# CARNFORTH

### **Carnforth Town Council**

### MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend the meeting of the Finance & Governance Committee at Carnforth Council Offices at 5:30pm on Wednesday 12<sup>th</sup> October 2022

### AGENDA

- **22093.** Apologies: To receive apologies
- **22094. Declarations of Interest**: To receive Declarations of Interest and Dispensations on items on the Agenda
- **22095.** Urgent Business: To consider any items of urgent business not on the agenda
- **22096. Minutes:** To consider Minutes of the meeting held on Wednesday 17<sup>th</sup> August 2022 and any updates on actions taken. NOTE: Meeting scheduled for 14<sup>th</sup> September was cancelled following the death of HM Queen Elizabeth II
- 22097. External Auditor Report & Certificate 2021/22 & Notice of Conclusion of

  Audit: To consider External Audit Report and make recommendations on Notice

  of Conclusion of Audit and publication of certified Annual Governance &

  Accountability Return for the year ended 31st March 2022
- **22098.** Budget Monitoring and Bank Reconciliation: To consider the following:
  - 1) Bank reconciliation as at 30th September 2022
  - 2) Summary report of transactions & net position as at 30th September 2022
- **22099.** Payments List: To consider payments list for authorisation
- **22100.** Community Benefit Fund: To consider any applications received (See agenda pack)
- **22101.** Governance matters: To consider the following:
  - 1) Civility & Respect Pledge see Clerk's Report
  - 2) Draft Dignity at Work Policy see attached
  - 3) Daft revised Scheme of Delegation see attached
- **22102.** Exclusion of Press and Public: To consider passing a resolution that in accordance with Section 100(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that it could involve the possible disclosure of exempt information ad defined in paragraphs 1 and 2 of Schedule 12A of that Act.

# CARNFORTH

### **Carnforth Town Council**

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- 22103. Staff and professional services matters: To consider the following:
  - 1) Redesignation of Cleaner post at Crag Bank Village Hall to Caretaker
  - 2) Resignation of Outdoor Maintenance Officer and recruitment arrangements
  - 3) Professional Services requirements (i.e. Legal; Payroll; Audit; Planning; Human Resources etc)
- **22104. Items for next Agenda:** To consider any agenda items for next meeting
  - 1) Review of Schedule of Charges
  - 2) 2023/24 Draft Budget arrangements

**22105.** Date & Time of next meeting: To consider date and time of next meeting

**Town Clerk & Responsible Financial Officer** 

**06 October 2022** 

Tel: 07828254149 Email: <a href="mailto:clerk@carnforthtowncouncil.org">clerk@carnforthtowncouncil.org</a>

### FINANCE & GOVERNANCE COMMITTEE

### Draft Minutes of the meeting held on Wednesday 17th August 2022

**Present:** Councillors Jones (Chair); Gardner and Smith

**In attendance**: Bob Bailey, Town Clerk & Responsible Financial Officer; Philip Charnley,

Secretary of Carnforth Chamber of Trade (Part)

22082 **Apologies:** Apologies were received from Councillors Branyan and Grisenthwaite. 22083 Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda. 22084 **Urgent Business**: The Committee considered the following matters of urgent business: 1) Market Street Clock: There was a further discussion about ownership, cost of repair and risks associated with the clock at The Sizzle Inn on Market Street. It was noted that the Property & Environment Committee are continuing to pursue the matter and that it plans to present options to Carnforth Town Council in September for a final decision to be made. 22085 Minutes: It was RESOLVED that Minutes of the last meeting held on Wednesday 13th July 2022 be approved. The Town Clerk provided an update on actions taken since the last meeting of the Committee, not covered on the meeting agenda.. Budget Monitoring & Bank Reconciliation: The Committee considered the following 22086 reports:

- July 2022. It was reported that accounting for carried forward balances; income in the financial year to date (including Precept) and deduction of payments since 1<sup>st</sup> April (£32,055) balances stand at £131, 577 represented by cash in hand and bank balances as at 31<sup>st</sup> July 2022. In response to a question from Councillor Gardner, the Town Clerk explained the process for carrying out the bank reconciliation through the accounting
- 2) Summary Report: The Town Clerk then presented the Summary Report of Receipts and Payments as at 31<sup>st</sup> July 2022. The Town Clerk highlighted the cost to date of heating lighting and water at Carnforth Civic Hall and Crag Bank Village Halls and the fact that after the first quarter the relevant budgets are already under some pressure. It was noted that income from the hire of Crag Bank Village Hall is better than expected, but the same cannot be said for Carnforth Civic Hall, at this stage.

system; the related role of the Internal Auditor and sign-off by the Committee chair.

In response to questions the Town Clerk reported that bookings at the Civic Hall are beginning to pick up, but it was acknowledged by everyone that, as previously identified, a long-term strategy for the Civic Hall (as well as other assets) needs to be developed during this financial year.

It was then RESOLVED that the Bank Reconciliation and Summary Report as at 31st July 2022 be approved and signed by the Chair. 22087 **Payments List:** The Proper Officer presented the list of payments awaiting authorisation. After some comments it was **RESOLVED that the payments be authorised in accordance** with the Town Council's Scheme of Delegation as there is no scheduled meeting of **Carnforth Town Council in August.** 22088 **Community Benefit Fund:** No applications have been received in the last month. 22089 Chamber of Trade: The Secretary of the Chamber of Trade requested the Town Council's advice on the arrangements for managing events and road closures in line with legislation and the procedures followed by Lancaster City Council. The next event being directly organised by the Chamber of Trade is the Christmas Switch-on and they are concerned that, based on unofficial information recently received, the potential additional cost may put the event in some jeopardy. ACTION: Town Clerk to provide contact details for Lancaster City Council's Event Safety Management Group and for road closure applications and provide further support to the Chamber of Trade if required. On a separate matter, it was requested that the Council gives permission for a directional sign to premises on Ashtrees Way be fixed to one of the Town Council's large planters. ACTION: The design for the proposed sign be developed and presented to the Council for further consideration. 22090 Governance matters: The Committee considered an update on the review of Council

**Standing Orders and Financial Regulations.** It was reported that amendments approved by the Working Party have now been made and a revised version circulated to Councillors on the Finance & Governance Committee.

After some comments and questions, it was **RESOLVED** that the revised Standing Orders and Financial Regulations be presented to Carnforth Town Council in September for adoption.

22091 Items for next Agenda: It was RESOLVED that at its next meeting the Committee will consider the following matters:

- 1) Scheme of Delegation
- 2) Civility & Respect Pledge & Dignity at Work Policy

**Date of next meeting:** The next meeting of Finance & Governance Committee will be held on **Wednesday 14<sup>th</sup> September 2022 at 5:30pm.** The meeting closed at 6:50pm

Town Clerk & F

Town Clerk & Responsible Financial Officer

### Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Carnforth Town Council - LA0042

### 1 Respective responsibilities of the body and the auditor

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

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

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
Other matters not affecting our opinion which we draw to the attention of the authority:
None.
3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name			
	PKF LITTLEJOHN LLP		
External Auditor Signature	PAF WHEjoh LL	Date	25/08/2022
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\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

### **Bob Bailey**

Prepared by:		Date:	
	Name and Role (Clerk/RFO etc)		
Approved by:		Date:	
	Name and Role (RFO/Chair of Finance etc)		

ADD Receipts 01/04/2022 - 06/10/2022  SUBTRACT Payments 01/04/2022 - 06/10/2022  A Cash in Hand 06/10/2022 (per Cash Book)  Cash in hand per Bank Statements Petty Cash 01/09/2022 40.00	
Receipts 01/04/2022 - 06/10/2022  SUBTRACT Payments 01/04/2022 - 06/10/2022  A Cash in Hand 06/10/2022 (per Cash Book)  Cash in hand per Bank Statements Petty Cash 01/09/2022 40.00	89,057.73
A Cash in Hand 06/10/2022 (per Cash Book)  Cash in hand per Bank Statements Petty Cash 01/09/2022 40.00	114,994.73
A Cash in Hand 06/10/2022 (per Cash Book)  Cash in hand per Bank Statements Petty Cash 01/09/2022 40.00	204,052.46
(per Cash Book)  Cash in hand per Bank Statements  Petty Cash  01/09/2022  40.00	96,334.44
Petty Cash 01/09/2022 40.00	107,718.02
Unity Trust - Current 01/09/2022 88,452.03	
Neighbourhood Plan 01/09/2022 10,075.15	
Unity Trust - Deposit 01/09/2022 9,292.10  Barclays 01/09/2022 12,079.14	
Barolayo 0 1700/2022 12,070.11	119,938.42
Less unpresented payments	12,336.40
	107,602.02
Plus unpresented receipts	116.00
B Adjusted Bank Balance	107,718.02
A = B Checks out OK	



### Bob Bailey Summary of Receipts and Payments

All Cost Centres and Codes

Administration		Receipts			Payments		Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43 Insurance		62.00	62.00	1,920.00	1,613.62	306.38	368.38 (19%)
45 Postage				50.00	56.39	-6.39	-6.39 (-12%)
46 Telephone				174.00	165.66	8.34	8.34 (4%)
47 Printing				263.00		263.00	263.00 (100%)
48 Stationery				126.00	161.82	-35.82	-35.82 (-28%)
85 Publications				105.00		105.00	105.00 (100%)
115 Hospitality					28.61	-28.61	-28.61 (N/A)
SUB TOTAL		62.00	62.00	2,638.00	2,026.10	611.90	673.90 (25%)
Allowances		Receipts			Payments		Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Members							(N/A)
30 Town Mayor				600.00	74.15	525.85	525.85 (87%)
SUB TOTAL				600.00	74.15	525.85	525.85 (87%)
Bank		Receipts			Payments		Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
	Duageteu	Actual	variance	_			
<ul><li>70 Service Charge</li><li>71 Bank Interest</li></ul>	25.00	27.06	2.06	158.00	137.41	20.59	20.59 (13%) 2.06 (8%)
SUB TOTAL	25.00	27.06	2.06	158.00	137.41	20.59	22.65 (12%)
Captal Expenditure		Receipts			Payments		Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Carnforth Council Offices							(N/A)
13 Carnforth Civic Hall				3,000.00		3,000.00	3,000.00 (100%)
65 War Memorial Gardens							(N/A)
95 Crag Bank Village Hall				3,000.00	2,057.86	942.14	942.14 (31%)
SUB TOTAL				6,000.00	2,057.86	3,942.14	3,942.14 (65%)
Carnforth Civic Hall		Receipts			Payments		Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
	-			525.00	815.20	-290.20	-290.20 (-55%)
1 CCH - Electricity							( / )
<ul><li>1 CCH - Electricity</li><li>2 CCH - Heating</li></ul>				1,575.00	1,223.50	351.50	351.50 (22%)
<ul><li>1 CCH - Electricity</li><li>2 CCH - Heating</li><li>3 CCH - Water rates</li></ul>				1,575.00 1,470.00	1,223.50 720.40	351.50 749.60	351.50 (22%) 749.60 (50%)
2 CCH - Heating				1,575.00 1,470.00 1,050.00			351.50 (22%) 749.60 (50%) 384.68 (36%)

### **Bob Bailey**

### **Summary of Receipts and Payments**

			All Cost	Centres and 0	Codes			
6	CCH - Waste & Recycling				1,050.00	790.15	259.85	259.85 (24%)
7	CCH - Drinks Machine							(N/A)
	CCH - Film Nights	500.00	776.52	276.52	250.00	224.82	25.18	301.70 (40%)
	CCH - Hire	13,000.00	2,944.00	-10,056.00	0.000.00	0.504.04	4 504 04	-10,056.00 (-77%)
114	CCH - NNDR		2,694.60	2,694.60	2,000.00	3,524.34	-1,524.34	1,170.26 (58%)
	SUB TOTAL	13,500.00	6,415.12	-7,084.88	10,420.00	8,265.49	2,154.51	-4,930.37 (-20%)
Carnf	orth Neighbourhood Pla	r	Receipts			Payments		Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
119	Consultancy					1,250.00	-1,250.00	-1,250.00 (N/A)
	SUB TOTAL					1,250.00	-1,250.00	-1,250.00 (N/A)
Civic	Events		Receipts			Payments		Net Position
Code		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
	Remembrance Day				1,076.00	10.79	1,065.21	1,065.21 (99%)
	Twinning				210.00	10.75	210.00	210.00 (100%)
	Civic Sunday				500.00		500.00	500.00 (100%)
	Armed Forces Day				158.00	298.67	-140.67	-140.67 (-89%)
75	VE Day					150.00	-150.00	-150.00 (N/A)
116	HM Queen's Remembrance					62.00	-62.00	-62.00 (N/A)
	SUB TOTAL				1,944.00	521.46	1,422.54	1,422.54 (73%)
Comr	nunity Benefit Fund		Receipts			Payments		Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
74	Grants Paid					1,000.00	-1,000.00	-1,000.00 (N/A)
76	Grants Received		3,951.93	3,951.93				3,951.93 (N/A)
	SUB TOTAL		3,951.93	3,951.93		1,000.00	-1,000.00	2,951.93 (N/A)
Comr	nunity Resilience Fund		Receipts			Payments		Net Position
Code	Title _	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
	Community Resilience Fund	-			-			(N/A)
	SUB TOTAL							(N/A)
Coun	cil Office		Receipts			Payments		Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	Repairs & Maintenance				100.00	260.00	-160.00	-160.00 (-160%)
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### Bob Bailey Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL				100.00	260.00	-160.00	-160.00 (-160%)
Crag Bank Village Hall		Receipts			Payments		Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
98 CBVH - Gas & Electricty		18.74	18.74	3,150.00	3,084.34	65.66	84.40 (2%)
99 CBVH - Heating							(N/A)
100 CBVH - Water Rates				525.00	368.17	156.83	156.83 (29%)
101 CBVH - Cleaning				1,050.00	323.02	726.98	726.98 (69%)
102 CBVH - Repairs & Maintenance				1,575.00	660.42	914.58	914.58 (58%)
103 CBVH - Waste & Recycling				788.00	678.76	109.24	109.24 (13%)
104 CBVH - Hire	18,000.00	8,994.23	-9,005.77				-9,005.77 (-50%)
111 CBVH - Grounds Maintenance				105.00		105.00	105.00 (100%)
112 CBVH - NNDR				1,981.00	1,339.40	641.60	641.60 (32%)
SUB TOTAL	18,000.00	9,012.97	-8,987.03	9,174.00	6,454.11	2,719.89	-6,267.14 (-23%)
Defibrillator		Receipts			Payments		Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120 Supplies & parts					54.00	-54.00	-54.00 (N/A)
SUB TOTAL					54.00	-54.00	-54.00 (N/A)
Expenses		Receipts			Payments		Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20 Civic Hall Manager				100.00		100.00	100.00 (100%)
21 Town Clerk & RFO				100.00	12.00	88.00	88.00 (88%)
22 Outdoor Maintenance Officer				100.00	44.20	55.80	55.80 (55%)
28 Members				100.00	29.70	70.30	70.30 (70%)
31 Town Mayor				300.00	27.00	273.00	273.00 (91%)
SUB TOTAL				700.00	112.90	587.10	587.10 (83%)
ICT		Receipts			Payments		Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36 Telephone & Broadband		11.91	11.91	854.00	766.25	87.75	99.66 (11%)
37 Hardware				300.00	37.32	262.68	262.68 (87%)
38 Domain & Web-hosting				315.00	158.20	156.80	156.80 (49%)
39 Software				1,260.00	715.74	544.26	544.26 (43%)
SUB TOTAL							

### Bob Bailey

### **Summary of Receipts and Payments**

All Cost Centres and Codes

Newsletter				Net Position			
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49 Printing				4,110.00	3,600.00	510.00	510.00 (12%)
50 Distribution				1,890.00	600.00	1,290.00	1,290.00 (68%)
54 Advertising							(N/A)
105 Sponsorship	1,500.00		-1,500.00				-1,500.00 (-100%)
SUB TOTAL	1,500.00		-1,500.00	6,000.00	4,200.00	1,800.00	300.00 (4%)
Other income		Receipts			Payments		Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
83 Other income							(N/A)
SUB TOTAL							(N/A)
Precept		Receipts			Payments		Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59 Precept	90,000.00	90,000.00					(0%)
SUB TOTAL	90,000.00	90,000.00					(0%)
Professional Fees & Service	s	Receipts			Payments		Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40 Legal Services				500.00		500.00	500.00 (100%)
41 Internal Audit Services				126.00	136.00	-10.00	-10.00 (-7%)
42 External Audit Services				420.00	400.00	20.00	20.00 (4%)
82 Planning & Valuation Services				500.00		500.00	500.00 (100%)
94 Payroll Services				315.00	141.40	173.60	173.60 (55%)
113 Gas & Electrical Services							(N/A)
SUB TOTAL				1,861.00	677.40	1,183.60	1,183.60 (63%)
Projects		Receipts			Payments		Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8 Civic Hall Feasibility Study							(N/A)
91 Eden Project				500.00		500.00	500.00 (100%)
92 Carnforth Steps into the light Pro							(N/A)
96 Carnforth Street Festival							(N/A)

343.00

7,500.00

15,559.11

-8,059.11

343.00

97 Queen's Platinum Jubilee

-7,716.11 (-102%)

### Bob Bailey Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL		343.00	343.00	8,000.00	15,559.11	-7,559.11	-7,216.11 (-90%)
Property & Environment Com	nr	Receipts			Payments		Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
58 Local Delivery Scheme	500.00		-500.00	500.00		500.00	(0%)
61 Grounds Maintenance				2,500.00	865.17	1,634.83	1,634.83 (65%)
90 Alexandra Park				100.00	100.00		(0%)
106 Assets		45.00	45.00	3,000.00	1,615.79	1,384.21	1,429.21 (47%)
121 PROW					149.98	-149.98	-149.98 (N/A)
SUB TOTAL	500.00	45.00	-455.00	6,100.00	2,730.94	3,369.06	2,914.06 (44%)
Reserves		Receipts			Payments		Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
35 By-election				5,000.00		5,000.00	5,000.00 (100%
66 Neighbourhood Plan Developme				1,000.00	44.00	956.00	956.00 (95%)
107 Emergency Planning				625.00		625.00	625.00 (100%
108 General Reserves				14,855.00		14,855.00	14,855.00 (100%
SUB TOTAL				21,480.00	44.00	21,436.00	21,436.00 (99%)
		Receipts		21,480.00		21,436.00	
	Budgeted	Receipts  Actual			Payments  Actual	21,436.00  Variance	Net Position
Salaries  Code Title	Budgeted	-	Variance	Budgeted	Payments  Actual	Variance	Net Position +/- Under/over spend
Salaries  Code Title  17 Operations	Budgeted	-	Variance	Budgeted 20,500.00	Payments  Actual 12,397.60	<b>Variance</b> 8,102.40	Net Position +/- Under/over spend 8,102.40 (39%)
Salaries  Code Title	Budgeted	-	Variance	Budgeted	Payments  Actual	Variance	Net Position +/- Under/over spend 8,102.40 (39%)
Salaries  Code Title  17 Operations  18 Administration	Budgeted	-	Variance	Budgeted 20,500.00 28,000.00	Payments  Actual 12,397.60 17,732.40	<b>Variance</b> 8,102.40 10,267.60	Net Position +/- Under/over spend 8,102.40 (39%) 10,267.60 (36%)
Salaries  Code Title  17 Operations 18 Administration 80 PAYE  SUB TOTAL	Budgeted	-	Variance	Budgeted 20,500.00 28,000.00 12,000.00	Payments  Actual 12,397.60 17,732.40 10,113.53	Variance 8,102.40 10,267.60 1,886.47	Net Position +/- Under/over spend 8,102.40 (39%) 10,267.60 (36%) 1,886.47 (15%) 20,256.47 (33%)
Salaries  Code Title  17 Operations 18 Administration 80 PAYE  SUB TOTAL	Budgeted	Actual	Variance	Budgeted 20,500.00 28,000.00 12,000.00	Payments  Actual 12,397.60 17,732.40 10,113.53  40,243.53	Variance 8,102.40 10,267.60 1,886.47	Net Position +/- Under/over spend 8,102.40 (39%) 10,267.60 (36%) 1,886.47 (15%) 20,256.47 (33%)  Net Position
Salaries  Code Title  17 Operations 18 Administration 80 PAYE  SUB TOTAL  Subscriptions		Actual		Budgeted 20,500.00 28,000.00 12,000.00	Payments  Actual 12,397.60 17,732.40 10,113.53  40,243.53  Payments	Variance 8,102.40 10,267.60 1,886.47 20,256.47	Net Position +/- Under/over spend 8,102.40 (39%) 10,267.60 (36%) 1,886.47 (15%) 20,256.47 (33%)  Net Position
Salaries  Code Title  17 Operations 18 Administration 80 PAYE  SUB TOTAL  Subscriptions  Code Title		Actual		Budgeted 20,500.00 28,000.00 12,000.00 60,500.00	Payments  Actual 12,397.60 17,732.40 10,113.53  40,243.53  Payments  Actual	Variance 8,102.40 10,267.60 1,886.47 20,256.47	Net Position +/- Under/over spend 8,102.40 (39%) 10,267.60 (36%) 1,886.47 (15%) 20,256.47 (33%)  Net Position +/- Under/over spend
Salaries  Code Title  17 Operations 18 Administration 80 PAYE  SUB TOTAL  Subscriptions  Code Title  44 NALC/LALC Subscriptions		Actual		Budgeted 20,500.00 28,000.00 12,000.00 60,500.00  Budgeted 840.00	Payments  Actual 12,397.60 17,732.40 10,113.53  40,243.53  Payments  Actual 697.83	Variance 8,102.40 10,267.60 1,886.47 20,256.47 Variance 142.17	Net Position +/- Under/over spend 8,102.40 (39%) 10,267.60 (36%) 1,886.47 (15%)  20,256.47 (33%)  Net Position +/- Under/over spend 142.17 (16%) 24.00 (17%)
Code Title  17 Operations 18 Administration 80 PAYE  SUB TOTAL  Subscriptions  Code Title  44 NALC/LALC Subscriptions 89 Rural Services Partnership		Actual		Budgeted 20,500.00 28,000.00 12,000.00  60,500.00  Budgeted 840.00 137.00	Payments  Actual 12,397.60 17,732.40 10,113.53  40,243.53  Payments  Actual 697.83	Variance 8,102.40 10,267.60 1,886.47 20,256.47 Variance 142.17 24.00	Net Position  +/- Under/over spend 8,102.40 (39%) 10,267.60 (36%) 1,886.47 (15%)  20,256.47 (33%)  Net Position  +/- Under/over spend 142.17 (16%) 24.00 (17%)
Salaries  Code Title  17 Operations 18 Administration 80 PAYE  SUB TOTAL  Subscriptions  Code Title  44 NALC/LALC Subscriptions 89 Rural Services Partnership 93 SLCC Subscriptions		Actual		Budgeted 20,500.00 28,000.00 12,000.00  60,500.00  Budgeted 840.00 137.00 226.00	Payments  Actual 12,397.60 17,732.40 10,113.53  40,243.53  Payments  Actual 697.83 113.00	Variance 8,102.40 10,267.60 1,886.47  20,256.47  Variance 142.17 24.00 226.00	Net Position  +/- Under/over spend  8,102.40 (39%)  10,267.60 (36%)  1,886.47 (15%)  20,256.47 (33%)  Net Position  +/- Under/over spend  142.17 (16%)  24.00 (17%)  226.00 (100%)
Code Title  17 Operations 18 Administration 80 PAYE  SUB TOTAL  Subscriptions  Code Title  44 NALC/LALC Subscriptions 89 Rural Services Partnership 93 SLCC Subscriptions SUB TOTAL		Actual  Receipts  Actual		Budgeted 20,500.00 28,000.00 12,000.00  60,500.00  Budgeted 840.00 137.00 226.00	Payments  Actual 12,397.60 17,732.40 10,113.53  40,243.53  Payments  Actual 697.83 113.00  810.83	Variance 8,102.40 10,267.60 1,886.47  20,256.47  Variance 142.17 24.00 226.00	Net Position  +/- Under/over spend  8,102.40 (39%)  10,267.60 (36%)  1,886.47 (15%)  20,256.47 (33%)  Net Position  +/- Under/over spend  142.17 (16%)  24.00 (17%)  226.00 (100%)  392.17 (32%)

### Bob Bailey Summary of Receipts and Payments

All Cost Centres and Codes

	SUB TOTAL					13.48	-13.48	-13.48 (N/A)
Town	Development & Plannii	nς	Receipts			Payments		Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
56	Heritage Walks							(N/A)
73	Carnforth In Bloom							(N/A)
109	Town Development				3,000.00	159.86	2,840.14	2,840.14 (94%)
117	Great Big Green Week					476.35	-476.35	-476.35 (N/A)
118	bp Pulse tariff					37.96	-37.96	-37.96 (N/A)
	SUB TOTAL				3,000.00	674.17	2,325.83	2,325.83 (77%)
Traini	ing		Receipts			Payments		Net Position
Code	_	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
	Civic Hall Manager		7.0.00		_	710100		100.00 (100%)
23 24	· ·				100.00 500.00	455.00	100.00 45.00	100.00 (100%) 45.00 (9%)
25	Outdooor Maintenance Officer				100.00	433.00	100.00	100.00 (100%)
	Members				350.00	45.00	305.00	305.00 (87%)
	SUB TOTAL				1,050.00	500.00	550.00	550.00 (52%)
Value	Added Tax		Deseinte			Danisanta		Net Position
			Receipts			Payments		Net Position
Code		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
72	VAT Refund		5,125.74	5,125.74				5,125.74 (N/A)
	SUB TOTAL		5,125.74	5,125.74				5,125.74 (N/A)
War N	Memorial Gardens		Receipts			Payments		Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
	WMG - Electricity	ū			262.00	239.98	22.02	22.02 (8%)
	WMG - Sweeping & Weeding				1,800.00	1,550.00	250.00	250.00 (13%)
02	Time encepting a recounty					.,000.00		
	SUB TOTAL				2,062.00	1,789.98	272.02	272.02 (13%)
	Summary							
	NET TOTAL	123,525.00	114,994.73	-8,530.27	145,719.00	91,134.43	54,584.57	46,054.30 (17%)
	V.A.T.					5,200.01		
	GROSS TOTAL		114,994.73			96,334.44		

**Bob Bailey PAYMENTS (AWAITING AUTHORISATION) LIST** 

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
319	Hardware	03/10/2022		Unity Trust - Current		Rechargeable mouse	Amazon	S	9.91	1.98	11.89
320	Neighbourhood Plan Develop	03/10/2022		Neighbourhood Plan		Printing	Carnforth Print & Design	Z	44.00		44.00
322	CCH - Cleaning	03/10/2022		Unity Trust - Current		Cleaning supplies	Thomas Graham	S	59.14	11.83	70.97
323	CBVH - Cleaning	03/10/2022		Unity Trust - Current		Cleaning supplies	Thomas Graham	S	59.13	11.82	70.95
325	Administration	03/10/2022		Unity Trust - Current		Admin & Management Salaries	Admin & Management St	aff Z	708.40		708.40
327	PAYE	03/10/2022		Unity Trust - Current		PAYE	HMRC	Z	1,649.09		1,649.09
328	WMG - Sweeping & Weeding	04/10/2022		Unity Trust - Current		Sweeping & Weeding	Moor 'N' Wife	S	450.00	90.00	540.00
329	WMG - Sweeping & Weeding	04/10/2022		Unity Trust - Current		Sweeping & Weeding	Moor 'N' Wife	S	200.00	40.00	240.00
330	Consultancy	04/10/2022		Neighbourhood Plan		Carnforth Neighbourhood Plan	Troy Hayes Design	S	1,250.00	250.00	1,500.00
357	Printing	06/10/2022		Unity Trust - Current		Carnforth Express	Bay Typesetters	Z	900.00		900.00
358	Distribution	06/10/2022		Unity Trust - Current		Carnforth Express	Bay Typesetters	S	300.00	60.00	360.00
360	HM Queen's Remembrance	06/10/2022		Unity Trust - Current		HM Remembrance	Rik Marsden	Z	37.00		37.00
361	Great Big Green Week	06/10/2022		Barclays		Travel expenses	Malcolm Watkins	Z	39.60		39.60
			_				Total		5,706.27	465.63	6,171.90

Created by **Scribe** 



## CARNFORTH TOWN COUNCIL COMMUNITY BENEFIT FUND APPLICATION FORM

Reference Number:		Date of Submission: 03   08   22
Office use only		- 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
Project title	TREE	PLANTING. STELL PLACE CRAGBANI
Name of applying group	MRS.	P. PAUL
Name of contact person and postal address	MRST	PAT PAUL BORNE AVE.
	CRAG	BANK
	Postcode:	LAS 9TS
Email Address	pata	rderek@gmail, com.
Phone Number/s	01524	735976
Charity/ Company No (if applicable)		
Does your group have its own bar (This cannot be an individual's account.).	nk account?	Yes No Delete where applicable)
If 'No' to the above, give the name of the group or organisation, that has agreed to administer the money for you – please provide their full contact details.	Apply	ing to Carnforth Council
What does your group/organisation do?	Suppo	rtal by
	fre	nds of Grag Bonk Pork
What is the total cost of the project?	Total cost of p	
How much are you asking for?	Total amount	requested = $£500 \cdot 00$
Have you previously applied for a Community Benefit Fund Grant? (If yes, please provide dates and indicate whether the application was successful)	No	

How do you know there is a need for this project?

Describe the evidence you have

No NKW TRKE PLANTING IN

THIS AREA FOR MANY YEARS.

CARNFORTH TOWN COUNCIL
COMMUNITY BENEFIT FUND APPLICATION FORM

and the cource (e.g. survey, consultations, statistical data etc.)	DENEFI	I FUND APPI	LICATION FORM		
What will the grant be used for? (please provide an itemised breakdown of how the money will be spent on a separate sheet if necessary)	BUL TR	Itemised & detailed breakdown:  Activity / Service Description:  BUYING TREES AND 500:00  TREE PLANTING  French of Coag Bark fork all  without teens to complete this  pagnet			
	Other fu	status (Awaiting decision or confirmed)	secured (including amour	nt):	
<ul> <li>Tell us about your project</li> <li>This should describe what you want to do with the money;</li> <li>Planned timescales and start date of project;</li> <li>Who the project will benefit and what age groups;</li> <li>How it will meet one or more priority outcomes;</li> <li>Location – where will your project be based</li> </ul>	of or AS	TREES EQUAL ADVISE	DECENT N THAT ARE TO HYRS D BY SHARPLES	OLD	

### Partnership working

What other partners are involved in the project and what are their contributions (e.g. monetary or 'in kind'?)

### **Equality of access**

How will you ensure that your project is open to all or, if you are focusing on a specific group or community that the target audience will have full access to TREES TO BE PLANTED ON OPEN GROUND ABEKSSIBLE TO ALL.

COMMUNITY BENEFIT FUND APPLICATION FORM the activity service? Exit Strategy/ sustainability How will your project provide lasting CREATE A MORE benefit to the local area or group? PEACEFUL AREA FOR If applicable how do you plan to sustain your project? ALL TO ENTOY. Monitoring & evaluation After the project is completed we will need you to complete an evaluation form which will request the following information: evidence of delivery of the work numbers of people benefiting assessment of impact receipts where appropriate photos where appropriate - visual evidence Signature of applicant Town Councillor supporting your application (Emails confirming councillor support will be accepted) Name of Councillor: MR.S. WATSON Ward: RAG BANK MRS Signature: Date:

**CARNFORTH TOWN COUNCIL** 

### **Finance & Governance Committee**

Meeting Date: October 2022

Agenda Item: 22101

Report of: Town Clerk & Responsible Financial Officer

### 1. Civility & Respect Pledge

Town Clerk's Recommendation: That the Finance & Governance Committee recommends that Carnforth Town Council passes a resolution to sign up to the civility & respect pledge

### **Definition of Civility and Respect**

Civility means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which we can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By signing up to the civility and respect pledge Carnforth Town Council will be demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

#### **Statement**

Our council has agreed that it will treat all councillors, Town Clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Our council has put in place a training programme for councillors and staff

Our council has signed up to Code of Conduct for councillors

Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.

Our council will commit to seeking professional help in the early stages should civility and respect issues arise.

Our council will commit to calling out bullying and harassment when if and when it happens.

Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme

Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

### 2. Dignity at Work Policy

Town Clerk's Recommendation: That the Finance & Governance Committee recommends that Carnforth Town Council passes a resolution to adopt the draft Dignity at Work Policy

One of the Civility & Respect project objectives is to strengthen the governance arrangements across the local government sector to better support councils.

The Dignity at Work Policy is the first of a series of new or revised governance documents which are being developed by the project team.

The documents have been reviewed by a focus group made up of clerks, councillors, monitoring officers, and county associations, and approved by NALC and SLCC for use.

The Dignity at Work policy will replace any previous Bullying and Harassment Policy. It encompasses behaviours beyond bullying and harassment, and zero tolerance, with the aim of dealing with concerns before they escalate.

It has been produced with supporting guidance because it is so important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the Civility and Respect Pledge.

### 3. Scheme of Delegation

The scheme of delegation sets out the manner in which Carnforth Town Council delegates its powers.

The intention of the delegation scheme is to enable the council to act with all reasonable speed whilst maintaining accountability and good governance.

The draft Scheme of Delegation that the committee is being asked to consider has been substantially revised to take account of changes to the terms of reference of committees and to set out in much clarity and detail how decisions can be taken at the most suitable level and how such decisions should be reported where necessary.

The revised version also sets out the legal basis of delegation conferred by the document as contained in provisions within the Local Government Act 1972.

Bob Bailey, Town Clerk & Responsible Finance Officer

# Carnforth Town Council Dignity at Work Policy

Carnforth Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

### Purpose

Carnforth Town Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

[Optional – for Councils who have committed to the pledge] In support of this objective, [Council] has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available NALC & SLCC

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

### This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

### Scope

This policy covers bullying and harassment of and by the Town Clerk and Responsible Financial Officer and all employees engaged to work at Carnforth Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Carnforth Town Council this should be raised to the Town Clerk and Responsible Financial Officer or the Town Mayor of the council, in the first instance. Should the complaint be about the Town Mayor of the council the complaint should be raised to the Deputy Town Mayor and/or Chair of the Finance & Governance Committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy. It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

### The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Carnforth Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, [civility and respect pledge], equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

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### •What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic ( such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

#### **Victimisation**

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

### **Reporting Concerns**

### What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer. The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

### <u>Informal resolution</u>

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

### Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,

- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your compliant (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

### The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

### **GUIDANCE FOR USING THE DIGNITY AT WORK POLICY**

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptions may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Council's that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion. The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

#### **Notes:**

#### **Protected Characteristics**

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their age, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of gender reassignment.
- Pregnancy/Maternity harassment could include refusing opportunities
  due to pregnancy or maternity leave, or inappropriate touching and
  invasion of personal space such as unwanted touching of a pregnant
  persons stomach.
- Harassment based on race could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- Gender harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on religion/belief.

Excluding same sex partners from social events could be both sexual
 orientation and marriage/civil partnership discrimination, as could not
 offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

### Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

### **Culture and behaviour**

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others).

The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

### Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

### Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

### **Bullying and harassment & performance management**

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

### Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees.

They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

### **During the investigation**

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

### **Confidentiality**

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process.

This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how the deal with the matter may be required.

#### Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

### False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

### **Complaints against Councillors**

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours.

The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

## Scheme of Delegation

### 1. Introduction

- 1.1 This document sets out the manner in which Camforth Town Council has delegated its powers.
- 1.2 The legal basis of the delegation conferred by the document is contained in the following provisions of the Local Government Act 1972:
  - "S. 101 Arrangements for discharge of function by local authorities
  - 1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:
    - a) by a Committee, a sub-committee or an officer of the authority, or;
    - *b)* by any other local authority
    - c) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee arrange for the discharge of any of those functions of a local authority and where by virtue of this section any functions of a local authority may be discharged by a subcommittee of the authority, then, unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.
    - d) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub-committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.
    - e) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.
    - f) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority."

- 1.3 In the interests of certainty in decision making action being taken by the council after the matter has been 'decided' by a Committee, or Sub-committee is discouraged unless that decision is unlawful or is not in accordance with Standing Orders. If the Council feel, however, that action is necessary it will normally refer the matter back to the Committee concerned
- 1.4 The intention of the delegation scheme is that the council should act with all reasonable speed.
  Decisions should be taken at the most suitable level and that officers are given power over the day to day administration of the council.

### 2. Town Clerk & Responsible Financial Officer

- 2.1. The Town Clerk is designated and authorised to act as 'Proper Officer' for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.
- 2.2. The Town Clerk is designated and authorised to act as the Responsible Financial Officer (RFO) for the purposes of any statute requiring the designation of a Responsible Financial Officer.

  Local Government Act 1972 s151.
- 2.3. The Town Clerk is employed by the council under section 112 of the Local Government Act 1972 for the proper discharge of its functions.
- 2.4. The Town Clerk shall do the following;
  - 1) at least three clear days before a meeting of the council, a committee or subcommittee serve on councillors by delivery or post at their residences or by email authenticated in such manner as the proper officer sees fit, a signed summons confirming the time, place and the agenda
  - 2) give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a subcommittee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
  - 3) receive and retain copies of byelaws made by local authorities.
  - 4) receive and retain declarations of acceptance of office from councillors.
  - 5) make available for inspection the Minutes from meetings.
  - 6) retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
  - 7) keep proper records required before and after meetings;
  - 8) process all requests made under the Freedom of Information Act 2000 and Data Protection Act 2018, in accordance with and subject to the Council's procedures relating to the same.

- 9) receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary.
- 10) manage the organisation, storage of and access to information held by the ccouncil in paper and electronic form.
- 11) arrange for legal deeds to be signed by 2 councillors and witnessed
- 12) record every planning application notified to the council and the council's response to the local planning authority.
- 13) refer planning applications received by the council to the Town Development & Planning Committee.
- 14) institute and appear in any legal proceedings authorised by the council.
- 15) appear or make representation to any tribunal or public inquiry into any matter which the Ccuncil has an interest.
- 16) as required, alter the date or time of a committee meeting, but before doing so, shall consult the Chairman of the committee concerned about the need for the change and about alternative dates and times.
- 17) undertake day to day management and maintenance of council land and facilities.
- 18) prepare statements for the press where the known policy of the council exists.
- 19) carry out the wishes of any council, committee or sub-committee decision.
- 20) develop and maintain the councils I.T. capabilities, including the council website and social media activity.
- 21) manage the day-to-day operational management of the council.
- 22) action or undertake activity or responsibilities instructed by resolution or contained in standing orders.
- 23) organise and manage events on behalf of the council
- 24) represent the council at meetings and forums.
- 25) prepare, produce and publish council publications and documents
- 2.5. The Town Clerk is authorised as follows:
  - to arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations.
  - 2) to incur expenditure up to limit set in the Financial Regulations.

- 3) to incur expenditure on behalf of the council which is necessary to procure services, carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit set in Financial Regulations. The Town Clerk shall report the action to the council as soon as practicable thereafter.
- 4) to authorise for payment, staff salaries and expenses in line with Financial Regulations
- 5) to prepare VAT reclaim on behalf of the council.
- 6) to take proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- 7) to issue invoices on behalf of the council.
- 8) to carry out duties in line with the responsibilities of RFO.
- 9) to carry out duties in accordance with the Financial Regulations of the council and the Audit and Accounting and Governance regulations.
- 10) to accept bookings and to negotiate and authorise the rents and fees for persons using the facilities provided by the council including free use of facilities, where required.
- 11) to use promotions to encourage increased usage and overall income of the councils facilities or activities
- 12) to close all or parts of facilities to allow for maintenance work or in the interests of health & safety
- 13) to keep all land and property under review and take such emergency action as may be necessary for the protection of the public or the Council's property
- 14) to order goods, works and services as per Financial regulations
- 15) whilst retaining overall responsibility, the Town Clerk may delegate the duties listed above in 2.4 and 2.5 to other staff members with the exception of those marked in bold.
- 2.6. The Town Clerk is given delegated powers to act as line manager to all the council staff in accordance with the council's policies, procedures and budget, including:-
  - 1) the monitoring and management of staff performance
  - 2) the management of discipline and grievance matters up to and including final written warning in line with council policy.
  - 3) the arrangement of staff training.
  - 4) the approval and authorisation of reasonable overtime as required.
  - 5) the approval and authorisation of annual leave entitlement and other absences.

2.7. The Town Clerk is authorised to act on behalf of the council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the council and the relevant committee or sub-committee. The Town Mayor and/or Chairman of Finance & Governance Committee shall be informed as soon as practically possible of any action taken by the Town Clerk.

### 3. Committees

- 3.1. Committees are delegated powers to act within their Terms of Reference. This means that on all matters not reserved for consideration by another committee, or by the full council, committees can make resolutions. Action can then normally be taken by officers, however certain matters cannot legally be delegated and others, such as deciding major policy are reserved to the council itself.
- 3.2. On such matters, committees can only RECOMMEND a course of action and, in these cases, officers cannot normally carry out the instructions of the committees until the recommendation has been approved by the council.
- 3.3. Should Members wish to raise any question concerning the exercise of delegated or other powers, then they should contact the Town Mayor, appropriate committee chairman or the Town Clerk, and if necessary the matter can be raised subsequently at committee.
- 3.4. Members are entitled to attend all committees and sub-committees whether or not they are members of the committee, although no voting rights or right to participate in discussions or proceedings are granted.

### 4. General arrangements for delegation of powers

### 4.1. Applicable to all committees of the council:

The Council has delegated to every committee of the council full powers to act in all matters covered by the committee's Terms of Reference subject to:

- the provisions of any Standing Order or Financial Regulation for the time being in force, except where such Order or Regulation has been specifically waived by resolution of the council.
- 2) prior council approval of annual capital and revenue estimates
- 3) any scheme requiring application for consent to borrow having first been approved by council, and loan sanction secured.
- 4) when matters of major policy are involved, the existence of a policy approved by the council. In the absence of such policy, committees and sub-committees may consider the matter and make recommendations to the council.

- 5) Major policy will arise either:
  - a) on matters of major importance which have not previously been before the council; or
  - b) matters which have arisen in other committees or sub-committees but which cannot be resolved by them in the absence of settled council policy; or
  - c) in cases of doubt where a major policy is involved, the Town Mayor or the

    Chairman of any other committee or sub-committee, or in their absence the

    Deputy Mayor, before a decision is taken by the committee or sub-committee,

    state that a matter of major policy is involved.
- 6) prior council approval to recommendations for the allocation of duties, powers and quidelines to committees.
- 7) the exercise by committees of the above powers shall not denigrate the powers of the council to call for a report on any committee decision.
- 8) every committee shall have power to authorise an officer, after consultation with the Chairman of the Committee, to take decisions on specific urgent matters falling within its own Terms of Reference as it sees fit.
- 9) notwithstanding the powers delegated to committees, the Council retain the right to exercise such powers when necessary.

### 4.2. Applicable to the Town Council:

The following are reserved matters for the council to decide, notwithstanding that the appropriate committee(s) may make recommendations thereon for the council's consideration.

- 1) setting of the Annual Budget & Precept
- 2) borrowing money
- 3) approval of the council's Annual Accounts and statutory return
- 4) noting the report of the Internal Auditor
- 5) adoption of Standing Orders, Financial Regulations
- 6) appointment of representatives to outside bodies
- 7) making, amending or revoking bylaws
- 8) making of orders under any statutory powers
- 9) approving and adopting the council's long-term strategy
- 10) appointment of standing committees
- 11) appointment and dismissal of the Town Clerk
- 12) responses to legislative and other allied consultations excluding those dealt with by the standing committees

13) Decisions to adopt the General Power of Competence

### 4.3. Applicable to the Town Mayor:

The Council will appoint a Leader of the Council who will normally hold the position of Town Mayor. Since no individual member may act alone in an executive capacity, the Town Clerk is delegated and directed to work with the Town Mayor to undertake overall management of the business of the council. This includes:

- 1) day to day decisions on the implementation of council Policy
- 2) overseeing work to implement council strategy
- 3) managing urgent business
- 4) liaising with councillors to propose a consensus on council priorities.

### 4.4. Applicable to urgent matters

In the event of any matter arising which requires an urgent decision, the Town Clerk shall consult with the Town Mayor and other relevant committee Chairmen and/or Vice Chairmen before acting on behalf of the council.

Before the Town Clerk exercises the delegated powers granted by the above, those Members consulted shall consider whether the matter justifies summoning an Extra-Ordinary Meeting of the council or appropriate committee or sub-committee.

Whenever any action is taken in this way, full details of the circumstances justifying urgent action shall be submitted in writing to the next available meeting of the committee concerned and/or council.

### 5. Committees and Sub-Committees

### 5.1. The key responsibilities and delegated authority of the Finance & Governance committee are to:

- ensure that the council's finances and resources are managed in a responsible and prudent manner in accordance with the adopted Financial Regulations and advising the council on all aspects of finance and financial policy, including the management of banking and any investments.
- 2) assess and control financial, contractual and organisational risk.
- 3) assess the impact of longer term growth and development on the council's revenue needs, reserves and on any other financial ,legal or operational matter.
- 4) provide council's services at a cost that gives consistent good value to the local community, commensurate with full and effective fulfilment of the council's operational role and policy aims.
- 5) oversee the staffing of the council

- 6) consider the annual budget proposals from the Town Clerk and other committees and to agree an overall budget, reserves policy and precept requirement, including recommendations for grants and submitting this to council for approval.
- 7) monitoring the income and expenditure of the council and its committees throughout the year, ensuring that the amounts concerned are consistent with approved budgets and that any income shortfalls or expenditure in excess of budgets is properly authorised and will not adversely affect the council's overall financial position.
- 8) reviewing the year end accounts and annual return and to make recommendations to council for approval prior to submission to the external auditor.
- 9) ensuring that the council maintains adequate levels of insurance cover, reviewing the schedule of cover annually on renewal.
- 10) examining the reports of internal and external auditors, ensuring that any recommendations are complied with and that any shortcomings highlighted in the reports are addressed and reported to council.
- 11) ensuring that the council's standing orders and financial regulations are reviewed as per the required schedule, submitting any amendments to council for approval.
- 12) ensuring that the council has in place the necessary written policies.
- 13) reviewing annually the effectiveness of the council's internal control and internal audit.
- 14) receive all applications for grant made under the Community Grant Fund, ensure that such applications meet the agreed criteria and make recommendations to council on whether such grants should be agreed or refused
- 15) ensuring the council is meeting its obligations to HM Revenue and Customs.
- 16) overseeing the running of the council office.
- 17) to deal with any matters of policy on behalf of the council which do not fall within the responsibilities of any other committee or where there is conflict between committees.
- 18) in addition to the above, the committee shall put in place whatever internal controls or recommend any action it considers necessary to ensure that the council's resources are properly managed and that rules and regulations are complied with.
- 19) take whatever advice and action it deems necessary to ensure that the council is fully aware of its legal rights and obligations.
- 20) authorise expenditure up to the amounts in the approved budget as per financial regulations.

### 5.2. The key responsibilities and delegated authority of the Town Development & Planning Committee are to:

- 1) make recommendations to the council in respect of all planning, transport and other infrastructure issues which may directly or indirectly affect the town and, where appropriate, to monitor s106 and Community Infrastructure Levy (CIL) contributions.
- 2) act on behalf of the council in respect of any licensing applications received by the council.
- 3) study relevant plans, visit relevant sites and consider any comments from members of the public before making recommendations to the council. These may be recommend support in principle, recommend objection or recommend neutral comments.
- 4) ensure that any objections or recommendations are based solely on planning criteria.
- 5) take note of decision notices and respond to Lancaster City Council to promote the best interests of the town and its residents.
- 6) comment and make recommendations regarding tree applications to Lancaster City Council and to take note of decision notices in respect of tree applications
- 7) comment and make recommendations regarding any street licensing requests received by the council.
- 8) consider consultations and correspondence regarding planning issues including the infrastructure of the town and beyond, which may have an impact on planning at local, regional or national level, and to respond on the council's behalf as appropriate.
- 9) take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- 10) liaise with the Lancaster City Council, Lancashire County other town and parish councils and any other groups, sub groups or organisations regarding planning issues and other issues, including the infrastructure of the town and environmental improvement schemes, which might have an impact on planning and transport.
- 11) organise and promote events and activities.
- 12) monitor, protect and promote the footpaths and rights of way within the town.
- 13) take whatever advice and action it deems necessary to ensure that the council is fully aware of its legal rights and obligations.
- 14) authorise expenditure up to the amounts in the approved committee budget as per financial regulations

15) implement and monitor assigned objectives set out in the Carnforth Neighbourhood Plan.

### 5.3. The key responsibilities and delegated authority of the Property and Environment Committee are to:

- 1) provide a good range of facilities, capable of giving benefit to people of all ages
- 2) oversee and review the management of Carnforth Civic Hall, Crag Bank Village Hall and the Council Office;
- 3) ensure amenities are well maintained and that the necessary checks and inspections are carried out and where necessary to ensure that steps are taken to remedy any shortcomings, defects or problems arising.
- 4) develop and set policy relating to council assets and to confirm compliance.
- 5) review and oversee maintenance programmes.
- 6) ensure that proper records are kept of the council's properties and significant assets.
- 7) consider proposals for council assets and transfers and make recommendations.
- 8) oversee greenspaces in the town and to maintain trees, flowers, plants and vegetation on council land.
- 9) promote environmental sustainability in the town
- 10) liaise with public bodies on the maintenance and improvement of the local environment within their areas of responsibility
- 11) review contracts and tenders.
- 12) take whatever advice and action it deems necessary to ensure that the council is fully aware of its legal rights and obligations.
- 13) authorise expenditure up to the amounts in the approved committee budget as per financial regulations
- 14) implement and monitor assigned objectives set out in the Carnforth Neighbourhood Plan.

### 5.4. **Sub-Committees**

A standing committee may, if it believes it would be appropriate, appoint a sub- committee. Any powers to be delegated to such a sub-committee may be detailed at the time the sub-committee is formed by means of a Minute detailing the Terms of Reference, but such delegated powers must be approved by the council. Single Issue or Task and Finish committees may not appoint sub-committees without a specific authorisation from the Council.

### 6. Terms of reference – Working groups

- 6.1. The council may form or disband a working group who will carry out tasks as defined by the full council. Specific terms of reference, including if necessary delegated powers, will be prepared by the Town Clerk for ratification at the next full council meeting following the working group being established.
- 6.2. The Role of a working group will be to:
  - 1) tackle issues as directed by the council.
  - 2) be task specific and time limited
  - 3) examine an issue in detail, read reports and related materials, examine options, get advice for the council
  - 4) act as experts and/or liaise with experts
  - 5) make recommendations to council
  - 6) answer questions from the council
- 6.3. No funding will be made available or monies spent or committed without delegated authority or prior full council endorsement.
- 6.4. The council must direct the working group and set clear terms of reference for them regarding objectives, scope and outcome. The role of council is to question and challenge the recommendations, in order to be satisfied of the correct decision. The working group must facilitate the full council with as much information as it requires to ensure it can make a properly informed decision on its recommendation.
- 6.5. Operation of the working group:
  - 1) A working group will not have a budget.
  - 2) The number of councillors on a working group shall be no less than three and no more than five members.
  - 3) The leader of the working group to be appointed by the full council at the time of the working group members being appointed.
  - 4) The quorate of a working group will be a minimum of three councillors at each meeting.
  - 5) Work priorities and co-option of named experts to be approved by full council.
  - 6) The working group will prepare notes of meetings for full council to report on any activity and progress
  - 7) A working group will not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
  - 8) The working group will examine options and make recommendations to council