

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 3<sup>RD</sup> OCTOBER 2017**

**MEMBERSHIP & ATTENDANCE**

- Chair:** \* Jane White
- Councillors:** \* Tony Edwards  
\* Rodney Kipps  
Raj Khiroya  
Carol Kristian  
Alison Preedy  
\* Steve Watkins  
\* Jackie Worrall

\*Denotes members present

**Officers Present:** Yvonne Merritt – Clerk  
Claire James – Deputy Clerk

There were no members of the public present

**17/15 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllrs Carol Kristian and Alison Preedy. Cllr Raj Khiroya was absent from the meeting.

**17/16 DECLARATIONS OF INTEREST AND DISPENSATION**

There were no Declarations of Interest or Dispensations.

**17/17 APPROVAL OF MINUTES**

The Committee  
RESOLVED

That the minutes of the Extra Ordinary meeting dated 20<sup>th</sup> June 2017 agreed at Full Council on the 27<sup>th</sup> June 2017 be approved as a true and correct record.

**17/18 MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

**17/19 FINANCIAL COMPARISON STATEMENT 2017/18**

It was noted that following discussion of the Financial comparison Statement at the Village Halls Committee, an extra column had been added to the report to show the percentage of the budget spent which was agreed to be useful.

The Committee

**RESOLVED**

To note the report

**17/20 QUARTERLY CASHBOOK**

It was noted that this report had been prepared before the 2<sup>nd</sup> instalment of the precept had been made by TRDC.

The Committee

**RESOLVED**

To note the report

**17/21 REVISED BUDGET 2017/18**

A number of figures on the report were clarified. In response to a Member's question the Clerk confirmed that anything not spent at the end of the year goes into reserves and likewise anything overspent comes out of reserves. The underspend on photocopying and postage was felt to be down to the attempts being made by officers to email more invoices etc.

The Committee

**RESOLVED**

To approve the report

This was proposed from the Chair and carried unanimously.

**17/22 BUDGET STRATEGY 2018/19**

The situation regarding reserves was explained and it was noted that the Council had started to increase reserves as agreed as part of the budget for the current year. The possibility of an increased rent payment on the office building was noted for the forthcoming year but that this was under discussion with TRDC. The Clerk advised the current RPI figure of 3.9% with an upward trend on the year.

The Committee

**RESOLVED**

That Committees be asked to build a provisional budget based on an increase of 4% but with budget savings wherever possible.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Steve Watkins and carried unanimously

**17/23 WEBSITE**

The Deputy Clerk gave an update on the progress being made with the new website. Volunteers had been sought to review existing content and rewrite as necessary content for the new website. The Chair ran through the structure providing nominations for items without a lead. It was agreed that the proposed Play Space would appear under latest news, the Community Plan would be replaced by the Neighbourhood Plan

which would appear under the Council drop down menu tab. It was also agreed that Transport links etc would be part of the item 'About Chorleywood' and 'Who Does What' information would be added following the format recently provided by Bishops Stortford Town Council.

The Committee

**RESOLVED**

To confirm the new structure as presented with the additions agreed and the timeline of 90 days from start to finish.

To agree the cost and contract terms proposed by the Webmaster

This was proposed from the Chair and carried unanimously.

**17/24 BACK UP**

Back up of the Office computers was added as an emergency item. Members were advised that the current tape drive used to back up the Council's data had recently failed and due to its age and obsolescence, repair was unlikely to last long. A number of options had been proposed by the Council's IT support which had been reviewed by one of the Members with an IT background. It was agreed that the option to back up to a Cloud solution was the best in the short term with a view that more time would be spent when the Office IT system was completely reviewed as part of the office accommodation changes.

The Committee

**RESOLVED**

To agree to the purchase and installation of a new back up system using the Cloud solution offered by the Council's IT support.

This was proposed from the Chair and carried unanimously.

**17/25 GRANTS AND SUBSIDIES**

Cllr Jackie Worrall ran through the background to the report and members noted the different budget headings that contained items supporting the community. Following discussion it was agreed that the next stage would be to draft the criteria for organisations to apply against.

The Committee

**RESOLVED**

- That a new report be produced from the financial package that draws together any specific budget headings that can be classed as Grants & Subsidies
- That the 'pump priming process should be retained in its current form but should be more widely advertised
- That a new process is created that allows organisation to apply for regular subsidies to enable them to operate in Chorleywood and Subsidy Application criteria would be created

This was proposed By Cllr Jackie Worrall, seconded by Cllr Jane White and carried unanimously.

Members asked that the Committee's thanks to Cllr Jackie Worrall for all her work on this topic be recorded.

#### **17/26 PCSO FUNDING**

The role of the PCSOs in Chorleywood was discussed with concerns raised over their visibility in the community now that a vehicle was available to them. Members wanted the PCSOs to be appreciated by the community for the role that they played in reducing crime in the area. It was noted that continued provision may require an increase in the funding which had not changed since the start in 2011 and it was agreed that budget provision should be made for the possible increase. It was also suggested that Inspector Neil Canning be invited to the next Full Council meeting to refresh the Council on the role and powers of the PCSO's.

The Committee

**RESOLVED**

To make provision in principle of £5K per year in the budget build this year.

#### **17/27 AMENDMENT TO STANDING ORDERS TO REFLECT CHANGE IN LEGISLATION**

Members were advised that the proposed changes to Standing Orders were to catch up with recently introduced legislation over which it was noted that Councillors had no choice. Once again thanks were expressed to Cllr Jackie Worrall for her efforts on identifying the changes required to Standing Orders in consultation with the Clerk.

The Committee

**RESOLVED**

To accept the changes as proposed

This was proposed from the Chair and carried with all in favour bar one abstention.

#### **17/28 THE FOUR YEAR VISION**

The priorities of the elements of the Four Year Vision for the P&R Committee were reviewed.

**South Lodge Refurbishment** The content of the South Lodge Refurbishment would be updated to reflect the progress that had been made with respect to proposed plans and applications and its priority would remain unchanged.

**Website** – Progress on the new website had been covered earlier in the meeting under minute 17/23 and its priority remained unchanged.

**Acquisition of Asset** – a new item with a priority of two was added to reflect the acquisition of an asset in progress and discussed at the previous meeting.

**Strategic Planning/Succession Planning** – this new item was added also at Priority two. It was agreed that as part of Succession Planning, ex councillors would be encouraged to become Friends of the Council, not

necessarily with any voting rights but to allow the imparting of knowledge and experience gained whilst Councillors to new, possibly less experienced Cllrs that may join the Council in the coming years. Discussion also covered what should happen to the email contained in a Cllr email folder once a councillor steps down and it was agreed that eh contents should be kept for a period of six months.

**Property Register** – the priority of this remained unchanged.

**17/29 HEALTH & SAFETY**

The Clerk advised Members of the current call out arrangements for the office with respect to alarm activations. It was agreed that whilst the current alarm system was still adequate, technology had moved on since this had been installed and there may be other more efficient ways of protecting the Council’s assets and that there was a need to review the current alarm system. A number of companies would be invited to review and advise on options available.

**17/30 ACCIDENTS AND COMPLAINTS RECEIVED**

The two items detailed on the agenda were noted

**17/31 CLOSURE**

The meeting having started at 7.30pm closed at 9.30 pm

These minutes have been checked by the Chairman.

Signature ..... Date.....

These minutes were agreed as a true and correct record at the Policy & Resources meeting and signed by the Chairman.

Signature ..... Date .....

## SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
PR 16/41	ACTION	A quote for the IT works required with the move was also requested and the quote to be brought back to the next meeting. <i>Ongoing</i>	Clerk
PR 16/41 & 45	ACTION	Clr Raj Khiroya agreed to act as lead Clr for the office Refurbishment project and assist with the insurance documentation aspects of the School issues. <i>Ongoing</i>	Clr Raj Khiroya
16/70	Action	The suggestion for a transfer of money of £750 from the War Memorial Hall for the new website, to be put to the Halls Committee as many of the improvements are for the Halls. <i>Ongoing</i>	Clerk
16/75	Action	To convene a meeting of the Property Register working party. <i>Ongoing</i>	Clerk
17/11	Action	The Clerk to see key officers at TRDC to discuss the Parish Office lease renewal and the proposed refurbishment works. <i>Ongoing</i>	Clerk
17/23	Action	Changes to the website as specified in the minute.	Deputy Clerk
17/26	Action	Inspector Neil Canning to be invited to the next Full Council Meeting to refresh the council on the roles and powers of the PCSOs	Clerk
17/28	Action	To update the South Lodge Refurbishment text to reflect the current state of play	Clerk
17/28	Action	Add 'Acquisition of Asset' and 'Strategic Planning/Succession Planning' to the Four Year Vision.	Clerk
17/29	Action	To invite a number of alarm companies to review existing system and advise on replacement options.	Deputy Clerk

**Note: Completed actions will be removed one meeting after completion has been recorded.**

Month No : 8

P&amp;R Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>Policy &amp; Resources</u></b>						
<b><u>200 Salaries - Policy &amp; Resources</u></b>						
4000	Salaries	52,004	86,500	34,496	34,496	60.1 %
4020	PAYE & NI	21,148	37,500	16,352	16,352	56.4 %
4030	Superannuation	18,681	32,500	13,819	13,819	57.5 %
4050	Training & Conferences	768	2,000	1,233	1,233	38.4 %
4055	Travelling Expenses	1,294	2,270	976	976	57.0 %
Salaries - Policy & Resources :- Expenditure		<b>93,895</b>	<b>160,770</b>	<b>66,875</b>	<b>0</b>	<b>66,875 58.4 %</b>
<b>Net Expenditure over Income</b>		<b>93,895</b>	<b>160,770</b>	<b>66,875</b>		
<b><u>210 General Administration</u></b>						
4100	Website	855	2,000	1,145	1,145	42.8 %
4105	Photocopying	1,028	3,800	2,772	2,772	27.0 %
4110	Postage	609	1,370	761	761	44.4 %
4115	Stationery & Office Equipment	938	1,635	697	697	57.4 %
4120	Subscriptions & Donations	2,602	2,550	-52	-52	102.1 %
4125	Office Cleaning	361	500	139	139	72.1 %
4130	Office Maintenance	1,197	1,760	563	563	68.0 %
4135	Computer	2,714	4,600	1,886	1,886	59.0 %
4140	Village Day	5,216	3,500	-1,716	-1,716	149.0 %
4145	Christmas Lights	0	3,460	3,460	3,460	0.0 %
4150	Purchase of Caddy Sacks	0	200	200	200	0.0 %
4155	Chorleywood in Bloom	2,722	3,060	338	338	88.9 %
4160	Mapping System	150	725	575	575	20.7 %
4900	Misc Expenditure	757	1,000	243	243	75.7 %
General Administration :- Expenditure		<b>19,148</b>	<b>30,160</b>	<b>11,012</b>	<b>0</b>	<b>11,012 63.5 %</b>
1200	Chorleywood in Bloom	1,275	750	525		169.9 %
1206	Quiz Night Income	650	0	650		0.0 %
1210	Village Day Income	6,478	5,000	1,478		129.6 %
1220	Sale of Parish Map	0	50	-50		0.0 %
1230	Caddy Sacks	237	250	-13		94.7 %
1250	Contribution from WMH	1,370	1,370	0		100.0 %
1255	Contribution from RBL	512	390	122		131.2 %
1900	Miscellaneous Income	1,714	750	964		228.5 %
General Administration :- Income		<b>12,235</b>	<b>8,560</b>	<b>3,675</b>		<b>142.9 %</b>
<b>Net Expenditure over Income</b>		<b>6,913</b>	<b>21,600</b>	<b>14,687</b>		

Month No : 8

P&amp;R Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>220 Services - General</u></b>						
4201 Recycling Office	162	165	3		3	98.2 %
4205 Gas	293	2,000	1,707		1,707	14.6 %
4210 Electric	653	2,000	1,347		1,347	32.7 %
4215 Water	207	130	-77		-77	159.6 %
4220 Telephone	3,312	4,650	1,338		1,338	71.2 %
Services - General :- Expenditure	<b>4,628</b>	<b>8,945</b>	<b>4,317</b>	<b>0</b>	<b>4,317</b>	<b>51.7 %</b>
<b>Net Expenditure over Income</b>	<b>4,628</b>	<b>8,945</b>	<b>4,317</b>			
<b><u>230 Community Engagement</u></b>						
4250 Chorleywood Matters	2,541	5,250	2,709		2,709	48.4 %
4255 PCSOs	7,125	28,500	21,375		21,375	25.0 %
4260 Defibrillators	170	0	-170		-170	0.0 %
Community Engagement :- Expenditure	<b>9,836</b>	<b>33,750</b>	<b>23,914</b>	<b>0</b>	<b>23,914</b>	<b>29.1 %</b>
<b>Net Expenditure over Income</b>	<b>9,836</b>	<b>33,750</b>	<b>23,914</b>			
<b><u>250 Grants &amp; S137 Payments</u></b>						
4300 Grants Given	0	1,000	1,000		1,000	0.0 %
4310 War Memorial Hall Grant	5,000	5,000	0		0	100.0 %
Grants & S137 Payments :- Expenditure	<b>5,000</b>	<b>6,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>83.3 %</b>
<b>Net Expenditure over Income</b>	<b>5,000</b>	<b>6,000</b>	<b>1,000</b>			
<b><u>260 Professional Fees - P&amp;R</u></b>						
4350 Audit	2,358	3,060	702		702	77.1 %
4355 Legal & Professional Fees	2,125	3,500	1,376		1,376	60.7 %
4360 HR Service Contract	4,560	4,600	40		40	99.1 %
4365 Insurance	8,861	10,500	1,639		1,639	84.4 %
4370 Health & Safety	395	1,000	605		605	39.5 %
Professional Fees - P&R :- Expenditure	<b>18,298</b>	<b>22,660</b>	<b>4,362</b>	<b>0</b>	<b>4,362</b>	<b>80.8 %</b>
<b>Net Expenditure over Income</b>	<b>18,298</b>	<b>22,660</b>	<b>4,362</b>			
<b><u>270 Civic</u></b>						
4400 Chairman's Allowance	43	450	407		407	9.5 %
4405 Chairman's Charity	0	400	400		400	0.0 %
Civic :- Expenditure	<b>43</b>	<b>850</b>	<b>807</b>	<b>0</b>	<b>807</b>	<b>5.0 %</b>

Month No : 8

P&amp;R Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1270 Chairman's Charity Income	93	400	-307			23.3 %
Civic :- Income	<u>93</u>	<u>400</u>	<u>-307</u>			<u>23.3 %</u>
<b>Net Expenditure over Income</b>	<u>-51</u>	<u>450</u>	<u>501</u>			
Policy & Resources :- Expenditure	<b>150,848</b>	<b>263,135</b>	<b>112,287</b>			<b>57.3 %</b>
Income	<b>12,328</b>	<b>8,960</b>	<b>3,368</b>			<b>137.6 %</b>
<b>Net Expenditure over Income</b>	<u><b>138,520</b></u>	<u><b>254,175</b></u>	<u><b>115,655</b></u>			

**POLICY & RESOURCES CAPITAL REPLACEMENT FUND**

	<b>Replacement Cost</b>	<b>YEAR 10/11</b>	<b>YEAR 11/12</b>	<b>YEAR 12/13</b>	<b>YEAR 13/14</b>	<b>YEAR 14/15</b>	<b>YEAR 15/16</b>	<b>YEAR 16/17</b>	<b>YEAR 17/18</b>	<b>YEAR 18/19</b>
<b>Election Expenses</b>	<b>£3,500</b>	<b>Election £1600</b>	<b>£1600</b>	<b>£1600</b>	<b>£1670</b>	<b>£1720</b>	<b>£1755</b>	<b>£1775</b>	<b>£10,000</b>	<b>£10,400</b>
<b>Replacement Boiler</b>		<b>£155</b>	<b>£155</b>	<b>£155</b>	<b>£160</b>	<b>£165</b>	<b>£170</b>	<b>£175</b>	<b>£180</b>	<b>£190</b>
<b>Replacement I.T.</b>	<b>£1,000</b>	<b>£1660</b>	<b>£1660</b>	<b>£1660</b>	<b>£1730</b>	<b>£1785</b>	<b>£1820</b>	<b>£1840</b>	<b>£1880</b>	<b>£1955</b>
<b>Total</b>		<b>£3415</b>	<b>£3415</b>	<b>£3415</b>	<b>£3560</b>	<b>£3670</b>	<b>£3745</b>	<b>£3790</b>	<b>£12060</b>	<b>£12545</b>

**P& R CAPITAL ALLOCATION BUDGET**

	<b>2018/19</b>				<b>Remaining</b>
	<b>Budget</b>	<b>Balance B/F</b>	<b>Total</b>	<b>Spent</b>	<b>Balance</b>
<b>P&amp;R</b>					
Elections	£10,400.00	£ 13,132.00	£23,532.00		£ 23,532.00
Replacement IT	£ 1,955.00	£ 11,859.00	£13,814.00		£ 13,814.00
Replacement boiler	£ 190.00	£ 1,465.00	£ 1,655.00		£ 1,655.00
Office Refurbishment		£ 35,000.00	£35,000.00		£ 35,000.00

**Date: TUESDAY 21<sup>st</sup> NOVEMBER 2017**

**Subject: DRAFT CAPITAL AND REVENUE BUDGET 2018-19**

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**Committee Member:**

**Officer Contributors:** Yvonne Merritt Clerk,

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** Appendix 1 Draft Budget, Appendix 2 Capital budget

**Contact for further information:** Clerk

## **1. RECOMMENDATIONS**

- 1.1 That the Committee consider the draft budget for 2018/19
- 1.2 That Committee agree any adjustments to take into account any decisions taken regarding the Donations or Grants
- 1.3 That the Committee consider items from the Four Year Vision for Capital projects.
- 1.4 That the Committee consider setting aside a sum of money for maintenance of the Swillett Hut and decide what committee should, in the first instance be responsible for overseeing this project.

## **2. RELEVANT PREVIOUS DECISIONS**

### **2.1 17/22 BUDGET STRATEGY 2018/19**

The situation regarding reserves was explained and it was noted that the Council had started to increase reserves as agreed as part of the budget for the current year. The possibility of an increased rent payment on the office building was noted for the forthcoming year but that this was under discussion with TRDC. The Clerk advised the current RPI figure of 3.9% with an upward trend on the year.

The Committee

#### **RESOLVED**

That Committees be asked to build a provisional budget based on an increase of 4% but with budget savings wherever possible.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Steve Watkins and carried unanimously

### **2.2 17/26 PCSO FUNDING**

The role of the PCSOs in Chorleywood was discussed with concerns raised over their visibility in the community now that a vehicle was available to them. Members wanted the PCSOs to be appreciated by the community for the role that they played in reducing crime in the area. It was noted that continued provision may require an increase in the funding which had not changed since the start in 2011 and it was agreed that budget provision

should be made for the possible increase. It was also suggested that Inspector Neil Canning be invited to the next Full Council meeting to refresh the Council on the role and powers of the PCSO's.

The Committee

RESOLVED

To make provision in principle of £5K per year in the budget build this year.

### **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 None Specific

### **4. RISK MANAGEMENT ISSUES**

4.1 The Parish Council has a duty to manage its finances in a correct fashion.

### **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 The budgets have where necessary been raised by 4%

5.2 The salary increase for 2018/19 has not yet been considered, therefore for budget purposes and increase of 2% has been used.

### **6. LEGAL ISSUES**

6.1 None Specific

### **7 BACKGROUND INFORMATION**

7.1 All the budgets have either stayed the same or been increased by the suggested 4% the following codes however fall outside that parameter and the reasons for this are listed below

210 4155 Chorleywood in Bloom – this has been decreased as it is not likely that there will be room for further planters.

210 1200 Chorleywood In bloom – this has been decreased in accordance with the item above

230 4256 PCSOs – this has been increased in accordance with minute number P&R 17/26 detailed above

7.2 No adjustments have been made to the following budgets

210 4120 Subscriptions and Donations

250 4300 Grants Given

This may need to be adjusted once the Committee had agreed upon the new grants and donations criteria and put the necessary budget towards the funding.

7.3 Whilst the Village Halls Trust income is steadily improving an assumption has been made to assist cash flow that the £5000 in the budget currently remains and that this is reviewed at this time next year.

7.4 The Revenue budget will therefore increase from the original 2017/18 revenue budget by £9820.00 – not taking into account any sums allocated from 7.2.

7.5 Attached in Appendix 2 of this report is the current capital budget allocation, again this has been increased by 4%

7.6 Members will also need to consider any capital projects for the next financial year, taken from the agreed four year vision. It should be noted that no budget provision has been made thus far for the refurbishment of the Swillett Hut, as this is currently an unknown quantity members may wish to consider setting aside a sum of money in the first instance for urgent maintenance.

7.7 It should be noted that the Elections budget should now cover election costs, but careful consideration and review of the election costs will need to take place during the next fiscal year.

7.8 Once this Committee has agreed the budget a full report will be issued to Full Council to decide on the precept for 2018/19

## **CHORLEYWOOD PARISH COUNCIL**

**P & R COMMITTEE MEETING**

**Agenda Item 7.**

**Date: 21<sup>st</sup> NOVEMBER 2017**

**Subject: PARISH MAGAZINE**

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**Committee Member:**

**Officer Contributors:** Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Clerk

### **1. BACKGROUND INFORMATION**

1.1 The Parish Council have an obligation to produce a publication three times per year.

1.2 Currently Chorleywood Matters is published which is produced by an Editorial Committee Parish Staff.

1.3. The Parish also have a monthly column in My News which gives up to date information on projects, or things of general interest relating to the activities of the Parish Council

1.4. Although feedback about Chorleywood Matters has been positive, there has been criticism from a Parish Councillor on producing what has been described as an inferior publication.

1.5. An offer has been forthcoming from one of the local publications to have two pages in their publication four time per year in replacement of Chorleywood Matters.

1.6. Listed below is the proposed package.

- Printing and design of 2 pages equating to one A4 page, delivery, administration
- The publication will have a wider audience which will include Chenies, Heronsgate and properties west of the M25.
- The magazine would brand the Parish pages with the logo making it clear that the pages are compiled by the Parish and not the magazine
- It has been agreed that if the Parish are proposing to go ahead, that there would be notification on the front page together with the Parish logo.
- The Editor would aim to compile Parish linked editorial in their own style in the same issue up to three times per year. This editorial would be positioned near the parish pages to cross reference to two articles.

- Page proofs would be required to be turned round in 24 hours and images supplied would need to be at least over 1MB.

1.7. Chorleywood Matters currently is produced in house by Cllrs and Staff, three times per year and is totally independent from other publications.

- Currently Chorleywood Matters is a two page A4 publication – double the size being offered.
- There are occasions when the Parish has decided to issue a larger or additional publication. This can be achieved as there are no strict deadlines.
- The Council publication is factual and speaks about the Parish View point
- People identify the magazine with the Parish Council as it has its own identity.
- Publications can be tailored to timescales relating directly to Parish activities, eg going out just before Village Day.

1.8 Wheathamstead Parish Council publish a magazine which involves a wider community and an example of this will be available at the meeting . Going forward this may be a model that the Parish Council may wish to consider. This is created in house using Publisher, something officers already do when creating the Village Day Brochure.

## **2. RELEVANT PREVIOUS DECISIONS**

2.1 There have been no specific decision relating to Chorleywood Matters specifically but the discussion have taken place regarding the possibility of E.News letters on the new website.

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 The Council has an obligation to communicate with the parishioner.

## **4. RISK MANAGEMENT ISSUES**

4.1 The risk of going to outside bodies is that ultimately the Council does not have overall control of the publication

4.2 There could be misunderstanding with articles printed in the same magazine which infers tacit approval.

4.3 Potential loss of Parish identity.

4.4 Ability to decide on deadlines to suit Parish Council activities eg Village Day.

4.5 Ability to have special featured editions or larger publication when the need arises.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 The basic editorial will still be carried out by the editorial committee and parish staff.

5.2 Costings are as follows

A4 publication three times per year in outside magazine	£3264
Chorleywood Matters 2 x A4 publication three times per year	£3600
Wheathamstead style magazine	£4098

## **6 LEGAL ISSUES**

6.1 The Parish Council to keep within audit requirements must communicate with the Parishioners three times per year, one of which has to be the annual report.

## **7. RECOMMENDATIONS**

7.1 That the P&R Committee consider the details within the report and make any recommendations.

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# **Chorleywood Parish Council**

*Internal Audit Report 2017-18: First Interim*

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*Adrian Shepherd-Roberts*

*For Auditing Solutions Ltd*

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Chorleywood Parish Council.

This report sets out the work undertaken in relation to the 2017-18 financial year, which took place on 30<sup>th</sup> & 31st October 2017. At this first visit we have also reviewed and verified detail of the War Memorial Hall Statement of Accounts for 2016-17, duly signing off the Independent Examiner's Certificate for submission to the Charity Commission.

## **Internal Audit Approach**

In undertaking our reviews for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

We have concluded that, on the basis of the programme of work we have undertaken to date, the Council has maintained adequate and effective internal control arrangements.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council

We are pleased to acknowledge that Council members and officers operate a sound, proactive approach to risk management and corporate governance issues, together with the development and management of effective internal controls and procedural documentation.

## Detailed Report

### Maintenance of Accounting Records & Bank Reconciliations

The Council has utilised RBS Omega software for this financial year to maintain its day-to-day accounting records, which also form the basis of the year-end Statement of Accounts and Annual Return. Our objective in this area is to ensure that the accounting records are being maintained accurately and in a timely manner and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Ensured that an appropriate income and expenditure coding structures are in place;
- Agreed the year's opening balances for 2017-18 to those reported in the closing Trial Balance and Annual Return for 2016-17;
- Reviewed the current account bank reconciliations as at 30<sup>th</sup> April, 30<sup>th</sup> September 2017 ensuring that no long-standing "out-of-date" cheques or other anomalous entries exist;
- Reviewed transactions on the Council's other accounts where surplus funds are deposited in order to achieve a better rate of interest return;
- Tested a further sample of transactions for the year to September 2017 between the cashbook and Co-op bank statements, inter account transfers; and
- Checked and agreed each "sweep" transfer between the current and business premium account for the year to 30<sup>th</sup> September 2017.

#### *Conclusions*

*No significant issues arise in this area, we will undertake further work in this area at future visits.*

### Review of Corporate Governance

Our objective is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders; that financial transactions are made in accordance with the extant Financial Regulations and that we have a reasonable expectancy of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation.

- We have commenced our review of the full Council and Standing Committee minutes for the financial year to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist; and
- We noted at our previous audit that both Standing Orders (SOs) and Financial Regulations (FRs) were reviewed and approved by Full Council in November 2015 to include the new Procurement Guidelines (Issued April 2015).

#### *Conclusions*

*We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake a further review in this area at future visits.*

## Review of Expenditure

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

Council resources are released in accordance with the Council's approved procedures and budgets;

- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- The correct expense codes have been applied to invoices when processed;
- To ensure compliance with the above criteria, we have selected a sample of payments processed in the financial year to September 2017 including all those individually in excess of £2,000 together with every 30<sup>th</sup> payment with 16 examined to September 2017 totalling £57,995 equating to 48% of total non-pay related expenditure.

In relation to VAT, we note that electronic return submissions (as required by extant legislation) continue to be made. We have verified the first two quarters submissions to the underlying control account to September 2017.

### *Conclusions*

*There are no issues arising in this area to warrant formal recommendation. We will extend our review at future visits and ensure that VAT balance is accurately recorded in the year end debtors.*

## Assessment and Management of Risk

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

- We note that an overall strategy, linking risk assessments to policy or strategic objectives has been put in place, together with an updated Risk Assessment, which will be approved by Policy & Resources Committee before the financial year end; and
- At this first visit for 2017-18 we examined the Council's insurance policy with Aviva for the financial year and confirmed that appropriate cover is in place in each relevant area which includes Public Liability and Employers Liability at £10million respectively and Fidelity Cover at £500,000.

### *Conclusions*

*No issues have arisen in this area warranting formal comment or recommendation currently with appropriate insurance cover in place. We will undertake further work in this area at future visits.*

## **Precept Determination and Budgetary Control**

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

The Council will commence consideration of the 2018-19 budgetary requirements later this autumn and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

### ***Conclusions***

***We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2018-19 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.***

## **Review of Income**

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources, to ensure that all income due to the Council is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies.

We will undertake a review of the income streams at our next visit.

We have at this visit reviewed the Sales Ledger and the outstanding invoices and consider that there are no significant long outstanding debts.

### ***Conclusions***

***There are no issues arising in this area to warrant formal recommendation. We will undertake further work at future visits.***

## **Petty Cash Account**

We are required, as part of the annual Internal Audit reporting process on the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities and note that an Imprest style petty cash scheme operates at the Council office with a maximum

holding of £200. We have reviewed the Petty Cash file for the Parish Council at this visit to ensure that the systems continue to operate effectively, also verifying the receipts and the physical cash held against the control records maintained.

### ***Conclusions***

***No matters arise warranting formal comment or recommendation.***

## **Salaries and Wages**

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, as regards employee contribution bandings. To meet this objective, we have:

- Reviewed the Council's payroll preparation procedures;
- Checked to ensure that the Council has reviewed and approved appropriate pay scales for staff;
- Checked and agreed the amounts paid to individuals by reference to the approved pay rates, examining payments made in September 2017;
- Ensured that PAYE, NIC and superannuation deductions have been made accurately by reference to the HMRC software and revised pension contribution bands;
- Ensured that the appropriate month's deductions and contributions have been paid over to HMRC and the County Pension Fund in a timely manner;
- Checked that any overtime paid is properly supported by duly authorised timesheets.

### ***Conclusions***

***We are pleased to report that no significant issues have been identified in this area.***

## **Investments and Loans**

The Council "invests" surplus funds in a Co-op Instant Access account, National Westminster account and a Scottish Widows "60-day investment account". We have reviewed and verified detail for the year to date, together with accumulated gross interest with no issues arising. The Council has no loans either repayable to or by it.

### ***Conclusions***

***There are no issues arising in this area to warrant formal recommendation. We will undertake a further review at future visits.***

**CHORLEYWOOD PARISH COUNCIL**

**P & R COMMITTEE MEETING**

**Agenda Item 9**

**Date: 21<sup>st</sup> NOVEMBER 2017**

**Subject: HR Committee Terms of Reference**

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**Committee Member:** Cllr Jackie Worrall

**Officer Contributors:** Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Clerk

**1. BACKGROUND INFORMATION**

1.1 The Parish Council has an HR Committee but this has no terms of reference.

1.2 Since the Parish Council has engaged the services of Watford HR the majority of day to day work has been handled by them.

1.3 There is however now a need to set up the terms of reference so that Councillors know their roles within the Committee.

1.4 These are suggested as follows

- There will be three serving Members on the Committee
- These will be appointed at each Annual Parish Meeting and constituted for a period of one year.
- Members of the HR Committee should not include the Chairman of the Council – who will act as an independent adjudicator should the need arise
- As the HR function is delegated to an Independent contractor, the HR Committee will not meet on a regular basis, however will monitor the HR service provided ;and raise any concerns with the Council.
- When requested by the HR service provider the HR Committee will assist with recruitment and grievance proceedings.
- Should an employee wish to raise a grievance directly with the HR Committee – they must in the first instance advise the HR service provider, as receiving the grievance does not give the Committee the right to act without the HR Service provider's advice.
- The HR Committee can be instructed by the Council to review service provision and job allocations in consultation with the Clerk.

## **2. RELEVANT PREVIOUS DECISIONS**

2.1 None Specific

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 None Specific

## **4. RISK MANAGEMENT ISSUES**

4.1 It is imperative that the HR Committee works within the Terms of Reference and takes guidance from the HR professionals before making any recommendations as incorrect or misinformation can be costly and cause bad feeling.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 None Specific

## **6 LEGAL ISSUES**

6.1 See 4.1 above.

## **7. RECOMMENDATIONS**

7.1 That the P&R Committee consider the details within the report and make any recommendations.

**CHORLEYWOOD PARISH COUNCIL**

**P & R COMMITTEE MEETING**

**Agenda Item 10**

**Date: 21<sup>st</sup> NOVEMBER 2017**

**Subject: GRANTS AND SUBSIDIES**

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**Committee Member:** Cllr Jackie Worrall

**Officer Contributors:** Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** Appendix 1. Draft Community Support Funding Criteria,  
Appendix 2. Draft Community Support Funding Application

**Contact for further information:** Clerk

**1. BACKGROUND INFORMATION**

1.1 The Parish Council has two budgets one for grants and the other for donations.

1.2 The Parish Council has, in the past limited grants a singular application.

1.3 Over the past year the Council has received requests for financial support from worthy services, that perhaps could not otherwise operate. An example of this is the request for funding from the Citizens Advice Bureau.

1.4 It is therefore suggested that the grants and donations be split and re-categorised. That the Parish Council have a Small Grants Scheme run on similar lines to that currently and a new grant scheme called Community Support Funding which will give organisations opportunities to apply for funding for either ongoing or one off support.

1.4 The Council grants criteria does not accommodate the second type of application and therefore a new criteria has been drafted in appendix 1 and a new application form has been drafted in appendix 2 of this report.

**2. RELEVANT PREVIOUS DECISIONS**

2.1 None Specific

**3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 One of the roles of Parish Councils is to improve the quality of life and the environment for their parishioners. This can be a direct service or by supporting others to facilitate these services.<sup>i</sup>

3.2 By Grant funding outside organisations services can sometimes be delivered more efficiently and are more cost effective.

3.3 The Localism Bill 2011 actively encourages Parish Councils to be enablers, acting for the benefit of the Community.

#### **4. RISK MANAGEMENT ISSUES**

4.1 None Specific

#### **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 The Parish Council currently has two budgets which incorporate the two areas where funding is allocated.

5.2 The grants budget has £1,000 allocated and it is suggested that this fund become the Small Grants Scheme fund

5.3 There is a second budget head for subscriptions and donations of which currently £1,000 is allocated towards funding for the CAB and the Chiltern Open Air Museum. It is suggested that this budget be split. With one for the subscriptions only and a new budget head named Community Support Funding.

5.4 It is suggested that a large sum be set aside for this budget of £5000 which will allow for larger grants to be applied for.

#### **6 LEGAL ISSUES**

6.1 The Parish Council has the powers to donated funds under the General Power of Competence.

#### **7. RECOMMENDATIONS**

7.1 That the P&R Committee consider the details within the report and make any recommendations.

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<sup>i</sup> Good Councillor Guide.



**CHORLEYWOOD COUNCIL**

**COMMUNITY SUPPORT FUNDING**

**GRANT APPLICATION FORM**

**APPLICANT'S DETAILS**

Name of Applicant and/or Organisation

.....  
.....

*Who will be our main contact for this application? .....*

Address for all correspondence .....  
*(including payments)*

.....  
.....

Can we contact you by telephone? (Daytime) .....

(Evening/Weekend) .....

What authority do you have to submit this application?

*For example, has the application been authorised by committee? If so, which committee and when? (For your own protection it is important that you are properly authorised).*

.....  
.....

What is the purpose of the Community Support being offered?

.....  
.....

Are you a Registered Charity? **YES/NO** *(if YES, state your Charity No.)* .....

Are you affiliated to a National Body? **YES/NO** (if YES, state which one(s))

.....

**DETAILS OF YOUR APPLICATION**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**If necessary continue on a separate sheet**

**Participation**

Approximately how many local residents are likely to benefit from your activities?

.....

**User Profile**

Into which category do the MAJORITY of your participants currently fall?

- Under 18 years
- 18 years – 60 years
- Over 60 years

**Catchment Area**

Are the MAJORITY of your regular participants drawn from the Chorleywood Area?  
**YES/NO**

**FUNDING**

What sum are you applying for? .....

What is the total cost of your project? .....

What other grants have you applied for or obtained? .....

.....

.....

Please confirm attached any documents which give evidence to support your application.

I/We certify that the details given in this application are true and correct.

**SIGNED** ..... **DATE** .....

If signing on behalf of an organisation, please state position .....

Counter signature by officer .....

**Please return this form to** The Clerk, Chorleywood Parish Council, South Lodge,  
Rickmansworth Road, Chorleywood, Rickmansworth, Herts WD3 5SL



## **CHORLEYWOOD PARISH COUNCIL**

### **COMMUNITY SUPPORT FUNDING**

#### **CRITERIA**

1. Applications for funding will only be considered from Community Services whose aim is to support the majority of members having a bona fide address within the Parish  
or  
from individuals with a permanent address within the Parish.
2. Only one Funding Application from a particular organisation or individual will be considered during the Council's financial year.
3. At the discretion of the Council, funding may be made by way of cash or use of Council facilities at reduced cost until the end of the Council's financial year.
4. Grants will be made to assist the founding of local community groups or to provide temporary assistance for their continuing viability. Repeated grants to the same group or individual should not be expected, but will be considered upon application.
5. Applications must divulge any other Grants or funding that is received from other outside bodies including local government and national organisations – this is to avoid double taxation.
6. Each group application must be accompanied by evidence of the structure of the local group and where it sits within any organisation.
7. Applications must be made on the prescribed form, signed by the person applying and authorised by the signature of an officer of the group.

**Any questions regarding grant applications should be addressed to the Parish Office by telephone (01923 285594) Monday to Friday, between 9am – 1pm.**

**CHORLEYWOOD PARISH COUNCIL**

**P & R COMMITTEE MEETING**

**Agenda Item 11.**

**Date: 21<sup>st</sup> NOVEMBER 2017**

**Subject: COMMUNITY FIRST RESPONDERS**

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**Committee Member:**

**Officer Contributors:** Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Clerk

**1. BACKGROUND INFORMATION**

1.1 The Parish Council has in recent times considered grant funding new initiatives within the parish. These have included contribution towards services and equipment for the community.

1.2 The Parish Council has been contacted by a group called Chorleywood First responders. Details about this initiative are available at <http://www.eastamb.nhs.uk/join-the-team/community-first-responders>

1.3 in summary, this will be a group of volunteers that give up their time to help the Ambulance Service respond to emergency calls in the local area (specifically Chorleywood).

1.4 The Ambulance service provides all the training and support for the group but are unable to fund the initial costs of equipment needed. This costs in the region of £2,000.

1.5 A grant of this sum will allow the purchase of the following equipment which the responder will carry and use when responding to emergency calls.

- Pulse Oximeter
- Mobile phone to receive the calls from the Ambulance Service
- Oxygen and Oxygen Kit Bag.

1.6 Once the First Responders have the equipment the Ambulance Service will take responsibility for the equipment and medical equipment use by the responders.

1.7 Community First Responder groups play a key part in supporting the ambulance service which is facing significant pressure and getting a person to an emergency can make the difference between life and death.

1.8 The Parish Council have already funded similar initiatives in the past with the Defib programme.

## **2. RELEVANT PREVIOUS DECISIONS**

2.1 None Specific

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 The Parish Council can, under the General Power of Competence to fund this type of activity.

3.2 Should the grant be approved it would be usual to ask for this to be publically acknowledged that the Parish Council were funding this community initiative.

## **4. RISK MANAGEMENT ISSUES**

4.1 None Specific

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 The Parish Council has no specific budget but this may have been addressed in agenda item 10.

5.2 There are no specific staffing or property implications.

## **6 LEGAL ISSUES**

6.1 None Specific

## **7. RECOMMENDATIONS**

7.1 That the P&R Committee consider the details within the report and make any recommendations.



**SICKNESS ABSENCE POLICY**

**SEPTEMBER 2017**

## **1.0 INTRODUCTION**

- 1.1 Chorleywood Parish council values the contribution of its staff in the delivery and maintenance of quality services to the local community. While recognising that employees may be prevented from working due to ill health, the Parish Council has a duty to maintain service delivery and minimise disruption. The Council is, therefore, committed to managing attendance and sickness absence.
- 1.2 Whilst every effort will be made to help an employee with a health problem and to retain him/her in post, the Parish Council cannot guarantee to maintain employment if satisfactory attendance at working is not achieved and sustained.
- 1.3 In accordance with the Equality Act 2010, the Council will take all reasonable steps to employ disabled staff or to continue the employment of staff who becomes disabled in service.
- 1.4 The sickness absence procedure should not be viewed simply as a means of imposing sanctions. The aim of this policy is to have well employees at work and to deal fairly and consistently with those who are unwell.

## **2.0 NOTIFYING SICKNESS ABSENCE**

- 2.1 All employees must report their sickness absence by telephoning their line manager.
- 2.2 Employees should report any sickness absence ideally before they are due to commence their working day but no later than 10am on the first day of absence.
- 2.3 If an employee becomes ill while on annual leave, they should contact their line manager as soon as possible. Only if they present a medical certificate to their manager to cover this period, will the annual leave be restored to their leave entitlement.

## **3.0 CERTIFICATION**

- 3.1 If absence continues for more than seven consecutive days (regardless whether or not these are working days) an employee must obtain a medical certificate from his/her doctor which should be sent to their line manager.
- 3.2 If there are concerns about the health status of an employee which may affect him/her when he/she returns to work, a manager may ask for Occupational Health advice before a member of staff returns to his/her job.

## **4.0 AID TO RECOVERY**

- 4.1 The Parish Council supports employees undertaking rehabilitative programmes recommended by their doctor, designed to assist their recovery and subsequent return to work.
- 4.2 It will not be acceptable for employees who are absent on sick leave to :-
  - I. Undertake any employment outside the Parish Council, whether paid or unpaid
  - II. Undertake any activity which might aggravate illness
  - III. Go on holiday without the express advice of the GP

## 5.0 RETURN TO WORK

- 5.1 Employees should keep their line managers updated during their absence, and ensure that their manager is aware of their expected date of return.
- 5.2 It is essential that after every period of sickness absence their line manager meets with them for a return to work interview. This should take place on the first day back at work or at least within five working days of the employee's return.
- 5.3 The purpose of the meeting is to :-
  - I. Welcome the employee back to work;
  - II. Ensure that there is an accurate record of the absence and the appropriate certification (where applicable)
  - III. Update the employee on work issues
  - IV. Discuss concerns about the frequency and/or pattern of periods of sickness absence, if relevant

## 6.0 RETURN FROM LONG TERM SICKNESS LEAVE

- 6.1 Absence of more than 20 working days is deemed to be long term
- 6.2 The Clerk may support a period of up to four weeks phased return on full pay for employees who have had a prolonged period of illness, and are in the position of being considered sufficiently fit by their GP to re-commence work on a part-time basis, increasing in hours until their normal working hours are achieved. This will be agreed on a case by case basis with each employee and may be subject to occupational health or medical advice.
- 6.3 After a supported phased return period has ended, the employee may request to extend the period of gradually increasing their hours for a longer period, by using some of their annual leave entitlement. This annual leave request should be made in the normal way and will be approved only if service needs can accommodate the request/s.

## 7.0 ABSENCE MONITORING

### Stage 1 / Informal Action

If an employee's sickness absence level meets one of the following trigger points, the line manager will write to the employee and arrange to meet with them to review the absence levels.

- ***4 spells of sickness absence in any rolling 12 month period; OR***
- ***10 days lost in any rolling 12 month period; or***
- ***Any other recurring recognisable pattern such as frequent absenteeism on a Friday or a Monday, days following bank holidays, before or after annual leave, at particular points in workload cycle, etc;***

- - 7.1 The trigger level meeting should be held even if the employee remains on sickness leave, unless there is medical advice that the employee is not fit to come to the workplace and attend the meeting. In some situations a home visit may be arranged.
  - 7.2 At the meeting, the line manager should adopt a non-critical and supportive approach and:
    - Discuss the absence record with the employee;
    - Identify any contributing factors affecting sickness absence, for example, relationships with colleagues, domestic issues, workloads within the section, vacancies or other sickness within the section;
    - Identify areas for support;
    - Set targets for improvement and a review date.
  - 7.3 Possible outcomes may be:
    - Referral to Occupational Health for advice and recommendations;
    - Other support mechanisms identified and implemented (for example, counselling service, referral to outside agencies, training, mentoring);
    - Reasonable adjustments such as changes to the workload, work practices or work pattern;
  - 7.4 At the meeting the employee will be informed of the improvement needed in their attendance, the possible consequences if this is not achieved and a date should be set to review their attendance. This would normally be no longer than 3 months following the meeting, but may be earlier and will be set on an individual case basis. However if absence is excessive prior to this date, the review meeting can be brought forward.
  - 7.5 If the employee's sickness absence improves to a satisfactory level over the timescale set, then the process will terminate at this stage and the employee will be informed in writing of this.
  - 7.6 If sickness absence remains unsatisfactory, then the formal procedure will be invoked by the line manager as set out below
- 8.0 Stage 2 / Formal Action
- 8.1 When it becomes apparent following review that an informal approach to improving attendance has failed, the formal process will be followed.
  - 8.2 The purpose of the formal sickness absence meeting is to review attendance, hear representations from the employee, consider the potential for improvement, consider any occupational health opinion regarding reasonable adjustments or possible redeployment opportunities and to take such action as the manager decides is appropriate.
  - 8.3 At all formal stages of the procedure, an employee will have the right to be accompanied by a trade union representative or a work colleague of their choice. Should the employee wish to be accompanied, they should confirm the identity of the representative to Clerk of the Council at least 3 days prior to the meeting. The Clerk of the Council will ensure that all appropriate details are forwarded to the representative, including a copy of the sickness absence management policy.

8.4 The action to be taken under the formal procedure will depend on the nature of the specific absence. There are 3 possible formal sanctions, each with a right of appeal:

- First formal warning;
- Final formal warning; and
- Dismissal

**9.0 Consequences of non-compliance**

If an employee refuses to agree to a medical examination, or complete a medical access form then the manager will have to make a decision on the facts that he/she is aware of in terms of the seriousness of the illness. Failure to comply with the Council's absence notification or certification procedures may result in disciplinary action. ,

DRAFT