

Chesham Town Council

Bill Richards
Town Clerk



Tel: 01494 774842

Fax: 01494 582908

www.chesham.gov.uk

Email: admin@chesham.gov.uk

4th September 2009

Dear Councillor

I hereby give you notice that a **meeting of the POLICY AND RESOURCES COMMITTEE** to be held in the Council Chamber, The Town Hall, Chesham, on

MONDAY 14th SEPTEMBER 2009 AT 7.30 PM

when the business set out below is proposed to be transacted:

AGENDA

1. Apologies for absence.
2. Declarations of interest.
3. To receive and confirm the Minutes of the Meeting of 29th June 2009.
4. Local Area Forum and Chesham Action Partnership.
5. Sustainable Transport Projects.
6. Mayoral Chain of Office.
7. Disciplinary Policy.
8. Grievance Procedure.
9. Internal Auditor's Report.
10. Financial Report up to 30th June 2009.
11. Exclusion of Public and Press.
12. Chesham Market.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'W. Richards'.

Bill Richards
Town Clerk



Chesham Town Council

continued . . .

Circulation:

Councillor V.M. Abraham
Councillor A.K. Bacon
Councillor Ms J. E. Bramwell
Councillor M.E. Brand
Councillor N.L. Brown

Councillor M. Fayyaz
Councillor Mrs J.C. Fulford
Councillor F.G. Holly
Councillor C.H. Spruytenburg
Councillor P.W. Yerrell

Publication Date 4.9.2009

AGENDA ITEM NO: 4 – LOCAL AREA FORUM AND CHESHAM ACTION PARTNERSHIP UPDATE

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To consider the current position in the development of the Chesham Action Partnership (ChAP) and the Local Area Forum (LAF).

Background Information

2. At the Policy and Resources Committee on the 23rd March 2009, it was resolved that *‘the Council respond to Buckinghamshire County Council stating its view that the Chesham Action Partnership should be the basis for a Chesham-wide Local Action Forum and, should the County Council legally require a separate meeting chaired by one of its Members, it should immediately follow a Chesham Action Partnership meeting so its views and requests can be considered and some of its representatives be in attendance.’* (Minute no. 59)

Financial Implications

3. It is proposed that an amount of approximately £51,000 be devolved by Buckinghamshire County Council to the Chesham LAF.

Strategic Objectives

4. Accords with the Council’s strategic aim 5 – *‘To consult with and take due regard of all comments received from other statutory bodies, voluntary organisations and individuals, to ensure an improving standard of service that meets with local needs.’*.

Detailed Consideration

Local Area Forum

5. Members will recall that at the Policy and Resources Committee of the 29th June, the Clerk advised Members that he would be writing to Buckinghamshire County Council to see whether the matter could be progressed. This was duly done and the point that both the Council and ChAP would wish to see the latter group be instrumental to the LAF was reiterated.
6. Buckinghamshire County Council’s Area Co-ordinator replied on the 13th July following a meeting with representatives of the rural parishes. In light of the views expressed there it appeared that the Chesham LAF would be made up of

various County and District Councillors but only one representative of one Parish (including Chesham) and no representative of ChAP. This was fed back to the ChAP meeting held on the 14th July (minutes **attached**) where the Partnership expressed its disappointment accordingly.

7. However a further meeting was held on 19th August involving Buckinghamshire County Council's Lead Area Officer for Chesham area; the Locality Services Officer and County Councillors Mrs Birchley, Brand and Bhatti to discuss a number of issues relating to the inaugural Chesham LAF meeting scheduled for on 16th September. Amongst the issues discussed was town /parish representation. It was decided that the best way forward would be to propose 1 representative per rural parish (i.e. 5) and a total of 5 representatives to be shared between Chesham Town Council and ChAP. How these 5 representatives are to be "distributed" between the two bodies would be a decision for the Town Council and ChAP to decide between them.
8. Therefore, **subject to ratification by the LAF on 16th September**, the initial formal membership of the LAF would be:
 - County Councillors x 4
 - District Councillors x 12
 - 5 parish reps (one per parish)
 - 5 reps for the town to be shared between Chesham Town Council and ChAP
9. At the ChAP meeting of the 1st September (minutes **attached**), the revised proposed membership of the LAF was welcomed and it was proposed and agreed that on this basis, ChAP should have 2 members and the Council, 3. Accordingly it was proposed that Dr Tom Gorsuch and Mr David Carter be nominated as the ChAP's representatives.
10. Subsequent conversations with the Area Co-ordinator has clarified that Buckinghamshire County Council would like to have one Council representative only at the first meeting and, then, subject to ratification, 5 members from the Council and ChAP combined.

Funding Bids to LAF

11. As the LAFs have replaced the old Local Area Committees, monies have similarly been devolved down for projects designed to assist communities directly in town and parishes. Due to the comparatively late setting up of the Chesham LAF, all bids for 2009/10 would need to be submitted to the meeting on the 16th September. Bids for 2010/11 need to be submitted by November of this year.
12. The monies available to the LAF up to April 2010 will be as follows:

£8,000 – local priorities
£5,000 – positive activities for young people
£5,000 – small project budget for initiatives such as nursery provision, IT improvements, disabled access improvements, etc.

For 2010/11, as well as the above, there will be £33,000 approx for the delegated transport budget.

Criterion for each category is **attached**.

13. In respect of the delegated transport budget, the criteria is broadly the same as in previous years when the Council made bids to the Chiltern Area Committee. Last year Members will recall that the Council was successful with the proposal to install streetlights outside Chesham Moor Gym and Swim Centre (the order has now been placed with the appropriate department within the County Council). One suggestion made inside ChAP was for the replacement of the black finger signs in the town centre which now point to many non-existent buildings and could accommodate the new Museum. Buckinghamshire County Council officers have confirmed such a project would be eligible. All other categories are new. ChAP had no new projects to put forward but was happy to endorse the one **attached** from Chiltern District Council's Community Projects and Revitalisation Officer. The Committee may therefore wish to also endorse this and/or put forward any new projects.

Update on ChAP

14. ChAP is close to its first anniversary and will be holding its AGM on the 20th October. Its constitution is **attached** for Members' information. Meetings continue to be well-attended by a wide range of community and statutory organisations prominent within town. As well as being a conduit for funding, the Partnership is proving to be an important consultative group. Cognisant that it should be working closely with the Council (while, of course, maintaining its independence), ChAP would welcome endorsement and/or observations on its Chesham 'profile' which will set the framework for much of its future workings and decision making. This document is duly **attached**.

Recommendation

- 1. That the Committee nominate one Member to attend the inaugural LAF meeting and nominate 2 further Members to attend future meetings.**
- 2. That Dr Tom Gorsuch and Mr David Carter be agreed as the two further representatives for Chesham in light of their prominent roles in ChAP.**
- 3. That the Committee consider submitting bids to the delegated transport budget and other funding streams to be considered at the LAF meeting on the 16th September.**
- 4. That the bid to the LAF from Chiltern District Council's Community Projects and Revitalisation Officer be supported.**
- 5. That the ChAP 'Profile of Chesham' be considered and endorsed, subject to any amendments the Committee may wish to make.**

**Chesham Action Partnership
Management Committee Meeting
Tuesday 14th July 2009 at Chesham Town Hall**

M-07.09-1

In attendance:

Dr Tom Gorsuch (Chairman)	Chesham Society
Mr David Carter (Treasurer)	Chesham Society
Ms Kathryn Graves (Secretary)	Chesham Town Council (CTC)
Mr Bill Richards	CTC
Mr Hugh Wilson	Chesham Resident
Cllr Gill Walker	CTC
Mr Phil Folly	COPAG
Mr Ken Austin	Chesham Community Vision/Chesham Environmental Group
Mr Malcolm Godwin	BCC
Cllr Noel Brown	Bucks County Council (BCC), Chiltern District Council (CDC)
Ms Micheline Katz	BCC Adult Learning and Libraries
Ms Mora Walker	Chesham Museum
Cllr Peter Yerrell	Pond Park Community Association
Mr David Gardner	CDC
Mr Geoff Gigg	Paradigm Housing
Mr Rod Culverhouse	Fast Break Sports

Apologies:

Management Committee: Mr Fred Wilson - Chesham Chamber of Trade and Commerce, Ms Barbara Richardson – COPAG, Julie Murdoch – Business Link

Ms Angela Martin - BCC Adult Learning and Libraries, PC Mark Turner - Thames Valley Police, Dr Siobhan Bygate - Chesham High School, Ms Deborah Taylor - Bucks PCT, Ms Alison Derrick – BCC, Ms Moira Hamer - Amersham & Wycombe College, Hazel and Paul Hopkinson – Blue Haze, Mr Kevin Patrick – Chesham Park Community College, Ms Rachael Tomkins - Community & Youth Engagement

1. Apologies

Mr Tom Gorsuch (TG) apologised for the confusion over the start time of the meeting. TG also explained that he would need to leave the meeting at 3.30 pm, at which point Mr David Carter (DC) would take the Chair. For this reason, the order of items on the agenda was altered.

2. A Profile of Chesham

TG explained that copies of the latest draft had been distributed to the Management Committee. Copies of the document were circulated to the meeting attendees.

TG outlined the changes to the document made since the last draft was produced and noted that the conclusions of the profile require developing in greater detail.

Cllr Noel Brown (NB) was satisfied that the profile had become more rounded over the course of its revisions, but could not agree with the conclusion that the level of affordable housing in the town should be restricted, as Chesham has the greatest demand for affordable housing in Chiltern. NB also stated that there is evidence that those in the lower income quartile would be more likely to spend money in the town than the other quartiles as they are less mobile, so restricting the amount of affordable housing in the town would not necessarily benefit the town's retail sector.

A brief discussion was held on whether affordable housing could be restricted to "Chesham people", although it was noted that there would be little will for this in the private sector in the current economic climate.

Cllr Peter Yerrell (PY) emphasised the increasing need to protect the environment when considering further housing development. Issues that can arise from increased housing density include loss of amenity, parking problems, loss of open spaces and traffic congestion. PY observed that in parts of Chesham we already have congestion, parking problems, access problems and flooding and that these issues will worsen unless development is carried out with consideration for the environment.

Mr Geoff Gigg (GG) responded that social housing providers such as Paradigm Housing have a duty to protect the environment in any development that they undertake and have to conduct a full environmental impact assessment on any development. As a registered landlord, the housing provided must be built to a prescribed, high standard, which is higher than that of some private developments.

Some members of the group raised concern that one paragraph of the document appeared to equate small dwellings with anti-social behaviour, although other members did not interpret the paragraph in the same way. Minor amendments to the paragraph were agreed to prevent ambiguity.

After further discussion, the group agreed that the profile should be adopted as a standing document. In the first instance, the profile will be submitted the Policy & Resources Committee of Chesham Town Council on the 14th September 2009 for their consideration.

3. Action on Pond Park

PY provided the background to the need for a community centre in Pond Park and explained that one of the aims of the Pond Park Community Association since its establishment has been to seek the provision of a community centre.

In outlining the history of various attempts to develop a centre, PY explained the current situation with regards to the rebuilding of Marston Pavilion. As Marston Field is within the Green Belt, planning regulations have restricted the size of the pavilion

that may be built. This means that the community area originally planned for the pavilion will be too small for use as a community centre. Chesham Town Council is minded to try to obtain planning permission for a larger pavilion than current permission allows for. However, this is likely to require improved access and parking, which would substantially increase project costs.

Whilst it was acknowledged that Little Spring School, Hivings Free Church and Tom Scott House do provide some community facilities, the Belmont Club building is the only other location that may be suitable to act as a centre in Pond Park. This is currently operated as a commercial drinking club and it was felt that the existing building would require a lot of work to make it suitable for use as a community centre. GG will investigate the ownership of the Belmont Club.

Action: Mr Geoff Gigg

PY will circulate to the group the Pond Park Community Buildings Audit produced by Buckinghamshire Community Action.

Action: Mr Peter Yerrell

Mr Malcolm Godwin (MG) said that such a project to develop a community centre could apply for SEEDA funding, as it is supported by the Chesham Community Vision. However, he stressed that this funding stream will close in March 2012.

PY outlined the role that he envisages for the community centre. Cllr Gill Walker (GW) supported the need for such a centre in the area to improve social cohesion and provide activities for young people. Ms Mora Walker (MW) highlighted the need for somewhere for older people to meet up to overcome the problem of isolation. The group also considered that it would be desirable for the community centre to be used by the Primary Care Trust, Thames Valley Police and also for educational purposes. The group felt that the next step in the process would be to work up a proposal of what the community centre would be intended to achieve.

4. Minutes of the Meeting of 2nd June 2009

The minutes of the meeting of the 2nd June 2009 were agreed as a correct record.

5. Matters Arising

(i) Insurance

TG has spoken to John Hughes of Risborough Area Community Action to find out about their insurance cover and has also contacted some insurance brokers. DC will look at some proposal forms. NB offered to liaise with DC on this matter.

Action: Mr David Carter and Cllr Noel Brown

Mr Tom Gorsuch left the meeting at 3.23 pm.

(ii) Tourism

DC has met with Moira Hamer of Amersham & Wycombe College to develop a project in which college students will develop a promotional DVD of Chesham,

covering tourism, commercial and industrial aspects of the town. The College will provide a brief to DC.

MW reported that Chesham Museum has also commissioned a video. DC will speak to Ms Sue Gordon to see if it is possible to link the two projects.

Action: Mr David Carter

DC referred to another facet of the project, namely the development of a web site. DC said that he would require assistance from someone with expertise in this area.

Mr Phil Folly (PF) reported that Chesham Environmental Group is leading on the project to make Chesham a "Walkers Are Welcome" town. PF is confident that Chesham will be able to fulfil the criteria, one of which is demonstrating local support for the project. To do this the Environmental Group need to obtain 500 residents' signatures in support. PF circulated the petition for members to add their signatures. KG will circulate the web site address for Walkers Are Welcome to the group.

Action: Ms Kathryn Graves

(iii) ChAP Representation on the Chiltern Community Partnership
BR informed the group that he already attends the CCP and could therefore also represent ChAP. It was agreed to raise this matter at the next meeting.

(iv) Metropolitan Line Trains
BR reported that Richard Ward of BCC will be meeting with London Underground representatives in September. BR will feedback to the committee on this issue at a future meeting.

6. Finance

DC outlined the projected spending for ChAP for 2009-10. A total of £2,000 from CDC will be given to the group. It was noted that comparatively few applications for seed corn funding had been made to ChAP, even though 12 projects have now registered with the partnership. The funding application form is available on the ChAP pages of the Chesham Town Council web site and KG will circulate the url to the group.

Action: Ms Kathryn Graves

7. Information Items

Mr David Gardner informed the group of two forthcoming events:

(i) Crime reduction advice and home security information will be given out by CDC's Community Safety Team and Chiltern's Neighbourhood Policing Team at Sainsbury's on Wednesday 15th July between 10 am and 2 pm.

(ii) CDC is running a 60+ Health Fair at Chesham Town Hall on the 2nd September between 10 am and 1 pm.

8. Local Area Forum

BR provided an update on the establishment of the Local Area Forum (LAF) as proposed by BCC. BR advised that Chesham Town Council Members had expressed general agreement that ChAP should be the model for the LAF, as it is community led and many of its representatives would likely be invited to a LAF in any case. However, some Members have raised their concern over how the council and ChAP liaised with one another when working towards the same objectives.

BR reported on a meeting held with Ms Alison Derrick of BCC last week. Ms Derrick had reported that, following a meeting with the rural parishes who would form part of the Chesham LAF, it now appeared that the LAF would be similar to the Amersham model which would mean one representative and one vote per parish, (regardless of the number of electors per parish) and meetings in the evenings instead of immediately after a ChAP meeting. She also suggested that there would be no ChAP representative at the LAF, although this may be looked at further after the inaugural LAF meeting. It was suggested that GW may be a suitable representative to the LAF, as she is both a town councillor and a ChAP Committee Member. GW will discuss the issue of representation with BR.

Action: Mr Bill Richards and Ms Gill Walker

Because of the objections of the rural parishes and the constitution for the fora devised by BCC, ChAP will not form the basis of the LAF. The LAF will be set up with representatives from the parish councils and the town council, with representatives from CDC and BCC.

The monies available to the LAF up to April 2010 will be as follows:

£16,000 – delegated transport budget

£8,000 - local priorities

£5,000 – positive activities for young people

£5,000 – small project budget for initiatives such as nursery provision, IT improvements, disabled access improvements, etc.

Projects for the 2009-2010 monies will need to be proposed to BCC by September 2009. It was agreed that ChAP should meet before the town council's Policy & Resources Committee on the 14th September so it could at least make recommendations on projects eligible for funding to the council.

A delegated budget for transport of £33,000 will be available next year.

The committee expressed the view that they are very disappointed with this outcome and have severe reservations concerning the way in which the LAF is being established. BR agreed to write to BCC, reflecting the views of the Management Committee.

Action: Mr Bill Richards

Mr Rod Culverhouse left the meeting at 4 pm.

9. Date of Next Meeting

KG will circulate the date of the next meeting via email and letter.

The meeting closed at 4.05 pm.

**Chesham Action Partnership
Management Committee Meeting
Tuesday 1st September 2009 at Chesham Town Hall**

M-09.09-1

In attendance:

Dr Tom Gorsuch (Chairman)	Chesham Society
Mr David Carter (Treasurer)	Chesham Society
Ms Kathryn Graves (Secretary)	Chesham Town Council (CTC)
Mr Bill Richards	CTC
Mr Hugh Wilson	Chesham Resident
Cllr Gill Walker	CTC
Mr Phil Folly	COPAG/Chesham Environmental Group (CEG)
Ms Barbara Richardson	COPAG
Mr Ken Austin	Chesham Community Vision/CEG
Cllr Noel Brown	Bucks County Council (BCC), Chiltern District Council (CDC)
Ms Mora Walker	Chesham Museum
Cllr Peter Yerrell	Pond Park Community Association
Ms Sandy Coyle	Paradigm Housing
Ms Angela Martin	BCC Adult Learning and Libraries
Mr Henricus Peters	CEG

Apologies:

Management Committee: Julie Murdoch – Business Link, Mr David Gardner – CDC, Mr Geoff Gigg – Paradigm Housing

Mr Malcolm Godwin – BCC, Dr Siobhan Bygate - Chesham High School, Ms Deborah Taylor - Bucks PCT, Ms Moira Hamer - Amersham & Wycombe College, Mr Cecil Sinclair - CDC

1. Minutes of Meeting of 14th July 2009

The minutes of the meeting of the 14th July 2009 were agreed as a correct record.

2. Matters Arising

(i) Profile of Chesham

Dr Tom Gorsuch asked whether the Profile of Chesham had been submitted to Chesham Town Council (CTC) for consideration. Mr Bill Richards (BR) stated that the profile would be discussed at the Policy & Resources Committee meeting of the 14th September 2009.

3. Local Area Forum

BR read out to the group an email that he had received from Ms Alison Derrick of BCC relating to the establishment of the Local Area Forum (LAF). The inaugural meeting will be held on the 16th September. It is proposed to have one

representative per rural parish and five representative shared between ChAP and CTC councillors. BCC have left it for ChAP and CTC to decide the proportion of representatives from the two groups that will make up the five representatives. Subject to ratification on the 16th September, the LAF will consist of four BCC councillors, 12 CDC councillors, five rural parish representatives and five Chesham representatives.

The consensus of opinion was that the five Chesham representatives should consist of three Chesham Town Councillors and two ChAP representatives. BR will be reporting on this and other issues relating to ChAP and the LAF to the Policy and Resources Committee meeting on the 14th September 2009.

The group agreed that this proposal on representation was a very positive response from BCC.

The monies available to the LAF up to April 2010 will be as follows:

£8,000 – local priorities

£5,000 – positive activities for young people

£5,000 – small project budget for initiatives such as nursery provision, IT improvements, disabled access improvements, etc.

TG reported that he had received information on a proposed bid for youth diversionary activities from Mr David Gardner (CDC) who has asked for ChAP's support for the bid. The project intends to provide diversionary activities in known youth anti-social behaviour hot spots in Chesham and the outlying parishes.

TG invited the group to raise any other bids. Possible projects that were suggested included salt bin provision, tree planting along Broad Street and Berkhamstead Road to absorb carbon emissions, tree replacement along Chesham's avenues and new software for Chiltern Voice.

The group agreed to postpone further discussion on possible bids until later in the meeting.

Cllr Noel Brown (NB) arrived at 2.20 pm.

A query was raised as to whether match-funded bids would be acceptable to the LAF. NB stated that match-funding was helpful, but not a pre-requisite.

4. Chiltern Core Strategy Document – ChAP Response

TG informed the group that CDC had asked ChAP for a response to its draft Core Strategy document. The Core Strategy sets out an overall vision to guide the future of the area and includes plans showing where the District's housing requirement up to 2026 will be delivered.

TG has made a response to CDC incorporating the points raised at previous ChAP meetings, including the effect of over-development on Chesham, whether the infrastructure can support the planned levels of development, the importance of the retail and commercial sector and the issue of deprivation.

A discussion was held on the proposed level of new development in Chesham (750 dwellings by 2026), including the identification of the Cameron Road allotments and the Amersham and Wycombe College campus on Lycrome Road as potential sites for future developments. Cllr Peter Yerrell opined that the Cameron Road allotments should not be developed, as a replacement site developed on green belt land on the edge of town would be less accessible to users. Mr Ken Austin (KA) stated that the sloping nature of the site would mean that any development would exacerbate the existing problem of excessive run-off.

KA expressed his concern over the impact of new developments on the sewerage system and the increased demand that would result on the Chilterns' already over-abstracted catchments. Mr Phil Folly (PF) expressed dismay that Hivings Hill has been ear-marked for a further 50 dwellings, when existing properties cannot be sold because they are regularly flooded.

It was noted that the Core Strategy does not refer to the ideas of the Chesham Society to build dwellings over Star Yard and the Waitrose Car Park and NB suggested that these ideas should be raised again.

Within the strategy, CDC has said it will support measures planned by ChAP aimed at making Chesham a better place and specified four key projects:

- (i) Lowndes Park improvements
- (ii) Pond Park community hub
- (iii) Enterprise hub for sustainable business
- (iv) Demand-responsive taxi-bus service

TG said that it was important for ChAP to become active in these areas if it was to benefit from the support of CDC.

TG opined that ChAP should continue to monitor the development of the Core Strategy and requested that if anyone had any further opinions they should let him know.

5. Action on Pond Park

Arising from discussions at the Management Committee meeting on the 14th July 2009 (see *Minute No. 3*), PY clarified that the Belmont Club building is owned by CDC, and that the Belmont Club have recently renewed their lease with CDC. Thanks to Paradigm Housing, the Pond Park Community Association (PPCA) and the Belmont Club are now in discussions and it may become possible to use one of the Club's rooms for community activities. It was, however, noted that this does not provide an ideal community facility and can only be viewed as an interim solution.

A meeting for all stakeholders will be held in early October to identify the best possible location for a community centre and PY asked for a representative from ChAP to attend. BR will send the details of the meeting to TG.

Action: Mr Bill Richards

PY expressed his dismay at CDC's refusal to give planning permission for a replacement pavilion at Marston Field that would be of a sufficient size to include a community area, particularly when CDC have acknowledged the need for a community hub in Pond Park. NB suggested that the reasons for refusal should be revisited, particularly as CTC have decided to reconsider the future plans for Marston Pavilion.

After some discussion it was agreed that TG would write to CDC outlining ChAP's support for PPCA's work to develop a community facility, expressing our disappointment with CDC's lack of action over a number of years and to pressure CDC to regard provision of a community hub in Pond Park as a priority.

Action: Dr Tom Gorsuch

6. New Projects

(i) Walkers Are Welcome

PF explained that the project to make Chesham a Walkers Are Welcome town is being led by Chesham Environmental Group. Chesham now has associate status with Walkers Are Welcome and it is hoped to obtain full status in February/March 2010.

PF outlined the six conditions required to become a Walkers Are Welcome town and the progress to date. The application for Walkers Are Welcome status must be formally endorsed by CTC. BR informed the group that a report will be going to the Policy and Resources Committee Meeting on the 14th September 2009.

The consensus of opinion was that this project is directly in line with ChAP's objectives and ties in with the Chesham Community Vision aim to develop a visitor strategy.

PF has been funding the publicity personally, but has now made a grant application to ChAP. The Management Committee agreed to cover expenditure to assist with publicity up to £250 on the condition that evidence of expenditure is provided to the Treasurer by Chesham Environmental Group.

Action: Mr Phil Folly and Mr David Carter

7. Tourism

(i) Promotional DVD

Mr David Carter (DC) provided an update on his discussions with Amersham & Wycombe College concerning the production of a DVD to promote Chesham in its entirety.

Ms Sandy Coyle (SC) told the group about Cliff Productions, a local company with a lot of expertise in making localised films and working with young people. SC also said that it should be possible to make an application for funding through Mediabox to help cover costs.

(ii) Tourist Information

Ms Mora Walker reported that it is the intention of Chesham Museum to act as an information centre and that the Museum will be making an application to ChAP for funding for display racking for leaflets. Although there will be an entrance fee for the Museum, access to the tourist information leaflets will be free of charge. BR referred to the tourist centre at Wendover as a good local model for the provision of tourist information.

In response to a query about hospitality training for local retailers, bed & breakfast operators, etc., Ms Angela Martin agreed to identify whether BCC Adult Learning provides any such training and offered to report back to the committee.

Action: Ms Angela Martin

(iii) General Tourism Issues

KA suggested that the fingerpost signs in the High Street should be maintained, repaired and updated. KA also felt that there should be signs at the entrances to the town that provided a better indication of what Chesham is. There was general support for this concept amongst the group although highway safety issues and concern over urban clutter were raised. Ken agreed to draft out his ideas in more detail for circulation to the group.

Action: Mr Ken Austin

PY suggested that banners promoting local business should be hung upon the Town Arch at the entrance to the High Street.

Ms Barbara Richardson left the meeting at 3.49 pm.

8. Annual General Meeting

TG informed the group that the first AGM should be held in the near future, as the partnership is nearly one year old. The group felt that it would be appropriate to hold the AGM coincident with the next Management Committee meeting.

Ms Mora Walker left the meeting at 3.52 pm.

9. Any Other Business

(i) Neighbourhood Action Group

PF reported that there is a Neighbourhood Action Group meeting at Chesham Town Hall in the evening of the 1st September and that this is open to the public.

(ii) Shelley Gardens Celebratory Day
PY distributed a leaflet publicising the Celebratory Day on the 26th September to demonstrate the success of the lottery-funded project to create a green, welcoming space at the Shelley Road path. The event is aimed at families and will include environmental activities for children.

PY explained that work will be continuing, with the next activity being a Tree Dressing event on the 28th November.

(iii) LAF Funding Bids
In a continuation of the earlier discussion (see *Minute No. 3*) there was some confusion as to whether bids needed to come through ChAP/CTC before submission to the LAF or whether independent bids would be accepted by the LAF. The group agreed that it was necessary to obtain clarification on this from BCC.

PF stated that COPAG may look to the LAF for funding to support their intergenerational project "Technology for the Terrified", although the plans for the project are still under development.

After a brief discussion it was agreed that ChAP would support in principle the CDC bid for £3,000 for diversionary activities for young people.

Mr Henricus Peters left the meeting at 4.05 pm.

10. Date of Next Meeting

The next meeting will take place on Tuesday 20th October 2009 at 2 pm.

The meeting closed at 4.09 pm.

FUNDING CRITERIA

Budgets as follows for the remainder of 2009/10

Positive Activities for Young People - £5,000

This must be used to engage young people (age 13-19) in positive activities. It can be used for a one-off event, equipment or be given to a voluntary organisation. Young people must be consulted on any planned activity. A form is attached.

The LAF can involve its nearest Youth Opportunity Fund panel to get additional money if its wishes. The YOF is young people led so that would also help with consulting young people.

The availability of the funding is being promoted via community newsletters and direct to community organisations as well via the LAF membership.

Completed forms should be sent direct to Christine Cooper, Resource Manager, Community and Youth Engagement, Children and Young Peoples Services, Buckinghamshire County Council, County Hall, Aylesbury, HP20 1UA. **Forms must reach Christine Cooper by 30 September** at the latest. The Youth Service will evaluate applications and make recommendations to the next available LAF. The funding is for projects that will take place during 2009/10, the financial year for which the money is allocated.

Local Priorities Budget - £8,000

This budget can be used for any purpose which supports local community priorities and the well-being of the area. However it is crucial that evidence can be produced to support the contention that this is a community priority.

In order to move forward with bids for this budget in 2009/10 the Local Area Forum will have to rely upon common priorities from parish plans, Market Town Healthchecks, Revitalisation group priorities and other forms of consultation.

LAF members who have particular ideas should raise these directly with the Lead Area Officer or Area Co-ordinator. Please send formal proposals for the spending of this budget to Alison Derrick, in Locality Services c/o Transportation Area Office at the Council Offices, Amersham. Please include as much detail as possible including likely costs; whether match funding is being offered and by whom and evidence of the community consultations/ input from residents that has led to the prioritisation of this bid.

The Lead Area Officer and Area Co-ordinator will evaluate proposals and make recommendations as to how this budget may be spent in 2009-10.

Subject to the agreement of the LAF, a local area planning process will be started before the end of financial year 2009/10. This will help establish the LAF's own clear priorities for the local area, which will be used to allocate this budget in future years.

“Early Years” grant - £5,000

This money is part of the Sure Start Early Years and Child Care Grant, which must be used to support the delivery of various Government strategies and commitments. It must be used to improve the quality of the learning environment (particularly to improve play and physical activities); to provide ICT resources; to improve access particularly for disabled children and to offer greater flexibility of provision for 2, 3 and 4 year olds.

Within each category, there are further detailed criteria which must be satisfied. There are also strict criteria for who can qualify for funding which includes registration with BCC Children's Services. Because of the complexity of the process, BCC Early Years & Childcare Service need assess all applications for eligibility and evaluate the merit of the application before reporting to the LAF.

The Service has promoted the availability of funding to all known eligible organisations. In the autumn, having assessed all applications, the Service will report to the LAF on all recommended applications for the area and invite the LAF to prioritise the applications, which will be funded in that rank order from the £5,000 delegated budget.

General

For 2009-10, in consultation with the LAF Chairman, each Head of Service who has delegated a budget will take a view in November 2009 on the likelihood of unspent monies being used that year. If there is budget that is unlikely to be spent that year, it will revert back to the service concerned and be allocated to activities that will take place during 2009-10.

To allow for the occasional unforeseen opportunity that requires a swift decision, funding may be agreed in between LAF meetings subject to the approval of the LAF Chairman and Vice-Chairman.

APPLICATION TO LAF – Positive Activities for Young People Fund.

CDC Community Team & Nexus to provide a programme of youth diversionary activities in known youth antisocial behaviour hotspots (including Chesham Waterside, Newtown & Pond Park); and also to provide after school activities in the outlying villages of Ley Hill, Chartridge, and Hawridge during October 2009 – March 2010.

A key LAF requirement has already been met in that young people and children have been consulted about the activities they wish to be provided. CDC Community team and Nexus have been consulting in after school clubs and throughout the school summer holidays with children and young people taking part in our Sportzone programme. The response has been that in addition to the usual football, rounders & field activities, that there needs to be a wider range of non sports activities, to include activities for girls.

The programme of activities being considered therefore includes football, tennis, and other sports activities such as gym, but also street dance, fashion design, jewellery making, digital music; roller skating and cycling. In addition, some young people have indicated they would like a moped maintenance course; arts and crafts which could include metalwork and pottery making; community work and some would like to be involved in environmental projects.

It is also proposed that the programme of activities be provided in partnership with Chesham youth club, Chesham Gym & Swim, Paradigm Housing Group, Chesham Town Council, Chesham leisure centre, local community associations, schools and colleges, the police, and community groups where it is possible to do so.

The responsibility for the safe and effective delivery and promotion of the programme of activities shall be the responsibility of CDC Community Team and Nexus.

An Application to be made by Chiltern District Council's Community Team & Nexus with the support of Chesham Action Partnership for the amount of £3500 partnership funding, from the LAF's Positive Activities for Young People Fund.

CONSTITUTION

CHESHAM ACTION PARTNERSHIP

CONSTITUTION

CHESHAM ACTION PARTNERSHIP

A. Name

The name of the partnership is;

“Chesham Action Partnership” (**ChAP**)

B. Structure and administration

ChAP is an unincorporated association of organisations and individuals representing the community and interests of Chesham and the surrounding communities.

Subject to the matters set out below **ChAP** shall be administered and managed by the members of the Management Committee, constituted by clause E of this constitution.

C. Aims, objectives and beneficiaries

C.1. Main aims

The purpose of the partnership is to maintain the ethos of the Chesham Community Vision (**CCV**), to keep it fresh and relevant and to ensure its delivery. In pursuit of this, it will strive to keep the community engaged with and well informed about the **CCV**.

C.2. ChAP shall pursue the following main activities;

- To engage with and support every organisation in Chesham and the surrounding area that is helping to deliver any part of the **CCV**
- To help these groups to bid for appropriate funding
- To assist in expertise sharing across these groups.
- To propose projects or activities that involve two or more of these groups.
- To engage with all levels of local government to work towards the aims of the **CCV**
- To pursue other matters of local concern as may arise that support the **CCV**.

C.3. Key objectives

In order to achieve its main aims the partnership shall have the following key objectives for action;

1. To review the **CCV** and the action plan regularly in order to ensure that they remain relevant and, in particular, to ensure that they continue to

- address the social, environmental and economic development needs of Chesham and its surrounding communities.
2. To define the priorities arising from the **CCV** and the action plan.
 3. To ensure that projects and other initiatives supported by ChAP are and continue to be aligned with the **CCV** by
 - a. providing a forum for agreeing which projects and initiatives should have priority in the action plan
 - b. ensuring that priority projects and initiatives receive appropriate support and funding
 - c. sponsoring new projects and initiatives that are required to deliver the **CCV**
 4. To seek and work with members and other partners to ensure the delivery of those projects contained in the action plan.
 5. To seek to influence decision making in, and concerning, Chesham in line within the agreed action plan.
 6. To seek, through a variety of means, to engage the whole community and to keep them informed about progress towards delivering the **CCV**.
 7. To identify the sources of funding and other resources that are required to deliver the **CCV**, including, but not limited to, grant funds, local business support, sponsorship and support in kind and to make applications to them as appropriate.
 8. To seek to ensure that local concerns and action plans are reflected, where relevant, in the County and District Community Strategies and in the development plans of other major public agencies.
 9. To communicate with other Chiltern towns' partnerships on matters of mutual interest and to share expertise.
 10. To monitor and review the work of the partnership to ensure it delivers appropriate results, maintains its credibility and is restructured when appropriate.

C.4. Area and communities of benefit

The catchment area for the partnership shall be the civil parish of Chesham and its surrounding areas whose residents look to Chesham, for education, jobs, goods, accommodation and services. This area will correspond largely with the historical boundaries of the parish of Great Chesham.

The communities of benefit shall be all those who live or work within this area and on whom the future plans and development of Chesham will impact.

D. Powers

In furtherance of its aims and objectives **ChAP** shall have the power to:

1. Receive funds and undertake the financial transactions necessary to deliver the Chesham Community Vision.

2. Seek funding and support in kind to assist in the delivery of agreed projects and to maintain the smooth functioning of the partnership.
3. Take appropriate action to influence local and regional decision-making as it affects the achievement of the main aims of the partnership.
4. Establish, where appropriate, organisations or other bodies to run local services arising from the work of the partnership.
5. Develop ideas and proposals for projects in line with its aims and objectives.
6. Do all such other lawful things as are necessary for the achievement of the aims and objectives of the partnership.

In exercising these powers the partnership as an unincorporated association will take account of the risks involved in not being incorporated and will make appropriate arrangements to protect individual members of the Partnership.

E. Membership

E.1. Eligibility

General membership of the partnership shall be open to:

1. Individuals (over the age of 18 years) who have an interest in the issues and concerns of Chesham and its surrounding area and who are prepared to sign up to the aims and objectives of the partnership.
2. Any body corporate or unincorporated association which is interested in and committed to furthering the work of the partnership and is prepared to sign up to the aims and objectives of the partnership.
3. Representatives of Chesham Town Council, Chiltern District Council and Buckinghamshire County Council.

Each member shall have one vote.

Where members are separately constituted organisations, businesses or associations they may nominate a named individual to represent them and vote at meetings of the partnership. They may also nominate an alternative individual to replace the appointed individual should they be unable to attend meetings or cease to be part of the organisation.

E.2. Young People

The partnership will consider mechanisms for involving young people in the work of the partnership through a specific youth membership or by some other suitable means.

E.3. Membership and subscriptions

Members are entitled to vote at the annual general meeting and at other meetings of the partnership membership. Involvement in individual projects is

not restricted to members.

A membership subscription may be raised and the level of any membership subscription will be set at the annual general meeting.

F Annual general meeting and other general meetings of the partnership

There shall be an annual general meeting of the partnership held in the month of September in each year. The first annual general meeting (AGM) should be held no more than 12 months after the formation of the partnership and there should be no more than 15 months between annual general meetings.

The business of the annual general meeting shall include the following items:

- Acceptance of the Annual Report and the accounts for the preceding year from the Management Committee
- Appointment of an auditor
- Election/re-election of honorary officers and management committee members
- Determination of the membership subscription, if any.
- Review of and agreement to any proposed constitution changes

These items will require a formal vote by the members present at the meeting. In addition the Management Committee will present a review and evaluation of the work of the partnership during the preceding year..

The annual general meeting shall be open to all members of the partnership and to the general public. Notice of 21 days shall be given of any general meetings, being sent directly to partnership members by mail or by electronic means and advertised in the local press.

F.1. Honorary officers

At the annual general meeting of the partnership the members shall elect from amongst themselves a chairman, vice chairman, secretary and a treasurer who shall hold office from the conclusion of that meeting.

These offices will be held initially for one year although individuals may stand for re-election each year for up to five further years.

F.2. Quorum

The quorum for the annual general meeting shall be at least 10 members. If no quorum is present a special general meeting will be called.

F.3. Special general meetings

The management committee may call a special meeting of the partnership at any time. If at least ten members request such a meeting in writing stating the

business to be considered the secretary shall call a meeting. At least 21 days notice must be given and the notice must state the business to be discussed.

G. The Partnership Management Committee

G.1. Composition

A partnership management committee shall be elected from amongst the membership to ensure that the work of the partnership is appropriately progressed and targets are achieved.

The partnership management committee membership shall consist of not less than 12 members nor more than 16 members being

- The honorary officers
- Individual members elected at the annual general meeting who shall hold office from the conclusion of that meeting;
- Corporate/organisation members
- Local authority members
- Chairmen of working groups as appropriate

In order to achieve appropriate representation from all community interests and from funders it is suggested that the membership of the management committee should, as far as possible, include representatives from:

- Local government
- Surrounding communities
- Local business community
- Local voluntary and community sector
- Local amenity groups
- Individual/founding members

In addition, the management committee may co-opt representation of significant local interests e.g. health, tourism, housing, education, or advisory members with special skills, when this is relevant to the particular work of the partnership. These representatives shall have no voting rights.

G.2. Retirement

All the members of the management committee shall retire from office together at the annual general meeting next after the date on which they came into office but they may offer themselves for re-election for up to five further years.

G.3. Vacancies

Should vacancies arise on the management committee during the course of the year the committee shall appoint a member of the Partnership in order to fill that vacancy. Individuals appointed in this way shall be full members of the committee until the next annual general meeting and can stand for re-election at that time if they wish.

G.4. Meetings of the partnership management committee

The partnership management committee shall hold at least 5 meetings per year.

G.5. Attendance and records

The secretary shall keep a formal record of attendance at the Management Committee meetings. The minutes and action points from each meeting shall be circulated to all members of the management committee and be made available to the broader partnership membership if requested. All minutes and agenda will be posted on an appropriate community website.

A member of the management committee shall cease to hold office if he or she:

- Is absent without permission of the management committee from all their meetings within a six-month period.
- Is disqualified from acting as a member of the management committee by virtue of any relevant law, or becomes incapable, by reason of illness, injury or any other reason, from managing their own affairs.

G.6. Quorum

The quorum for all management committee meetings shall be one third of the membership of the committee.

G.7. Co-options

The committee may co-opt individuals who have specific expertise, knowledge or experience. These individuals will be advisory members only and may not number more than one third of the committee in total.

G.8. Specialist advisors

The committee may seek specialist advice from time to time and may co-opt specialist advisors to the committee for a limited time or for a specific project.

G.9. Voting rights

Each full member of the management committee shall have one vote. All decisions shall be through a majority voting system. Where votes cast in any

matter are equal then the Chairman shall have a casting vote in addition to a vote as a member.

G.10. Urgent matters

Should urgent matters arise requiring a decision that cannot wait until the next management committee meeting then the Chair together with one other officer and one ordinary member of the management committee shall have the power to decide the matter providing that it is in line with the existing policy of the partnership. The matter shall be reported back in full to the next meeting of the management committee.

H. Working groups

The management committee shall have the power to set up working groups. A member of the management committee will chair each working group. If appropriate, the existing chair of the working group can be co-opted to the Management Committee. The membership of each working group will be made up from interested partnership members who are committed to helping deliver the action plan work or who can contribute specialist skills, experience or knowledge. They may or may not be members of the Management Committee.

I. Agendas

Agendas will be published at least one week in advance of any meeting of the partnership.

J. Openness

Meetings of the partnership will be open to all but the Partnership reserves the right to go into closed session if confidential matters, such personal or commercially sensitive issues, are involved.

K. Minutes

All the meetings of the partnership will be minuted, or be noted, and these shall be placed in the public domain (for example in the public library or in electronic form on an appropriate community web site)

L. Partnership secretariat

The partnership shall have its own secretariat

M. Correspondence and Publications

The partnership may have its own headed paper and logo style. The Chairman of the management committee or any working group or subcommittee will have the power of signature as directed by that group or committee

N. Accessibility of records and correspondence

All correspondence and publications will be filed in a central place at the Town Hall and will be available for inspection at any reasonable time

O. Keeping financial records

The partnership will need to access two sets of funds to achieve its aims:

- Project funds
- Running costs for the partnership itself, if any

Project funds are specific allocations from any source. It is recognised that in some cases the grant provider may request that the partnership holds and administers these funds itself and in those cases the partnership will hold the funds and administer them in accordance with its governance regulations. In cases where the provider insists the funds are held by a third party, then the partnership will request that the Town Council, or such third party as may be acceptable to the provider shall hold the funds on behalf of the Partnership.

Running costs of the Partnership will be met through grants from Town, Parish, District or County Councils or by support in kind from these organisations or other grant giving bodies.

The Partnership shall keep clear records of all financial transactions. These records shall be independently audited and presented for approval at the Partnership annual general meeting.

A bank account shall be opened in the name of the Partnership. Signatories to the bank account will be the Chair and Treasurer of the partnership and two other nominated management committee members within authority levels defined at the annual general meeting. Two signatories out of the four will constitute an adequate authority.

P. Changes to the constitution

Changes to the constitution of the Partnership can only be made at a general meeting of the Partnership and must be agreed by at least two thirds of the full Partnership membership present and voting. 21 days notice of proposed changes to the constitution must be given to the membership prior to the meeting with a statement of the changes proposed.

Q. Dissolution

The partnership can only be dissolved by the decision of the full membership at a special general meeting expressly called for the purpose. A vote of two thirds of the full partnership membership present and voting at the meeting in favour of dissolution is required for the partnership to cease operating. Directions as to the disposal of any assets shall also be decided at this

meeting, except in the case of grants where monies or assets are given and where the grant giver has specified the course of action to take.

R. Arrangements until first annual general meeting

Until the first annual general meeting takes place, this constitution shall take effect as if references in it to the Management Committee were references to the persons whose signatures appear below. In this interim period these persons will act as a Steering Group in accordance with appendix 1.

This constitution was adopted on the
by the persons and founding members whose signatures
appear below;

Appendix 1

Continuity and Setting up of the Partnership.

To ensure that there is continuity with the healthcheck process both in terms of the people involved and the work already underway there will be a transition period for the development of the full Partnership.

The constitution reflects this and allows, at Clause R, for those individuals who have been closely involved in the healthcheck process to sign up as the “founding” members of the partnership. These members then have the power to run the Partnership for the period from the adoption of the constitution until the first annual general meeting, which must be held no more than 12 months after the formation of the partnership. During these 12 months the “founding” members will work towards ensuring that, by the time of the first annual general meeting, the membership and operation of the partnership is developed in line with the constitution and that the structure and relationships needed to deliver the action plan are in place.

In adopting the constitution the Steering Group will take the following actions;

1. Agree the individual signatories to the constitution.
2. Agree and minute the decision to form the partnership and adopt the constitution.
3. Agree the actions to be undertaken during the transition period to ensure the Partnership fully meets the requirements of the constitution by the time of the first annual general meeting and that it has the operational structure and relationships in place that it needs to deliver the action plan.
4. Sign the constitution.
5. Elect honorary officers to serve the partnership until the first annual general meeting.
6. Appoint to any vacancies
7. Consider what co-options are needed
8. Publicise the launch of the partnership

CHESHAM ACTION PARTNERSHIP.

A Profile of Chesham.

Dear Councillor,

The attached document has been prepared by the Chesham Action Partnership (ChAP) to serve two purposes. Firstly, it is part of a review of the current position in Chesham, intended to help the ChAP in deciding its strategic direction. Secondly, it aims to present an objective, fact based view of the Town that will identify areas where District or County based policies that are inevitably based on overall average values, might not address the particular circumstances that apply to Chesham.

Before we release this document more widely, we would welcome your comments.

Tom Gorsuch

Chairman

CHESHAM ACTION PARTNERSHIP

A PROFILE OF CHESHAM - 5

Chesham is comfortably the largest settlement in the Chiltern District with more than a fifth of the total population. It is also the third largest town in Buckinghamshire, if Milton Keynes is excluded. Located close to the eastern edges of both Chiltern District and Buckinghamshire, it shares a boundary with Hertfordshire and this location on the edge of both the District and the County inevitably has certain consequences in a climate of centralisation. Chesham lies in the Metropolitan Green Belt about 10 miles (?) from the north-western edge of London and abuts the Chilterns Area of Outstanding Natural Beauty.

It has a long historic heritage and, indeed, a recognisable pre-historic one as well. The first written record dates from 970 and the town is described in the Domesday Book of 1086; the parish church dates from the 12th century and a charter to hold a market was granted by Henry III in 1257. The Old Town and the High Street are conservation areas.

However, in addition to its market town background and in contrast to much of the rest of Chiltern District, Chesham also has a strong industrial heritage. In 1086 there were already four mills powered by the river Chess and more were added later. Initially these were corn mills but from the 16th century onwards some were switched to other processes such as making paper and fulling cloth. In parallel with these power driven and relatively large scale processes, there were a number of cottage industries in the town, including lace-making and straw plaiting while wooden-ware manufacture flourished from the 16th century. Boot and shoe manufacture and brush making also became prominent.

In the 19th century these last three industries moved to a factory scale, employing many workers each and the population of Chesham increased from 3,969 to 9,005. It is this combination of significant industrialisation and rapid population growth that has contributed largely to the unique character of Chesham within Chiltern.

On the assumption that District and County policies will be formulated on the basis of factual information, this profile sets out to record objective information about Chesham and to highlight those areas where Chesham might require a different approach to policy formulation. The most obvious such areas are population and demographics, housing, levels of deprivation and educational levels.

Classification of areas of Buckinghamshire.

In 2004 The Department for Environment Food and Rural Affairs classified different parts of Buckinghamshire into four different geographic types, town areas, fringe areas, village areas and hamlet and isolated dwellings areas. Bucks CC found this classification inadequate as it did not separately recognise the market towns that are such a prominent feature of

Buckinghamshire and introduced an amended classification, dividing the County into Rural, Market Town and Urban areas. The differences between the three types of area were given as:

- Rural Areas are dominated by “wealthy achievers” (70%), followed by the “comfortably off” (22%).
- Market Towns are also dominated by “wealthy achievers” (47%) followed by “comfortably off” (28%) but with a proportion of “hard pressed”.
- Urban Areas show the “comfortably off” as the biggest group (39%), followed by “hard pressed” and “moderate means” that make up more than a quarter of the total. “Wealthy achievers” make up about 23%. Typically, urban areas have the largest proportion of adults with no educational qualifications and the smallest proportion qualified to degree level. They have an income profile that is much lower than for the other two groups and a slightly higher level of poor health.

Chesham has clearly been a market town for many hundreds of years but its strong industrial history means that some areas of the Town can more accurately be represented as “urban” within this categorisation, with the income, educational and health levels to match. However, this legacy also contributes to the strong sense of identity and civic loyalty that is found in the town. This, together with the strong tradition of innovation, continues to make Chesham a practical and attractive location for new and developing businesses.

Overall, this means that Chesham differs significantly from the rest of Chiltern and has problems and needs that may not be adequately addressed by policies that are tailored to the average areas of Chiltern District. Data supporting this contention is set out below.

Quality of Life.

Chesham is a pleasant and attractive place to live. The Quality of Life tables, such as that produced by the Halifax and reported in the national press in May 2008, do not analyse down to places the size of Chesham but Chiltern, on the basis of average values, ranks highly in such tables.

The beauties of the Green belt and the AONB are easily accessible from Chesham and Chesham itself is easily accessible by road and rail. It is also the focus for a network of pleasant walks that are described in a series of attractive leaflets.

Another striking feature of Chesham is that it has always been a town where people both live and work, with the majority of Chesham workers travelling less than five miles to their places of employment. This is not only a climate friendly arrangement and one favourable to the work/life balance but it also means that Chesham is a destination in its own right, not just a dormitory for somewhere else. Moreover, Chesham is recognised as a friendly place

to live and the Town's motto of "Serve One Another" still largely describes how people behave.

Being a long established town and a major centre of population in the District also confers many practical advantages. The major banks are well represented and there is a full range of professional services. The town boasts many specialist and local shops and has a plethora of clubs and other facilities catering for a wide variety of leisure interests. Furthermore, whatever your religious affiliation, it is probable that you can find an appropriate place of worship in Chesham as there are well over twenty of them, ranging in age from St. Mary's to the Mosque.

Taken together, all these factors suggest that the reason that Chesham is such a good place to live is that it is still a town with character, a somewhere, not an anywhere.

Population and Demographics.

In most respects the demographic issues for Chesham are the same as those facing other areas. The forecasts indicate a more or less static but ageing population with reduced numbers of people of working age, with obvious implications for income levels. However, one area where there is a significant difference between Chesham and the rest of Chiltern District is in the distribution of black and minority ethnic (BME) groups. An analysis of the figures from the 2001 census shows that the proportion of BME residents in Chesham is about three times the level in the rest of Chiltern and that well over 80% of the Asian/Asian British population of Chiltern lives in Chesham. The detailed figures are given in Table 1 in the appendix. In this respect, therefore, it is unlikely that the needs of Chesham and the needs of the rest of Chiltern will coincide closely.

Housing and households.

This is another area in which the realities of Chesham differ from the rest of Chiltern; it is also a factor that is strongly associated with many of the other areas of difference. The detailed analyses of properties in Chesham, Chiltern and Chiltern without Chesham, described by type, size and tenure, are shown in Tables 2, 3 and 4 in the appendix but, in summary they show that Chesham has fewer detached houses, that the houses are, in general, smaller and that the proportion of socially rented houses is about double the average for the rest of Chiltern.

Despite these imbalances, revealed in the 2001 census, the new properties built in Chesham since then have only exacerbated the position. The bulk of the new dwellings have been classified as small, in contrast to the rest of Chiltern and a high proportion of the new social housing has been in Chesham also. There is no policy of giving Chesham people any priority in the allocation of housing here so, as the bulk of social housing is already in Chesham, the overall effect is to concentrate small and low income families in the town, with undesirable

health and educational consequences, a reduction in the viability of Chesham as a retail centre and an entrenchment of deprivation within the town.

There is also concern over the risk of over-development in Chesham and the adequacy (or otherwise) of the infra-structure to cope with further building.

There is already serious traffic congestion in the centre of Chesham, with resultant pollution levels that exceed legal limits.

The nature of the valley in which the town lays, means that heavy rainfall on the surrounding hills can frequently cause flooding in the town centre. This problem is being exacerbated by building developments on the hills that replace grass and arable land by tiles and tarmac and so reduce the natural ability of the terrain to absorb rainfall.

Doubts have been expressed about the ability of the sewerage system to cope even with the existing demand, but little evidence seems to be available to prove or disprove this contention.

The latest Government initiatives apparently foreshadow an increased emphasis on the allocation of housing to local people – which would be welcome – but time will tell.

Apart from the effect on Chesham itself, a recent report suggests that the policy of concentrating affordable housing in the main settlements in Chiltern may have an unexpectedly adverse effect on the villages that it is seeking to protect. The report suggests that 54 country pubs and 33 village stores will go out of business each month of the coming year, a process that “rips the heart out of community life”. It further claims that 100,000 affordable homes need to be built in rural areas in the next ten years to meet local demand and to preserve village identities and to prevent them being swamped by wealthy commuters and second home owners.

Deprivation.

Clearly, Chiltern is a very affluent area and is fortunately free from the worst levels of deprivation. The Indices of Multiple Deprivation (2004) divide the country into over 32,000 so-called SOAs and classifies all of them against a number of criteria, including income. There are 57 SOAs in Chiltern and none of them falls into the bottom quintile (fifth) for income. Indeed, more than 60% fall into the top quintile, and only 9% into the fourth. However, as always, the distribution is uneven and Table 5 in the appendix shows the figures re-analysed geographically.

These figures again show that people on low incomes are disproportionately – though not exclusively - concentrated in Chesham. There are only half as many households in the top half of the income distribution in Chesham but four times as many in the bottom half, when

compared with the rest of Chiltern. Unsurprisingly, the highest levels of deprivation are associated with the highest levels of social housing.

Education and skills.

It is frequently stated that a skilled and educated workforce is vital to the country's future so an analysis of the figures for adults with various levels of qualification given in the 2001 census, is of interest. Table 6 shows the results of this analysis. Level 4/5 represents degree level qualifications. Once again both the highest proportion of people with no formal qualifications and the lowest proportions of people qualified to the highest level are found in Chesham and, again there is a strongly adverse association between the level of formal qualification and the proportion of social housing.

This association is emphasised even more strongly in the ward in Chesham with the highest level of social housing that also shows 36% of the population to be without any formal qualifications and only 13% qualified to degree level.

Health

The 2001 census asked people to declare whether their general health was Good, Fairly Good or Not Good and on that basis the responses showed that the average health of people in the whole of Chiltern, including Chesham, was better than the averages for England as a whole and for South East England but that Chesham was somewhat worse than the average for Chiltern excluding Chesham (Table 7). However, one ward in Chesham did show significantly worse figures than Chiltern, Chesham or the South East. Unsurprisingly, this is the ward with the highest level of social housing. The development of the Healthzone is seen as a key development in tackling this problem but pressure will be needed to ensure that it does include all the facilities originally promised.

CONCLUSIONS

Although the figures support the proposition that Chesham is, in many ways, different from the rest of Chiltern, this does not, of itself, indicate the best way forward. We can argue that extra resources should be devoted to Chesham but this is a fairly diffuse objective and lacks focus. A fairly general objective would be to try to re-balance the demographics of the town by reducing – or at least, by not increasing – the high proportions of small and social housing, although this needs to be balanced against the immediate needs of local people for affordable housing. This would clearly be a long term objective and would not address many of the immediate problems. In the short term it would probably be most effective to concentrate efforts within the area or areas that are worst affected by the problems identified above and to press both for the provision of new facilities and for the better use of existing facilities, perhaps, for example, through projects to improve local access to adult education and health advice.

It clearly falls within the ChAP remit to identify and support such projects and the mechanisms that will facilitate them.

APPENDIX. TABLES OF DATA.

Table 1. Analysis of the ethnic composition of Chiltern (%)

	Chiltern	Chesham	Chiltern – Chesham
White	95.3	91.2	96.7
Asian/Asian British	2.5	6.8	1.3
Black/Black British	0.3	0.3	0.3
Chinese/Other	0.7	0.5	0.7

Table 2. Types of dwelling (%)

	Detached	Semi-Det.	Terrace	Flat/Mais.
Chesham	20.8	32.5	29.4	16.5
Rest of Chiltern	51.2	22.5	13.2	12.0

Table 3. Number of rooms (%)

	8 +	7	5 or 6	3 or 4	1 or 2
Chesham	11.1	9.5	52.1	25.0	2.2
Rest of Chiltern	31.7	14.0	34.1	18.6	1.5

Table 4. Tenure (%)

	Owned	Social rented	Private rented
Chesham	72.9	20.4	5.5
Rest of Chiltern	81.3	10.4	6.6

Table 5. Distribution of income within Chiltern District (%)

	Chiltern	Chesham	Chiltern-Chesham
1 st quintile	60	21	72
2 nd quintile	16	21	14
3 rd quintile	14	36	7
4 th quintile	9	21	5
5 th quintile	0	0	0

Table 6. Distribution of qualifications in the adult population (%)

	Chiltern	Chesham	Chiltern - Chesham
No formal qualifications	18	25	16
Qualification to level 1	13	16	12
Qualification to level 2	22	21	22
Qualification to level 3	10	8	10
Qualification to levels 4/5	31	23	34

Table 7. General level of health in Chiltern (%)

	Good Health	Not Good Health
Chiltern	77.5	5.6
Chesham	73.0	6.4
Chiltern – Chesham	78.9	5.3
SE England	71.5	7.1
England	68.8	9.0

AGENDA ITEM NO: 5 SUSTAINABLE TRANSPORT PROPOSALS

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To consider the possible development of walking and cycling initiatives within Chesham.

Background Information

2. At the Development Control Committee on the 20th July 2009, it was resolved that *'the Town Clerk be instructed to approach the relevant officers at Buckinghamshire County Council to ascertain what support could be given to developing sustainable transport, particularly cycle routes, in Chesham.'* (Minute no. 22)

Financial Implications

3. As outlined within the report.

Strategic Objectives

4. Accords with the Council's strategic aim 1 – *'To enable residents to enjoy high-quality social, recreational, and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents'* and strategic aim 2 - *'To encourage and promote the economic and commercial vitality of the town.'*

Detailed Consideration

'Walkers are Welcome' Initiative

5. The Environmental Group is very keen to have Chesham become part of the 'Walkers are Welcome' Towns Network of which currently 31 towns have signed up to. Accordingly to its publicity Obtaining 'Walkers are Welcome' status, and to the Network's publicity, brings a number of benefits. It helps strengthen a town's reputation as a place for visitors to come to enjoy the outdoors, bringing useful benefits to the local economy. It helps to ensure that footpaths and facilities for walkers are maintained in good condition, benefiting local people as well as visitors. It can contribute to local tourism plans and regeneration strategies.

6. To become a 'Walkers are Welcome' town involves meeting six criteria.
- Demonstration of popular local support for the concept. Demonstrated, for example, by signatures of local residents collected on a petition. Recommended minimum support is 500 signatures for a town of Chesham's size. The Chairman of the Environmental Group has already begun collecting these signatures.
 - Formal endorsement of application for 'Walkers are Welcome' status by local Council. Demonstrated by the local council (unitary, district and/or town council) passing a resolution in support; allocating responsibility for 'Walkers are Welcome' to a member of staff or committee; making a small budget available. In respect of the latter, it is expected that the Chesham group would be applying to the Council for a donation.
 - Action to ensure that the footpath network is maintained in good condition. This can be demonstrated by the local council and/or voluntary group making a commitment to ensure that paths in the town/village are walked at least once a year; that any obstacles are removed promptly; that efforts are taken to extend the opportunities for walking.
 - Adequate marketing of 'Walkers are Welcome' status. This can be demonstrated in a number of ways: press coverage; signs/map in the centre of town advising casual visitors of walks they could undertake; at least two waymarked walks starting from town centre; leaflets readily available; local shops encouraged to display 'Walkers are Welcome' stickers.
 - Encouragement of walking using public transport. This can be demonstrated, for example, by including clear public transport advice on marketing leaflets.
 - Demonstration of mechanisms in place to maintain 'Walkers are Welcome' status. This can be demonstrated by the creation of a local 'Walkers are Welcome' steering group or Advisory Board.
7. The idea of becoming a 'Walkers are Welcome' town has been enthusiastically supported by ChAP who are currently working on devising a tourism strategy and feel this would be an ideal addition to this. The Environmental Group are therefore looking for formal endorsement from the Council. Further information on the Network can be viewed at www.walkersarewelcome.org.uk.

Development of Cycle Routes

8. Following the Development Control Committee meeting on the 20th July, the Town Clerk had a meeting with two officers from Buckinghamshire County Council's 'Cycling and Walking' team. The officers stated that the County Council had no monies to commit to actual development of cycle routes per se, but they did highlight the project where they had worked closely with Marlow Town Council and Wycombe District Council to devise a comprehensive plan for

cycle routes in Marlow following a comprehensive consultation exercise with both residents and other statutory and non-statutory organisations.

9. While this plan has been produced as a working document, at the present time a lack of funding has not converted these proposals into actual routes. However should monies be available, either through Section 106 agreements (i.e. developer contributions) or some other funding stream, then a model is in place to be utilised. Accordingly the Committee may feel it advisable to set up a small working party to look at options and perhaps to meet up with representatives of Marlow Town Council to ascertain whether this model could be a blueprint for Chesham.

Recommendation

- 1. That the Committee formally endorse the proposal that Chesham become part of the 'Walkers are Welcome' Towns Network.**
- 2. That a small Working Party be set up to look at developing better cycling routes with other partners.**

AGENDA ITEM NO: 6 – MAYOR’S CHAIN OF OFFICE

Reporting Officer: Maria McGwynn (01494 774842)

Summary

1. To consider possible options for the existing Mayor’s chain of office, or the purchase of a new chain.

Background Information

2. The Mayor’s chain has recently been updated but is now at its maximum without the addition of the current mayor. Below are proposals for consideration.

Financial Implications

3. As detailed within the report.

Strategic Objectives

4. The use and inscription of the Mayor’s Chain of Office in accordance with strategic objective 3- *‘To preserve the unique of Chesham and promote its heritage.’*

Detailed Consideration

5. *Attached* is a quotation from Fattorini & Sons with regard to the new purchase of a Chain of Office. They have currently sent through three quotes for very different designs. The main issue to consider apart from cost is the inscriptions and how many we will be able to place on each link to ensure we get a long life from the next chain. The options are:
 - (i) Purchase a new chain of office and effectively start again putting the current chain into storage.
 - (ii) to introduce a new second chain to the current chain of office with either an inner chain or outer chain which will be of the same value as purchasing a new chain but keeping the current chain in circulation. This may require the removal of the velvet backing and having 2 chains joined together.
 - (iii) add additional links to the current chain. This is not proving to be cost effective after a verbal quotation from A.D. Moth’s of High Wycombe; they would have to make a mould of the current link of which there are two and this would cost around £400 each, with a cost of approx £100-£150 per link. This would be a very expensive route and would not prove to be as long term a solution as purchasing a new chain. Fattorini are unable to produce the current link and have suggested a new chain/link.

- (iv) to continue to inscribe on the current chain of office and utilize the blank spaces in the middle of the larger links – this could approx fit two-three names per link but the inscriptions would be very small and cramped and would not follow the date order which the chain currently has.

Recommendation

That the Committee agrees to point 5(i) and the purchase of a new Chain of office.

AGENDA ITEM NO: 7 – REVISED DISCIPLINARY POLICY & PROCEDURE

Reporting Officer: Kathryn Graves (01494 583798)

Summary

1. To consider the adoption of the revised Disciplinary Policy & Procedure.

Background Information

2. As of 1st October 2004, all employers are required to have a formal Disciplinary Procedure in place.
3. The Council's Disciplinary Procedure was last revised in 2004. Arising from *Minute no. 15* of the Minutes of the meeting of the Policy and Resources Committee held on the 17th September 2007, it was agreed that all Council policies will be reviewed over a four year cycle, making the Disciplinary Procedure due for review.
4. The revision of the policy was delayed in order to incorporate the new ACAS Code of Practice, which came into effect in 2009. Whilst failure to follow the Code does not, in itself, make an organisation liable to proceedings, employment tribunals will take the Code into account when considering relevant cases. Tribunals will also be able to adjust any awards made in relevant cases by up to 25% for unreasonable failure to comply with any provision of the code.

Financial Implications

5. None pertaining to this report.

Strategic Objectives

6. None pertaining to this report.

Detailed Consideration

7. The revised Disciplinary Procedure is based on the Employment Act 2002 and follows the statutory dismissal and disciplinary procedures required. The procedure bears in mind the requirements of natural justice; meaning that employees will be given the opportunity of a meeting with someone who has not been involved in the matter; they will be informed of the allegations against them in advance of the meeting; they will be given the opportunity to challenge the allegations before decisions are made; and they will be given the right to appeal.
8. The revised Disciplinary Procedure is *attached as Appendix One* and was updated with reference to advisory note "AG13/2003 Discipline and Grievance Procedures" produced by the Society of Local Council Clerks and "Code of Practice 1: Disciplinary and Grievance Procedures" produced by ACAS.

9. The Procedure has also been amended to correct a conflict with the Standing Orders. Section 44(d) of the Standing Orders states that the Town Clerk has full authority to dismiss staff. The current Disciplinary Policy states that only the Executive Committee has the power to dismiss staff. Your officers have been advised that the position of the Executive Committee in conducting appeal hearings could be prejudiced if the committee is also involved in dismissing staff. Therefore, the policy has been amended so that it is the Town Clerk who takes the decision to dismiss. However, if the Town Clerk is the employee in question, the decision to dismiss will be taken by some, but not all, members of the committee, to enable an unprejudiced Appeals Panel to operate in the event of an appeal.
10. The amendments outlined in paragraph nine necessitate the revision of the Terms and References for the Executive Committee. The opportunity has also been taken to revise the Terms and References in line with the revision of the Grievance Procedure, which has also been brought to this Committee. This revision states that committee Members can conduct grievance meetings and appeals. The current and revised Terms and References are *attached as Appendix Two*.

Recommendations

- (i) That the Committee approves and adopts the revised Disciplinary Procedure, subject to any changes it wishes to make.**
- (ii) That the Committee approves and adopts the revised Terms and References for the Executive Committee, subject to any changes it wishes to make.**



CHESHAM TOWN COUNCIL

DISCIPLINARY POLICY & PROCEDURE

PURPOSE AND SCOPE

This procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. The aim is to ensure consistent and fair treatment for employees whilst promoting orderly employment relations.

Formal disciplinary action will not normally be considered as a first step (except in cases of potential Gross Misconduct). Informal discussions will be used to seek to resolve problems in the first instance. However, there will be recourse to the formal procedure for persistent breaches of conduct, if there is no improvement in performance within a reasonable period, or if the required improvement fails to be maintained.

Examples of misconduct that could result in disciplinary action are listed in Appendix One.

INFORMAL PROCEDURE

Minor problems will be dealt with informally, and the employee will be clearly told why and how their performance/conduct needs to change and the consequences of failing to improve. A brief note of the date on which the issue was discussed and what action was agreed will be made in the personnel records of the employee. Subject to satisfactory conduct and performance, the note will be destroyed after 6 months and the employee notified accordingly. Where the matter is more serious or where informal discussions and counselling have not succeeded in achieving the required result, the formal disciplinary procedure will be used.

PRINCIPLES OF THE DISCIPLINARY PROCEDURE

- (i) The Town Clerk has overall responsibility for the management and discipline of all council staff. However, where the Town Clerk is the subject of disciplinary action the Chairman of the Executive Committee is responsible for discipline.



- (ii) The council acknowledges that there is a distinction between the **conduct** of an employee and their **capability**. In the case of a problem resulting from the employee's capability, contributory factors will be carefully considered, such as ill health, serious home-based problems or a lack of skill or knowledge. If the matter is due to a lack of skill or knowledge, the council will ensure that by appropriate training, mentoring and guidance, the employee has the opportunity to improve. The improvement required will be clearly explained to the employee, along with what support will be given and how performance will be monitored and reviewed.
- (iii) An employee will have the right to appeal against any disciplinary penalty imposed during the disciplinary procedure.
- (iv) The disciplinary procedure is comprised of three stages. However, after proper consideration, the procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.
- (v) No employee will be dismissed for a first breach of discipline, except in the case of Gross Misconduct, when the penalty is usually dismissal without notice or payment in lieu of notice.
- (vi) If the employee has difficulty reading, or if English is not their first language, any written documentation, e.g. invitations to Disciplinary Hearings or written warnings, will also be explained to them orally by their line manager. Additional support that may be required at a Disciplinary Hearing will also be taken into consideration and provided as appropriate.

DISCIPLINARY INVESTIGATIONS

No disciplinary action will be taken against an employee until the case has been fully investigated by an unbiased investigator. This will usually be the employee's line manager, or a Member of the Executive Committee in the case of the Town Clerk. However, if the manager or Member was in some way involved in the matter, wherever possible another manager or Member will conduct the investigation. Investigatory meetings may be held to establish the facts; in this instance it will be made clear to the employee that these meetings are not Disciplinary Hearings. The employee may be represented at investigatory meetings by a Trade Union representative, employee representative or work colleague. The person in charge of the investigation should be advised in advance by the employee if they are to be accompanied.

All relevant facts should be accurately recorded promptly before memory fades, including anything that the employee wishes to say. Where there are witnesses to the alleged misconduct, statements should be obtained from them at the earliest opportunity.



In any investigations involving allegations of criminal acts, the Town Clerk will consult in confidence with the Chairman of the Executive Committee and Trade Union, if appropriate, before a decision is made to put the case in the hands of the police. Where the Town Clerk is the subject of the investigation, the Chairman of the Executive Committee, in consultation with another member of the Executive Committee, shall decide.

Whilst an investigation is taking place, it may be necessary to suspend the employee on full pay pending the outcome of the investigation. The suspension will normally be for no more than five working days, while the alleged offence is investigated. Suspension may only be warranted in certain cases, e.g. where relationships have broken down or there are risks to council property and/or to other persons. However, a suspension will only be imposed after careful consideration and will be reviewed to ensure that it is not unnecessarily protracted. It will be made clear to the employee that the suspension is not considered a disciplinary action and does not involve any pre-judgement.

If it is decided, following investigation, that there is a case to answer, the below Disciplinary Hearing procedure will be employed.

DISCIPLINARY HEARINGS

(i) Definition

A meeting which could result in a formal warning that an employee must improve their conduct or performance, some other sanction as provided for within this procedure, or which may result in dismissal, other than in the circumstances set out under "Exceptions, Other Cases", is referred to as a Disciplinary Hearing.

(ii) Notification

For every stage in the disciplinary procedure, the employee will be given adequate notice in writing of the Disciplinary Hearing to be held, including the nature and basis of the complaint against them and provided with copies of any supporting evidence, including any witness statements. The letter will contain enough information for the employee to be able to understand both what it is they are alleged to have done and the reasons why this is not acceptable. The notice will give details of the time and venue for the hearing and remind the employee of the right to be accompanied. It will be made clear that the employee has the right to appeal any decision taken at the hearing.

Where the presenting manager or employee intends to call relevant witnesses, they should give advance notice that they intend to do this to the person conducting the hearing.



(iii) Timing

Where possible, the timing and location of the Disciplinary Hearing will be agreed with the employee. The hearing will be held without unreasonable delay, but the employee will be given reasonable time to prepare their case (a minimum of five working days). Hearings will be held in privacy, where there will be no interruptions. If the employee fails to attend without good reason, the council may decide to proceed with the hearing in their absence. If the employee fails to attend through circumstances outside their control and unforeseeable at the time the meeting was arranged, e.g. through illness, another meeting will be arranged. However, should the employee fail to attend the re-arranged meeting without good reason, the hearing will proceed and a decision will be taken in their absence based on the available evidence.

(iv) Representation

The employee has the right to be accompanied by a Trade Union representative, employee representative or work colleague during any Disciplinary or Appeal Hearing. The line manager or member of the Executive Committee who called the Hearing should be advised in advance by the employee if they are to be accompanied. The employee's representative, or colleague, will be given all the documentation that has been given to the employee. If the employee's representative cannot attend on the proposed date, the employee can suggest another date, so long as it is reasonable and not more than five working days after the date originally proposed by the council. However, the five-day limit can be extended by mutual agreement.

(v) Conducting the Hearing

Where practicable, the Disciplinary Hearings will be conducted by a manager or Member who did not conduct the Disciplinary Investigation and has not had previous involvement in the case (this includes conducting a hearing at a previous stage). Those conducting Disciplinary Hearings will keep an open mind and not pre-judge the matter.

The precise allegations will be read out at the start of any Disciplinary Hearing.

The hearing will proceed as follows:

1. The presenting manager will state their case, including presenting any evidence and calling witnesses.
2. The employee (or their representative) and the manager/Member conducting the hearing have the opportunity to ask questions of the presenting manager and their witnesses.
3. The employee (or their representative) present their case, including presenting any evidence and calling witnesses.
4. The presenting manager and the manager/Member conducting the hearing have the opportunity to ask questions of the employee, their representative and their witnesses.



5. Both parties have the opportunity to sum up.

TAKING DISCIPLINARY ACTION

(i) Deciding Upon Disciplinary Action

Following the investigation and the Disciplinary Hearing, the manager/Member conducting the hearing will decide if disciplinary action is necessary.

Before taking disciplinary action, the following factors must be considered: the employee's disciplinary and general record, length of service, any current warnings, actions taken in any previous similar case, the explanations given by the employee, including any mitigating circumstances, and whether the disciplinary action is reasonable under the circumstances.

(ii) Notification

If it is decided that disciplinary action is not justified, the employee will be notified of this decision in writing within five working days.

If disciplinary action is to be taken following a Disciplinary Hearing, the employee will be told in writing within five working days of the disciplinary action to be imposed, the time period of the warning, why and how their conduct or performance needs to change, the timescale for the required improvement, a review date (where appropriate), any support the council will offer to improve performance (where appropriate), the consequences of failing to improve conduct or performance within the required time period and their right to appeal against the decision if they are not satisfied with it. A copy of this letter will also be sent to the employee's representative. A copy will be held on the employee's personnel file for disciplinary purposes for the relevant period according to the level of warning. The employee will be notified within the letter for how long the warning will remain current. Where the set time period is less than a year, the council will store the records securely for a year in total before destroying them, to ensure that adequate records are available in the event of a tribunal.

DOCUMENTATION

During the disciplinary process, written records will be kept. These will include: the complaint against the employee, the employee's defence, findings made and actions taken, the reasons for action taken and if an appeal was lodged and the outcome of the appeal.

Records will be treated as confidential and kept no longer than necessary. Records will be discarded for disciplinary purposes after set periods, depending upon the stage of the procedure that they relate to. The council will store the records securely for a year in total before destroying them, to ensure that adequate records are



available in the event of a tribunal. Copies of meeting records will be provided to the employee, although in certain circumstances some information may be withheld by the council, e.g. to protect a witness.

THE DISCIPLINARY PROCEDURE

Stage One – First Level Warning

The employee will be invited in writing to a Disciplinary Hearing in accordance with the procedures set out earlier in this policy. If the employee doesn't give a satisfactory explanation, a formal First Level Warning may be given. They will be advised in writing of the reason for the warning and that it is the first stage of the formal disciplinary procedure. The warning letter will also give details of the improvement required, the timescale for improvement and a review date. The letter will also inform the employee of the right to appeal and that action under Stage Two will be considered if there is no satisfactory improvement within the specified time period.

A copy of this warning will be kept in the employee's personnel file and used as the basis for monitoring and reviewing conduct/performance. The warning will be discarded for disciplinary purposes after 6 months, subject to satisfactory conduct or performance. The council will store the warning securely for a year in total before destroying it, to ensure that adequate records are available in the event of a tribunal.

Stage Two – Final Warning or Disciplinary Suspension

If there is a failure to improve following Stage One, and conduct or performance of the same nature is still unsatisfactory, or if the misconduct is sufficiently serious to warrant only one written warning, but insufficiently serious to justify dismissal (in effect both the first and final written warning), a Disciplinary Hearing will be held to which the employee will receive a written invitation. If the employee is unable to give a satisfactory explanation, a FINAL WRITTEN WARNING will normally be given to the employee. This will give details of the complaint, the improvement required and timescale involved and will warn that further disciplinary action, including potential dismissal, will result if there is no satisfactory improvement and will advise of the right of appeal. A copy of this final written warning will be kept on the employee's personnel file and used as the basis for monitoring and reviewing conduct/performance, but it will be destroyed after 12 months, subject to satisfactory conduct or performance.

Alternatively, consideration will be given to imposing the penalty of suspension without pay for up to a maximum of five days. A record of this suspension will be kept on the employee's personnel file and used as the basis for monitoring and



reviewing conduct/performance, but it will be destroyed after 12 months, subject to satisfactory conduct or performance.

Stage Three – Dismissal

Following Stage Two, if the particular conduct or performance is still unsatisfactory and the employee still fails to reach the prescribed standards, the employee will receive a written invitation to a Disciplinary Hearing. If the employee is unable to give a satisfactory explanation, DISMISSAL will normally result. The decision to dismiss is taken by the Town Clerk. Where the Town Clerk is the subject of the disciplinary action, the decision to dismiss will be taken by members of the Executive Committee (the full committee will not be involved in the decision to dismiss to enable an unprejudiced Appeals Panel to operate in the event of an appeal). The employee will be provided within five working days with written reasons for dismissal, the date on which employment will terminate, the appropriate period of notice or payment in lieu of notice and their right of appeal.

APPEALS

If an employee wishes to appeal against disciplinary action which has been taken against them the following procedure will apply:

- (i) The employee will give Notice of Appeal to the Town Clerk or Chairman of the Executive Committee (where the Town Clerk is the appellant) within five working days of the date on which they received the decision notice of the disciplinary action to be taken against them, setting out their grounds for appeal. The Town Clerk or Chairman of the Executive Committee will arrange for the matter to be considered by an Appeals Panel at an agreed time and place wherever possible. The Appeals Panel will not include Members or officers who have previously been involved in the case.
- (ii) The employee, in consultation if they wish with their trade union or staff representative, should provide the Town Clerk or Chairman of the Executive Committee with a full written statement of their case, no later than five working days prior to the appeal hearing. The presentation of the written statement above shall not preclude elaboration or additions by either party at the Appeal Hearing. However, management should not introduce new evidence at the appeal stage to justify an earlier disciplinary decision.
- (iii) The Appeal will be heard as soon as possible and normally this will be within three weeks of receipt of Notice of Appeal. However, the Appeal Hearing need not take place before the disciplinary action takes effect. The employee will be issued with a letter, inviting them to attend the Appeal Hearing and notifying them of the time and venue for the hearing, their right to call witnesses and to be accompanied. The employee should notify the council of



who their representative is to be and whether they will be calling any witnesses. The employee may present their case in person or be represented by their trade union representative or workplace colleague and may call witnesses and produce documents relevant to their case.

The Appeal Hearing will be conducted as follows:

1. The presenting manager will state their case, including presenting any evidence and calling witnesses.
 2. The employee (or their representative) and the Member conducting the hearing have the opportunity to ask questions of the presenting manager and their witnesses.
 3. The employee (or their representative) present their case, including presenting any evidence and calling witnesses.
 4. The presenting manager and the Member conducting the hearing have the opportunity to ask questions of the employee, their representative and their witnesses.
 5. Both parties have the opportunity to sum up.
- (iv) At the conclusion of the hearing the Appeals Panel shall adjourn to consider their decision. It is possible that disciplinary penalties may be increased on appeal. The Panel may announce their decision verbally, but, in any event, will confirm their findings in writing to the employee concerned within five working days of the Appeal Hearing. There will be no further right of appeal.

SPECIAL SITUATIONS

1. DISCIPLINARY PROCEDURE RELATING TO TRADE UNION ACTIVITIES

No disciplinary action will be taken against a Shop Steward until the circumstances of the case have been discussed with the Town Clerk and a full time official of the Trade Union concerned. No disciplinary action will be taken against any employee in respect of alleged misdemeanours which stem from Trade Union activities until such matters have been discussed with the Town Clerk and Trade Union Secretary as appropriate. In the event that the employee concerned is the Town Clerk, no action will be taken against them until the matters have been discussed with the Chairman of the Executive Committee and Trade Union Secretary as appropriate.

2. CRIMINAL CHARGES OR CONVICTIONS NOT RELATED TO EMPLOYMENT

If an employee is charged with, or convicted of, a criminal offence that is unrelated to their work, this is not in itself a reason for disciplinary action. The Town Clerk will establish the facts of the case and will consider whether the employee's conduct merits further investigation or action under this procedure. Where the Town Clerk is the employee in question, the Chairman of the Executive Committee will take the



decision whether further investigation or action under this procedure is required. The main considerations will be whether the offence or alleged offence makes the employee unsuitable for their type of work and the impact it will have on their relationship with their employer, work colleagues and customers. An employee should not be dismissed solely because they are absent from work as a result of being remanded in custody.

3. OVERLAPPING GRIEVANCE AND DISCIPLINARY CASES

If an employee raises a grievance during the disciplinary process, the disciplinary process may be temporarily suspended in order to deal with the grievance. However, where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.

EXCEPTIONS

1. GROSS MISCONDUCT

Gross misconduct is regarded as misconduct serious enough to destroy the trust within the employment contract, thus making any further working relationship impossible.

The following list provides examples of offences which are normally regarded as gross misconduct:

- theft, fraud, deliberate falsification of records;
- physical violence, assault on another person;
- deliberate and serious damage to council property;
- serious misuse of the council's property or name;
- serious incapability through alcohol or being under the influence of illegal drugs;
- serious breach of health and safety regulations;
- serious negligence which causes unacceptable loss, damage or injury;
- serious act of insubordination;
- unlawful discrimination or harassment;



- bringing the council into serious disrepute;
- criminal offence, whether committed on or off duty, which is of such a nature that it fundamentally breaches the trust which is the basis of the contractual relationship.

The standard Disciplinary Procedure does not apply in cases of Gross Misconduct. If an employee is accused of an act of Gross Misconduct, he/she may be suspended from work on full pay, normally for no more than five working days, while the alleged offence is investigated. Suspension may only be warranted in certain cases, e.g. where relationships have broken down or there are risks to council property and/or to other persons. However, a suspension will only be imposed after careful consideration and will be reviewed to ensure that it is not unnecessarily protracted. It will be made clear to the employee that the suspension is not considered a disciplinary action and does not involve any pre-judgement. The investigation will be conducted by a manager or Member.

If, in completion of the investigation, it is decided that there is a case to answer, the employee will receive a letter informing them of the allegations and inviting them to attend a Disciplinary Hearing, where they will have the opportunity to put their case. The conditions of the Disciplinary Hearing in the case of Gross Misconduct are the same as for hearings held as part of the standard disciplinary procedure.

If, on completion of the investigation and the Disciplinary Hearing, the manager or Member conducting the hearing is satisfied that Gross Misconduct occurred, the result will normally be summary dismissal without notice or payment in lieu of notice. The employee will be provided with a letter specifying the misconduct which has led to the dismissal and their right of appeal, following the Appeals Procedure outlined earlier in this document.

2. OTHER CASES

The Disciplinary Procedure does not apply to termination of employment in the following cases:

- (i) on termination of a fixed-term or temporary contract;
- (ii) in the event of redundancy, including if making more than twenty people redundant at one establishment in a period of ninety days when a different statutory regime applies;
- (iii) where dismissal arises from unsuitability for confirmation of employment. (N.B. although this period is normally up to six months this may be extended for up to a further six months);



- (iv) where the employee cannot continue in the particular position without contravening a statutory requirement;

Version 2 Adopted:



APPENDIX ONE – Examples of Conduct and Performance Issues Resulting in Disciplinary Action

- Unsatisfactory attendance or timekeeping
- Failure to follow health and safety regulations
- Breaches of council policies
- Unauthorised absence from the work place
- Unwillingness to carry out reasonable duties
- Negligence in the use of council property or equipment
- Failings in preserving the dignity, respect and privacy of others
- Failure to follow instructions
- Failure to comply with workplace targets

This list is not exhaustive.





TERMS AND REFERENCES FOR THE EXECUTIVE COMMITTEE

I. POWERS AND DUTIES OF STANDING COMMITTEES

The acts and proceedings of a Committee shall:

- a) where powers are delegated to the Committee, so far as is legally permissible, they shall be deemed the acts and proceedings of the Council;
- b) as regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;
- c) in all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

II. EXECUTIVE COMMITTEE

The Executive Committee considers all aspects of personnel including appointments, gradings and conditions of service.

Terms of Reference

- a) To consider the Council's staffing structure.
- b) To consider the deployment, welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees.
- c) To consider schemes for the employment of people under the job creation youth training programmes, New Deal or other similar programmes.
- d) To hear and determine matters of appeal in cases of discipline and efficiency.
- e) To approve essential and casual user car allowances.
- f) To act on behalf of the Council in matters of emergency.



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- c) To consider schemes for the employment of people under the job creation youth training programmes, New Deal or other similar programmes.
- d) To hear and determine matters of appeal in cases of discipline, efficiency and grievances.
- e) Selected members of the committee may conduct disciplinary investigations, disciplinary hearings, grievance investigations and grievance meetings, but the full committee will not be involved in any one case to enable unprejudiced appeals panels to operate.

- f) To approve essential and casual user car allowances.
- g) To act on behalf of the Council in matters of emergency.
- h) To decide upon formal complaints concerning Council services and administration.

AGENDA ITEM NO: 8 – REVISED GRIEVANCE POLICY & PROCEDURE AND COLLECTIVE GRIEVANCE POLICY & PROCEDURE

Reporting Officer: Kathryn Graves (01494 583798)

Summary

1. To consider the adoption of a revised version of the Council's Grievance Policy & Procedure and a new Collective Grievance Policy & Procedure.

Background Information

2. As of 1st October 2004, all employers are required to have a formal Grievance Procedure in place.
3. Arising from *Minute no. 15* of the Minutes of the meeting of the Policy and Resources Committee held on the 17th September 2007, it was agreed that all Council policies will be reviewed over a four year cycle, making the Grievance Policy & Procedure due for review.

Financial Implications

4. None pertaining to this report.

Strategic Objectives

5. None pertaining to this report.

Detailed Consideration

6. This revision of the Grievance Policy & Procedure incorporates the new ACAS Code of Practice, which came into effect in April 2009. Whilst failure to follow the Code does not, in itself, make an organisation liable to proceedings, employment tribunals will take the Code into account when considering relevant cases. Tribunals will also be able to adjust any awards made in relevant cases by up to 25% for unreasonable failure to comply with any provision of the code.
7. The Grievance Policy & Procedure has also been produced with reference to a model procedure produced by South East Employers. The revised policy & procedure is *attached as Appendix One*.
8. The Grievance Policy & Procedure does not apply to grievances raised on behalf of two or more employees. Therefore, a Collective Grievance Policy & Procedure has been created, and is *attached as Appendix Two*.
9. The Terms and References for the Executive Committee have been amended to state that committee Members can conduct grievance meetings and appeals, as referred to in the report on the revised Disciplinary Policy & Procedure.

Recommendations

- (i) That the Committee approves and adopt the revised Grievance Policy & Procedure, subject to any changes it wishes to make.**
- (ii) That the Committee approves and adopt the Collective Grievance Policy & procedure, subject to any changes it wishes to make.**



CHESHAM TOWN COUNCIL

GRIEVANCE POLICY AND PROCEDURE

PURPOSE AND SCOPE

The purpose of this policy is to specify the formal procedure by which employees can raise a grievance, whilst encouraging employees to use informal discussions to resolve problems in the first instance.

This policy applies to all employees of Chesham Town Council.

This policy does not apply to grievances raised on behalf of two or more employees by a representative of a recognised trade union or other appropriate workplace representative. Such grievances will be dealt with using the council's collective grievance process.

This policy does not apply where the council has no control over the matter, although the council will give information and advice where possible, to help an employee resolve the issue.

This policy does not apply where the procedure has been invoked within six months of the completion of any action under the grievance procedure of the same or similar issue, unless the original action agreed to redress the grievance has not been implemented.

DEFINITION OF GRIEVANCE

For the purpose of this policy, grievances are defined as concerns, problems or complaints over work-related matters that an employee raises with the council. Examples of grievances include concerns over employment terms and conditions, contractual or statutory rights, health and safety, work relations, the working environment, new working practices, bullying and harassment, organisational change and discrimination.

For instances of bullying and harassment, employees are also advised to refer to the council's Bullying and Harassment Policy.



INFORMAL PROCEDURE

Chesham Town Council recommends that all employees talk to their manager informally to try to resolve a problem before raising a formal grievance. However, if the informal approach fails to resolve the matter, employees can use the procedure outlined in this document to raise a grievance formally. The grievance should be raised without unreasonable delay.

PRINCIPLES OF THE GRIEVANCE PROCEDURE

- (i) All grievances will be treated fairly and objectively.
- (ii) Employees will not be dismissed or suffer disadvantage as a result of raising a genuine grievance.
- (iii) If the employee has difficulty reading and writing, or if English is not their first language, any written documentation, e.g. a letter explaining the outcome of a meeting, will also be explained to them orally. Additional support that may be required at meetings will also be taken into consideration and provided as appropriate.
- (iv) Any action taken as a result of a grievance will be monitored and reviewed, as appropriate, to ensure that issues are dealt with effectively.

FORMAL GRIEVANCE PROCEDURE

1. Write a Letter

The grievance should be raised with a manager/Member (as appropriate) who is not the subject of the grievance, by writing a letter detailing the nature of the grievance. In most circumstances, the employee should write the letter to their Line Manager. If this is not possible, the employee may write to the Town Clerk or a Member of the Executive Committee, as appropriate.

If the employee has difficulty writing the letter, e.g. if English is not their first language, they are advised to seek help from a trade union representative or colleagues.

The letter should be dated and the employee should keep a copy for themselves.

2. Investigation (Optional)

Upon receipt of a grievance it may be necessary to conduct an investigation. If appropriate, an investigatory meeting will be held to gather all relevant facts and



evidence.

The employee will be invited to this investigatory meeting as soon as possible, in writing. It will be made clear that the purpose of the meeting is to establish the facts and that the employee may be accompanied by one colleague or trade union representative.

The investigatory meeting will usually be conducted by the employee's Line Manager. However, if the Line Manager is the subject of the grievance, the meeting will be conducted by the Town Clerk or a Member of the Executive Committee.

The investigation will be conducted as soon as possible and will normally be completed within five working days of receiving the grievance. However, if the matter is particularly complex, this can be extended to 15 working days. If it is not possible to complete the investigation within this timeframe, the employee will receive a written explanation of the delay and when the investigation is expected to be completed.

As soon as reasonably practicable after the conclusion of the investigation (usually five working days), the employee will be notified in writing that the investigation has been completed.

3. Grievance Meeting

A grievance meeting will be held to discuss the grievance with the employee. The meeting will be conducted by a Manager/Executive Committee Member (henceforth referred to as the 'employer') who has not been involved in any investigation that may have been undertaken. Wherever possible, the meeting will be arranged within five working days after the grievance is received or within five working days of the conclusion of an investigatory meeting if one has been held. The employee will be notified in writing of the date, time and location of the meeting, who will conduct the Grievance Meeting and the statutory right of employees to be accompanied at Grievance Meetings.

The employee can take one colleague or trade union representative into the meeting. If the employee wishes to be accompanied in this way, they should notify the employer in advance. The employee has the right to call relevant witnesses to the meeting, but should notify the employer of their intention to do so in advance of the meeting.

The meeting will be held at a reasonable time and place. The employee, their companion and the employer should make every effort to attend the meeting. If the employee or their companion cannot attend the meeting, another meeting will be arranged to take place within five working days of the original date. This timescale may be extended by mutual agreement. The meeting will be held in private, where there will not be interruptions.



The purpose of the meeting is to establish the facts of the grievance and find a way to resolve the problem. The employee will be given the opportunity to explain their grievance and how they think it should be resolved.

Copies of meeting records will be given to the employee, including any formal minutes. However, Chesham Town Council may withhold some information in certain circumstances, e.g. to protect a witness.

If deemed necessary, the employer may adjourn the meeting until after further investigation has been conducted. The meeting will be rescheduled as soon as is reasonably practical.

4. Decision and Notification

The employer will decide what action, if any, to take after the meeting. A letter will be sent to the employee, notifying them of the decision within five working days of the initial meeting. Where appropriate, the letter will set out what action the employer intends to take to resolve the grievance. Where an employee's grievance is not upheld, the reasons for this will be clearly explained. The letter will also specify that the employee can appeal if they are not content with the decision/action taken.

APPEALS PROCEDURE

If the employee feels that their grievance has not been satisfactorily resolved, they can appeal in writing to the employer, specifying the grounds for their appeal, within five working days of receiving notification of the decision.

An Appeal Hearing will be held, wherever possible, within five working days of receiving notification of the appeal from the employee. The employee will be notified in writing of the date and location of the hearing in advance. They will also be informed that they have the right to be accompanied at the hearing.

At the hearing, an Appeals Panel will consider any representations made by the employee and/or their companion, those of the investigating Manager/Member and the Manager/Member who conducted the grievance meeting and made the decision. Wherever possible the Appeals Panel will not include Members or officers who have previously been involved in the case.

The appeal will be dealt with impartially.

Copies of meeting records will be given to the employee, including any formal minutes. However, Chesham Town Council may withhold some information in certain circumstances, e.g. to protect a witness.



The outcome of the appeal will be communicated to the employee in writing within five working days of the hearing. The letter will also specify that there will be no further right of appeal.

POST-EMPLOYMENT GRIEVANCES

Wherever possible a grievance should be dealt with before an employee leaves their employment with the council. However, where an employee had already left employment and the procedure has not been commenced or completed, the employee is encouraged to attend any meetings in accordance with this procedure so a final decision can be made. If an employee refuses to attend any meetings, the council will proceed with the meeting in their absence and make a decision based on all the information and evidence available.

DOCUMENTATION

During the grievance process, written records will be kept. These will include: the nature of the grievance, what was decided and actions taken, the reasons for action taken, whether an appeal was lodged, the outcome of the appeal and any subsequent developments.

Records will be treated as confidential and kept no longer than necessary.

OVERLAPPING GRIEVANCE AND DISCIPLINARY CASES

If an employee raises a grievance during a disciplinary process, the disciplinary process may be temporarily suspended in order to deal with the grievance. However, where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.

POLICY MONITORING AND REVISION

This policy will be reviewed every four years, and will also be revised in the light of changing needs, changes in legislation and guidance, or in the light of experience.

Version 2 Adopted:





CHESHAM TOWN COUNCIL

COLLECTIVE GRIEVANCE POLICY & PROCEDURE

PURPOSE AND SCOPE

The purpose of this policy is to specify the formal procedure by which a trade union representative or other appropriate workplace representative may raise a grievance on behalf of a group of employees, whilst encouraging employees to use informal discussions to resolve problems in the first instance.

This policy applies to all employees of Chesham Town Council.

This policy does not apply to grievances raised by individual employees. Such grievances will be dealt with using the council's Grievance Policy and Procedure.

DEFINITION OF GRIEVANCE

For the purpose of this policy, grievances are defined as concerns, problems or complaints over work-related matters that a group of employees raises with the council. Examples of grievances include concerns over employment terms and conditions, contractual or statutory rights, health and safety, work relations, the working environment, new working practices, bullying and harassment, organisational change and discrimination.

For instances of bullying and harassment, employees are also advised to refer to the council's Bullying and Harassment Policy.

INFORMAL PROCEDURE

Chesham Town Council recommends that all employees talk to their manager informally to try to resolve a problem before raising a formal grievance. However, if the informal approach fails to resolve the matter, representatives can use the procedure outlined in this document to raise a grievance formally on behalf of more than one employee. The grievance should be raised without unreasonable delay.



PRINCIPLES OF THE GRIEVANCE PROCEDURE

- (i) All grievances will be treated fairly and objectively.
- (ii) Employees will not be dismissed or suffer disadvantage as a result of raising a genuine grievance.
- (iii) If the employee has difficulty reading and writing, or if English is not their first language, any written documentation, e.g. a letter explaining the outcome of a meeting, will also be explained to them orally. Additional support that may be required at meetings will also be taken into consideration and provided as appropriate.
- (iv) Any action taken as a result of a grievance will be monitored and reviewed, as appropriate, to ensure that issues are dealt with effectively.

NOMINATED REPRESENTATIVES

Employees wishing to pursue a collective grievance should nominate individuals to represent their interests throughout the process. These people will be referred to as 'nominated representatives'.

These need not necessarily be the same individuals at each stage of the process and may or may not be trade union representatives.

Nominated individuals will be responsible for representing the interests of all employees in the collective grievance, including presenting the case at meetings.

The maximum number of nominated representatives allowed throughout the grievance procedure is as follows:

Number of employees with grievance:	Maximum number of nominated reps:
2 to 5	2
6 to 12	3
13 to 20	4
21+	5

FORMAL COLLECTIVE GRIEVANCE PROCEDURE

1. Write a Letter

The grievance should be raised with a manager/Member (as appropriate) who is not the subject of the grievance, by writing a letter detailing the nature of the grievance. In most circumstances, the nominated representatives should write the letter to a



relevant Line Manager. If this is not possible, the nominated representatives may write to the Town Clerk or a Member of the Executive Committee, as appropriate.

The grievance letter must include the name, job title and contact details of the nominated representatives, and whether they are acting in a capacity of a trade union representative.

The grievance letter must be signed by all employees to whom the grievance applies to confirm that they give their consent to be represented by the nominated representatives.

The letter should be dated and a copy kept by the nominated representatives.

To assist with this process, nominated representatives may use the town council's collective grievance letter template.

2. Investigation (Optional)

Upon receipt of a grievance it may be necessary to conduct an investigation. If appropriate, an investigatory meeting will be held to gather all relevant facts and evidence.

The nominated representatives will be invited to this investigatory meeting as soon as possible, in writing. It will be made clear that the purpose of the meeting is to establish the facts and that the nominated employees have a statutory right to be accompanied at the meeting. Under this policy, accompaniment will normally be complied with due to the number of nominated representatives permitted to represent the employees concerned.

The investigatory meeting will usually be conducted by an appropriate Line Manager. If this is not possible, the meeting will be conducted by the Town Clerk or a Member of the Executive Committee.

The investigation will be conducted as soon as possible and will normally be completed with five working days of receiving the grievance. However, if the matter is particularly complex, this can be extended to 15 working days, If it is not possible to complete the investigation within this timeframe, the nominated representatives will receive a written explanation of the delay and when the investigation is expected to be completed.

As soon as reasonably practicable after the conclusion of the investigatory meeting (usually five working days), the nominated representatives will be notified in writing that the investigation has been completed.



3. Formal Collective Grievance Meeting

A grievance meeting will be held to discuss the grievance with the nominated representatives. The meeting will be conducted by a Manager/Executive Committee Member (henceforth referred to as the 'employer') who has not been involved in any investigation that may have been undertaken. Wherever possible, the meeting will be arranged within five working days after the grievance is received or within five working days of the conclusion of an investigatory meeting if one has been held. The nominated representatives will be notified in writing of the date, time and location of the meeting, who will conduct the Grievance Meeting and the statutory right of employees to be accompanied at Grievance Meetings.

Employees have a statutory right to be accompanied at formal grievance meetings. Under this policy, accompaniment will normally be complied with due to the number of nominated representatives permitted to represent the employees concerned.

The meeting will be held at a reasonable time and place. The nominated representatives and the employer should make every effort to attend the meeting. If the nominated representatives cannot attend the meeting, another meeting will be arranged to take place within five working days of the original date. This timescale may be extended by mutual agreement. The meeting will be held in private, where there will not be interruptions.

Prior to the meeting, the nominated representatives must inform the employer of the names of the people attending the meeting in their capacity as nominated representatives and any witnesses they wish to attend.

The purpose of the meeting is to establish the facts of the grievance and find a way to resolve the problem. During the meeting, both the nominated representatives and a responding manager will be allowed to present their cases.

If deemed necessary, the employer may adjourn the meeting until after further investigation has been conducted.

Copies of meeting records will be given to the nominated representatives, including any formal minutes. However, Chesham Town Council may withhold some information in certain circumstances, e.g. to protect a witness.

4. Decision and Notification

The employer will decide what action, if any, to take after the meeting. A letter will be sent to the nominated representatives notifying them of the decision within five working days of the initial meeting. Where appropriate, the letter will set out what action the employer intends to take to resolve the grievance. Where the grievance is not upheld, the reasons for this will be clearly explained. The letter will also specify that the employees can appeal if the majority are not content with the



decision/action taken.

APPEALS PROCEDURE

If the majority of employees (50% + one) feel that their grievance has not been satisfactorily resolved, they can appeal in writing to the employer, specifying the grounds for their appeal, within five working days of receiving notification of the decision. To assist with this process, nominated representatives may use the town council's collective grievance appeal letter template.

An Appeal Hearing will be held, wherever possible, within five working days of receiving notification of the appeal from the nominated representatives. The nominated representatives will be notified in writing of the date and location of the hearing and the name of the person(s) conducting the hearing in advance. They will also be informed of the statutory right of employees to be accompanied at Grievance Appeal Hearings.

Prior to the meeting, the nominated representatives must inform the employer of the names of the people attending the meeting in their capacity as nominated representatives and any witnesses they wish to attend.

At the hearing, an Appeals Panel will consider any representations made by the employee and/or their companion, those of the investigating Manager/Member and the Manager/Member who conducted the grievance meeting and made the decision. Wherever possible the Appeals Panel will not include Members or officers who have previously been involved in the case.

The appeal will be dealt with impartially.

Copies of meeting records will be given to the nominated representatives, including any formal minutes. However, Chesham Town Council may withhold some information in certain circumstances, e.g. to protect a witness.

The outcome of the appeal will be communicated to the nominated representatives in writing within five working days of the hearing. The letter will also specify that there will be no further right of appeal.

DOCUMENTATION

During the grievance process, written records will be kept. These will include: the nature of the grievance, what was decided and actions taken, the reasons for action taken, whether an appeal was lodged, the outcome of the appeal and any subsequent developments.



Records will be treated as confidential and kept no longer than necessary.

POLICY MONITORING AND REVISION

This policy will be reviewed every four years, and will also be revised in the light of changing needs, changes in legislation and guidance, or in the light of experience.

Version 1 Adopted:



AGENDA ITEM NO: 9 - INTERNAL AUDITOR'S REPORT

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. To consider the internal auditor's report.

Background Information

2. The Accounts and Audit Arrangements, introduced with effect from the financial year commencing 1 April 2001, required all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually.

Financial Implications

3. The internal audit costs for 2009/10 are budgeted at £2,175.

Strategic Objectives

4. None pertaining to this report.

Detailed Consideration

5. A copy of the internal auditor's final update report on the 2008/09 financial year is **attached** and I am pleased to report that no major issues have been identified.
6. The auditor's recommendations and the Council's response are shown on the last page of his report. With regard the Council's response to RI the Standing Orders and Financial Regulations are currently reviewed annually with the last review being undertaken in February of this year. The annual review would seem sufficient as your officers would bring any interim issues of note to the Committee.
7. With regard to the various bar and vending stocks, your finance officers currently carry out a stock take and produce a simple trading account for audit purposes; this shows profit percentage for period. It is hoped to extend this to a further selling price control check for a trial month when time permits.

Recommendation

That the report be noted.

Chesham Town Council

Internal Audit Report 2008-09 (Final)

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with these requirements in terms of independence from the Council decision making process appointing Auditing Solutions Ltd to provide the function to the Council, following the retirement of their former appointed contractor: this report provides a composite record of all areas examined during the course of our total four days of agreed visits to the Council in respect of 2008-09, which took place on 7th August, 11th and 12th November 2008 and 3rd August 2009.

Internal Audit Approach

In undertaking our reviews for 2008-09, we have continued examination of the Council's fundamental central financial control functions in order to provide assurance to members and the electorate that the systems continue to operate in accordance with best practice and approved Council procedures: we have continued to have regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts and have also considered concerns raised by officers in relation to the controls exercised over the Elgiva booking system.

As in previous years, we have assessed the risks associated with each financial system, based on previous experience of the extent of potential for those risks coming to fruition. That assessment has been undertaken in conjunction with the update of our analytical review of income and expenditure levels based on transactions in 2007-08 (this has, at this final visit for the year, been further updated to include the 2008-09 draft Accounts detail, which will be fed into the 2009-10 and beyond audit plan).

We consider it neither essential, nor cost effective, to examine every financial system annually. Consequently, we prepared, in conjunction with the Council's RFO, a five-year strategic plan which targets each system for review at least once during the period or, where the risk level is assessed as higher, systems have been designated as requiring more frequent review. Additionally, in order to assist the external audit process and reduce the extent of testing that should be required by the external auditors in order to gain sufficient assurance as to the soundness of the fundamental financial systems, such as creditor payments, payroll and financial ledger data recording, we have undertaken selective sampling of a number of transactions on those systems.

Overall Conclusion

We are pleased to conclude that, in those areas examined during the course of 2008-09, the Council continues to have effective systems in place to ensure that transactions are free from material misstatement: we are also pleased to record that issues arising from our first report in relation to income arising from the theatre and the pool have been both considered and acted upon appropriately.

Detailed Report

Review of Accounting Arrangements & Bank reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Ensured that the current trading ledgers are in balance in the Omega software;
- Verified that the closing balances reported in the 2007-08 Statement of Accounts and closing Trial Balance for the year have been correctly rolled forward as the opening balances for 2008-09;
- Checked to ensure that a comprehensive, meaningful and appropriate nominal coding schedule, together with cost centres is in place;
- Checked and agreed transactions (both receipts and payments) in the Council's Lloyds bank account cashbooks to the relevant bank statements for April & September 2008, plus March 2009;
- We have checked and agreed detail of inter-account transactions on all accounts for the same sample months; and
- Checked detail on the bank reconciliations for those accounts as at the end of April and September 2008, plus March 2009, to ensure that no long-standing uncleared cheques or other anomalous entries exist.

Conclusions

We are pleased to report that no significant issues have been identified in this area of our review to date.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation and processes in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation. We have therefore undertaken the following work to date in this area: -

- The full Town Council, Policy and Resources Committee, Recreation and Arts Committee and Executive Committee minutes to date in 2009 have been examined to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no legal issues are in existence whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred. Minutes for the Performance Review Committee have been read up to and including the meeting held on 3rd November 2008;
- We have previously reported that the Standing Orders and Financial Regulations were reviewed and re-adopted during 2006-07 and that the Council adopted the nationally revised Members Code of Conduct in 2007-08; and

- We are pleased to note that the Council has produced substantial written policies and procedures across a wide range of its working practices such as Health & Safety, Risk and Treasury Management, Complaints, Grievance, IT Strategy and so on. We briefly discussed the detailed activity of the accounting and payroll functions with the Finance Officer and noted that this area was under review as part of the staff appraisal process in November 2008.

Conclusions and recommendation

No significant issues have been identified in this area of our review process, However, in examining the minutes, we note that consideration is being given to the establishment of a Custodial Trust for the Pool, Elgiva and Town Hall functions and will continue to monitor developments in this area at future visits, as this will undoubtedly have a significant impact on the existing accounting functions should the venues transactions need to be kept separately from those of the Council.

Whilst not an issue at present, we would remind members of the need to review and update both Standing Orders and Financial Regulations at regular intervals: we would suggest that the exercise be undertaken bi-annually to ensure that the Council's extant documentation remains both in line with current government legislation and also reflects actual local working practice (as approved by the Council).

R1. The Council should consider undertaking a review of its Standing Orders and Financial Regulations during 2009-10 in order to ensure that they remain in line with working practice and central government legislation.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures;
- Funds are expended in accordance with approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised for all purchases and service delivery where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have extended our test sample to include a total of 105 high value payments individually in excess of £2,000 for the full financial year: the test sample totalled £526,500 and represented 58% of all non-pay related payments for the year.

Conclusions

We are pleased to record that no issues have been identified from our testing in this area, also noting that the Council has met its Standing Order requirements for a formal tender process for the high value contract of works for the Moor Road multi-sports play area.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition. We have therefore undertaken the following tests: -

- We note that further work on implementation of the LCRS software has taken place and are pleased to note the extension of the testing across most of the potential fifty areas applying to the Council and that those with a “high” score have been addressed and Action Points established. We consider the extent of detail set out in the determined areas to be appropriate for the Council’s needs at present;
- We have examined the current year’s insurance policy (to April 2009) and note that cover has been transferred from Zurich Municipal to Allianz in a bid to reduce the annual premiums payable. We have reviewed the content of the schedules therein noting that, apart from the annual inflation up-rating, the value of retained cover remains largely unchanged and appears appropriate for the Council’s needs in all areas following the increase of Fidelity Guarantee cover to £700,000 in 2007.

Conclusions

We are pleased to acknowledge the positive action taken to identify and assess the level of potential exposure to financial risk in recent years, also noting that a revised Risk Management Strategy and Policy was presented to and adopted by the Council in January 2009.

Budgetary Control and Reserves

In this area of our coverage, we aim to ensure that the Council has sound procedures in place for the determination of its annual budget and also for monitoring and managing available resources throughout the financial year.

The Council has, as evidenced from our examination of minutes, undertaken the formal consideration of the budgetary and precept requirement for 2009-10, formally approving a precept of £789,150 at the January 2009 meeting of the full Council.

We also note that the Finance Officer produces regular reports on the Council’s budgetary position during the course of the financial year, including a brief commentary on the budget variance positions where appropriate: these are considered routinely by

members of the Finance and General Purposes Committee, the minutes of which are subsequently approved by Full Council.

Conclusions

No matters have arisen warranting formal comment in this area: we have examined the year-end outturn position at our final visit discussing identifying appropriate explanations for any significant variances in existence by reference to the detailed Omega transaction reports on the individual nominal account codes. Whilst variances arise in a number of areas, the amounts involved are generally relatively small, the most significant number of differences being noted at the Elgiva and Pool, together with the costs arising from asset capitalisation and depreciation, neither of which are assigned specific values in the annual budget. Overall, expenditure exceeded the budget projection by £156,100 (10%), whilst income exceeded the projected level by £234,800 (37%).

Review of Income: Elgiva Theatre & Moor Rd pool / Gym

The Council has a variety of sources of income, including that arising from the Elgiva Theatre, Moor Road swimming pool, Town Hall hire, burial and associated fees, allotments and travel tokens.

We reviewed, at our initial visit in August, detail of the income and other control processes involved with the activity at the Theatre and at the Pool; issuing a separate report of the work undertaken and findings arising: that report detail is reproduced below.

With regard to burial and associated fees and the hire of the Town Hall, we previously undertook substantive testing in these areas as part of the closure of the 2007-08 audit and have not considered it necessary to undertake any further work in these areas during 2008-09.

We undertook a visual review of the nominal ledger transaction reports for all income codes as part of the second interim visit in November 2008 to ensure that there were no obvious mispostings or “gaps” (e.g. in regular rentals) and also tested a sample of receipts and agreed them to the published scales of fees and charges. No such errors or omissions were identified.

We have at this final visit, updated our detailed analysis of income across all nominal codes in order to help provide focus to the future year’s audit, the detailed planning of which will be discussed with the Finance Officer when we attend to undertake the first visit for 2009-10.

Elgiva Theatre

We have also reviewed the operation of the theatre in some depth during prior year audits with no major concerns being identified. Consequently, we have not undertaken any work other than with regard to the two specific concerns voiced by the Town Clerk and RFO detailed hereunder.

We have been notified of two specific concerns with regard to use of the new booking system at the Elgiva, the first relating to a potential software weakness in control over the sale of tickets by external agents. The second relates to the advance payments to theatre companies booking the Elgiva for productions.

In the first instance, a potential weakness exists in that an external booking agent has direct access to the bookings software for events other than those for which he / she is acting as the ticket agent. The system is designed to allow such agents to sell tickets for their own productions on line and to accept payment directly to their bank account for those ticket sales: (NB. The agent actually issues a voucher to the purchaser who has then to collect their tickets from the Elgiva Box Office on production of a valid voucher. Concern exists that the agents can also access the ticket sales programme on the software for other events and may sell tickets and receive payment with a potential loss to the other promotion's agent and possibly the Council.

We have examined the system and believe that such an eventuality could only arise as a result of a deliberate act of the agent to sell tickets for other than their own performance. We understand that, at present, the system does not provide routinely a weekly or daily detailed analysis of ticket sales by external agents: consequently, the Theatre Manager temporarily suspended this facility whilst the software supplier endeavoured to resolve the potential weakness. Once appropriate statistical analysis is available, we consider that the regular review of the statistical information, together with application of the disclaimer / agreement produced by the Theatre Manager would provide the Council with an appropriate level of control should any agent undertake any untoward activity.

With regard to the payment of an advance amount from ticket sales to any theatre company hiring the Elgiva in order to help defray their set up and other initial costs, there is obviously a degree of risk to which the Council may be exposed should the event / production not proceed. Should such an outcome occur, the Council will undoubtedly be held responsible ultimately by the general public for the event not taking place and the public will also, most certainly, seek recovery of ticket fees directly from the Council in the first instance.

We note that the Theatre Manager is now seeking to ensure that the production company has appropriate insurance in place against cancellation, although from the example insurance schedule seen during our review, which afforded only cover up to £1,000 in the event of cancellation of an event, we do not believe that cover to be sufficient.

Irrespective of whether or not the Council agree to make any advance payment to the production company, it should ensure that appropriate financial cover is in place to meet the total likely income from ticket sales. In the event that not only the event fails to take place, but the company disbands or has insufficient funds to repay ticket sales' income to purchasers, it is most probable that the public would seek recovery of ticket costs from the Council.

Moor Road Pool & Gym

We have visited the pool and discussed the procedures in place for the recovery of income in respect of membership fees (gym) and casual usage of both. We have also

examined the procedures in place for cash handling and banking, together with the booking of the pool for parties, etc.

We are pleased to record that no major weaknesses in control have been identified in this area, although we intend to undertake further more detailed testing at a future visit.

We did however, identify one or two potential areas of weakness and also the need for an improved method of notifying the Finance Assistant of bookings so that he may ensure that all are invoiced appropriately and that an effective means of verifying payment of fees due is implemented. The following specific issues have been identified: -

- ❖ Hirers of the pool currently pay a damage deposit, generally by cheque. These cheques are not banked, unless the pool is left in an untidy state or any damage occurs. We were concerned to note that the cheques were held insecurely in the front office of the pool attached to the booking forms. The pool / gym office has previously been broken into and, despite improved security with the safe now moved away from the front office and the installation of CCTV cameras, we consider that the cheques should be securely stored pending repayment.*
- ❖ A number of vending machines are in use at the pool / gym with cash being emptied and banked regularly each week. However, no record of the stock placed in the machines is being maintained and it is currently not possible to reconcile actual income collected from the machines with the anticipated income due to the Council for the drinks and confectionery actually sold.*
- ❖ Sales invoices for hire of the pool are currently raised by the Admin Office at the Town Hall on receipt of notification of hires. However, no formal system for notifying detail of the hire dates and whether or not payment has been received and deposited through the till at the time of hire is in existence.*

Recommendations

R2. *The Council should consider two potential alternatives to further improve control: firstly, the deposit cheques received at the pool / gym should be banked and, following satisfactory completion of the event a repayment cheque be drawn in favour of the hirer, or, more practicable, the cheques should be stored securely in the safe at the pool until after the event, when, provided that no damage has occurred, they can be returned intact to the hirer.*

R3. *Consideration should be given to the periodic production of a “Selling Price Control Account”, reconciling actual vending machine income to that anticipated on the basis of goods sold (the Council may wish to extend the remit of the internal stock takers at the Elgiva bar to undertake this reconciliation).*

R4. *The system for notifying the Finance Assistant of pool hires and detail of the means of payment (i.e. whether by invoice or via the pool office till at the time of booking) should be strengthened to provide a clear audit trail with effective and complete cross-referencing, so that the Finance Assistant may ensure that all hires have either been paid for on site at the time of booking or are invoiced appropriately.*

Review of Petty Cash

Our aim in this area is to ensure that appropriate controls are in place, that all expenditure incurred is adequately supported by trade invoices or till receipts and that expenditure incurred is appropriate to the Council's needs.

Petty cash is held at the Moor Road Pool, Elgiva Theatre and the Town Hall office: we previously (November 2007) tested these holdings to ensure that each entry on the petty cash re-imburement sheet was appropriately supported and accounted for, together with the correct accounting treatment being applied to any VAT forming part of the payments processed.

Conclusions

No further work has been undertaken in this area this year on the basis of the sound controls identified as being in existence the previous year: we shall revisit this area at a future visit in 2009-10.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenues and Customs (HMRC) in the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme. To meet that objective, we have examined the payroll procedures in place and the physical payments made to staff to date in 2008-09, as detailed below, by reference to the September 2008 payroll documentation produced on the bespoke payroll software in use by the Council. This work included: -

- Ensuring that the Council had approved employee pay rates for the financial year and that these had been duly and accurately applied in September 2008;
- Checking to ensure that appropriate tax codes were being applied in 2008-09, also making sure that the post budget announcements for personal allowance changes with effect from 7th September were implemented accurately;
- Checking to ensure that national insurance deductions were being computed accurately;
- Checking that the revised scales of superannuation deductions, based on the new local government scheme, which now requires salary bandings to be taken into account in determining the percentage charge;
- Checking to ensure that all hourly paid staff had been paid in accordance with their timesheets and that these had been approved as necessary by the appropriate line manager;
- Checking that the payment of the tax, NIC and superannuation deductions being made to HMRC and the County Council was undertaken in a timely and accurate manner.

Conclusions

Our testing in this area resulted in several minor queries, which were raised with the Finance Officer during the course of the visit: we are pleased to acknowledge the feedback provided and confirm that no residual issues remained requiring further amendment.

Fixed Assets

We note that the Finance Officer has completed a revision of the Council's Asset Management List and that, following Full Council review and subsequent amendment, this was formally adopted by the F&GP Committee at its meeting in September 2008.

Investments and Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place and that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records.

We are pleased to note that the Council's annual investment strategy was appropriately re-considered and adopted for 2008-09 by the F&GP Committee at its meeting in April 2008. We note that it has again been re-adopted for 2009-10.

We have checked and agreed the transactions for the financial year on the short term "investments" placed in Treasury deposits each month by reference to the Lloyds TSB transaction notifications, also verifying the appropriate and timely receipt of interest earned on the deposits by reference to the relevant receiving bank account statements.

We have also checked and agreed detail of the loan instalment repayments in September 2008 and March 2009 to the cashbooks and the PWLB notification "demands". Additionally, we have verified the accurate disclosure of the residual loan liability in the draft Statement of Accounts for 2008-09.

Conclusions

No issues have arisen in this area of our review process.

Rec. No.	Recommendation	Response
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Review of Corporate Governance

R1 The Council should consider undertaking a review of its Standing Orders and Financial Regulations during 2009-10 in order to ensure that they remain in line with working practice and central government legislation.

Review of Income: Elgiva Theatre & Moor Rd Pool / Gym

R2 The Council should consider two potential alternatives to further improve control: firstly, the deposit cheques received at the pool / gym should be banked and, following satisfactory completion of the event a repayment cheque be drawn in favour of the hirer, or, more practicable, the cheques should be stored securely in the safe at the pool until after the event, when, provided that no damage has occurred, they can be returned intact to the hirer.

The bookings software has been up-graded to ensure that daily activity reports are made available to the Manager: he also issues a formal “disclaimer” to ensure that agents do not undertake false activity by selling tickets for the events being managed by others.

R3 Consideration should be given to the periodic production of a “Selling Price Control Account”, reconciling actual vending machine income to that anticipated on the basis of goods sold (the Council may wish to extend the remit of the internal stock takers at the Elgiva bar to undertake this reconciliation).

A monthly trial of control over the placement of stocks in the vending machines and sales takings therefrom has been carried out.

R4 The system for notifying the Finance Assistant of pool hires and detail of the means of payment (i.e. whether by invoice or via the pool office till at the time of booking) should be strengthened to provide a clear audit trail with effective and complete cross-referencing, so that the Finance Assistant may ensure that all hires have either been paid for on site at the time of booking or are invoiced appropriately.

Original deposit cheques received from hirers are now retained securely and returned to hirers after the event, where no damage occurs.

AGENDA ITEM NO. 10 - FINANCIAL REPORT TO 30th JUNE 2009

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. **Attached** is a simple summary of the Actual Income and Expenditure of the Council for the three months ended 30th June 2009 shown against the Annual budget for 2009/10.

Background Information

2. The Council's financial regulation 3.3 states: *The RFO shall periodically provide the Policy & Resources Committee with a statement of income and expenditure to date under each head of the approved annual revenue and capital budgets.*

Financial Implications

3. Included within this report.

Strategic Objectives

4. Financial control will assist with strategic aim 1 - *To enable residents to enjoy high-quality social, recreational and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents.*

Detailed Information

5. All budgets are currently in the process of being phased and the usual report will be available for this Committee's next meeting. The report **attached** shows individual cost centres' total expenditure and income to 30th June 2009 against the annual 2009/10 budget.
6. On page 2 you will see the total of all the cost centres, which shows an actual year-to-date expenditure total of £313,446 against an annual budget expenditure total of £1,507,685 and actual year-to-date total income of £559,865 against an annual budget income total of £1,448,140.
7. The actual net expenditure over income shows an actual income surplus of £246,419 against the annual budgeted deficit of £59,545. This is mainly due to half of the year's precept being received. A more detailed report will be available for the Committee once the phased budgets have been completed.
8. Income from investments is low due to the current economic climate and low interest rates. Current investments are only achieving around 1.5%. The higher

rates you see advertised are not normally available to the commercial sector. Based on these rates there could be a shortfall against budget of around £15,000.

9. The Renewal and Repairs is shown on pages 3-4 in the **attachment**. Schemes not completed in 2008/2009 have yet to be carried over.

Recommendation

That the financial report be noted.

Bill Richards
Town Clerk

RENEWAL AND REPAIRS PROGRAMME

	2008/09 *	2008/9	2009/10	2010/11
	ESTIMATE	REVISED	ESTIMATE	ESTIMATE]
	£	£	£	£
EXPENDITURE				
Allotments fence	1,000	-	500	500
Computer/office equipment	3,500	5,500	3,500	3,500
Franking Machine	-	-	1,500	-
Elgiva-Includes new booking system	23,000	42,190**	20,000	20,000
Town Hall	31,000	10,000	15,000	20,000
Swing replacement – cradle	9,000	-	-	-
Play equipment – Swings-Gordon Road,etc	8,000	-	-	-
Play equipment – Codmore	8,000	-	-	-
Play equipment – Marston Field	12,760	-	-	-
Play equipment-Woodland View	-	-	-	-
Play Equipment -General	50,240	40,000	40,000	40,000
Skate park Resurface (5 years 2010)	-	-	-	15,000
Play equipment – fencing (Windsor Road/Bachelors Way,Bois Hill,Codmore)	19,700	-	-	-
Seats	2,800	2,800	1,500	1,500
Litter bins	3,100	3,100	1,500	700
Paths – Lowndes Park pond	30,000	30,000	-	-
Paths – Red Lion Street Gardens	5,500	5,500	-	-
Moor Hard standings	4,000	-	5,000	500
General fencing (Meades/Bury Lane/Lowndes Park/Codmore)	8,500	1,000	-	2,000
Information Boards – Allots/Cemetery/Station Rd	1,970	1,970	1,000	-
Bus shelters	-	-	-	-
Depot main building-doors/ driveway	4,000	4,000	6,500	6,500
Harrows/mowers	3,500	3,500	-	-
Tractor/Trailers	-	-	9,200	15,000
Marston pavilion	17,000	17,000	300,000	-
Codmore car park	15,000	15,000	-	-
Codmore Pavilion – redecoration,etc	2,500	2,500	-	2,000
Cemetery Lodges 2011	5,000	-	-	-
Cemetery walls/fences	14,000	7,000	7,000	7,000
Cemetery Chapel – chairs	-	-	-	-
Cemetery Chapel – renovation	6,200	300	6,500	-
Cemetery roads	-	-	-	-
Cemetery paths	5,000	-	-	10,000
Cemetery Hearse House/toilets	-	4,000	-	-
St. Mary's Walls / trees	5,000	-	5,000	-
Christmas lights	12,000	12,000	2,000	7,000
Swimming Pools	10,000	25,000	10,000	10,000
Multi-Courts	50,000	50,000	-	-
War Memorial Path	-	-	700	-
Moor Marsh	5,000	5,000	-	-
TOTAL EXPENDITURE	376,270	287,360	436,400	161,200

	2008/09 ESTIMATE £	2008/09 REVISED £	2009/10 ESTIMATE £	2010/11 ESTIMATE £
BALANCES BROUGHT FORWARD:				
Capital –Marston Pavilion	17,000	17,000	-	-
Renewal & Repairs	267,115	267,115	125,785	102,000
INCOME:				
Precept contributions	107,840	107,840	111,615	115,000
Christmas Lighting –Town Centre Consortium	1,000	1,000	1,000	1,000
CVSLA Funds	-	1,000	-	-
P.W.L.B/Grants -(Split 50/50)			300,000	
Transfer from Elgiva Reserve		19,190**		
TOTAL	392,955	413,145	538,400	218,000
 LESS EXPENDITURE SHOWN ABOVE		287,360	436,400	161,200
 BALANCE CARRIED FORWARD		125,785	102,000	56,800

*Includes schemes and balances carried over from 2007/08

** Part funded from Elgiva Reserve

Policy 9.2.09