



NORTHAMPTON TOWN COUNCIL

Policy and Finance Committee Meeting – 16th November 2021

To: Members of the Policy and Finance Committee:

Councillors Marriott (Chair), T Eales (Vice Chair), Alwahabi, Brown, Birch, G Eales, Connolly, Hibbert, Holland-Delamere, Kilbride, Purser, Russell, Stevens, Tarasiewicz

Cc'd to all councillors for information

You are summoned to attend the meeting of the **Policy and Finance Committee** of Northampton Town Council to be held at 18.00 hrs on Tuesday 16th November 2021 in the Godwin Room at Northampton Guildhall.

To reduce the potential for spreading coronavirus, Councillors and others attending this meeting are asked to abide with the safety instructions set out at page 3 of these agenda papers.

Public participation is welcomed in accordance with Standing Orders and the Council's Public Participation Policy

A handwritten signature in black ink that reads 'Stuart Carter'.

**Stuart Carter
Town Clerk
10th November 2021**

**Guildhall
Northampton
NN1 1DE**

A G E N D A

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. To authorise the Chair to sign the minutes of the last meeting and ask questions as to the progress of any item**
Minutes of the meeting held 4th October 2021 (not attached, circulated with Council agenda 25th October 2021)
- 4. To receive the minutes of the Accounts Sub-Committee meetings for information, held 18th October 2021 (attached at p 5 – 16) and 15th November 2021 (to be tabled)**
- 5. To receive the minutes of the Civic Matters Sub-Committee, held 7th October 2021, for consideration and adoption of the committee's recommendations (attached at p 17 – 20)**

- 6. First Draft Budget for 2022/23 for consideration as part of the Budget Principles**
Report and draft budget attached (p 21 – p 29)

- 7. Staffing Sub Committee – Terms of Reference**
Report attached (p 31 – p 33)

Covid – 19 Protocols

As members will be aware, Covid 19 continues to be a factor in our communities and accordingly we ask that you observe these measures when attending a council meeting or committee meeting at the Guildhall.

1. No person should attend the meeting if they are feeling unwell or are displaying COVID 19 symptoms
2. On arrival, please take your temperature and leave if it is 38 C or above.
3. Use the shortest and most direct route to the Council Chamber or committee room and limit movement around the building
4. Use hand sanitiser provided and if possible wear a facemask whilst walking round the building
5. Once seated please remain in your seat and try and avoid mingling with others or making contact with other surfaces.
6. The toilets in the Guildhall will be open, but attendees are advised to use the toilet before they leave home, in order to reduce contact points and the chances of coming into close contact with others in a confined space.
7. The windows in the room where the meeting is taking place will be open throughout the meeting, in order to allow clean air to circulate. You therefore should ensure you wear warm clothes.
8. Should any person attending the meeting need to cough or sneeze, they should do so into a tissue which they should then take home. If a tissue is not to hand, the inside of the arm should be used.
9. All persons should take home all litter and not leave items which others will have to touch to dispose of.

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**NORTHAMPTON TOWN COUNCIL
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 18th October 2021 at 11 am
in Room 5 of the Town Council Offices at Northampton Guildhall**

PRESENT: Councillors Marriott (Chair), Birch, Hibbert, Purser

In attendance: Officers: Mr S Carter (Interim Town Clerk) and Mrs C Maclellan (Accounts Assistant), Cllr Kilbride

18. APOLOGIES

Late attendance apology for Cllr. Jane Birch. No Further Apologies.

19. DECLARATIONS OF INTEREST

There were no declarations of interest.

20. MINUTES OF THE LAST MEETING

The minutes of the meeting held 8th September 2021 were circulated with the agenda.

RESOLVED: That they be approved as a true record and that the Chair be authorised to sign them.

21. REVENUE BUDGET 2021/22

The Interim Town Clerk and Accounts Assistant presented the Budget control report, Bank Reconciliation and Receipts and Cash Payments Documentation (attached at appendix A) for the period to 30 September 2021, all of which were noted and signed by all Cllrs. present.

- The Accounts Assistant highlighted the following key changes to the previous month's budget:
- Received 2nd stage precept payment which completes precept payment for YR 21/22.
- Bloom is now at 98.9% of budget
- Grant is now 14% of budget
- Fireworks is now 66.7 of budget

In response to the question relating Mayoral transport it was noted that should Cllrs. wish to explore transport events they had the option of reviewing invoices or the event schedule held by the Civic and Mayoral Officer.

In response to the question regarding the delay in transferring WNC Events budget, the Town Clerk explained that Heads of Terms has been agreed and nothing further to report however

it had been raised with Cllr. Nunn. The Chair requested that this is escalated to the senior members to seek a resolution.

Clerk's note: Mr Bowers from WNC has stated this issue will be resolved shortly and apologised for the delay.

In response to the question raised regarding fireworks, the Finance Assistant (FA) explained that as part of due diligence, before the fireworks enhanced payment is made, details would be required to support what the payment was actually being used for, i.e. breakdown in volume and types of fireworks that would be used and how this compared to previous years. The FA shared the email communication between the supplier and NTC which detailed the volume and type of fireworks that would be used for the NTC enhanced payment being made.

In response to the concern raised regarding the delay in the transfer of budget funds / information; did this mean that that WNC intention was to retain Events and therefore have no need to transfer the budget. The Town Clerk advised there was nothing to indicate this was the case.

In response to the concern over the lack of take up for the Grant and or Community funding. It was suggested that Cllrs collaborate with each other to see if there was any mutual benefit regarding areas within the wards and grounds used for football teams and the opportunity to sponsor local football teams as an example, with the issue of NTC council logo on footballs / medals.

22. PAYMENT OF ACCOUNTS

In response to the question raised regarding the continued use and benefit of suppliers, Walden Consultants & NCALC it was agreed that there is benefit and therefore worth continuing.

It was noted that any normal printing would be through the use of the new photocopier and any other copying outside the specification of the photocopier would continue through supplier, Tangerine Red.

In response to a general note regarding stationery, Cllrs suggested using Blue Fish (based in Northampton) as an alternative option. The Finance Assistance advised that following 6 months use of stationery (6 months would provide an indicative regular stationery purchase list) a bench marking / tender opportunity would be carried out before March 2021.

In response to the question raised regarding the recently attended SLCC conference and the request for feedback, The Town Clerk advised that both he and the Administration Officer found the conference informative and worth attending. The Town Clerk advised that a brief synopsis of their experience would be drafted and shared with Cllrs.

RESOLVED: That the accounts as detailed below be approved for payment.

SUPPLIER INVOICES						
a	Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
#	06/10/2021	3381	2commune Ltd [2CO002]	£ 150.00	£ 30.00	£ 180.00
#	01/10/2021	INV-0022	Classic Carriages of Northampton [CLA014]	£ 655.00	£ -	£ 655.00
#	01/10/2021	INV-0023	Classic Carriages of Northampton [CLA014]	£ 565.00	£ -	£ 565.00
#	07/10/2021	185	Council for Voluntary Service Northampton [CVS012]	£ 42.00	£ 8.40	£ 50.40
#	03/09/2021	INV-4931	FTF Worldwide Event Management Limited	£ 5,000.00	£ 1,000.00	£ 6,000.00
190/412	10/09/2021	354582	Horizon Telecom Ltd [HOR004]	£ 487.00	£ 97.40	£ 584.40
#	29/08/2021	INV-3824	K&J Hird Ltd [KJH019]	£ 580.00	£ 116.00	£ 696.00
#	11/09/2021	67262	Mayfair Cars (Northampton) Ltd [MAY013]	£ 66.00	£ 13.20	£ 79.20
#	18/09/2021	67345	Mayfair Cars (Northampton) Ltd [MAY013]	£ 209.00	£ 41.80	£ 250.80
#	25/09/2021	67419	Mayfair Cars (Northampton) Ltd [MAY013]	£ 363.00	£ 72.60	£ 435.60
#	09/10/2021	67641	Mayfair Cars (Northampton) Ltd [MAY013]	£ 440.00	£ 88.00	£ 528.00
#	30/09/2021	67536	Mayfair Cars (Northampton) Ltd [MAY013]	£ 22.00	£ 4.40	£ 26.40
#	30/09/2021	15067	Microshade Business Consultants Ltd [MIC001]	£ 295.00	£ 59.00	£ 354.00
#	06/10/2021	15122	Microshade Business Consultants Ltd [MIC001]	£ 475.74	£ 95.15	£ 570.89
#	15/09/2021	INV-1502	Northants CALC Ltd [NOR007]	£ 190.00	£ -	£ 190.00
#	15/09/2021	115373	Pellacraft limited [PEL031]	£ 330.00	£ 66.00	£ 396.00
#	25/08/2021	14003214	Plantscape Ltd [PLA018]	£ 10,901.00	£ 2,180.20	£ 13,081.20
#	22/09/2021	BK203520-1	SLCC Enterprises Ltd [SLC015]	£ 435.00	£ 72.00	£ 507.00
#	01/10/2021	STUART EXPENSESEPT2	Stuart Carter (Expense Claims) [STU024]	£ 42.90	£ -	£ 42.90
#	10/09/2021	5691	Tangerine Red Ltd [TAN020]	£ 95.00	£ 19.00	£ 114.00
#	10/09/2021	5692	Tangerine Red Ltd [TAN020]	£ 216.00	£ 43.20	£ 259.20
				£ 21,559.64	£ 4,006.35	£ 25,565.99

PENDING OFFICER APPROVAL						
#	Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
#	06/10/2021	VOI0023613	Zen Office	£ 29.07	£ 5.82	£ 34.89
#	10/10/2021	1195	Walden Consultants	£ 1,200.00	£ -	£ 1,200.00
#	13/10/2021	424000398291	WNC Ltd	£ 840.00	£ -	£ 840.00
#	15/10/2021	1097	Stage right productions	£ 2,440.00	£ 488.00	£ 2,928.00
#	14/10/2021	27046	Colemans	£ 9.16	£ 1.83	£ 10.99
#	30/09/2021	268785269663	Colemans	£ 203.99	£ 40.77	£ 244.76
#	14/10/2021	261876	Colemans	£ 5.08	£ 1.02	£ 6.10

DIRECT DEBIT PAYMENTS						
#	Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
#	01/10/2021	DD	Xerox	518.26	103.65	621.91
						621.29

Salaries / HMRC / Pension payments Sept			
#	Description	Value	
#	Salaries (Net) for Sept including Cllr & Mayoral Allowance	£ 11,531.05	
#	HMRC Sept (should have said Oct!)	£ 4,757.14	
#	Pension Sept (should have said Oct!)	£ 4,752.05	

GRANT / COMMUNITY FUNDING PAYMENTS			
Ac	P&F Sub-Comm approval for Community Funding / Grants	Description of Project	Value
#	27/09/2021 Community Space Northampton (Cllrs. Comm Fund)	Family Fun Day	£ 650.00
#	12/10/2021 Sport4Fitness CIC : (Community General Fund)	Installation of enhanced toilets at Fernie Sports and Social	£ 3,685.00
#	12/10/2021 Pearls of Peace (Community General Fund)	Coffee mornings, yoga provision, support for women	£ 2,500.00
#	12/10/2021 Northampton & District Indoor Bowling Association (Community General Fund)	Purchase of two powered bowls wheelchairs	£ 5,000.00
#	12/10/2021 St Edmunds Residents Association (Community General Fund)	Installation of 2 planters to be sited at fly tipping hotspots at Cranstoun Street and Hood Street	£ 2,382.00
#	12/10/2021 Aliston Gardens Youth and Community Centre (Community General Fund)	Relaunch event following the pandemic	£ 550.00
#	12/10/2021 Eastfields Residents Association (Community General Fund)	Repair of community noticeboard	£ 150.00
#	12/10/2021 Radio Nene Valley	New equipment for the hospital radio station	£ 320.00
#	12/10/2021 Little Fishes Pre School	Replacement toys following arson of shed	£ 500.00
#	12/10/2021 Emmanuel Group of Churches	Fun and Food in School Holidays (FISH) Lunch Club	£ 300.00
#	12/10/2021 Emmanuel Group of Churches	Rzone youth project	£ 511.00

A general enquiry regarding the possible purchase of A5 desk diaries for Cllrs was suggested and also printing of Christmas Cards to distribute to local organisations. It was agreed that both suggestions would be explored.

Cllr Kilbride offered to share printing knowledge and expertise with Officers should it be needed. This was noted and is much appreciated.

The meeting ended at 11.48 pm.

Signed.....Chair

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Policy and Finance</u>								
<u>101 Central Administration</u>								
4000 Salaries NI and Pension	19,246	106,454	316,000	209,546		209,546	33.7%	
4001 Staffing Contingency	0	0	97,000	97,000		97,000	0.0%	
4005 Covid Resp' & Set-up costs	0	16,836	50,000	33,164		33,164	33.7%	
4006 Recruitment	0	205	5,000	4,795		4,795	4.1%	
4010 Payroll Costs	0	278	1,500	1,222	252	970	35.3%	
4015 Travel and Subsistance	5	58	2,000	1,942		1,942	2.9%	
4027 Training and Staff Development	525	2,364	10,000	7,636	600	7,036	29.6%	
4101 Office Supplies & Photocopying	15	839	5,000	4,161	203	3,958	20.8%	
4110 Post	0	132	2,000	1,868		1,868	6.6%	
4120 Subscriptions	0	7,130	12,000	4,870		4,870	59.4%	
4125 Telephone and Internet	487	2,625	23,000	20,375	600	19,775	14.0%	
4128 Information Technology	571	3,276	10,000	6,724	3,002	3,722	62.8%	
4130 Insurance	0	5,020	10,000	4,980		4,980	50.2%	
4140 Advertising and Marketing	23	23	0	(23)		(23)	0.0%	
4143 Newsletter	0	0	10,000	10,000		10,000	0.0%	
4190 Equipment	0	1,416	20,000	18,584	915	17,669	11.7%	
Central Administration :- Indirect Expenditure	20,870	146,656	573,500	426,844	5,572	421,272	26.5%	0
Net Expenditure	(20,870)	(146,656)	(573,500)	(426,844)				
<u>105 Corporate Management</u>								
4150 Bank Charges	18	18	1,000	982		982	1.8%	
4155 Accounting Support	295	1,829	4,000	2,171	1,770	401	90.0%	
4156 Audit Fees	300	3,390	4,000	610		610	84.8%	
4159 Legal & Professional Fees	0	2,950	30,000	27,050		27,050	9.8%	
4160 NCALC Addl Support	0	9,653	12,000	2,348		2,348	80.4%	
4162 Health and Safety	0	0	10,000	10,000		10,000	0.0%	
Corporate Management :- Indirect Expenditure	613	17,840	61,000	43,161	1,770	41,391	32.1%	0
Net Expenditure	(613)	(17,840)	(61,000)	(43,161)				
<u>110 Civic and Democratic</u>								
4200 Elections	0	81,527	70,000	(11,527)		(11,527)	116.5%	
4210 Mayoral Allowance	1,789	9,250	28,000	18,750		18,750	33.0%	
4211 Mayor's Transport	638	5,293	27,000	21,707	15,909	5,799	78.5%	
4212 Councillor Allowances	600	8,400	30,000	21,600		21,600	28.0%	
4213 Councillor Training/Conference	190	660	5,000	4,340		4,340	13.2%	
4214 Civic Events	0	4,684	12,000	7,316		7,316	39.0%	

Detailed Income & Expenditure by Budget Heading 07/10/2021

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Civic Regalia	0	525	1,000	475		475	52.5%	
4216 Council Meetings & Room Hire	0	936	5,000	4,064	395	3,669	26.6%	
Civic and Democratic :- Indirect Expenditure	3,217	111,276	178,000	66,724	16,304	50,421	71.7%	0
Net Expenditure	(3,217)	(111,276)	(178,000)	(66,724)				
115 Other Cost and Income								
1150 Grants Received	0	0	80,000	80,000			0.0%	
1176 Precept Received	887,750	1,775,500	1,775,500	0			100.0%	
Other Cost and Income :- Income	887,750	1,775,500	1,855,500	80,000			95.7%	0
4998 Service Reserve	0	0	214,500	214,500		214,500	0.0%	
4999 Contingency	0	0	200,000	200,000		200,000	0.0%	
Other Cost and Income :- Indirect Expenditure	0	0	414,500	414,500	0	414,500	0.0%	0
Net Income over Expenditure	887,750	1,775,500	1,441,000	(334,500)				
201 The Guildhall								
4300 Service Charge	0	0	65,000	65,000		65,000	0.0%	
4390 Guildhall Reserve	0	0	115,000	115,000	2,203	112,797	1.9%	
4999 Contingency	0	0	9,000	9,000		9,000	0.0%	
The Guildhall :- Indirect Expenditure	0	0	189,000	189,000	2,203	186,797	1.2%	0
Net Expenditure	0	0	(189,000)	(189,000)				
Policy and Finance :- Income	887,750	1,775,500	1,855,500	80,000			95.7%	
Expenditure	24,700	275,771	1,416,000	1,140,229	25,849	1,114,380	21.3%	
Movement to/(from) Gen Reserve	863,050	1,499,729						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Environmental Services</u>								
<u>210 Open Spaces</u>								
4536 Northampton In Bloom	16,673	29,663	30,000	337		337	98.9%	
Open Spaces :- Indirect Expenditure	16,673	29,663	30,000	337	0	337	98.9%	0
Net Expenditure	(16,673)	(29,663)	(30,000)	(337)				
<u>230 Allotments</u>								
4400 Repairs and Maintenance	0	0	26,000	26,000		26,000	0.0%	
Allotments :- Indirect Expenditure	0	0	26,000	26,000	0	26,000	0.0%	0
Net Expenditure	0	0	(26,000)	(26,000)				
Environmental Services :- Income	0	0	0	0			0.0%	
Expenditure	16,673	29,663	56,000	26,337	0	26,337	53.0%	
Movement to/(from) Gen Reserve	(16,673)	(29,663)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Services</u>								
<u>301 Community Grants</u>								
4170 Community Grant Scheme	545	7,004	50,000	42,996		42,996	14.0%	
Community Grants :- Indirect Expenditure	545	7,004	50,000	42,996	0	42,996	14.0%	0
Net Expenditure	(545)	(7,004)	(50,000)	(42,996)				
<u>310 Community Services</u>								
4171 Councillor Community Funding	0	2,971	75,000	72,029		72,029	4.0%	
4221 Community Needs Analysis	0	0	150,000	150,000		150,000	0.0%	
4560 Climate Emergency	0	0	50,000	50,000		50,000	0.0%	
Community Services :- Indirect Expenditure	0	2,971	275,000	272,029	0	272,029	1.1%	0
Net Expenditure	0	(2,971)	(275,000)	(272,029)				
<u>315 Public Events</u>								
4501 Christmas Event	0	0	41,000	41,000		41,000	0.0%	
4502 Fireworks	5,000	5,000	7,500	2,500		2,500	66.7%	
Public Events :- Indirect Expenditure	5,000	5,000	48,500	43,500	0	43,500	10.3%	0
Net Expenditure	(5,000)	(5,000)	(48,500)	(43,500)				
Community Services :- Income	0	0	0	0			0.0%	
Expenditure	5,545	14,975	373,500	358,525	0	358,525	4.0%	
Movement to/(from) Gen Reserve	(5,545)	(14,975)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Planning								
<u>400</u> <u>Planning</u>								
4600 Local Campaigns	0	0	10,000	10,000		10,000	0.0%	
Planning :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
Planning :- Income	0	0	0	0			0.0%	
Expenditure	0	0	10,000	10,000	0	10,000	0.0%	
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	887,750	1,775,500	1,855,500	80,000			95.7%	
Expenditure	46,919	320,409	1,855,500	1,535,091	25,849	1,509,242	18.7%	
Net Income over Expenditure	840,831	1,455,091	0	(1,455,091)				
Movement to/(from) Gen Reserve	840,831	1,455,091						

Bank Reconciliation Statement as at 30/09/2021
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>
Unity Bank Currebt Account	30/09/2021	2	1,542,374.58
			<hr/> 1,542,374.58
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			1,542,374.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			1,542,374.58
		Balance per Cash Book is :-	1,542,374.58
		Difference is :-	0.00

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	689,257.33					689,257.33	
WNCPrecept Banked: 29/09/2021		887,750.00						
WNCPrecept	WEST NORTHAMPTONSHIRE COUNCIL	887,750.00			1176	115	887,750.00	Precept 21/22 2nd payment
Total Receipts for Month		887,750.00	0.00	0.00			887,750.00	
Cashbook Totals		<u>1,577,007.33</u>	<u>0.00</u>	<u>0.00</u>			<u>1,577,007.33</u>	

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/09/2021	SLCC Enterprises Ltd	SLCC030921	396.00	396.00		501			Nat Conference 2021 S Carter
03/09/2021	Walden Consultants Ltd	030921 1	1,000.00	1,000.00		501			R Walden consult May/Jun/Jul
07/09/2021	Tangerine Red Ltd	070921 2	18.00	18.00		501			Mayor Script & Comm Grant Post
07/09/2021	Northants LGPS	070921LGPS	4,743.96			516		4,743.96	Northants LGPS
07/09/2021	HMRC Cumbernauld	070921HMRC	4,747.55			515		4,747.55	HMRC Cumbernauld
07/09/2021	HMRC Cumbernauld	070921HMRC	271.40			515		271.40	HMRC Cumbernauld July underpay
13/09/2021	Julie Thorneycroft (Expense Cl	130921 3	19.50	19.50		501			Mileage and Laptop bag
13/09/2021	Classic Carriages of Northampt	130921 4	525.00	525.00		501			Mayor Transport - July
13/09/2021	Catherine Maclellan (Expenses)	130921 5	30.15	30.15		501			Printer cartridge
13/09/2021	Idverde Ltd	130921 6	6,230.71	6,230.71		501			10811517/17/Plant&Main Glad
13/09/2021	The AP Group Office & Statione	130921 8	1,750.00	1,750.00		501			Spray paint for Wall Games
13/09/2021	Horizon Telecom Ltd	130921 9	1,169.32	1,169.32		501			PO13 Mobile PO29 WFH LL PO40 G
13/09/2021	James Thompson	130621THOM	545.25			4170	301	545.25	J Thompson Wall Games Hotel
13/09/2021	E Hawkins	130921 EH	150.00			520		150.00	EH Loan July Tax underpayment
13/09/2021	Mr Daniel Soan	130921 DS	480.00			4212	110	480.00	Mr Daniel Soan(Cllr Allowance)
13/09/2021	Stuart Carter (Expense Claims)	130921 7	99.99	99.99		501			Canva Annual Subscription
17/09/2021	Mayfair Cars (Northampton) Ltd	200921 21	580.80	580.80		501			67166/51/Mayfair Cars (Northam
17/09/2021	Tangerine Red Ltd	170921 20	27.00	27.00		501			05629/70/Litter Pick posters
20/09/2021	NTC3	NTC3 SEPT	1,129.01			520		1,129.01	NTC3
20/09/2021	NTC2	NTC2 SEPT	1,639.71			520		1,639.71	NTC2
20/09/2021	NTC4	NTC4 SEPT	1,328.26			520		1,328.26	NTC4
20/09/2021	NTC5	NTC5 SEPT	3,629.36			520		3,629.36	NTC5
20/09/2021	NTC1	NTC1 SEPT	2,150.01			520		2,150.01	NTC1
20/09/2021	RUFIA ASHRAF	200921 RA	1,034.88			4210	110	1,034.88	RUFIA ASHRAF
30/09/2021	Microshade Business Consultant	300921 22	918.89	918.89		501			15036/10/46/Microshade Busines
30/09/2021	Service Charge	SVS CHG	18.00			4150	105	18.00	Service Charge Bank Chg 300921

Total Payments for Month	34,632.75	12,765.36	0.00	21,867.39
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Balance Carried Fwd	1,542,374.58
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Cashbook Totals	1,577,007.33	12,765.36	0.00	1,564,241.97
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NORTHAMPTON TOWN COUNCIL
Civic Matters Sub-Committee

Minutes of the meeting held on 4th October 2021 at 14.00
on Zoom video conferencing

PRESENT: Councillors Marriott (Chair), Ashraf, Lane, Meredith

Also present were Cllrs Birch and Kilbride

In attendance: Mr S Carter (Interim Town Clerk)

1. Apologies

Apologies were submitted from Cllr Eales and Ms L Hawkins (Civic and Mayoralty Officer)

2. Appointment of Chair for the rest of the municipal year

It was proposed, seconded and **RESOLVED** that Cllr Marriott be appointed Chair for the rest of the municipal year.

3. Declarations of Interest

Cllrs Meredith and Ashraf declared a pecuniary interest in minute 5 and did not vote on the item.

4. Civic changes following the creation of the Unitary and Town Councils

A report was circulated with the agenda which had been written by the Civic and Mayoralty Officer, it explained that Northampton Town Council (NTC) did not own a flag pole at the Guildhall building site. There was a Flag Raising Protocol (appended) issued by West Northamptonshire Council (WNC). WNC have been informed of all flag raising occasions and these are now listed on the protocol. These flags would be raised at 8am in the morning by Facilities Staff. If NTC wish to mark the occasion of a flag raising NTC had to apply to WNC with costs for staffing and refreshments incurring. The only flag raisings WNC would be marking and paying for would be Armed Forces Day and Emergency Services Day. There were concerns that the community groups who were used to having these occasions marked with a small ceremony in the morning of the event would not be used to this process or would miss out on their event.

It was commented that there was no reason why NTC could not have its own flagpole and Cllr Lane who sat on the Civic Committee at WNC would raise it at their next meeting. Cllr Lane thought that it was feasible that a third one could be installed, obviously the cost would have to be met by the town council. This would allow NTC to have control of its own flagpole and not hopefully erase many of the issues and time spent trying to organize these events with WNC.

Moving on to Order of Precedence from it was reported that from the 1st April 2021 Cllr Ann Addison, Chairman WNC took precedence in formal civic processions. However, the Civic and Mayoralty Officer had spoken to Cllr Addison and it had been agreed that if an event was to be run by WNC Cllr Addison was to step off first – and the procession order will be provided by Dee Fagan (Executive Assistant, Chief Executive's Office WNC). The Mayor of Northampton Town and NTC

members would be invitees. If a Civic Event was organised by NTC The Mayor would step off first, the procession order would be provided by the Civic and Mayoralty Officer and invites would be from the Mayor's Office.

The point was made that Northampton was the county town and if a town event was to be attended by county representatives, what impact would this have on orders of precedence etc. This would need to be considered.

With regards to the boundary it was reported that if the Mayor was invited to an event that was taking place outside of the NTC boundary then a request would be sent to the respective office at that Parish Council for permission to wear chains as per Civic tradition. Depending on the request the office was being mindful not to contact schools and businesses that were not in the NTC boundary. For example; the office had only contacted boundary schools for competitions it was running, but would inform all schools that a teddy bear's picnic is taking place. It was noted that permission had been sought when attending events outside the parish when invited. Asking for money from other parishes to support the mayoralty would in the opinion of some complicate matters.

A number of things had remained the same, including Mayoress/Consort Tree Planting, ANZAC Day, VE Day, Mayor Making, Oak Apple Day, Armed Forces Day, Thank you Day, NHS and Frontline Workers Day, Mayor's Gala, Armistice Day, Remembrance Day, Nine Lessons and Carols, Charity Sunday Civic Service. It was noted that Anzac Day organised by RAFA took place outside the parish boundary so permissions would be required, though it was likely the Mayor would be invited.

NOTED

5. Mayoral Allowance

The report explained that the Town Council's budget for 2021/22 included a sum of £28,000 for Mayoral Allowance and Civic Expenses. This was built up from the former Borough Council's provision of £23,359.92 for the Mayor's Allowance and £3,818.28 for the Deputy Mayor's Allowance. Town Councils, however, had no power to pay a Deputy's Allowance.

The Council at its meeting on 1st March accordingly agreed that 10% of the total should be retained by the Council for reimbursing the Deputy Mayor for any expenses he may have incurred whilst representing the Mayor on official business and attending functions. The actual Mayoral Allowance would be split 50:50 between a direct payment to the Mayor and a contingency civic expenses budget held by the Civic and Mayoral Officer.

The Town Mayor therefore received £12,600 annually which was paid to her monthly through payroll to cover the expenses incurred personally in her the office. The second half of the current allowance budget plus the budget for Deputy Mayor, making a total of £15,400 was held by the Civic and Mayoral Officer for meeting general civic and Mayoral expenses, including those incurred by the Deputy Town Mayor. To date only £37.80 had been incurred by the Mayor from this general budget and she had enquired whether further expenses could be met from it including some costs incurred in arranging her charity ball.

The former Acting Town Clerk had interpreted the Council's earlier decision on this matter as meaning that the Council's civic expenses budget should be utilised on meeting general civic

expenses incurred by the Council as a whole and not those incurred personally by the Town Mayor. This would cover such matters as civic receptions, greeting and entertaining guests at the Guildhall including residents with a meritorious achievement, small gifts/ flowers to mark special anniversaries of citizens. However, this was just a matter of interpretation and the group were asked as to how they would expect officers to manage the second half of the budget including whether it should be used for supporting mayoral charity events.

It was commented that the Mayor's Ball/Gala was an annual event, and should be viewed as a civic event and that using some of the Mayor's allowance to support this should be permitted. Countering this it was commented that the event should be self-funding and that to allow some of the allowance to support this event was the equivalent to giving a grant to the charity for which the event was being held in aid of.

For clarity it was confirmed that civic events such as remembrance day and costs relating to the Mayoral car were paid for from a separate budget held by the Council.

It was commented that transparency was key and that any expenditure that was to be claimed required a receipt or written note.

It was **RESOLVED** that a working group of Cllrs Lane and Marriott formally compile a list of items that can be met from the portion of the Mayor's allowance held by the Town Council.

6. Remembrance Day 2021

Members were asked to consider a proposed procession order and wreath laying order for the upcoming Remembrance Day.

RESOLVED: That confirming the order be delegated to Cllrs Marriott and Lane in conjunction with the Town Clerk and Civic and Mayoralty Officer.

Clerk's note: The following orders were agreed

Procession order:

The Mace
Freeman Sword
The Mayor & Consort
Mayor's cadet
Town Clerk
The Deputy Mayor & Mayoress
Members of the Town Council
Alderman
Freeman

Civic Guests

Lord Lieutenant
Lord Lieutenants cadet
High sheriff
Hon Recorder

MPs
Mayors and Chairs of other councils
Former Mayors
Other guests including WNC Councillors & Staff

Wreath laying order not including groups and organisations who will lay after these:

HM Lord Lieutenant
High Sherriff
Mayor of Northampton
Chairman of WNC
Town Clerk
Chief Exec of WNC
MPs
Hon Recorder & Resident Judge
Chief Constable
Chief Fire Officer
Royal Anglian and Northants Regiment representative
Royal British Legion County President
Royal British Legion Chair

Following these would be a number of local groups and associations who would also lay wreaths.

7. Date of next meeting

The date of the next meeting would be confirmed in due course.

There being no further business the meeting closed at 14.59.

Chair.....

Policy and Finance Committee

16th November 2021

Budget Principles – report of Interim Town Clerk

Purpose of report: To invite the Committee to consider the Council's first draft budget for 2022/23 as attached and as formulated in response to the last meeting of this committee

Recommended: i) That, the committee consider this first draft budget and the principles contained therein to take forward to the committees.

At the last meeting of this committee a number of recommendations were made with regards to the budget including the establishment of earmarked reserves, the recruitment of extra staff and the principle that the Band D equivalent would not increase

Accordingly, a draft version 1 budget has been drafted. This budget takes into account the current spend, predicts a forecasted spend in the current year and puts forward a recommended amount for the coming year. There are a number of figures that are set, staff costs, office costs etc. and there are some that are for the committees and council to make recommendations.

The process for setting the budget is as follows:

1. Policy and Finance Committee set budget principles
2. Committees consider their elements and make recommendations
3. Policy and Finance Committee consider these and draft final budget for recommendation to the Council
4. Council considers final budget and subject to any final amendments approves the final budget in January
5. The precept request is sent to the WNC who are the precepting authority and collect it on behalf of town and parish councils and the police and fire authority.

Key elements not yet known are the tax base, a provisional figure should come from WNC in December. The tax base at a basic level for Council tax purposes is the amount of properties in an area eligible to pay council tax. The tax base will be effected by the number of empty properties, discounts, people on benefits, the number of new properties built, council tax collection rates. The tax base is estimated and set by WNC.

The other key element as discussed at the recent meeting of Chairs and Deputy Chairs is the events budget breakdown. We know the set amount that will come from WNC, but we await details of the breakdown of how this is spent. This will be considered by the Community Services Committee when known.

Principles to be considered by the Policy and Finance Committee as raised at the meeting of Chairs and Vice Chairs:

- No raise in the Band D precept level
- Additional budget for events

- 4015 Travel and Subsistence reduction of £1000
- 4120 Subscriptions reduction of £3,000
- 4125 Telephone and internet reduction of £17,000
- 4190 Equipment reduction of £10,000
- 4150 Bank charges reduction of £500
- 4150 NCALC add support reduction of £12,000, costs to be met for Legal and Professional Fees budget which would remain at £30,000
- 4162 Health and Safety reduction of £2,000
- 4200 Elections reduction of £30,000 (under spend put into ear marked reserves as already agreed)
- 4215 Civic Regalia increase of £1,000
- 4300 Guildhall Service Charge (rent, services etc), increase of £5,000 as there is an indexed link increase in the agreement

With these points in mind, members are asked to accept them in principle and give any direction to the committees that they would like them to consider when looking at their own budget headings.

Please note, on the attached budget the budget heading 4560 Climate Emergency is mistakenly listed under Community Services but will be moved to come under Environmental Services.

Annual Budget - By Committee (Actual YTD Month 7)

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Policy and Finance</u>										
<u>101</u>	<u>Central Administration</u>									
4000	Salaries NI and Pension	0	0	316,000	106,454	276,000	0	376,000	0	0
4001	Staffing Contingency	0	0	97,000	0	0	0	0	0	0
4005	Covid Resp' & Set-up costs	0	0	50,000	16,836	50,000	0	0	0	0
4006	Recruitment	0	0	5,000	205	2,000	0	2,000	0	0
4010	Payroll Costs	0	0	1,500	320	700	210	1,000	0	0
4015	Travel and Subsistence	0	0	2,000	58	500	0	1,000	0	0
4027	Training and Staff Development	0	0	10,000	1,364	5,000	150	2,000	0	0
4101	Office Supplies & Photocopying	0	0	5,000	1,358	4,000	203	5,000	0	0
4110	Post	0	0	2,000	175	750	0	2,000	0	0
4120	Subscriptions	0	0	12,000	7,280	9,000	0	9,000	0	0
4125	Telephone and Internet	0	0	23,000	2,625	6,000	600	6,000	0	0
4128	Information Technology	0	0	10,000	3,752	10,000	2,526	10,000	0	0
4130	Insurance	0	0	10,000	5,020	5,020	0	10,000	0	0
4140	Advertising and Marketing	0	0	0	23	0	0	2,000	0	0
4143	Newsletter	0	0	10,000	0	10,000	0	10,000	0	0
4190	Equipment	0	0	20,000	1,416	20,000	915	10,000	0	0
	Overhead Expenditure	0	0	573,500	146,885	398,970	4,605	446,000	0	0
	Movement to/(from) Gen Reserve	0	0	(573,500)	(146,885)	(398,970)		(446,000)		
<u>105</u>	<u>Corporate Management</u>									
4150	Bank Charges	0	0	1,000	18	100	0	500	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4155	Accounting Support	0	0	4,000	1,829	4,000	1,770	4,000	0	0
4156	Audit Fees	0	0	4,000	3,390	3,500	0	4,000	0	0
4159	Legal & Professional Fees	0	0	30,000	5,150	30,000	2,400	30,000	0	0
4160	NCALC Addl Support	0	0	12,000	9,653	12,000	0	0	0	0
4162	Health and Safety	0	0	10,000	0	4,000	0	8,000	0	0
	Overhead Expenditure	0	0	61,000	20,040	53,600	4,170	46,500	0	0
	Movement to/(from) Gen Reserve	0	0	(61,000)	(20,040)	(53,600)		(46,500)		
<u>110</u>	<u>Civic and Democratic</u>									
4200	Elections	0	0	70,000	81,527	100,000	0	40,000	0	0
4210	Mayoral Allowance	0	0	28,000	9,250	28,000	0	28,000	0	0
4211	Mayor's Transport	0	0	27,000	6,513	15,000	15,909	27,000	0	0
4212	Councillor Allowances	0	0	30,000	8,400	30,000	0	30,000	0	0
4213	Councillor Training/Conference	0	0	5,000	660	3,000	0	5,000	0	0
4214	Civic Events	0	0	12,000	4,684	12,000	1,594	12,000	0	0
4215	Civic Regalia	0	0	1,000	525	1,000	0	2,000	0	0
4216	Council Meetings & Room Hire	0	0	5,000	936	3,500	395	5,000	0	0
	Overhead Expenditure	0	0	178,000	112,496	192,500	17,897	149,000	0	0
	Movement to/(from) Gen Reserve	0	0	(178,000)	(112,496)	(192,500)		(149,000)		
<u>115</u>	<u>Other Cost and Income</u>									
1150	Grants Received	0	0	80,000	0	0	0	0	0	0
1176	Precept Received	0	0	1,775,500	1,775,500	1,775,500	0	0	0	0
	Total Income	0	0	1,855,500	1,775,500	1,775,500	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4998	Service Reserve	0	0	214,500	0	214,500	0	214,500	0	0
4999	Contingency	0	0	200,000	0	0	0	200,000	0	0
	Overhead Expenditure	0	0	414,500	0	214,500	0	414,500	0	0
	Movement to/(from) Gen Reserve	0	0	1,441,000	1,775,500	1,561,000		(414,500)		
<u>201</u>	<u>The Guildhall</u>									
4300	Service Charge	0	0	65,000	0	65,000	0	70,000	0	0
4390	Guildhall Reserve	0	0	115,000	0	115,000	2,203	115,000	0	0
4999	Contingency	0	0	9,000	0	0	0	9,000	0	0
	Overhead Expenditure	0	0	189,000	0	180,000	2,203	194,000	0	0
	Movement to/(from) Gen Reserve	0	0	(189,000)	0	(180,000)		(194,000)		
	Policy and Finance - Income	0	0	1,855,500	1,775,500	1,775,500	0	0	0	0
	Expenditure	0	0	1,416,000	279,420	1,039,570	28,875	1,250,000	0	0
	Movement to/(from) Gen Reserve	0	0	439,500	1,496,080	735,930		(1,250,000)		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Environmental Services</u>										
<u>210</u>	<u>Open Spaces</u>									
4536	Northampton In Bloom	0	0	30,000	29,663	30,000	0	50,000	0	0
	Overhead Expenditure	0	0	30,000	29,663	30,000	0	50,000	0	0
	Movement to/(from) Gen Reserve	0	0	(30,000)	(29,663)	(30,000)		(50,000)		
<u>230</u>	<u>Allotments</u>									
4400	Repairs and Maintenance	0	0	26,000	0	0	0	26,000	0	0
	Overhead Expenditure	0	0	26,000	0	0	0	26,000	0	0
	Movement to/(from) Gen Reserve	0	0	(26,000)	0	0		(26,000)		
	Environmental Services - Income	0	0	0	0	0	0	0	0	0
	Expenditure	0	0	56,000	29,663	30,000	0	76,000	0	0
	Movement to/(from) Gen Reserve	0	0	(56,000)	(29,663)	(30,000)		(76,000)		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community Services</u>										
<u>301</u>	<u>Community Grants</u>									
4170	Community Grant Scheme	0	0	50,000	7,004	50,000	0	50,000	0	0
	Overhead Expenditure	0	0	50,000	7,004	50,000	0	50,000	0	0
	Movement to/(from) Gen Reserve	0	0	(50,000)	(7,004)	(50,000)		(50,000)		
<u>310</u>	<u>Community Services</u>									
4171	Councillor Community Funding	0	0	75,000	2,971	75,000	0	75,000	0	0
4221	Community Needs Analysis	0	0	150,000	0	150,000	0	150,000	0	0
	████████████████████	0	0	0	0	0	0	0	0	0
4560	Climate Emergency	0	0	50,000	0	50,000	0	50,000	0	0
	Overhead Expenditure	0	0	275,000	2,971	275,000	0	275,000	0	0
	Movement to/(from) Gen Reserve	0	0	(275,000)	(2,971)	(275,000)		(275,000)		
<u>315</u>	<u>Public Events</u>									
4501	Christmas Event	0	0	41,000	0	20,000	1,425	41,000	0	0
4502	Fireworks	0	0	7,500	7,440	7,500	0	10,000	0	0
	Overhead Expenditure	0	0	48,500	7,440	27,500	1,425	51,000	0	0
	Movement to/(from) Gen Reserve	0	0	(48,500)	(7,440)	(27,500)		(51,000)		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

	<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
Community Services - Income	0	0	0	0	0	0	0	0	0
Expenditure	0	0	373,500	17,415	352,500	1,425	376,000	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(373,500)</u>	<u>(17,415)</u>	<u>(352,500)</u>		<u>(376,000)</u>		

Continued on next page

26/10/2021

13:17

Northampton Town Council

Annual Budget - By Committee (Actual YTD Month 7)

		<u>2020/2021</u>		<u>2021/2022</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed
<u>Planning</u>							
<u>400</u>	<u>Planning</u>						
4600	Local Campaigns	0	0	10,000	0	10,000	0
	Overhead Expenditure	0	0	10,000	0	10,000	0
	Movement to/(from) Gen Reserve	0	0	(10,000)	0	(10,000)	
	Planning - Income	0	0	0	0	0	0
	Expenditure	0	0	10,000	0	10,000	0
	Movement to/(from) Gen Reserve	0	0	(10,000)	0	(10,000)	
	Total Budget Income	0	0	1,855,500	1,775,500	1,775,500	0
	Expenditure	0	0	1,855,500	326,498	1,432,070	30,300
	Movement to/(from) Gen Reserve	0	0	0	1,449,002	343,430	

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16th November 2021

Staffing Committee Terms of Reference – report of Town Clerk

Purpose of report: Review of Staffing Committee Terms of Reference

Recommended: That the committee consider and approve the additional terms of reference for the Staffing Sub-Committee

Introduction

Councillors recently attended training entitled ‘the Council as an employer’. It highlighted the need for clear terms of reference for the Staffing Sub-Committee to deal with any issues that arise. Whilst the Council has adopted a complaints process it does not detail the role that the Staffing Sub-Committee would take in dealing with any staff complaints and subsequent disciplinary matters.

The need to delegate the decision making on issues such as disciplinary to the Staffing Sub-Committee was also highlighted to ensure that any issues are dealt with as expediently as possible.

The current Terms of reference for the Staffing Sub-Committee are:

This Sub-Committee will report directly to the Policy and Finance and will comprise 7 members consisting of the Chair of Policy and Finance Committee plus 6 other of its members

- i) To consider and make recommendations to the Policy and Finance Committee concerning the employment and terms and conditions of all staff.
- ii) To consider and make recommendations to the Policy and Finance Committee on issues concerning Council personnel policy.

Expanding this terms of reference so the Sub-Committee can deal with any issues around disciplinaries, annual reviews of documents etc. is recommended.

PERSONNEL COMMITTEE DRAFT TERMS OF REFERENCE

General –

- To review all personnel procedures, be the first contact for all employee/employer matters, advise Policy and Finance Committee accordingly on such matters, and act on its instructions when called upon.
- To consider and make recommendations to the Policy and Finance Committee concerning the employment and terms and conditions of all staff.
- To consider and make recommendations to the Policy and Finance Committee on issues concerning Council personnel policy.

The Sub-Committee shall have no set calendar and shall be convened by the calling of a meeting by the clerk as directed, or by the chairman or two members of the committee by written request to the chairman at any time.

Once properly convened and the appropriate resolution passed, all business of the Sub-Committee shall be conducted in closed session and shall remain confidential, other than to other members of the council should they have legitimate need to have access to this information and who will also respect the confidential nature of such information, and the representative of employees where appropriate.

Specific Roles: -

1. To review, and update annually where necessary, all documents relating to employees including Employment Contracts and the Staff Handbook. This will be conducted in conjunction with the Clerk and recommended to Policy & Finance Committee
2. To conduct and have delegated responsibility for all Grievance and Disciplinary action within the Council. In the first instance, any complaints/grievances will try to be resolved informally by the Town Clerk. If this is not possible or if it is deemed to serious, the Town Clerk will conduct informal investigatory meetings into any formal complaints or disciplinary matters that are raised concerning an employee. They will report their findings to the Chair and Vice-Chair of the Sub-Committee who will decide if further action is required including whether to formally consider by the Sub-Committee. If the complaint is about the Clerk, then the Chair and Vice Chair will endeavour to resolve the matter informally. Again, if this is not possible or the matter is considered to serious then they will conduct the investigation and report back to the Sub-Committee with their findings.

The Sub-Committee will appoint a panel of three members at its first meeting. The purpose of this panel will be to conduct formal discipline and grievance hearings with any Employee of the Council, when needed. The Panel will also decide the outcome of the meeting and inform the Personnel Committee of their decision.

If an Employee believes that a member of this panel lacks impartiality to conduct their hearing, the Committee will make all reasonable efforts to appoint an alternative member who is considered to be impartial.

Appeals will be conducted by the Appeals Sub-Committee which is made up of the Chairs of the 4 standing committees and the Town Mayor.

3. To investigate any health and / or attendance issue concerning Employees of the Council. The Sub-Committee has delegation to arrange for medical assessments to be conducted and reports produced by either an independent Occupational Health Doctor, or an Employee's own Doctor, to enable this investigation to be conducted.

The Sub-Committee will be responsible and have delegation for the full implementation of the Council's capability procedure relating to Employee health and attendance at work.

This includes the ability to recommend and implement reasonable adjustments to accommodate an Employee's needs.

4. To ensure annual appraisals of staff are undertaken and to inform the Policy and Finance Committee that they have been conducted.

The Committee will appoint a panel of two members to conduct the Clerk's Appraisal. (The Clerk will conduct subordinate Appraisals). The outcome and associated action plan will be reported back to the Committee.

The Committee will also hold a budget to cover the cost of resultant action plans, including training costs.

5. Delegation to manage all elements of recruitment to the post of Clerk and Deputy Clerk. Recruitment of subordinate posts will be managed by the Clerk. The Sub-Committee will be responsible for advertising the vacancy, short listing applicants, conducting interviews, and deciding the outcome of the recruitment process. The Committee has a budget to enable it to conduct these activities.
6. To ensure the necessary policies and procedures are addressed in accordance with relevant legal requirements, and the outcome of any discussions on employment matters are fully reported to full council to consider appropriate action.
7. When appropriate to conduct a review of the overall staff structure of the Council, the number and type of Employees employed by the Council and salary costs, to ensure that the workforce is able to meet the needs and ambitions of the Council.
8. To undertake any other work authorised by Full Council