0.00	£3,000.00
20/03/2024	4802	GROUNDWORK	GROUNDWORK	£31,070.00	£6,214.00	£37,284.00
20/03/2024	55350	DG	DG OFFICE	£6.50	£0.00	£6.50
20/03/2024	55351	DG	DG OFFICE	£-5.85	£-1.17	£-7.02
20/03/2024	128046	WIREHOUSE	WIREHOUSE EM SERV	£495.00	£99.00	£594.00
20/03/2024	1061588	UKPOS	UKPOS	£93.20	£18.64	£111.84
21/03/2024	55359	DG	DG OFFICE	£8.35	£1.67	£10.02
21/03/2024	11700214449	CHES01	CEC	£429.00	£0.00	£429.00
25/03/2024	21537	COUNTY	COUNTY LOOS	£1,105.00	£221.00	£1,326.00
26/03/2024	10683	LJPRINT	L J PRINT LIMITED	£196.00	£0.00	£196.00
27/03/2024	3811	MMCL01	MM CLEANING	£194.00	£38.80	£232.80
28/03/2024	6073	NGL01	NGL TECH	£353.60	£70.72	£424.32
28/03/2024	2006263106	HMLR	LAND REG	£6.00	£0.00	£6.00
29/03/2024	HCL000723	PURCELL	PURCELL	£8,268.75	£1,653.75	£9,922.50
31/03/2024	BAL	CRIM01	CRIME WATCH	£35.00	£7.00	£42.00
31/03/2024	CRED	AMBE03	AMBERON	£-546.68	£-109.34	£-656.02
31/03/2024	CRED	ICO	ICO	£-5.00	£0.00	£-5.00
31/03/2024	CRED	SSE01	SOUTHERN ELECTRIC	£-60.00	£0.00	£-60.00
31/03/2024	CRED	CREWEAFVBC	CREWE AFVBC	£-0.51	£0.00	£-0.51
31/03/2024	CREDIT	GLITE	GLITE FANCY	£-30.00	£0.00	£-30.00
31/03/2024	GRANT	STPA01	ST PAUL'S CENTRE	£500.00	£0.00	£500.00
31/03/2024	RAILWAY	BLAI01	BLAIN	£70.00	£14.00	£84.00
TOTAL INVOICES				£234,899.69	£43,270.04	£278,169.73

Report Statement

Report to: Crewe Council Annual Meeting 14th May 2024

Purpose: To consider the renewal of the General Power of Competence.

Author: Town Clerk

Background

The General Power of Competence (GPC) is a statutory power arising from the Localism Act 2011 (S.1-8). It gives Town and Parish Councils the power to do anything that an individual may do.

Currently Local Councils are restricted to the activities they may become financially involved in by the Local Government Act 1972 (Powers and Duties of Parish Councils), a copy of which is attached. To support Council's, an additional section S.137 was added, which allows Local Councils to spend £9.93 (2023/24) per elector on activities that are not included in the Powers and Duties Schedule.

In order for a Council to use the GPC, two relevant criteria must be met:

- A qualified Clerk;
- Minimum two thirds of its members must be elected.

The Council must decide its eligibility at a Full Council Meeting through the recording of a proper minute; eligibility must then be confirmed at the annual meeting following ordinary elections for as long as the Council wishes to continue using the power.

Restrictions on using the power include:

- The law (a Council cannot break the law);
- It must comply with procedural and financial duties and obligations;
- It must obtain relevant statutory permissions.
- It may not have the power to take on the statutory duties of principal authorities.

Should the power be adopted, then the following are a few examples of how it might be used:

- Set up a Community Transport Scheme.
- Form a Company.
- Carry out any such activity that could be exercised legally by an individual or company

Training in the use and benefits of the GPC is available via ChALC and has already been accessed by a number of staff and members.

Options

1. Maintain the Status Quo
2. Adopt the General Power of Competence

There is no statutory requirement for any authority to adopt to use the GPC, therefore Crewe Town Council may opt to work within the restrictions of LGA1972 and S137, however this is likely to create problems as the Town Council starts to deliver more services and activities in the Community.

This power enables the Council to work with others: groups or individuals, to provide cost-effective services – cooperatives and companies. It encourages innovation and ensures that the Council can respond to local demands.

It gives the Council freedom to act, anywhere with anyone; there is no restriction to the Parish, this will be especially useful as we look at clustering and shared services. It can be used to support an individual and there is no requirement to 'prove' community benefit.

It gives the Council the power to create income. This may be done through bringing in charges for services (eg advertising in a newsletter) or investing in local companies to receive a share dividend.

The General Power of Competence provides 'Freedom' to the Council

Recommendation

It is recommended that Crewe Town Council:

1. Agree eligibility to adopt the Power.
2. Confirms its adoption of the Power of General Competence with immediate effect.

POWERS AND DUTIES OF PARISH COUNCILS

The powers which have been vested in Parish and Town Councils and Acts of Parliament are summarised in this document as a guide to Councillors and others. Each description is brief and is intended to be a general indication. Like all powers given to public bodies the powers of local councils are defined in detail in legislation and these details may include a requirement to obtain the consent of another body (for example the approval of the County Council to the provision of a car park). Local Councils must exercise their powers also subject to the provisions of the general law (for example planning permission is necessary for a sports pavilion). Information on all these details should be in the hands of the Clerk to the Council.

The powers are listed below. Where a power is marked with an asterisk the council may, in addition to exercising the power itself, help another body to act by giving financial assistance.

This list is intended as a summary of the principle functions of Local Council. It is not intended to be a definitive list of such functions.

FUNCTION	POWERS AND DUTIES	STATUTORY PROVISIONS
Accounts	Duty to appoint a Responsible Financial Officer to manage the Council's accounts	Local Government Act 1972 s 151
Acceptance of Office	Duty to sign declaration of acceptance of office (councillors and chairman)	Local Government Act 1972 s 83
Agency Arrangements	Power to arrange for the discharge of functions by another local authority	Local Government Act 1972 s.101
Allotments	Powers to provide allotments Duty to consider providing allotment gardens if demand unsatisfied	Small Holdings Allotments Act 1908 ss 23, 26 and 42
Archives	Power to make records held available to the public and support local archives	Local Government (Records) Act 1962, ss1 and 4
Baths and Washhouses	Power to provide public baths and washhouses	Public Health Act 1936 ss 221 222,223 and 227
Borrowing	Power to borrow money for statutory functions	Local Government Act 1972 Sch. 13

Burial Grounds, cemeteries and crematoria*	<p>Power to acquire, provide and maintain shelters</p> <p>Power to agree to maintain monuments and memorials</p> <p>Power to contribute towards expenses of cemeteries</p>	<p>Open Spaces Act 1906, ss 9 and 10: Local Government Act 1972, s 214</p> <p>Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s. 1</p> <p>Local Government Act 1972, s 214</p>
Bus Shelters	Power to provide and maintain shelters	<p>Local Government (Miscellaneous) Act 1953 s.4</p> <p>Parish Councils Act 1957, s 1</p>
Bye Laws	<p>Power to make byelaws for:</p> <p>Public walks and pleasure grounds</p> <p>Cycle Parks</p> <p>Swimming pools, bathing places baths and washhouses</p> <p>Open Spaces and Burial Grounds</p> <p>Mortuaries and post-mortem rooms</p> <p>Public Bathing</p> <p>Hiring of pleasure boats in parks and pleasure grounds</p> <p>Dogs and dog fouling in parks and open spaces</p>	<p>Public Health Act 1875, s 164</p> <p>Road Traffic Regulation Act 1984 s.57 (7)</p> <p>Public Health Act 1936, s 223</p> <p>Open Spaces Act 1906, s 15</p> <p>Open Spaces Act 1906 ss 12 and 15</p> <p>Public Health Act 1936 s. 198</p> <p>Public Health Act 1936 s. 231</p> <p>Public Health Amendments Act 1907, s 44(2): Public Health Act 1961, s54</p> <p>Public Health Act 1875, s 164</p> <p>Open Spaces Act 1906 s 15</p>
Charities	Power to appoint trustees of parochial charities	Charities Act 1993, s 79

Christmas Lights	Power to provide to attract visitors	Local Government Act 1972. s 144
Citizens Advice Bureau	Power to support	Local Government Act 1972, s 142
Clocks*	Power to provide public clocks	Parish Councils Act 1957, s 2
Closed Churchyards	Powers (and sometimes duty) as to maintain	Local Government Act 1972, s.215
Commons Land and Common Pastures	<p>Powers in relation to enclosure as to regulation and management and as to providing common pasture</p> <p>Power to protect unclaimed common land from unlawful interference</p> <p>Power to manage commons and village greens under a district council scheme</p>	<p>Inclosure Act 1845; Local Government Act 1984, s 8(4); Smallholding and Allotments Act 1908, s.34</p> <p>Commons Registration Act 1965, s.9</p> <p>Commons Act 1899, ss 4 & 5</p>
Community Centres and Village Halls	<p>Power to provide and equip community buildings</p> <p>Power to provide and equip premises for use of clubs having athletic, social or educational objectives</p>	<p>Local Government Act 1972, s 133</p> <p>Local Government (Miscellaneous Provisions) Act 1976, s.19</p>
Conference facilities*	Power to provide and encourage the use of facilities	Local Government Act 1972, s.144
Consultation	Right to be consulted by principal councils if directed by Secretary of State	Local Government and Rating Act 1997, s21; Local Government Act 1972, s 33A
Crime Prevention*	<p>Powers to spend money on various crime prevention measures</p> <p>Power to (a) install equipment, (b) establish schemes and</p>	<p>Local Government and Rating Act 1997, s 31</p> <p>Local Government and Rating Act 1997, s 31</p>

	(c) assist others in so doing for the prevention of crime	
Delegated Functions	<p>Power to assume a function delegated by another authority</p> <p>Power to ensure effective discharge of Council functions</p> <p>Power to employ someone to carry out Council functions</p>	Local Government Act 1972 ss. 101, 111 and 112
Drainage	Power to deal with ponds/ditches	Public Health Act 1936, s. 260
Education	Right to appoint governors of primary schools	School Standards and Framework Act 1988, para 15 of Sch.10
Entertainment and the Arts*	Provision of entertainment and support of the arts including festivals and celebrations	Local Government Act 1972, s 145
Environment	Power to act for the benefit of the community by tackling and promoting awareness of environmental issues	Local Government Act 1972, ss 111 and 137
Flagpoles	Power to erect flagpoles in highways	Highways Act 1980, s 144
“Free Resource”	Power to incur expenditure not otherwise authorised on anything which in the council’s opinion is in the interests of the area or part of it or all or some of the inhabitants	Local Government Act 1972, s 137
Gifts	Power to accept	Local Government Act 1972 s 139
Highways	<p>Power to repair and maintain footpaths and bridleways</p> <p>Power to light roads and public places</p>	<p>Highways Act 1980, ss 43 and 50</p> <p>Parish Councils Act 1957 s 3: Highways Act 1980, s 301: Local Government Act 1972,</p>

	<p>Provision of litter bins</p> <p>Power to provide parking places for vehicles, bicycles and motorcycles</p> <p>Power to make a dedication agreement for a new highway or widening of an existing highway</p> <p>Power to provide roadside seats and bus shelters</p> <p>Consent of Parish Council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway</p> <p>Power to complain to district councils regarding the protection of rights of way and roadside wastes</p> <p>Power to provide traffic signs and other notices</p> <p>Power to plant trees, etc., and to maintain roadside verges</p> <p>Power to prosecute for unlawful ploughing of a footpath or bridleway</p>	<p>Sched. 14 para 27</p> <p>Litter Act 1983, ss 5 and 6</p> <p>Road Traffic Regulation Act 1984, s 57</p> <p>Highways Act 1980. ss 30 and 72</p> <p>Parish Councils Act 1957, s 1</p> <p>Highways Act, 1980 ss 47 and 116</p> <p>Highways Act 1980, s 130 (6)</p> <p>Road Traffic Regulation Act 1984, s 72; Countryside Act 1968</p> <p>Highways Act 1980, s 96</p> <p>Highways Act 1980, s 134</p>
Interests	Duty to declare an interest	Local Government Act 1972 s 94
Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1962, s 11
Land	<p>Power to acquire land by agreement, to appropriate land and to dispose of</p> <p>Power to accept gifts of land</p>	<p>Local Government Act 1972, ss 124, 126 and 127</p> <p>Local Government Act 1972 s 139</p>

	<p>Power to acquire land by compulsory purchase</p> <p>Power to obtain particulars of persons interested in land</p> <p>Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them</p>	<p>Local Government Act 1972, s 125</p> <p>Local Government (Miscellaneous Provisions) Act 1976, s 16</p> <p>Public Health Act 1875, s 16; Local Government Act 1972, Sched. 14, para 27; Public Health Acts Amendment Act 1980, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19</p>
Lighting	Power to light roads and public places	Parish Councils Act 1957, s 3; Highways Act 1980, s 301
Litter* and dog fouling	<p>Provision of receptacles</p> <p>Obligated to keep own land free of litter and dog faeces</p> <p>Dogs and dog fouling in parks and open spaces</p>	<p>Litter Act 1983, ss 5 and 6</p> <p>Environmental Protection Act 1990; Litter (Animal Droppings) Order 1991</p> <p>Public Health Act 1875 s 164 Open Spaces Act 1906 s 15</p>
Lotteries	Power to promote	Lotteries and Amusements Act 1976, s 7
Meetings	<p>Duty to hold annual parish meeting</p> <p>Duty to hold annual parish council meeting</p> <p>Power to convene a parish meeting</p>	<p>Local Government Act 1972 Sch 12 para 23</p> <p>Local Government Act 1972 Sch 12 para 7</p> <p>Local Government Act 1972 Sch 12 para 14</p>
Mortuaries and post-mortem rooms	Powers to provide mortuaries and post-mortem rooms	Public Health Act 1936, s 198
Nature Reserves	Power to designate statutory to the nature reserves and marine nature	National Parks and Access Countryside Act 1949, ss 15,

	<p>reserves – English Nature can designate sites of specific scientific interest</p> <p>Powers to make management agreements with landowners and the English Nature to manage council-owned reserve land as a nature reserve</p>	<p>16 and 21; The Wildlife and Countryside Act 1982, ss 36 and 39 and Sched.12</p>
Newsletters	<p>Power to provide information relating to matters affecting local government</p>	<p>Local Government Act 1972 s 142</p>
Nuisances*	<p>Power to deal with offensive ditches, ponds and gutters</p>	<p>Public Health Act 1936, s 260 Public Health Act 1875, s 164</p>
Open Spaces	<p>Power to acquire land and maintain</p> <p>Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds and open spaces, and to manage and control them.</p>	<p>Open Spaces Act 1906, ss 9 and 10; Commons Act 1899</p> <p>Public Health Act 1875, s 164; Local Government Act 1972, Sched 14, para 27; Public Health Acts Amendment Act 1980, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19.</p>
Parish Property, Records and Documents	<p>Powers to direct as to their custody</p>	<p>Local Government Act 1972, s 226</p>
Parking Facilities	<p>Power to provide parking places for motor vehicles, motorcycles and bicycles</p>	<p>Road Traffic Regulation Act 1984, ss 57 and 63</p>
Parks, pleasure ground	<p>Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds, and open spaces and to manage and control them.</p>	<p>Public Health Act 1875, s 164; (Local Government Act 1972, Sched 14 para 27); Public Health Acts Amendment Act 1890, s 44; Open Spaces Act 1906, ss 9 and 10</p>
Planning	<p>Right to be notified of and power to respond to planning applications</p>	<p>Town and Country Planning Act 1990, Sched. 1 para 8;</p>

		Local Government Act 1972, Sched. 15 para 20.
Postal and telecommunications facilities	Power to pay telecommunications operators any loss sustained in providing post or telegraph office or telecommunications facilities	Post Office Act 1953, s 51; Telecommunications Act 1984, s 97
Public Buildings and Village Halls	Power to provide buildings for offices and for public meetings and assemblies	Local Government Act 1972 s 133
Public Conveniences	Power to provide	Public Health Act 1936, s 87
Public Enquiries	Power to make representations at public enquiries	Local Government Act 1982, s 222
Publicity	Power to publicise council and local authority functions	Local Government Act 1982, s. 142
Raising of Finances	Power to raise money through the precept	Local Government Act 1982, s 150
Records	Power to collect, exhibit and purchase local records	Local Government Act (Records) Act 1962 ss 1 and 2
Recreation*	Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds, and open spaces and to manage and control them.	Public Health Act 1875, s 164; (Local Government Act 1972, Sched 14 para 27); Public Health Acts Amendment Acts 1890, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19; Commons Act 1899
	Power to provide gymnasiums, playing fields, holiday camps	-ditto-
	Provision of boating pools	Public Health Act 1962, s 54
	Power to provide a wide range of recreational facilities	Public Health Act 1961, s 54
Seats and Shelters*	Power to provide roadside seats and shelters	Parish Councils Act 1957, s 1

Telecommunications facilities	Power to pay BT or any other telecommunications operator any loss sustained in providing telecommunications facilities	Telecommunications Act 1984
Tourism*	Power to contribute to the encouragement of tourism	Local Government Act 1972, s. 144
Town and Country Planning	Right to be notified of planning applications	Town & Country Planning Act 1990, Sched. 1 para 8
Town Status	Power to adopt town status	Local Government Act 1972, ss 245 and 245B
Traffic Calming	Power to contribute to the cost of traffic calming measures	Highways Act 1980, s 274a
Training	Power to train Councillors	Local Government Act 1972. s 175.
Transport*	Power to (a) establish car sharing schemes (b) make grants for bus services, (c) provide taxi-fare concessions; (d) investigate public transport, road use and needs; (e) provide information about public transport services Community Transport Schemes	Local Government and Rating Act 1997, s 26-29
Village greens*	Power to maintain, to make bylaws for and to prosecute for interference with village greens	Open Spaces Act 1906, s 15 Enclosure Act 1857, s 12, Commons Act 1876, s 29
Village Signs	Power to use decorative signs to inform visitors	Local Government Act 1972 s 144
War Memorials	Power to maintain, repair, protect and adapt war memorials	War Memorials (Local Authorities Powers) Act 1923, s 1 as extended by Local Government Act 1948, s 133.
Water Supply	Power to utilise any well, spring or stream and to provide facilities for obtaining water from them	Public Health Act 1936, s 125

Evidence of Town Clerk's Appropriate Qualification



This is to certify that

Peter Turner

Has been awarded

20 Credits at Level Three

on a programme entitled

Certificate in Local Council Administration

provided by

Society of Local Council Clerks

Unit Title	Unit Code	Credit(s)	Level
Core Roles in Local Council Administration	AC3/3/SO/002	3	Three
Law and Procedures for Local Councils	AC3/3/SO/005	5	Three
Finance for Local Councils	AC3/3/SO/003	5	Three
Management for Local Councils	AC3/3/SO/001	2	Three
Community Engagement	AC3/3/SO/004	5	Three

* Please note that the unit(s) listed above are not regulated by Ofqual

Phil Wilkinson

Phil Wilkinson
Ascentis Chief Executive

Learner Number **14146256**
Award Date **05 Apr 2016**
Certificate Number **5635939**
Date of Issue **06 Apr 2016**



Evidence of Proportion of members elected

<u>Councillor</u>	<u>Elected</u>
Cllr Joy Bratherton	May 2023
Cllr Clair Chapman	May 2023
Cllr Dawn Clark	May 2023
Cllr Alan Coiley	May 2023
Cllr Martin Edwards	May 2023
Cllr Irene Faseyi	May 2023
Cllr Sally Graham	May 2023
Cllr Lena Hogben	May 2023
Cllr Steve Hogben	May 2023
Cllr Marilyn Houston	May 2023
Cllr Stuart MacKay	May 2023
Cllr Jamie Messent	May 2023
Cllr Toni Mortimer	May 2023
Cllr Kev Murray	May 2023
Cllr James Pratt	May 2023
Cllr Jill Rhodes	May 2023
Cllr John Rhodes	May 2023
Cllr Dennis Straine-Francis	May 2023
Cllr Ben Wye	May 2023
Cllr Simon Yates	May 2023

All members have been elected, exceeding the required level of two thirds.

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Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

Crewve ENTER NAME OF AUTHORITY Town Council

www.crewvetowncouncil.gov.uk ENTER FULLY QUALIFIED WEBSITE/ENTER EBA ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A		no petty cash held
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	N/A		✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

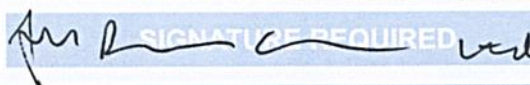
Date(s) internal audit undertaken

29/11/2023 and 12/04/2024

Name of person who carried out the internal audit

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit



Date

12/04/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair	SIGNATURE REQUIRED
Clerk	SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: _____ **Crewe Town Council** _____

County Area (local councils and parish meetings only): _____ **Cheshire** _____

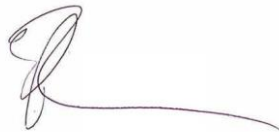
On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on ___Monday 3rd June 2024___

and ending on _____Friday 12th July 2024_____

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2024 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 3 June – Friday 12 July 2024 The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2024.)



Signed: _____

Role: _____ **Town Clerk** _____

BLANK

Crewe Town Council Current Year
Bank - Cash and Investment Reconciliation as at 31 March 2024

Confirmed Bank & Investment Balances

Bank Statement Balances			
31/03/2024	Coop Bank 68528948		£23,180.84
31/03/2024	CCLA A/C		£1,600,000.00
31/03/2024	Credit Union		£0.00
31/03/2024	CU Payment Card		£0.00
			£1,623,180.84
Unpresented Payments			£0.00
			£1,623,180.84
Receipts not on Bank Statement			£0.00
Closing Balance			£1,623,180.84

All Cash & Bank Accounts

1	Current Bank Account	£23,180.84
2	CCLA Deposit Account	£1,600,000.00
3	Credit Union Account	£0.00
4	Pre-Payment Card	£0.00
	Other Cash & Bank Balances	£0.00
	Total Cash & Bank Balances	£1,623,180.84

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**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 2 - CCLA A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA A/C	31/03/2024	50424	1,600,000.00
			<u>1,600,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,600,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,600,000.00
		Balance per Cash Book is :-	1,600,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

BLANK

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Bank 68528948	31/03/2024	338	23,180.84
			<u>23,180.84</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			23,180.84
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			23,180.84
		Balance per Cash Book is :-	23,180.84
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

BLANK

Explanation of variances – pro forma

Name of smaller authority: **Crewe Town Council**

County area (local councils and **Cheshire**)

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

	2022/23 £	2023/24 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	1,118,341	1,450,411				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,205,008	1,265,115	60,107	4.99%	NO		
3 Total Other Receipts	78,189	253,007	174,818	223.58%	YES		£9348 - invoiced to Crewe Heritage Trust for costs associated with strategic support; £6947 invoiced to South Cheshire Chamber of Commerce for funding towards establishing a Business Improvement District; £700 Christmas Market stall rent income; £10,000 invoiced to Crewe Heritage Trust for delivery of the Crewe Heritage Exhibition; £63528 fund from The John McBride Trust for community work; £55,000 UKSPF grant funding for feasibility and arts projects; £7400 grant fund from Cheshire East Council for the installation of the Knife Angel; £10,773 Community Infrastructure Levy income; £89311 interest from Bank/CCLA deposit account. Total £253,007
4 Staff Costs	302,013	340,954	38,941	12.89%	NO		
5 Loan Interest/Capital Repayment	14,433	14,117	-316	2.19%	NO		
6 All Other Payments	634,681	928,174	293,493	46.24%	YES		Detailed financial breakdown enclosed with these documents (ref 4.1). 2023/24 provided for a full year operation unhindered by previous covid-era restrictions and challenges, which meant that delivery is now returning to normal operation and opportunity.
7 Balances Carried Forward	1,450,411	1,685,288				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	1,427,262	1,623,181				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	135,588	178,796	43,208	31.87%	YES		All in year amendments reconciled and enclosed with these documents (ref 4.2). Some acquisitions and the value of the council offices have been amended to reflect recent transactions for properties at this site. This accounts for the majority of the variance.
10 Total Borrowings	39,750	26,500	-13,250	33.33%	YES		Low levels of loan remaining. See Box 5 above for payments to PWLB in 2023/24

Agenda Item 18

Crewe Town Council Current Year

Working details for ANNUAL RETURN - Year ended 31 March 2024

		<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
1		717,139	825,229			310		General Reserves
1		35,093	35,093			322		EMR - Elections
1		5,000	0			327		EMR - Chantry Court Fund
1		27,463	0			328		EMR - Grants
1		27,017	27,017			329		EMR - Christmas
1		7,976	6,776			334		EMR - Railway Cottages
1		1,439	0			339		EMR - Allotments
1		5,655	5,655			341		EMR - Place Branding
1		37,249	46,049			345		EMR -Heritage Projects
1		44,635	93,385			348		EMR - Strategic Events
1		10,000	10,000			349		EMR - Social Media/PR
1		3,685	6,685			350		EMR - Christchurch
1		9,000	9,000			351		EMR - Planning
1		50,000	33,204			352		EMR - Business Improvement Dis
1		1,996	1,526			353		EMR - Town Board Website
1		69,000	90,520			356		EMR - Town Centre Capital Proj
1		23,850	9,676			357		EMR - Queen's Jubilee
1		21,487	21,281			358		EMR- Hoardings & Frontages
1		20,657	100,749			359		EMR - Play Area Equipment
1		0	2,340			360		EMR - CCTV
1		0	14,200			361		EMR - Enforcement Officer
1		0	21,500			362		EMR - Knife Angel
1		0	9,676			363		EMR - Coronation Event
1		0	5,850			364		EMR - Key Community Support
1		0	5,000			365		EMR - Defibrillators
1		0	70,000			366		EMR - Conservation Area Review
1	Balances brought forward	1,118,341	1,450,411			Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.		
2		1,205,008	1,265,115	60,107	4.99	1900	205	Precept
2	(+) Precept or Rates and Levies	1,205,008	1,265,115	60,107	4.99	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.		
3		0	6,947	6,947		1310	305	Grants Received
3		38,889	0	-38,889	-100.00	1310	465	Grants Received
3		10,000	55,000	45,000	450.00	1310	473	Grants Received
3		29,300	89,311	60,011	204.82	1880	205	Interest (CCLA)
3		0	10,773	10,773		1910	205	Community Infrastructure Levy
3		0	700	700		1995	350	Event income
3		0	63,528	63,528		1996	470	John McBride charity transfer

Agenda Item 18

Crewe Town Council Current Year

Working details for ANNUAL RETURN - Year ended 31 March 2024

	<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
3	0	9,348	9,348		1999	200	Miscellaneous Income
3	0	10,000	10,000		1999	350	Miscellaneous Income
3	0	7,400	7,400		1999	473	Miscellaneous Income
3	(+) Total other receipts	78,189	253,007	174,818	223.58		Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	227,348	257,901	30,553	13.44	4000	200	Salaries & Wages
4	23,438	26,161	2,723	11.62	4005	200	Tax & NI
4	51,227	56,893	5,666	11.06	4010	200	Pension Contributions
4	(-) Staff costs	302,013	340,954	38,941	12.89		Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	14,433	14,117	-316	-2.19	4046	203	Loan Repayments
5	(-) Loan interest/capital repayments	14,433	14,117	-316	-2.19		Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	867	656	-211	-24.34	4016	205	Bank Charges (Co-op)
6	598	2,072	1,474	246.49	4025	205	Employee Training
6	340	281	-59	-17.35	4030	205	Employee Travel/Subsistence
6	305	90	-215	-70.49	4035	215	Member Training
6	829	44	-785	-94.69	4050	210	Mayor's Allowance
6	134	299	165	123.13	4060	205	Refreshments/Catering
6	225	0	-225	-100.00	4060	210	Refreshments/Catering
6	3,085	3,295	210	6.81	4100	205	Audit Fees
6	870	940	70	8.05	4101	200	Accountancy Fees
6	2,500	3,760	1,260	50.40	4101	205	Accountancy Fees
6	251	0	-251	-100.00	4102	320	Volunteer Support
6	1,515	804	-711	-46.93	4105	205	Legal & Professional Fees
6	4,574	5,187	613	13.40	4110	205	Insurance
6	5,436	6,241	805	14.81	4111	205	Subscriptions
6	861	1,055	194	22.53	4115	205	Stationery
6	2,319	2,159	-160	-6.90	4116	205	Printing
6	1,275	2,368	1,093	85.73	4117	205	Cleaning
6	3,834	4,352	518	13.51	4120	205	Computer Equipment/Software
6	500	653	153	30.60	4123	205	Website
6	756	0	-756	-100.00	4125	205	Advertising/Publicity
6	3,770	3,948	178	4.72	4130	205	Telephones
6	348	464	116	33.33	4155	205	Room Hire Costs
6	348	0	-348	-100.00	4155	210	Room Hire Costs
6	4,008	3,664	-344	-8.58	4160	206	Utilities
6	3,683	3,816	133	3.61	4170	205	Equipment Purchase/Repair/Hire

Agenda Item 18

Crewe Town Council Current Year

Working details for ANNUAL RETURN - Year ended 31 March 2024

	<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	6,452	4,105	-2,347	-36.38	4170	307	Equipment Purchase/Repair/Hire
6	299	171	-128	-42.81	4175	205	Clothing/PPE
6	22,657	97,522	74,865	330.43	4179	320	Play Area Improvement Scheme
6	32,160	33,360	1,200	3.73	4180	307	CCTV
6	5,550	3,407	-2,143	-38.61	4181	206	Contractors - Services
6	32,070	33,414	1,344	4.19	4181	310	Contractors - Services
6	7,145	0	-7,145	-100.00	4183	205	Contractors - Professional
6	135,717	161,197	25,480	18.77	4184	307	Rangers Service
6	11,968	10,163	-1,805	-15.08	4186	307	Regeneration Projects
6	16,949	36,176	19,227	113.44	4188	307	Cleaner Crewe
6	5,992	0	-5,992	-100.00	4252	350	Remembrance
6	0	5,176	5,176		4252	470	Remembrance
6	199	0	-199	-100.00	4255	350	Events
6	207	20,351	20,144	9731.40	4258	350	Heritage Activities
6	42,522	58,367	15,845	37.26	4259	350	Community Events and Summer Pr
6	63,795	34,546	-29,249	-45.85	4260	300	Grants Scheme
6	2,775	5,620	2,845	102.52	4271	350	Event Sustainability
6	11,250	20,000	8,750	77.78	4274	352	Strategic Event
6	51,127	47,890	-3,237	-6.33	4275	352	Infrastructure (Christmas)
6	-2,000	0	2,000		4281	465	Heritage Working Group
6	80	0	-80	-100.00	4281	473	Heritage Working Group
6	20,757	16,477	-4,280	-20.62	4287	352	Christmas Activities
6	1,008	7,063	6,055	600.69	4288	460	Event Seed Funding/Income Gene
6	1,600	5,182	3,582	223.88	4420	320	Parks & Allotments
6	12,120	34,451	22,331	184.25	4721	473	Public Realm
6	0	14,086	14,086		4723	473	Town Centre Promotion
6	16,796	31,070	14,274	84.98	4725	473	TC Business Group & BID Feasib
6	0	128,385	128,385		4727	473	Heritage Projects
6	3,536	0	-3,536	-100.00	4730	470	Community Development Commiss
6	6,420	8,010	1,590	24.77	4731	470	Sustaining Network
6	0	560	560		4742	474	Community Asset Projects
6	4,889	3,840	-1,049	-21.46	4754	470	Tree of Light
6	500	2,620	2,120	424.00	4755	474	Heritage Strat
6	504	0	-504	-100.00	4764	473	Food activities
6	12,425	37,644	25,219	202.97	4767	470	Health and Wellbeing
6	0	500	500		4768	470	Families/Early Intervention
6	18,815	0	-18,815	-100.00	4769	470	Social Isolation
6	10,150	5,189	-4,961	-48.88	4770	470	Winter Response
6	470	0	-470	-100.00	4991	473	Town Board Website
6	5,055	0	-5,055	-100.00	4992	206	Sinking Fund
6	28,384	13,802	-14,582	-51.37	4998	205	Strategic Allowance
6	1,108	1,682	574	51.81	4999	210	Civic Expenses

Crewe Town Council Current Year

Working details for ANNUAL RETURN - Year ended 31 March 2024

		<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	(-) All other payments	634,681	928,174	293,491	46.24			Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	1,450,411	1,685,288					Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8		27,262	23,181			200		Current Bank Account
8		1,400,000	1,600,000			201		CCLA Deposit Account
8	Total value of cash and short term investments	1,427,262	1,623,181					The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9		135,588	178,796	43,208	31.87			Total Fixed Assets
9	Total fixed assets plus long term investments and assets	135,588	178,796	43,208	31.87			The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10		39,750	26,500	-13,250	-33.33			Total Borrowings
10	Total borrowings	39,750	26,500	-13,250	-33.33			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Agenda Item 18

Asset list reconcilliation

	2023/24 Stated	£178,796
	2022/23 Stated	£135,588
	<u>Difference</u>	<u>£43,208</u>
Added	2023/24 purchases	£24,780
Revaluation	Chantry Court increase in value	£22,500
Revalues	Westerman	-£1,105
& disposed	Stihl	-£298
	Stihl	-£412
	Christmas Lights	-£2,000
	dashcam	-£50
	Potable Pa System	-£100
	Ipad Air	-£100
	residual value £1 disposal	-£7
	Balance	£43,208
	<u>2022/23 & 2023/24 reconcile</u>	<u>£0</u>

Agenda Item 18

Crewe Town Council Current Year

Working details for ANNUAL RETURN - Year ended 31 March 2024

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
1	717,139	825,229	310		General Reserves
1	35,093	35,093	322		EMR - Elections
1	5,000	0	327		EMR - Chantry Court Fund
1	27,463	0	328		EMR - Grants
1	27,017	27,017	329		EMR - Christmas
1	7,976	6,776	334		EMR - Railway Cottages
1	1,439	0	339		EMR - Allotments
1	5,655	5,655	341		EMR - Place Branding
1	37,249	46,049	345		EMR -Heritage Projects
1	44,635	93,385	348		EMR - Strategic Events
1	10,000	10,000	349		EMR - Social Media/PR
1	3,685	6,685	350		EMR - Christchurch
1	9,000	9,000	351		EMR - Planning
1	50,000	33,204	352		EMR - Business Improvement Dis
1	1,996	1,526	353		EMR - Town Board Website
1	69,000	90,520	356		EMR - Town Centre Capital Proj
1	23,850	9,676	357		EMR - Queen's Jubilee
1	21,487	21,281	358		EMR- Hoardings & Frontages
1	20,657	100,749	359		EMR - Play Area Equipment
1	0	2,340	360		EMR - CCTV
1	0	14,200	361		EMR - Enforcement Officer
1	0	21,500	362		EMR - Knife Angel
1	0	9,676	363		EMR - Coronation Event
1	0	5,850	364		EMR - Key Community Support
1	0	5,000	365		EMR - Defibrillators
1	0	70,000	366		EMR - Conservation Area Review
1	Balances brought forward	1,118,341	1,450,411	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.	
2	1,205,008	1,265,115	1900	205	Precept
2	(+) Precept or Rates and Levies	1,205,008	1,265,115	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3	0	6,947	1310	305	Grants Received
3	38,889	0	1310	465	Grants Received
3	10,000	55,000	1310	473	Grants Received
3	29,300	89,311	1880	205	Interest (CCLA)
3	0	10,773	1910	205	Community Infrastructure Levy
3	0	700	1995	350	Event income
3	0	63,528	1996	470	John McBride charity transfer
3	0	9,348	1999	200	Miscellaneous Income
3	0	10,000	1999	350	Miscellaneous Income
3	0	7,400	1999	473	Miscellaneous Income
3	(+) Total other receipts	78,189	253,007	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4	227,348	257,901	4000	200	Salaries & Wages

Crewe Town Council Current Year

Working details for ANNUAL RETURN - Year ended 31 March 2024

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
4	23,438	26,161	4005	200	Tax & NI
4	51,227	56,893	4010	200	Pension Contributions
4	(-) Staff costs	302,013	340,954		Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	14,433	14,117	4046	203	Loan Repayments
5	(-) Loan interest/capital repayments	14,433	14,117		Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	867	656	4016	205	Bank Charges (Co-op)
6	598	2,072	4025	205	Employee Training
6	340	281	4030	205	Employee Travel/Subsistence
6	305	90	4035	215	Member Training
6	829	44	4050	210	Mayor's Allowance
6	134	299	4060	205	Refreshments/Catering
6	225	0	4060	210	Refreshments/Catering
6	3,085	3,295	4100	205	Audit Fees
6	870	940	4101	200	Accountancy Fees
6	2,500	3,760	4101	205	Accountancy Fees
6	251	0	4102	320	Volunteer Support
6	1,515	804	4105	205	Legal & Professional Fees
6	4,574	5,187	4110	205	Insurance
6	5,436	6,241	4111	205	Subscriptions
6	861	1,055	4115	205	Stationery
6	2,319	2,159	4116	205	Printing
6	1,275	2,368	4117	205	Cleaning
6	3,834	4,352	4120	205	Computer Equipment/Software
6	500	653	4123	205	Website
6	756	0	4125	205	Advertising/Publicity
6	3,770	3,948	4130	205	Telephones
6	348	464	4155	205	Room Hire Costs
6	348	0	4155	210	Room Hire Costs
6	4,008	3,664	4160	206	Utilities
6	3,683	3,816	4170	205	Equipment Purchase/Repair/Hire
6	6,452	4,105	4170	307	Equipment Purchase/Repair/Hire
6	299	171	4175	205	Clothing/PPE
6	22,657	97,522	4179	320	Play Area Improvement Scheme
6	32,160	33,360	4180	307	CCTV
6	5,550	3,407	4181	206	Contractors - Services
6	32,070	33,414	4181	310	Contractors - Services
6	7,145	0	4183	205	Contractors - Professional
6	135,717	161,197	4184	307	Rangers Service
6	11,968	10,163	4186	307	Regeneration Projects
6	16,949	36,176	4188	307	Cleaner Crewe
6	5,992	0	4252	350	Remembrance

Agenda Item 18

Crewe Town Council Current Year

Working details for ANNUAL RETURN - Year ended 31 March 2024

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	0	5,176	4252	470	Remembrance
6	199	0	4255	350	Events
6	207	20,351	4258	350	Heritage Activities
6	42,522	58,367	4259	350	Community Events and Summer Pr
6	63,795	34,546	4260	300	Grants Scheme
6	2,775	5,620	4271	350	Event Sustainability
6	11,250	20,000	4274	352	Strategic Event
6	51,127	47,890	4275	352	Infrastructure (Christmas)
6	-2,000	0	4281	465	Heritage Working Group
6	80	0	4281	473	Heritage Working Group
6	20,757	16,477	4287	352	Christmas Activities
6	1,008	7,063	4288	460	Event Seed Funding/Income Gene
6	1,600	5,182	4420	320	Parks & Allotments
6	12,120	34,451	4721	473	Public Realm
6	0	14,086	4723	473	Town Centre Promotion
6	16,796	31,070	4725	473	TC Business Group & BID Feasib
6	0	128,385	4727	473	Heritage Projects
6	3,536	0	4730	470	Community Development Commiss
6	6,420	8,010	4731	470	Sustaining Network
6	0	560	4742	474	Community Asset Projects
6	4,889	3,840	4754	470	Tree of Light
6	500	2,620	4755	474	Heritage Strat
6	504	0	4764	473	Food activities
6	12,425	37,644	4767	470	Health and Wellbeing
6	0	500	4768	470	Families/Early Intervention
6	18,815	0	4769	470	Social Isolation
6	10,150	5,189	4770	470	Winter Response
6	470	0	4991	473	Town Board Website
6	5,055	0	4992	206	Sinking Fund
6	28,384	13,802	4998	205	Strategic Allowance
6	1,108	1,682	4999	210	Civic Expenses
6	(-) All other payments	634,681	928,174	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7	(=) Balances carried forward	1,450,411	1,685,288	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]	
8		27,262	23,181	200	Current Bank Account
8		1,400,000	1,600,000	201	CCLA Deposit Account
8	Total value of cash and short term investments	1,427,262	1,623,181	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9		135,588	178,796	Total Fixed Assets	
9	Total fixed assets plus long term investments and assets	135,588	178,796	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10		39,750	26,500	Total Borrowings	

Crewe Town Council Current Year

Working details for ANNUAL RETURN - Year ended 31 March 2024

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
10	Total borrowings	39,750	26,500			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Crewe Town Council - Committee Dates 2024/25

2024																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Apr	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We APM	Th	Fr	Sa	Su	Mo PL	Tu	We	Th	Fr	Sa	Su	Mo F&G	Tu	
May	We	Th	Fr	Sa	Su	Mo	Tu	We	Th Pre AGM	Fr	Sa	Su	Mo	Tu AGM	We	Th	Fr	Sa	Su	Mo P&E	Tu PW	We E&C	Th	Fr	Sa	Su	Mo	Tu Co	We	Th	Fr
Jun	Sa	Su	Mo F&G	Tu	We	Th	Fr	Sa	Su	Mo	Tu c	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo P&E	Tu	We	Th	Fr	Sa	Su	
Jul	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo P&E	Tu Co	We E&C	Th	Fr	Sa	Su	Mo	Tu	We	Tu	Fr	Sa	Su	Mo	Tu	We
Aug	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Tu	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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2025																															
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Jan	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo P&E	Tu F&G	We	Th	Fr	Sa	Su	Mo E&C	Tu Co	We	Th	Fr	Sa	Su	Mo	Tu PW	We	Th	Fr
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School Holidays
Bank Holidays
Town Council
Personnel
Finance & Governance
Planning & Environment
Events & Culture
Public Works
Community
Annual Parish Meeting
Briefing meeting

BLANK



CREWE
TOWN COUNCIL

Annual Report 2023/24

Welcome from the Mayor of Crewe



My year as mayor started with the Knife Angel being present in Memorial Square, which we hosted for a month. During May we had a number of activities and community projects associated with the Knife Angel and it was encouraging to see so many visiting the monument and the town.

The Makers Market continues to be a monthly feature and provides for additional interest in the town. Most months see a great turn out and a lot of different treats and gifts to tempt us.



I hope that the market will continue to draw people in to the town and support the businesses through challenging trading times.

I have also been very lucky to have been invited to a number of special occasions at the Market Hall

This wonderfully refurbished facility in the heart of the town centre provides excellent food and drink options as well as community activities and evening entertainment.

The Market Hall has had a transformative effect on the perception of Crewe and demonstrates that the town rightly has ambition and culture in spades. There is so much going on at the Market Hall, it's hard to find a day when there is not something new to enjoy there.

one of the sad but important honours a Mayor has in their term is representing the town at acts of remembrance and commemoration.

In this civic year the town came together in large numbers, as we usually do, at Memorial Square to mark Remembrance Sunday

We work closely with our friends at the Royal British Legion on all these occasions and I want to thank them and all the other veteran representative organisations that make sure that we take the time to recognise the sacrifices made by those who have served.



Much of what we do is done in co-operation and partnership with the community groups and charities operating in the town.

Through the community Grants Scheme I have been priveleged to visit a number of groups working with residents with wide-ranging interests and support needs. These include projects to support those living with disabilities and mobility issues as well as the most vulnerable in our community.



We also look to provide opportunities for activity and fellowship, including

providing free physical activities int he pocket parks that encourages people of all ages to come together and join in.

The Community Plan

The Community Plan Committee oversees the work of community development and engagement from Crewe Town Council. The work has developed to be far reaching and as engaging as possible, with the council seeking to build a sustainable third sector and community response to the needs and aims of the community.

Grants scheme: During this financial year we funded 21 Community Groups a total of £34545.79



Foodbanks / Community Pantry:

We funded the foodbanks with an annual amount to encourage sustainability. We also donated to several of their dignity projects, new underwear, pre Christmas hamper and additional winter provision payments to provide warm clothing and support for the Beechwood Kitchen at St Pauls. We continue to work closely with the groups and the food coordinator at the CVS to monitor food provision in Crewe.

St Peter's & St Andrew's Churches:

We fund the Churches to deliver their holiday hunger and incredible edible projects plus an additional Boxing Day session which we supported with help towards heating costs. The Holiday Hunger project delivered a total of 520 meals across the year and 39 hours of activity.

An additional drop in session every Wednesday afternoon has also started.

Pop up in the Parks:

We have partnered Everybody Leisure to enable the delivery of a wide range of fitness and wellbeing activities in Crewe parks to residents of all ages and abilities which is free of charge to all participants. The core aim of the programme is to improve the physical and mental wellbeing of Crewe residents.

Our funding allowed the development and delivery of 3 sessions per week of community based activities across 3 parks and the Lifestyle Centre, which took place from the end of June to the end of September 2023.

The activities included, Wellbeing Walks, Family Bootcamp, Yoga, Buggy Fit, Family Games, Family Dance Fit, Family Circuits and took place at Queens Street Park, Leighton Brook Park, The Georges Playing Fields.

54 Sessions were delivered, attracting 344 attendees.

We are moving into Year 2 of a 3 year commitment having gleaned lots of info to deliver more of the most popular sessions with some different parks in different wards being added.



Female Mental Health

We supported Motherwell to deliver their period dignity project across Crewe by supplying funding for feminine products that were delivered to schools and sports venues across Crewe. We also contributed to a Boobs and Bra event when they partnered with Chance Changing Lives at one of the Saturday kitchens.

We also provided a winter provision payment to help with warm clothing for female adults and children and heating etc support the many clubs that run from their premises.

White Ribbon accreditation:

We are now a White Ribbon accredited council. Pledging to end violence against women and girls by supporting the community groups that provide help and support within our boundary. We have formed a Steering Group and are in the process of planning next steps. We intend to raise awareness initially by delivering some small pop up style events and hope to support a group to deliver a community led White Ribbon Event in the coming years.

Male Mental Health:

We supported Wilderness Tribe to deliver their 'Bushcraft & Brews' Sessions which are held at The Appollo woodlands.

Wilderness Tribe is a Wilderness Therapy Company. They work mostly with men but also offer support for family's and young people in school and college. Wilderness Therapy uses bushcraft and nature as a means to building emotional intelligence and self esteem. Using nature as a tool, their participants use the metaphors found in nature in a person centred way to find their own answers. They are currently working in association with Mentell to train their staff and volunteers. They believe their offerings complement the work Mentell are doing in the area as they both offer a bottom up approach and a top down approach to trauma. From August to February a total of 34 men attended with 25 of them living within our boundaries. We are now moving into year 2 of a 3 year funding commitment.



Supported Adults:

We supported The Wishing Well at The Georges Community Hub, to deliver their 'Together we grow' 3 year project. Their mission is to connect and support, empower and transform lives through, mental, emotional and holistic wellbeing.

Each season the project will develop into a thriving fruit and vegetable garden, designed for low maintenance with accessible raised beds.

Their home-grown produce will be used in cooking sessions to encourage healthy eating and make a positive impact on wellbeing.

Friendship Group:

The Wishing Well has delivered Lunch clubs, social activities and friendship clubs in Crewe since 2007.

We supported them to deliver their hugely popular Friendship Group(s) which run on a Wednesday & Friday and are both at capacity. There are crossover guests who attend both sessions. They had 936 attendances across their lunch clubs and friendship groups within the first 6 months. They have reached 73 unique individuals.

The lunch clubs provide guests with a freshly prepared 2 course meal and a chance to socialise with each other. The main aim is to provide a safe space to have fun and make friends. The sessions tackle social isolation and loneliness. The sessions also provide opportunities for employment and volunteers within our community.

Bereavement Counselling

In 2022/23 Grant Funding was given to The Dove Service to deliver remote and face to face bereavement support sessions in Crewe. This has progressed into us continuing with funding from our Wellbeing budget line. They deliver their Dove Buddies sessions monthly from the Caritas Centre and are looking at additional venues to grow into. They have 6-8 attendees every month and also offer monthly zoom sessions which has 8 attendees. 1:1 counselling is available for people that need it.

They also attend Community Events to promote what they do and offer support when needed.



Veterans Support

We continue to support the RBL Crewe Branch with their activities and have recently funded the 80th Anniversary of D Day where they will deliver a small service which will be attended by The Mayor and will be shared and promoted across our Social media Platforms.

We funded Crewe Armed Forces Veterans Breakfast Club (CAFVBC) so that they could buy their own sturdy gazebo to deliver their events. This has our branding on it.

Dementia Friendly Crewe:

The Thursday Group has for the last 12 months developed its services they now host a twice monthly group in Crewe from the Caritas centre, a monthly group from Belong Village Crewe. Since September they have launched a group from St Stephens church running every other week. In October they launched their reminiscence kit bags available to the wider dementia community via care homes, care providers as well as our members.

Twinning:

We funded Crewe & Nantwich Twinning Association (CANTA) to bring guests from the countries we are twinned with Macon in France, Bischofsheim in Germany and Dzierzoniow in Poland. Guests met The Mayor, went to the Bentley showroom, visited the college before being shown around the Municipal Building.





Remembrance Sunday Service:

The Remembrance Sunday service was held as usual in Memorial Square. Despite the dreadful weather, it was very well attended and lots of people joined in with the parade. It was particularly nice to see so many schools attending and taking part. We had engaged with them through our resource pack (commissioned last year) and lots of the children, across all the schools made hand print wreaths with Creative Crewe which were displayed across the town centre and in the Market Hall.

The poppy project was very successful. We had almost 3000 poppies knitted or crocheted by members of the community which were stitched to mesh by Creative Crewe and displayed for all to see on the 12 trees surrounding Britannia.

All poppies have been laundered and will be used again (in a different form) for next years service.



Tree of Light Service:

The service took place on Friday 1st December at Crewe Cemetery. It was attended by approximately 500 people, despite the freezing weather. We were joined by the children of Beechwood Primary School who sang beautifully.



Crewe Events

Operation School Holidays

Operation Summer

A successful Operation Summer programme made up of nearly 90 different activity sessions was delivered between the 24th July and 31st August 2023. 5,000 spaces were used by members of the Crewe Community who benefited from a board spectrum of FREE to access activities.

Evaluation of the summer programme found a 100% satisfaction rate with the participating families, with 90% saying that having free to access activities provided by the town council over the summer holidays reduced the financial burden school holidays can bring and 78% of families saying they felt inspired by the activities on offer.



“I attended the Family Activities Day at Queens Park last Thursday with my 5 year old grandson and he enjoyed it. In particular, we both enjoyed the outdoor theatre performance of 'The Hare and the Moon' and I hope you will organise something like this again as it is prohibitively expensive for me to take him to other children's theatre productions.”

“Thanks very much for this afternoon's entertainment. We enjoyed ourselves and the story telling was well worth sitting and listening to.”

“Its fantastic to have something free to do on the doorstep, its nice to know there's always something on to keep the kids busy during the holidays.”



Operation Autumn

Following a successful Operation Summer 2023 and programming for the Crewe Works 180 exhibition being delivered underbudget. Members approved the reallocation of £3000.00 of Operation Summer underspend and £4000.00 of Crewe Works 180 programming to an Operation Autumn event.

A successful Operation Autumn Programme was delivered between the Saturday 21st and Saturday 28th October made up of 27 activity sessions and events working in partnership with Crewe Library and Crewe Heritage Centre. Other organizations in the town including Crewe Market Hall, Friends of Queens Park, Creative Crewe and Lyceum also contributed to the programme.

All activities were fully attended with 810 spaces being used by members of the Crewe community.



Operation Spring

A programme of 22 operation spring activities from Crewe Town Council and partner organisations was delivered between 23rd March and 14th April.

All activity sessions were fully attended and heritage centre visitor numbers almost doubled during operation spring.



Supported Community Events

Crewe Pride 2023 Event

We supported Crewe based organization Body Positive Cheshire by committing £1424.00 and officer time to enable them to deliver a Crewe Pride 2023 event. A Crewe Pride 2023 event was successfully delivered on Sunday 8th June 2023 at Lyceum Square and pulled in a high number of attendees from Crewe and surrounding areas. The event championed equality, inclusivity and diversity in Crewe while creating a space safe for the LGBTQ+ community and allies.



Organizers are now planning a Crewe Pride 2024 event that will take place in Queens Park in June. In order to make the event sustainable for future delivery organizers have developed sponsorship packs for local businesses to support the event. Crewe Town Council are supporting the event again in 2024 both through

funding and officer time. Its fantastic to see this community lead event growing in to a popular and sustainable event with support from us.

Armed Forces Day 2023

We supported RBL and Crewe Armed Forces Veterans by committing £1000.00 to enable them to deliver an Armed Forces Day event which took place on Saturday 24th and Sunday 25th June 2023. The event was well attended and showed support for and raised awareness of the men and women who make up the armed forces community.



Windrush

We supported O.C.E.A.N Cheshire Community Group by committing £1000.00 to enable them to deliver a Windrush event in Crewe Market Hall on Saturday 17th June 2023. The 22nd June marked the 75th Anniversary of the arrival of the passengers of the Empire Windrush from the Caribbean to the UK. The event which was well attended by members of the Crewe community celebrated the contributions and achievements of the Windrush generation and their descendants.

Crewe Women's Day

We supported Crewe based charity Motherwell CIO to deliver a Crewe Women's Day event on Saturday 9th March. The event welcomed over 600 attendees who took part in activities around the theme "Women of Words".

Christmas Lights Switch On

Agenda Item 20

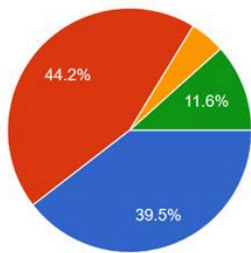
A successful Christmas Light Switch on event was delivered underbudget on Saturday 25th November 2023. The feedback we received was overwhelmingly positive.

Based on the footfall data we have received for the town centre on that day and the same day on other weeks we estimate the event welcomed 6000 to 7000 visitors throughout the day.

We have had 43 responses to the Christmas Lights Switch on e-survey.

Out of those 43, 39.5 % said that the event exceeded their expectations, 44.2% said they enjoyed the event, 4.7% neither agreed or disagreed that the event met their expectations and only 11.6% said that the event didn't meet their expectations.

Did the event meet your expectations for a town Christmas Lights Switch On event?
43 responses

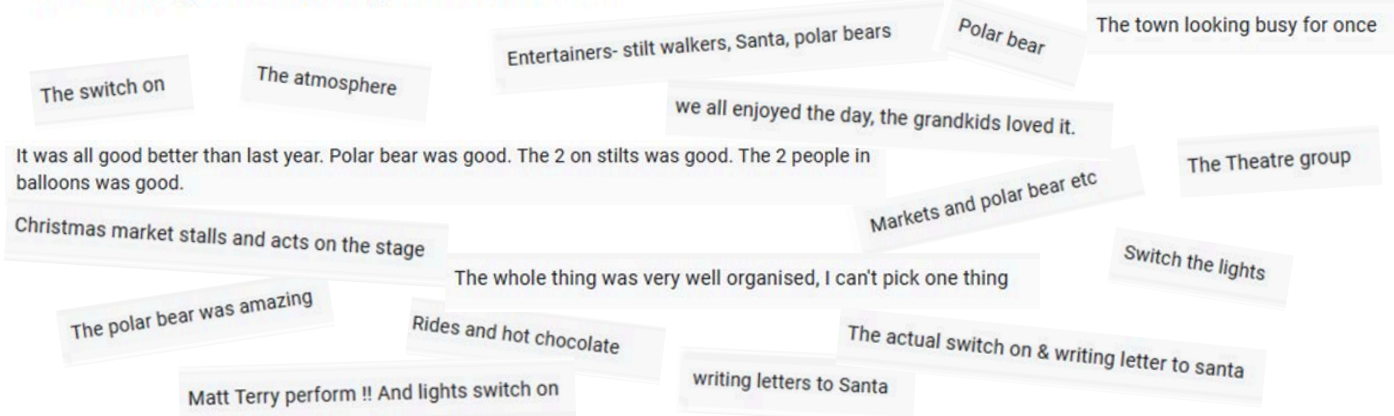


- Yes, the event exceeded my expectations
- Yes, I enjoyed the event
- Neither agree or disagree
- The event didn't meet my expectations

The evaluation tells us that the community would like to see a bigger Christmas Market in future years and would like to see more made of the lantern parade, plans are already being made to allow this.

Our audience really enjoyed the interactive performative elements of the event such as the walk about acts, they enjoyed seeing community performance such as school choirs and they enjoyed the Christmassy atmosphere created in the town.

What was your favourite part of the event?



Planning

Crewe Town Council is not the planning authority but acts as a consultee for planning applications in Crewe.

Many planning applications are for small or minor alterations, such as small extensions to houses or changes in signage for businesses, but some are far more challenging and detailed and can be for larger developments of new housing estates or commercial developments.

The Planning Committee meets to review all the planning applications received from Cheshire East Council (the Planning Authority) and considers any responses submitted by members of the community or interested groups (such as highways and environmental health).

The Planning Committee has made many responses relating to proposals that relate to the creation of Houses of Multiple Occupancy (HMO) or similar high density units and retains a view that the development of HMOs should be strictly restricted in Crewe.

It is also a regular response of the committee that, where applications do not provide adequate parking, the committee objects to proposals that will lead to further on street parking and congestion.

More positively, the committee as a matter of practice will seek that developments provide a net gain to biodiversity (such as providing nesting boxes, green corridors, additional planting) and also that sites should provide for sustainable energy production (such as solar panels).

The Planning Committee is also keen to reduce the impact of on street waste on residents in Crewe and new developments should ensure that they provide for adequate bin storage away from the public realm.



Developments are also encouraged to provide adequate bike storage and larger developments are asked to consider active travel routes and recreational shared spaces.

Crewe's Heritage

Agenda Item 2

The development of Crewe's heritage has focussed on three key areas:

- Improving its visibility
 - Building community ownership and
 - Protecting heritage assets
- This is in line with delivering the Heritage Strategy for Crewe which seeks to celebrate, promote and protect Crewe's unique history and heritage for the future.



Making Heritage Visible

Development of the town's heritage narrative has been the key focus for activity. To improve visibility of heritage we have:

- Delivered the Forging History: 180 years of Crewe Works exhibition at Crewe Heritage Centre. The exhibition explored Crewe Works as the catalyst for the development of the town. It was developed with 42 community partners. The exhibition attracted 3,998 visitors over the summer which was a 136% increase on the same period in 2022. The supporting programme delivered 15 workshops to explore facets of the theme.
- Developed a Key Stage 2 (7-11 year olds) workshop for schools around the theme of Crewe Works to be delivered at Crewe Heritage Centre. The session focusses on the history of the site and the jobs undertaken at the Works, with a strong emphasis on STEM learning. Participants undertake activities around coding, electrical circuits, pulleys and axels, while also handling objects and comparing historic photographs and maps. The session was piloted with 120 Key Stage 2 students from Edleston Primary School and Hungerford Primary Academy. The session will be available to schools from September 2024.



- Developed three heritage resource packs for use in schools. The packs focus on the Industrial Revolution in Crewe, the Second World War in Crewe and Migration in Crewe. All are heavily focussed on delivering aspects of the National Curriculum and have been piloted with schools including St Michael's Community Academy, Underwood West Academy and St Thomas More. The packs will be launched in 2024 to coincide with



school timetables for the subjects.

- Finalised and commissioned a Blue Plaque to Ada Nield Chew. The plaque will be unveiled in late summer 2024. A competition for young people to design and nominate plaques has also been developed to widen engagement and nominations with the scheme. The winning entries will be on display at the Crewe Engineering & Design UTC over Summer 2024.

- Maintained a social media presence including spotlights on special interest groups, promotion of heritage activity within the town and highlighting stories from Crewe's history. The posts have generated consistently high engagement.
- Supported Cheshire East Council with heritage understanding for regeneration projects including the Mill Street Corridor, the Christ Church element of TADIC, the History Centre, the Warm & Healthy Homes and the Wayfinding Project.



Building Community

Delivering the ambition of the Heritage Strategy for Crewe, relies heavily on the community and special interest groups. To improve networks, build partnerships and raise heritage profile we have:



- Delivered the Crewe Heritage Open Days as part of the national festival which ran from 8 to 17 September. Crewe Town Council coordinated 72 activities provided by 32 partners over the ten days with 7,210 people taking part in the activity. Activity included opening 7 buildings, and delivering 11 tours and walks, 6 exhibitions, 4 talks, 1 history fair, 2 workshops and 5 music performances. Development for the 2024 festival is underway with the community.
- Delivered heritage walks and sessions for 180 children from 12 Crewe Schools.
- Created 7 partnerships to deliver heritage activity, supported 43 local organisations with access to professional heritage expertise and provided over £11,500 to support community organisations in delivering heritage projects.

Protecting Heritage Assets

The focus for protecting heritage assets has been to move from a reactive to a more proactive position. To achieve this, we have:

- Supported the Railway Cottages Residents Association in the development of a Heritage Strategy for the Railway Cottages. The document provides research on the cottages' history and development, alongside recommendations for enhancing the heritage aspects of the Grade II Listed Buildings. The strategy will help prioritise work to care for the buildings as heritage assets and will support funding applications made by the Association.



- Commissioned a Conservation Area Appraisal and Management Plan. Purcell UK has been appointed to deliver the project. A shortlist of areas has been identified and character appraisals are underway. It is expected Cheshire East Council will take the recommendations to public consultation later in 2024.



Crewe Heritage Centre

2023-2024 has reflected the realisation of the potential Crewe Heritage Centre has as a huge heritage asset for Crewe. This has led to the following areas of development;

- Recruitment of a full time centre manager
- Recruitment of four new trustees at the Heritage Centre
- A feasibility study by 6A architects for the development of the Centre
- The Forging History Exhibition
- An involvement in Heritage Open Days
- Work on policies and procedures needed to ensure safe working at the Centre
- Positive changes to meeting structures
- Volunteer management
- The development of programming for the 2024 season and beyond to further increase admission numbers
- Further work towards Museum Accreditation status
- Collections care progress to bring the collections management in line with the Museum Accreditation scheme
- First aid training for Heritage Centre volunteers

6A architects were appointed in December 2023 to undertake a feasibility study to look at the development of the Heritage Centre, producing the final study on the 31st March with ambitious plans and a look to a second phase of the study. This beginning phase will allow us to start approaching large funders such as The National Lottery and Arts Council.



The Centre hosted the Forging History exhibition in the open season of 2023, the exhibition celebrated the 180th anniversary of the Grand Junction Railway's engineering works moving to Crewe. The exhibition celebrated Crewe's history and the impact Crewe had on the world. This exhibition is being reinstalled for the Spring bank holiday in May 2024 following its success.

The summer of 2023 was the first year the Centre opened to the public on Wednesdays in the school holidays for the council's Operation Summer events, which

will continue in 2024 throughout the whole of the season.

Operations & Improvements

The Operations & Improvements Committee oversees a large number of practical services and interventions delivered by the council, including those projects we are working in partnership with Cheshire East and other stakeholders.



The year started with hosting of the iconic Knife Angel sculpture which was placed on Memorial Square for the over the entire Month of May. The Angel was made by the British Ironworks from thousands of knives used in crimes or surrendered through amnesties, as part of its national anti – violence campaign. Crewe Town Council managed and part – funded the project with the support of Cheshire Constabulary and the Safer Cheshire East Partnership. Over the month, workshops and productions were taken to schools and colleges. The community and various services embraced the opportunity to work together in supporting the campaign, and many of them joined us to celebrate to opening and closing events. Activities included emergency first aid training with the supply of bleed kits to licensed premises, student and community art work, a poetry competition, performances of ‘Cut’ an educational production by Perception Theatre in schools . There were also dance performance and workshops devised by Dope Male Dance Performance Company. We are grateful to the families friends and of victims for their involvement; sharing their experiences in order to educate people about the devastating effects of knife crime.

Town Animation.

Over the last 12 months we have organised activities to animate the town centre over holiday periods and bring a smile to peoples faces with walkabout artists and most recently even trying out free sand sculpture activity which attracted a constant stream of children and parents.



Operations & Improvements

Cleaner Crewe:

A pilot project to reduce fly tipping and poor waste management has recently been concluded by Cheshire East Council. The Town Council supported the pilot by funding an additional enforcement officer and mobile CCTV cameras as well as Ranger assistance. Now that the pilot has come to an end, the Town Council is looking at alternative ways to use some of the learning from the project to support neighbourhood engagement across the town.

Crewe Rangers:

Our Rangers continue to play their part in maintaining the town and improving public spaces. Their work ranges from tidying planting up unloved areas and graffiti removal to assisting with events. They have assisted residents involved in the Cleaner Crewe Pilot, to clean up alleyways and make them accessible for residents to enjoy as safe and attractive places to play and meet with neighbours. The Rangers have even restored items of street furniture such as the old finger post



Floral Displays

The Town Council supports the town's floral scheme and has invested in additional baskets to improve the presentation of winter and summer planting. Last spring the winter bulbs and perennials were re-used in public spaces and donated to community groups when taken down for the summer planting, and it is hoped to do the same this year. An additional scheme has been agreed with Asda for Victoria Square.

Parks and play areas.

The Town Council has invested £100,000 in the development of Leighton Park Play area, off Frank Webb Avenue. Whilst the wet weather has delayed applying the finishing touches the majority of the new equipment is in full use and being enjoyed



by children and families. Pupils from Underwood West School and Leighton Academy took part in a competition to design new CCTV and littering signs. Following consultation earlier in the year, we are now developing plans to invest £200,000 in, Pebble Brook park, off Brookhouse Drive.

Communications

Over the last twelve months, Crewe Town Council has continued to work hard to increase engagement with its local community through a range of methods.

In line with many organisations, our main focus continues to be on digital engagement as the most accessible form of communication and allows for regular updating and issuing of information. However, the Council also uses traditional printed media to seek to ensure that information is accessible to as many as possible (and particularly those not on line).

This includes the production of leaflets and flyers distributed to key community venues (e.g. the

Library & Lifestyle Centre, Market Hall, doctors' surgeries and the Market Centre) as well as "bag drops" to schools within the town boundary. We continue to explore alternative methods of reaching as many people as possible.

We provide regular press releases and information to local and regional media outlets, including business and marketing organisations. This year we have secured media coverage with BBC News, Crewe Nub News, the South Cheshire Chamber of Commerce, various trade magazines and Visit Cheshire.

All of our Council meetings are recorded and shared on YouTube to make them accessible to as many as possible.

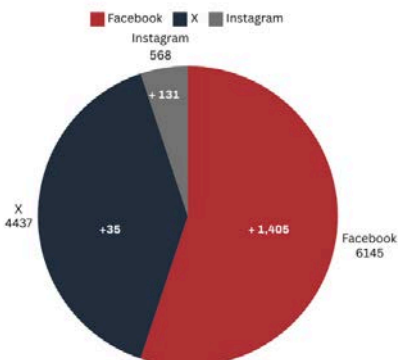
Throughout the year we have aimed to encourage engagement through various projects and highlights include:



- Our second festive Christmas film “Coal for Christmas” featuring local talent, organisations and venues (over 6,000 views)
- Nearly 1,405 new Facebook followers (total 6,145 and an increase of 30%)
- 131 new Instagram followers (total 568)
- 35 new X followers (total 4,437)
- A marked increase in engagement and interaction with followers on Facebook over the past 12 months
- 22 press releases issued
- Website continually reviewed to ensure relevant and current information is available

CREWE TOWN COUNCIL COMMUNICATIONS

2023 - 24



2023/24 - Number of followers by social media platform and number change since start of year



2023/24 Accounts

Crewe Town Council Current Year

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

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Payroll</u>								
1999 Miscellaneous Income	0	9,348	0	(9,348)			0.0%	
Payroll :- Income	<u>0</u>	<u>9,348</u>	<u>0</u>	<u>(9,348)</u>				<u>0</u>
4000 Salaries & Wages	21,903	257,901	274,540	16,639		16,639	93.9%	
4005 Tax & NI	2,254	26,161	31,020	4,859		4,859	84.3%	
4010 Pension Contributions	4,841	56,893	63,144	6,251		6,251	90.1%	
4101 Accountancy Fees	0	940	1,400	460		460	67.1%	
Payroll :- Indirect Expenditure	<u>28,998</u>	<u>341,894</u>	<u>370,104</u>	<u>28,210</u>	<u>0</u>	<u>28,210</u>	<u>92.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(28,998)</u>	<u>(332,546)</u>	<u>(370,104)</u>	<u>(37,558)</u>				
<u>203 Borrowing (PWLB)</u>								
4046 Loan Repayments	0	14,117	14,300	183		183	98.7%	
Borrowing (PWLB) :- Indirect Expenditure	<u>0</u>	<u>14,117</u>	<u>14,300</u>	<u>183</u>	<u>0</u>	<u>183</u>	<u>98.7%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(14,117)</u>	<u>(14,300)</u>	<u>(183)</u>				
<u>205 Administration</u>								
1880 Interest (CCLA)	7,287	89,311	10,000	(79,311)			893.1%	
1900 Precept	0	1,265,115	1,265,115	0			100.0%	
1910 Community Infrastructure Levy	0	10,773	0	(10,773)			0.0%	
1999 Miscellaneous Income	0	0	10,000	10,000			0.0%	
Administration :- Income	<u>7,287</u>	<u>1,365,199</u>	<u>1,285,115</u>	<u>(80,084)</u>			<u>106.2%</u>	<u>0</u>
4016 Bank Charges (Co-op)	47	656	1,600	944		944	41.0%	
4025 Employee Training	1,137	2,072	3,000	928		928	69.1%	
4030 Employee Travel/Subsistence	0	281	1,400	1,119		1,119	20.1%	
4060 Refreshments/Catering	38	299	200	(99)		(99)	149.3%	
4100 Audit Fees	0	3,295	3,500	205		205	94.1%	
4101 Accountancy Fees	0	3,760	3,750	(10)		(10)	100.3%	
4105 Legal & Professional Fees	0	804	1,000	196		196	80.4%	
4110 Insurance	0	5,187	6,000	813		813	86.5%	
4111 Subscriptions	(5)	6,241	5,750	(491)		(491)	108.5%	
4112 Postage	0	0	250	250		250	0.0%	
4115 Stationery	0	1,055	1,100	45		45	95.9%	
4116 Printing	53	2,159	3,000	841		841	72.0%	
4117 Cleaning	399	2,368	2,000	(368)		(368)	118.4%	
4120 Computer Equipment/Software	0	4,352	4,500	148		148	96.7%	
4123 Website	353	653	1,000	347		347	65.3%	353
4130 Telephones	283	3,948	4,000	52		52	98.7%	
4155 Room Hire Costs	429	464	1,400	936		936	33.1%	

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4170 Equipment Purchase/Repair/Hire	365	3,816	4,000	184		184	95.4%	
4175 Clothing/PPE	0	171	250	79		79	68.4%	
4183 Contractors - Professional	0	0	6,000	6,000		6,000	0.0%	
4998 Strategic Allowance	2,577	13,802	24,500	10,698		10,698	56.3%	
Administration :- Indirect Expenditure	5,674	55,384	78,200	22,816	0	22,816	70.8%	353
Net Income over Expenditure	1,613	1,309,816	1,206,915	(102,901)				
6001 plus Transfer From EM Reserves	353	353						
6000 less Transfer to EM Reserve	10,773	10,773						
Movement to/(from) Gen Reserve	(8,807)	1,299,395						
<u>208 Accomodation</u>								
4160 Utilities	(12)	3,664	6,000	2,336		2,336	61.1%	
4181 Contractors - Services	868	3,407	6,000	2,593		2,593	56.8%	
4992 Sinking Fund	0	0	1,000	1,000		1,000	0.0%	
Accomodation :- Indirect Expenditure	856	7,071	13,000	5,929	0	5,929	54.4%	0
Net Expenditure	(856)	(7,071)	(13,000)	(5,929)				
<u>210 Civic Costs</u>								
4050 Mayor's Allowance	0	44	2,500	2,456		2,456	1.8%	
4999 Civic Expenses	136	1,682	2,000	318		318	84.1%	
Civic Costs :- Indirect Expenditure	136	1,726	4,500	2,774	0	2,774	38.3%	0
Net Expenditure	(136)	(1,726)	(4,500)	(2,774)				
<u>215 Members' Costs</u>								
4035 Member Training	0	90	500	410		410	18.0%	
4040 Member Travel/Subsistence	0	0	500	500		500	0.0%	
Members' Costs :- Indirect Expenditure	0	90	1,000	910	0	910	9.0%	0
Net Expenditure	0	(90)	(1,000)	(910)				
<u>300 Grants</u>								
4260 Grants Scheme	5,733	34,546	50,000	15,454		15,454	69.1%	
Grants :- Indirect Expenditure	5,733	34,546	50,000	15,454	0	15,454	69.1%	0
Net Expenditure	(5,733)	(34,546)	(50,000)	(15,454)				

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<u>305 Town Centre (Strategy)</u>								
1310 Grants Received	0	6,947	0	(6,947)			0.0%	
Town Centre (Strategy) :- Income	<u>0</u>	<u>6,947</u>	<u>0</u>	<u>(6,947)</u>				<u>0</u>
Net Income	<u>0</u>	<u>6,947</u>	<u>0</u>	<u>(6,947)</u>				
6000 less Transfer to EM Reserve	0	6,947						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
<u>307 Town Centre Maintenance</u>								
4170 Equipment Purchase/Repair/Hire	413	4,105	10,000	5,895		5,895	41.0%	
4180 CCTV	0	33,360	34,500	1,140		1,140	96.7%	
4184 Rangers Service	39,554	161,197	187,469	26,272		26,272	86.0%	
4186 Regeneration Projects	1,383	10,163	21,000	10,837		10,837	48.4%	
4188 Cleaner Crewe	0	36,176	33,242	(2,934)		(2,934)	108.8%	14,200
Town Centre Maintenance :- Indirect Expenditure	<u>41,350</u>	<u>245,001</u>	<u>286,211</u>	<u>41,210</u>	<u>0</u>	<u>41,210</u>	<u>85.6%</u>	<u>14,200</u>
Net Expenditure	<u>(41,350)</u>	<u>(245,001)</u>	<u>(286,211)</u>	<u>(41,210)</u>				
6001 plus Transfer From EM Reserves	0	14,200						
Movement to/(from) Gen Reserve	<u>(41,350)</u>	<u>(230,801)</u>						
<u>310 Floral Schemes</u>								
4181 Contractors - Services	0	33,414	35,000	1,586		1,586	95.5%	
Floral Schemes :- Indirect Expenditure	<u>0</u>	<u>33,414</u>	<u>35,000</u>	<u>1,586</u>	<u>0</u>	<u>1,586</u>	<u>95.5%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(33,414)</u>	<u>(35,000)</u>	<u>(1,586)</u>				
<u>320 Green Spaces</u>								
4179 Play Area Improvement Scheme	0	97,522	100,000	2,478		2,478	97.5%	67,522
4420 Parks & Allotments	3,926	5,182	7,000	1,818		1,818	74.0%	30,726
Green Spaces :- Indirect Expenditure	<u>3,926</u>	<u>102,704</u>	<u>107,000</u>	<u>4,296</u>	<u>0</u>	<u>4,296</u>	<u>96.0%</u>	<u>98,248</u>
Net Expenditure	<u>(3,926)</u>	<u>(102,704)</u>	<u>(107,000)</u>	<u>(4,296)</u>				
6001 plus Transfer From EM Reserves	0	100,749						
6000 less Transfer to EM Reserve	100,000	100,000						
Movement to/(from) Gen Reserve	<u>(103,926)</u>	<u>(101,955)</u>						
<u>350 Events</u>								
1995 Event income	0	700	0	(700)			0.0%	

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1999 Miscellaneous Income	0	10,000	0	(10,000)			0.0%	
Events :- Income	<u>0</u>	<u>10,700</u>	<u>0</u>	<u>(10,700)</u>				<u>0</u>
4258 Heritage Activities	0	20,351	0	(20,351)		(20,351)	0.0%	20,351
4259 Community Events and Summer Pr	1,301	58,367	49,000	(9,367)		(9,367)	119.1%	14,083
4271 Event Sustainability	0	5,620	10,000	4,380		4,380	56.2%	
Events :- Indirect Expenditure	<u>1,301</u>	<u>84,338</u>	<u>59,000</u>	<u>(25,338)</u>	<u>0</u>	<u>(25,338)</u>	<u>142.9%</u>	<u>34,434</u>
Net Income over Expenditure	<u>(1,301)</u>	<u>(73,638)</u>	<u>(59,000)</u>	<u>14,638</u>				
6001 plus Transfer From EM Reserves	11,769	46,203						
6000 less Transfer to EM Reserve	10,000	10,000						
Movement to/(from) Gen Reserve	<u>468</u>	<u>(37,435)</u>						
<u>352 Christmas Programme</u>								
4274 Strategic Event	0	20,000	60,000	40,000		40,000	33.3%	
4275 Infrastructure (Christmas)	0	47,890	60,000	12,110		12,110	79.8%	
4287 Christmas Activities	(5)	16,477	25,000	8,523		8,523	65.9%	
4992 Sinking Fund	0	0	10,000	10,000		10,000	0.0%	
Christmas Programme :- Indirect Expenditure	<u>(5)</u>	<u>84,367</u>	<u>155,000</u>	<u>70,633</u>	<u>0</u>	<u>70,633</u>	<u>54.4%</u>	<u>0</u>
Net Expenditure	<u>5</u>	<u>(84,367)</u>	<u>(155,000)</u>	<u>(70,633)</u>				
6001 plus Transfer From EM Reserves	0	450						
6000 less Transfer to EM Reserve	40,450	40,450						
Movement to/(from) Gen Reserve	<u>(40,445)</u>	<u>(124,367)</u>						
<u>460 Marketing and Events</u>								
4288 Event Seed Funding/Income Gene	0	7,063	15,000	7,937		7,937	47.1%	5,240
Marketing and Events :- Indirect Expenditure	<u>0</u>	<u>7,063</u>	<u>15,000</u>	<u>7,937</u>	<u>0</u>	<u>7,937</u>	<u>47.1%</u>	<u>5,240</u>
Net Expenditure	<u>0</u>	<u>(7,063)</u>	<u>(15,000)</u>	<u>(7,937)</u>				
6001 plus Transfer From EM Reserves	10,000	15,240						
Movement to/(from) Gen Reserve	<u>10,000</u>	<u>8,177</u>						
<u>470 Community Plan</u>								
1996 John McBride charity transfer	0	63,528	0	(63,528)			0.0%	
Community Plan :- Income	<u>0</u>	<u>63,528</u>	<u>0</u>	<u>(63,528)</u>				<u>0</u>
4252 Remembrance	(547)	5,176	6,000	824		824	86.3%	
4730 Community Development Commiss	0	0	5,000	5,000		5,000	0.0%	
4731 Sustaining Network	0	8,010	10,000	1,990		1,990	80.1%	

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4754 Tree of Light	0	3,840	5,000	1,160		1,160	76.8%	
4767 Health and Wellbeing	4,081	37,644	40,000	2,356		2,356	94.1%	5,359
4768 Families/Early Intervention	0	500	0	(500)		(500)	0.0%	500
4770 Winter Response	0	5,189	0	(5,189)		(5,189)	0.0%	5,189
Community Plan :- Indirect Expenditure	<u>3,535</u>	<u>60,359</u>	<u>66,000</u>	<u>5,641</u>	<u>0</u>	<u>5,641</u>	<u>91.5%</u>	<u>11,048</u>
Net Income over Expenditure	<u>(3,535)</u>	<u>3,169</u>	<u>(66,000)</u>	<u>(69,169)</u>				
6001 plus Transfer From EM Reserves	0	11,048						
6000 less Transfer to EM Reserve	4,839	68,726						
Movement to/(from) Gen Reserve	<u>(8,374)</u>	<u>(54,509)</u>						
473 Regeneration								
1310 Grants Received	55,000	55,000	0	(55,000)			0.0%	
1999 Miscellaneous Income	0	7,400	0	(7,400)			0.0%	
Regeneration :- Income	<u>55,000</u>	<u>62,400</u>	<u>0</u>	<u>(62,400)</u>				<u>0</u>
4721 Public Realm	0	34,451	25,000	(9,451)		(9,451)	137.8%	22,353
4723 Town Centre Promotion	0	14,086	0	(14,086)		(14,086)	0.0%	14,086
4725 TC Business Group & BID Feasib	31,070	31,070	0	(31,070)		(31,070)	0.0%	31,070
4727 Heritage Projects	38,269	128,385	20,000	(108,385)		(108,385)	641.9%	36,175
Regeneration :- Indirect Expenditure	<u>69,339</u>	<u>207,992</u>	<u>45,000</u>	<u>(162,992)</u>	<u>0</u>	<u>(162,992)</u>	<u>462.2%</u>	<u>103,683</u>
Net Income over Expenditure	<u>(14,339)</u>	<u>(145,592)</u>	<u>(45,000)</u>	<u>100,592</u>				
6001 plus Transfer From EM Reserves	39,339	113,474						
6000 less Transfer to EM Reserve	23,792	23,792						
Movement to/(from) Gen Reserve	<u>1,208</u>	<u>(55,910)</u>						
474 CP Projects								
4742 Community Asset Projects	0	560	0	(560)		(560)	0.0%	560
4755 Heritage Strat	0	2,620	0	(2,620)		(2,620)	0.0%	2,620
CP Projects :- Indirect Expenditure	<u>0</u>	<u>3,180</u>	<u>0</u>	<u>(3,180)</u>	<u>0</u>	<u>(3,180)</u>		<u>3,180</u>
Net Expenditure	<u>0</u>	<u>(3,180)</u>	<u>0</u>	<u>3,180</u>				
6001 plus Transfer From EM Reserves	0	3,180						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
Grand Totals:- Income	62,287	1,518,122	1,285,115	(233,007)			118.1%	
Expenditure	160,843	1,283,245	1,299,315	16,070	0	16,070	98.8%	
Net Income over Expenditure	(98,556)	234,878	(14,200)	(249,078)				
plus Transfer From EM Reserves	61,460	304,896						
less Transfer to EM Reserve	189,853	260,687						
Movement to/(from) Gen Reserve	(226,949)	279,086						