

Policy and Resources

Financial Budget Comparison

Comparison between 01/04/15 and 28/10/15 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/15

	2015/2016	Rev 2015/2016	Actual Net	Balance	
Policy & Resources					
Income					
7	Chorleywood in Bloom	£0.00	£3,000.00	£2,496.00	-£504.00
8	Chorleywood Library Volunteers	£0.00	£1,000.00	£1,000.00	£0.00
9	Community Plan	£0.00	£0.00	£0.00	£0.00
10	Other	£580.00	£750.00	£750.00	£0.00
11	Grants	£0.00	£0.00	£0.00	£0.00
12	Chairman Charity	£400.00	£400.00	£317.00	-£83.00
13	Village Day	£3,700.00	£5,275.00	£5,275.00	£0.00
14	Sale of Parish Map	£50.00	£50.00	£0.00	-£50.00
15	Insurance Contribution	£2,600.00	£0.00	£0.00	£0.00
16	Quiz Night	£0.00	£0.00	£0.00	£0.00
17	Caddy Sacks	£250.00	£250.00	£118.00	-£132.00
18	Contribution from WMH for Computer	£1,325.00	£1,325.00	£0.00	-£1,325.00
19	Bank Interest	£50.00	£50.00	£21.31	-£28.69
	Total Income	£8,955.00	£12,100.00	£9,977.31	-£2,122.69
Expenditure					
100	Salaries	£76,650.00	£83,000.00	£48,070.49	£34,929.51
101	Inc Tax & NI	£30,660.00	£33,000.00	£19,190.12	£13,809.88
102	Superannuation	£28,650.00	£32,000.00	£18,554.41	£13,445.59
103	Travelling Expenses	£2,200.00	£2,200.00	£1,080.76	£1,119.24
104	Rates	£4,500.00	£4,500.00	£2,648.00	£1,852.00
105	Services	£4,000.00	£4,000.00	£1,694.77	£2,305.23
106	Telephone	£4,000.00	£4,000.00	£1,962.08	£2,037.92
107	Audit	£3,000.00	£3,000.00	£738.00	£2,262.00
108	Chairman's Allowance	£450.00	£450.00	£66.00	£384.00
109	Chorleywood Matters	£4,000.00	£5,100.00	£1,695.00	£3,405.00
110	Computer	£4,200.00	£4,200.00	£2,838.52	£1,361.48
111	Contribution to Funds	£0.00	£0.00	£0.00	£0.00
112	Grants	£500.00	£500.00	£0.00	£500.00
115	Insurance	£10,300.00	£10,300.00	£5,633.24	£4,666.76
116	Legal Expenses & Professional Fees	£1,500.00	£1,500.00	£1,000.00	£500.00
118	Miscellaneous	£1,000.00	£1,000.00	£644.86	£355.14
119	Office Cleaning	£500.00	£500.00	£279.20	£220.80
120	Office Maintenance	£1,700.00	£1,700.00	£1,173.49	£526.51
121	PCSOs	£28,500.00	£28,500.00	£7,125.00	£21,375.00
122	Photocopying	£2,425.00	£3,800.00	£1,902.40	£1,897.60
123	Postage	£1,325.00	£1,325.00	£620.96	£704.04
125	Stationery & Off equip	£1,580.00	£1,580.00	£262.77	£1,317.23
126	Subscriptions & Donations	£2,500.00	£2,500.00	£2,108.77	£391.23
127	Training & Conferences	£1,350.00	£1,350.00	£425.00	£925.00
128	Village Day	£2,100.00	£2,500.00	£2,444.14	£55.86
129	Website	£1,175.00	£1,175.00	£360.00	£815.00
130	War Memorial Hall Grant	£20,000.00	£20,000.00	£20,000.00	£0.00
131	HR Service Contract	£3,750.00	£4,500.00	£4,500.00	£0.00
132	Christmas Lights	£3,000.00	£3,000.00	£0.00	£3,000.00
133	Health And Safety	£1,000.00	£1,000.00	£177.76	£822.24
134	Quiz Night	£0.00	£0.00	£200.00	-£200.00
135	Purchase of Caddy Sacks	£200.00	£200.00	£128.00	£72.00
136	Chorleywood in Bloom	£2,100.00	£4,700.00	£4,618.83	£81.17
137	Chairman Charity	£400.00	£1,000.00	£993.31	£6.69
138	Community Plan	£0.00	£0.00	£0.00	£0.00
139	Chorleywood Library Volunteers	£0.00	£1,000.00	£200.00	£800.00
140	Mapping System	£0.00	£2,725.00	£2,725.00	£0.00
	Total Expenditure	£249,215.00	£271,805.00	£156,060.88	£115,744.12

Capital Allocation of Funds for 2015/16

28th October 2015

	2015/16				Remaining	
	Budget	Balance B/F	Total	Spent	Balance	Comments
P&R						
Elections	1,755	7940	9,695		9,695	
Replacement IT	1,820	11989	13,809		13,809	
Office Painting		5000	5,000		5,000	
Replacement boiler	170	940	1,110		1,110	
Open Spaces						
Replacement Equipment	12,540	25140	37,680		37,680	
Village Halls						
Hall Capital	52,730	32430	85,160		85,160	
Bullisland Hall		7776	7,776		7,776	
Easement money ring fenced for the common					£5,307.50	
			Total balance fund		165,538	

COUNCIL RESERVES

28th October 2015

	£
NATWEST	71507
COIF	5400
Bank Instant Access Account	340343
Scottish Widows 60 Day Account	81685
Current Account	77042
TOTAL	575977

Financial Summary - Cashbook

Summary between 30/06/15 and 30/09/15 inclusive.

Balances at the start of the year

Ordinary Accounts

Current Account - Parish	-£16,883.57
Instant Access - Parish	£201,794.29
Petty Cash Account	£200.00

Short Term Investment Accounts

Halifax Investment Bond	£0.00
Natwest fixed rate	£71,474.77
Scottish Widows 60 Day Inv Acc	£81,490.86
Total	£338,076.35

Balances at start of period

Ordinary Accounts

Current Account - Parish	-£16,949.02
Instant Access - Parish	£311,378.08
Petty Cash Account	£200.00

Short Term Investment Accounts

Halifax Investment Bond	£0.00
Natwest fixed rate	£71,474.77
Scottish Widows 60 Day Inv Acc	£81,490.86
Total	£447,594.69

RECEIPTS	Net	Vat	Gross
Council	£4,119.79	£0.00	£4,119.79
Policy & Resources	£5,047.66	£150.00	£5,197.66
Open Spaces	£26,667.60	£1,996.70	£28,664.30
Total Receipts	£35,835.05	£2,146.70	£37,981.75

PAYMENTS	Net	Vat	Gross
Council	£1,735.90	£128.33	£1,864.23
Policy & Resources	£66,247.43	£1,944.54	£68,191.97
Open Spaces	£44,067.86	£2,741.75	£46,809.61
Total Payments	£112,051.19	£4,814.62	£116,865.81

Closing Balances

Ordinary Accounts

Current Account - Parish	-£13,706.10
Instant Access - Parish	£229,217.91
Petty Cash Account	£200.00

Short Term Investment Accounts

Halifax Investment Bond	£0.00
Natwest fixed rate	£71,507.96
Scottish Widows 60 Day Inv Acc	£81,490.86
Total	£368,710.63

Date: TUESDAY 3rd NOVEMBER 2015

Subject: REVISED BUDGET

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Revised Budget calculation

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Committee approve the Revised Budget for P&R for 2015/16 with an overall increase of £19445

2. RELEVANT PREVIOUS DECISIONS

2.1 Approval for the Chorleywood in Bloom programme was not included in this year's budget

2.2 The Mapping System was not included in this year's budget

2.3 The HR & H&S Contracts were agreed after the budgets were set and did not take into account the increased cost.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 It would appear from initial calculations that the P&R will increase – this is due to a number of factors. Primarily the majority of the cost is due to staffing these include

- Cover for the absence of the Clerk
- Additional evening meetings for which staff have had to attend, these include Chorleywood Play Area, Chorleywood in Bloom, Community Plan and Extra Ordinary Meetings
- There was also an overtime charge for dealing with Travellers.

When considering future projects Members may wish to consider staffing implications for additional meetings.

4. RISK MANAGEMENT ISSUES

4.1 Non Specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The revised budget shows a net increase in income over expenditure of £19445 of which £8175 has been approved leaving a net increase of £11270.00

6. LEGAL ISSUES

6.1 None Specific.

7. BACKGROUND INFORMATION

7.1 Attached shows the revised budget calculation

7.2 Alterations to the budget are as follows

Income

- 7 Chorleywood in Bloom income was not budgeted for
- 10 The Council have received some unidentified income of £720.00
- 13 Village Day Income increased from budget
- 15 Insurance contribution has been reduced to zero as the Village Halls Trust paid direct

This gave a net increase in income of £3145.00

Expenditure

- 100 Salaries increase by £6350.00 to cover the staff absence and additional evening Meetings
- 101 Tax & Ni increased by £2340.00 for the above
- 102 Superannuation increased by £3350.00 – from April 2015 superannuation is payable on overtime
- 109 Chorleywood Matters increased by £1100.00 to cover three editions per year
- 122 Photocopier
- 128 Village Day - slight increase of £400 in expenditure offset by increase in income.
- 131 HR Contract – new contract agreed by this committee and therefore new fees.
- 136 Chorleywood in Bloom – increase of £2600 reflected in income
- 137 Chairman's Charity – income from last year paid in this year's budget
- 140 Mapping Systems - new budget head agreed by Committee

6. LEGAL ISSUES

6.1 Nil

7. BACKGROUND INFORMATION

- 7.1 This Committee is tasked to set the guidelines which will form the basis for the construction of the Revenue Budget for 2016/17 for the spending committees of the Council
- 7.2 The tax base is as yet unknown but TRDC have advised that they are going to reduce the Council Tax Grant to Parish Councils to £2137.00 .
- 7.3 The Council calculate budgets using the RPI index which is currently at 1% therefore if the Council wish the budget to remain static for 2016/17 this would equate to an overall increase of approximately £4,000.
- 7.4 Members should also be aware that it is a requirement to have at least 6 months precept in reserves. The current precept of £413040.00 means that £206520 needs to be set aside together with the current allocated reserves of £165537.00 (Appendix 1) gives an estimated balance of £130,041.22 unallocated reserves giving a shortfall of £76478.78 on auditors recommendation. It would therefore be unwise to take any further monies from reserves that that already mentioned.
- 7.5 Each Committee will consider its budget in the next cycle of meetings and these in turn will be considered by this Committee at its next meeting on 26th January 2016. Assuming the Council is happy with the figures, a recommendation for the precept will then be made to Full Council on 9th February 2016.
- 7.6 The Revenue Budget does not include any one off expenditure for capital items in considering its programme each Committee should bring forward special major items for bids of capital funds. In setting the precept the Council will have to consider each bid and decide whether or not these items can be met from reserves or whether these items should be budgeted for from next year's precept.

8. BACKGROUND PAPERS

- 8.1 Office of National Statistics
8.2 RPI Index
8.3 Financial capital comparison

Date: TUESDAY 3rd NOVEMBER 2015

Subject: PHOTOCOPIER

Committee Member:

Officer Contributors: Clerk, Admin Assistant

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 Members consider if the Parish Council wishes to purchase or lease the new photocopier

2. RELEVANT PREVIOUS DECISIONS

2.1 Full Council 30th June 2015

15/14 ACCOUNTS FOR PAYMENT

TN4030 Cheque 409013 £268.72 (net) Photocopying 01/02/15-30/4/15 and **TN4033 Cheque 409016 £307.95 (net) Rental of (photocopier) equipment 01/05/15 – 31/07/15** – concern was expressed at the photocopier costs. The Clerk advised that the lease of the photocopier was through the Herts Consortium who were able to get the best deals given their buying power for schools and local authorities. The deal had been the best and cheapest on offer at the time. She also explained how costs were mitigated in terms of keeping colour copies to a minimum with all copying defaulting to black and white. She also reminded Members of the weekly print runs for committee and council meetings and the event notices etc. It was suggested that buying a photocopier with an annual maintenance contract may now be a better deal and that the Parish Council needed to ensure that we are getting value for money. It was also felt that with competition there might now be better deals available. Purchase options would therefore be looked at when the lease next comes up for renewal.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None Specific

4. RISK MANAGEMENT ISSUES

4.1 None Specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 If purchased the photocopier would need to be added to the Council's asset register.

6. LEGAL ISSUES

6.1 None Specific

7. BACKGROUND INFORMATION

7.1 The current leasing contract for Photocopier has expired. Concerns were raised by the Council on the cost leasing and therefore quotations have been obtained to purchase and lease over a three and five year period.

7.2 Quotations have been sought from three companies offering services which differ slightly and details are attached below. The exact specification for each copier is available in the office upon request

7.3 Once the Committee has decided upon the company provider, the full contract will be sent to HCC consortium in order that they can carry out a procurement process to ensure that the chosen product is obtained at the best price. They also check the contract to ensure that there are no hidden costs.

Company	Lease for 3 Years	Lease for 5 Years	Click Charge	Purchase
Present		£1478.16 PA	Black & White 0.4ppc Colour 4.3 ppc	
Company A	£1660.20 PA	£1173.00 PA	Black & White 0.33ppc Colour 3.3ppc	£4602.57
Company B	£1728.00 PA	£1134.00 PA	Black & White 0.4ppc Colour 3.5ppc	£4500.00
Company C	Yet to be received			

In the past 12 months from August 2014 to July 2015 there were
60368 Black and white copies
31926 Colour copies

Specifications:

Print, scan, copy and fax and booklet maker

Company A –	Company B –	Company C –
<ul style="list-style-type: none"> 45 pages per minute 	<ul style="list-style-type: none"> 45 pages per minute 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Remote monitoring 	<ul style="list-style-type: none"> Remote monitoring 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> 24/7 web portal for call logging Additional charges for volume commitment 	<ul style="list-style-type: none"> Everything is included in price except , paper, staples and electricity No volume commitment 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> 8 hour callout 	<ul style="list-style-type: none"> 4 hour callout Free Training 12 month rolling agreement 	<ul style="list-style-type: none">

Date: TUESDAY 3rd NOVEMBER 2015

Subject: STANDING ORDERS AND FINANCIAL REGULATIONS

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 NALC A Guide to Understanding Procurement

Contact for further information: Clerk

1. RECOMMENDATIONS

- 1.1 That the Committee make recommendation to Council to agree the amendments to Standing Orders
- 1.2 That the Committee make recommendations to Council to approve the changes to the procurement process as outlined in the financial regulations.

The amended standing orders should therefore read as follows

Standing Order 18 C

Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of **£25,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**

Standing Order 18F

Where the value of a contract is likely to exceed **£172514 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

- 1.3 That the Committee consider the queries from the agreed updates to Standing Orders and make recommendation to Council to agree the amendments to Standing Orders. Extracts requiring consideration:

Standing Order 4 d (vii) [was 4 d (ix)]

The council may appoint standing committees or other committees as may be necessary, and: shall determine if the public may participate at a meeting of a committee; This was agreed to be deleted when the changes were agreed but has been left in following recent experience for consideration by the Committee.

Standing Order 20 b

Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the () committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

Missing committee name to be added

Standing Order 25 (b)

A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9 above.

Number of Councillors required to be confirmed.

2. RELEVANT PREVIOUS DECISIONS

2.1

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 The Government have made changes to the Public Contracts regulations 2015, which must be reflected within the Council's Financial Regulations.

4. RISK MANAGEMENT ISSUES

4.1 Failure to approve the changes to the financial regulations to reflect the changes to the Public Contracts Regulations 2015, would result in the Council getting a qualified audit and would endanger the Council of being in breach of the law.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 No specific

6. LEGAL ISSUES

6.1

7. BACKGROUND INFORMATION

7.1 Model Standing Order 18f makes reference to the Requirements of the Public Contracts Regulations 2006/5 (the 2006 Regulations). The 2006 Regulations were repealed by the Public Contracts Regulations 2015 from February 2015

7.2 The 2015 regulations are engaged when local councils in England are procuring public works, public service or public supply contracts with an estimated value of £25000 or more.

7.3 The 2015 Regulations imposed detailed statutory obligations on Councils when procuring and awarding types of contract. Standing orders and financial regulations should at least refer to the requirement under the act.

7.4 As the Parish Council has adopted the NALC Model standing order 18a (v) and 18c the Council is advised to amend them to confirm that the procurement and award of contracts covered by the 2015 regulations which have an estimated value of £25,000 or more must satisfy the requirement of the 2015 Regulations which include use of the Contracts Finder Website.

The amended standing orders should therefore read as follows

Standing Order 18 C

Financial regulations shall confirm that a proposed contract for the supply of goods, materials, General/Reports/P&R Reports/2015-16/P&R 3.11.15 Standing Orders and Financial Regs

services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.

Standing Order 18F

Where the value of a contract is likely to exceed £172514 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

7.5 The amendments agreed to Standing Orders at the Extra Ordinary meeting of the Parish Council on the 21st April 2015 have been reflected into the revised document. However there are three queries that arose in the update requiring consideration by the Committee. These are detailed in Section 1 Para 1.3.



DRAFT INDUCTION POLICY November 2015

1.0 Introduction

- 1,1 Chorleywood Parish Council recognises that its employees are fundamental to its success. To enable all employees to become effective and efficient in their role as quickly as possible, it is essential that all employees new to the Council, or the role, receive a timely induction.
- 1,2 The Council places critical importance on thorough induction procedures which make new employees feel welcome, valued and settled in their new role. This then forms the basis from which new employees can quickly get up to speed, perform their duties effectively and begin to make a contribution to their team, the department and the Council.

2.0 Scope

- 2.1 This policy relates to all newly appointed employees and if appropriate, to existing employees who take on a new role within the Council. Employees are expected to be proactive in their own induction, and ensure that they receive from appropriate sources the relevant information and support that enables them to apply themselves to their job and fully contribute to the success of the Council.

3.0 Aims of the policy

- 3.1 The policy aims to set out the Council's approach to Induction and to indicate how appropriate inductions can be provided. The policy includes guidance on procedures and further supportive information for employees and managers.

- 3.2 The policy encompasses several strands of Induction:

- Pre-arrival Induction
- Service Area & Job Induction
- Web-based and on-line induction resources

4.0 Objectives of induction

4.1 Pre-arrival

4.1.1 Some induction information can be provided in advance of the start date once a candidate has accepted an offer of appointment. This will enable new employees to begin familiarisation with the Council, the job and in the local area.

4.1.2 The pre-arrival induction information is in addition to that provided in the recruitment process.

4.2 Service Area / Job Induction

4.2.1 Service Area Induction involves making new employees familiar with how the service area operates, the support staff within the service, and how they can operate effectively within it.

4.2.2 Induction into the job for which the individual has been employed is an essential part of the induction process and complements the probation process. Activities carried out during job induction may be used by managers to document an individual's performance during the probation period.

4.2.3 Job induction enables the individual to:

- consolidate their understanding of the duties and responsibilities of the role
- understand the expectations of them in the form of standards, objectives or a work portfolio, set with their line manager
- understand how their work performance will be monitored (including probation and performance review processes)
- discover the information and support that is available to them, including buddying/mentoring and key contacts
- highlight areas where training and development would be appropriate
- apply their skills and knowledge to performing the job and demonstrate that they successfully meet probation requirements

4.2.4 The specific activities within job induction will be dependent on the demands of the role and the skills and knowledge that the individuals brings with them, and will be at the discretion of the line manager.

4.2.5 Job induction activities are likely to take place within the service area or section, but some may be provided by support services such as Human Resources, ICT Services, Finance and Legal. An assessment of any training and development needs and how they might be addressed should be included in the Induction at this point.

4.2.6 During the job induction staff must be made aware of the probation procedure and that records of induction activities may be used to support the probation process.

4.2.7 Responsibility for induction at the local level falls with the line manager, though specific activities may be delegated at the line manager's discretion or within service/section guidelines and practices. It is good practice for

individuals and line managers to retain records of completed induction activities.

- 4.2.8 An Induction checklist has been devised to assist new employees and managers (see Appendix 1). This should be completed within the first 4 weeks of employment and returned to Human Resources.

5.0 Responsibilities

- 5.1 There is a shared responsibility between individuals, line managers and Human Resources for the development of employees at the Council, and this begins with ensuring that all staff receives an appropriate induction.
- 5.2 All new employees will be expected to be proactive and take ownership of their own induction, which will form the initial stage of their personal and professional development. Individuals will be enabled and supported in doing this throughout the duration of the induction period, beginning at the pre-arrival stage. Employees can expect support from Human Resources and their line manager who will signpost and deliver a range of induction activities.

Human Resources

- Corporate Induction, including design and delivery of the intervention in the appropriate format(s), and evaluation of its impact and effectiveness.
- Information and guidance which represents 'good practice' regarding local service area/job induction – this will assist services in their Inductions and help to promote consistency across the Council. This will take the form of
 - checklists
 - guidance on providing 'induction colleagues' (buddies)
- Information and guidance on planning and carrying out an effective job induction
- Ensuring equal opportunities in access to induction events
- Ensuring local induction processes and the induction checklist are completed within the first 4 weeks of employment.

Line managers

- Ensuring that new employees receive the appropriate induction at job, service area and corporate levels, including:
 - Induction into the department practices and culture and the local work environment – this may be delegated to an 'induction colleague' or another member of the team.
 - Conducting/directing induction into the job (some elements may be delegated) in accordance with the probation procedure.
- Allocating time for induction activities
- Enabling new employees to be proactive in conducting their own induction
- Maintaining induction records which support the probation procedure.
- Ensuring local induction processes and the induction checklist are completed within the first 4 weeks of employment.

New Employees

- Identifying and undertaking, in a timely fashion, all the induction activities

which are indicated to them by their line-manager and Human Resources

- Applying knowledge and skills gained through Induction to performing their job.
- Maintaining induction records as part of their personal and professional development.
- Ensuring local induction processes and the induction checklist are completed within the first 4 weeks of employment.

Clerk

- Giving full support to adopting best practice Induction processes.
- Ensuring local induction processes and the induction checklist are completed within the first 4 weeks of employment.

Appendix 1: Induction Checklist



INDUCTION CHECKLIST

Welcome to Chorleywood Parish Council. We hope that you have a rewarding and enjoyable career with us.

As a new employee, an effective induction programme will help you to settle into the Council as quickly as possible, understand what is expected of you and help you to perform your new role successfully.

This induction checklist is designed to help you by outlining the main features of your induction into the Council, so that you get the information and support that is right for you and you feel well prepared for the role that you will be doing. Please refer to the Induction Policy for more information.

Employee Name		Service	
Start Date		Line Manager	

Week 1: Welcome meeting (please tick or initial each box when completed)

Introduction	
Provide overview of the CWPC induction and probation process	
Provide overview of the Council including organisational structure, service areas, vision and values	
Provide overview of service area/team structure, including roles and current work programmes/objectives	
Review job description and discuss how this role fits into the team,/service structure and contributes to the achievement of the service objectives	
Explain routines and the structures of the day; confirming work pattern, breaks etc;	
Issue any required equipment (e.g. PPE - as applicable)	
Introduce team members and buddy/mentor (if applicable)	
Show location of local amenities (kitchen, bathroom, etc;)	
Provide tour of building/s including employee amenities area, making introductions to key contacts, explaining location of other offices.	
Meeting with HR Advisor – contract issued/bank details provided/payroll information provided/pension scheme/ID badge/photograph/introduction to HR	

team members	
Demonstrate how to access public folders and service specific databases / files	
Health & Safety	
Location and operation of fire exits, extinguishers, alarm call points and fire assembly points	
Identity of local Fire Warden(s)	
Identity of local Health and Safety Co-ordinator	
Identity of local First Aider(s) and location of First Aid box	
Accident and incident reporting procedures	
Location of Service Area Risk Assessments	
Lone working policy and procedures (if applicable)	
Advise of DSE workstation self-assessment and eye sight testing procedure (Specsavers)	
Administration/ Other	
Explain telephone, post and courier facilities	
Use of photocopier/scanner and Print policy	
ICT Helpdesk contact details	
Explain security and access to the building / Late Working procedure	
Explain their responsibility for any Council equipment that they may need to use	
Car Parking arrangements (if applicable)	

Weeks 2 - 4

Support and information	
Explain Probationary period and schedule review meetings.	
Explain ongoing 1:1 meetings, PDR process and training and development opportunities available.	
Discuss standard of work expected	
Customer expectations, complaints and dealing with the press	
Any relevant committee dates, reports including templates	
Key HR information / policies	
<ul style="list-style-type: none"> • Annual Leave policy and approval procedure 	
<ul style="list-style-type: none"> • Flexible Working Policy 	
<ul style="list-style-type: none"> • Sickness Absence Management policy – self certification, reporting, trigger meetings 	
<ul style="list-style-type: none"> • Grievance, Harassment & Bullying, Disciplinary & Managing Performance policies 	
<ul style="list-style-type: none"> • No Smoking Policy 	
<ul style="list-style-type: none"> • Employee Benefits/Discounts – William Penn Leisure centre 	

Any additional role/team specific items	

Employee's Declaration	
I confirm that I understand the topics detailed in the checklist above and will ask if I have any further questions.	
Signed	
Date	

Manager's Declaration	
I confirm that I have discussed the topics above with the named employee	
Signed	
Date	

Please send the completed form to HR within 4 weeks of the employment start date.

Date: TUESDAY 3rd NOVEMBER 2015

Subject: NEW OFFICE NOTICEBOARD

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Committee consider the quotation obtained to replace the noticeboard outside the Parish Office

2.1 RELEVANT PREVIOUS DECISIONS

None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 The Parish Council has a legal obligation to publish its agenda in a conspicuous place within the parish. Due to its size three notices boards are used, one in Main Parade, one in the library and one outside the Parish Office.

3.2 The Board in Main Parade is currently being replaced , but the one outside the Parish Office is damaged and has fallen into disrepair.

4. RISK MANAGEMENT ISSUES

4.1 Any new noticeboard would be added to the Council's property portfolio.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The cost of replacing the current noticeboard outside the parish office to include delivery and installation is £2591.00

6. LEGAL ISSUES

6.1 As the Noticeboard would be replacing the existing no planning permission would be required.

7. BACKGROUND INFORMATION

7.1 The noticeboard in the village is currently being replaced.

7.2 Parish Officers visit all the noticeboard every week to update our information as this is a statutory requirement.

7.3 A price has been obtained from the Company supplying the noticeboard in the Village and if approved this noticeboard would match, creating a more corporate approach to how the Parish Council promotes itself and its services.

General/Reports/P&R Reports/2015-16/P&R 3.11.15 Noticeboards.docx