

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th APRIL 2024

Item 11 – Mossdale Meadows Flood Alleviation and Drainage Improvements

Purpose

To consider the tender process, timescales and proposed financing for rebuilding the Culvert and carrying out flood alleviation and drainage improvements at Mossdale Meadows.

Background

At the meeting of the Policy & Resources Committee held in 28th October 2021 members received a full report regarding the condition of the vehicular and pedestrian bridges over the brook at Mossdale and the increase in incidents of flooding from the brook onto the park.

The main issue that is causing the flooding is the culvert pipes that run under the vehicular and pedestrian access bridge. We were advised these are too small and as there are two pipes next to each other debris is collecting and building up between them which is restricting flow through the pipes even though they are cleared regularly. The pedestrian bridge is also too small and it was suggested that this is removed, along with the overflow pipe, and replaced with a larger culvert pipe under the vehicular bridge.

Action taken to date

A contractor had been contracted to provide formal plans and specifications that could then form the basis of a tender document to undertake the proposed works which included the removal of the pedestrian bridge.

Several tender documents had been prepared and submitted for various works but due to various issues with costs, none of the tenders received to date had been accepted.

The latest two quotations that had been received were between £72,000 and £218,000. Due to the considerable difference in costs between the two contractors, advice was sought from the Structural and Civil Engineering company that provided the design plans for the project, regarding the costs. As both companies had received the same information, drawings etc. and both their schedule of works were comparable, the designer felt that the lower quotation was acceptable for the scale of works proposed.

However, the lower tender submission for the culvert bridge and bank work falls below the minimum amount for public borrowing and the Town Council was not in a position to fund the project through the budget and reserves. Consideration was

made about other possible works that could be included in a revised plan to provide a larger project plan that a Public Works Loan could fund.

Proposed Alternative

Problems with flooding and drainage in different areas of Mossdale Meadows had been reported over some years and it was therefore proposed at the meeting of Policy & Resources held on 15th June 2023, that revised plans and a new tender be commissioned to include all the following work:

1. Replacement of vehicular culvert bridge over the brook
2. Works to the brook banks as previously proposed
3. Inclusion of drainage channels down the Lubbesthorpe bridle path adjacent to the pavilion building to alleviate flooding issues in the workshop
4. Drainage work to the entrance of Mossdale Meadows car park to drain water from the car park into the brook as the car park entrance was prone to frequent flooding that was raised during the Walking & Cycling route construction.
5. Resurfacing of Mossdale Meadows car park with tarmac. Currently the car park consists of hardcore and stone which frequently gets washed down towards the brook in heavy rain.

The above have all been approved for inclusion in the 2024/2025 Capital Plan.

Update

A site meeting had been arranged with the Civil Engineering Company in order for them to prepare plans to include the additional works above. It was advised that a Topographical Survey on the car park would be required before the plans could be drafted. A survey company was commissioned and the Topographical Survey had been completed in December 2023 and forwarded to the Civil Engineering Company in order for plans for the additional flood alleviation work to be undertaken.

Amended plans for the proposed work to the car park and drainage down Lubbesthorpe Bridle Park had been received and included with the plans for the Culvert Bridge and Bank Work as shown at appendices 1 – 5.

Based on the received drawings a draft tender document has been prepared for consideration as shown at appendix 6.

Timescales and Proposed Work

Due to the delay in commissioning and receiving the required Topographical Survey on the Mossdale Meadows car park, amended timescales and proposed works are shown below.

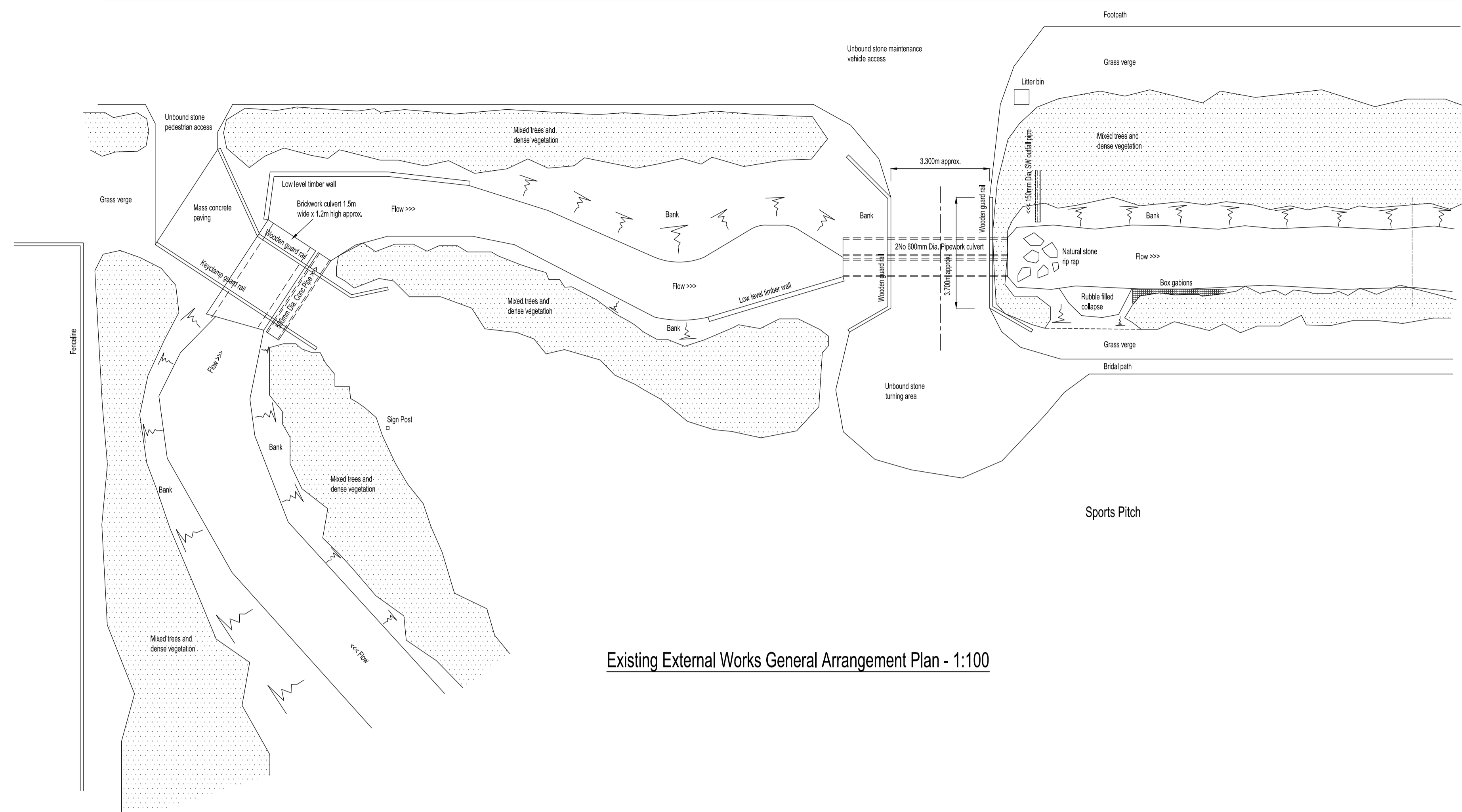
Date	Proposal
April 2024	Amended plans and draft Tender to be considered
June 2024	Tenders to be made available to suitable contractors
July - August 2024	Tenders received and shortlist of suitable contractors be considered
September 2024	Final designs and contractor to be approved
October – November 2024	Work to commence

Recommendations

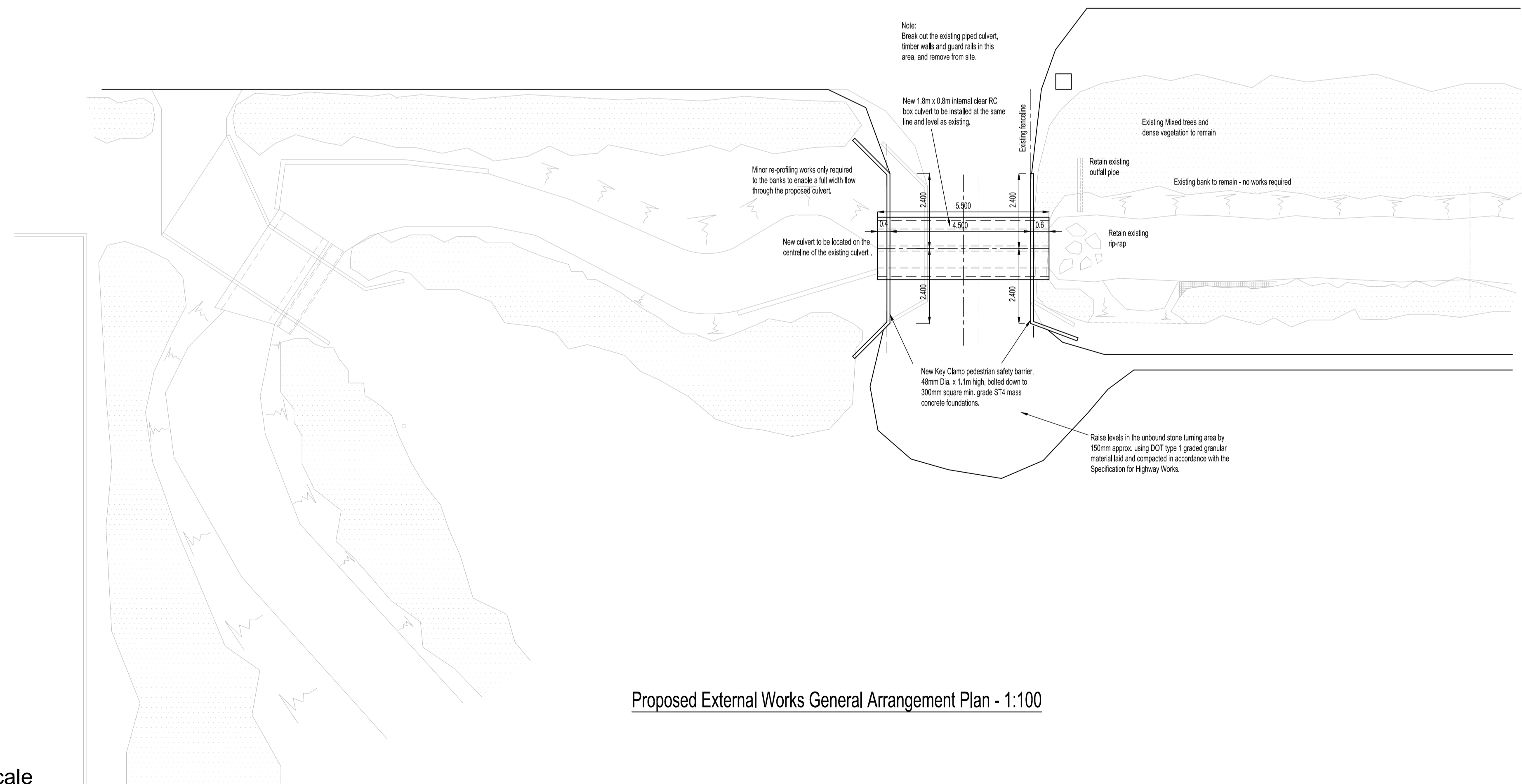
1. that plans for the Culvert Bridge, Car Park and Lubbesthorpe Bridle path as shown as appendices 1 - 5, be approved;
2. that draft Tender document as shown at appendix 6 be approved;
3. that the updated draft timeline for the required work, as shown in the relevant section of the report, be approved; and
4. that delegated authority be given to the Chief Executive & Town Clerk to finalise the tender documentation, including minor and technical amendments to the documentation and drawings, determine timescales and invite tenders.

Reasons

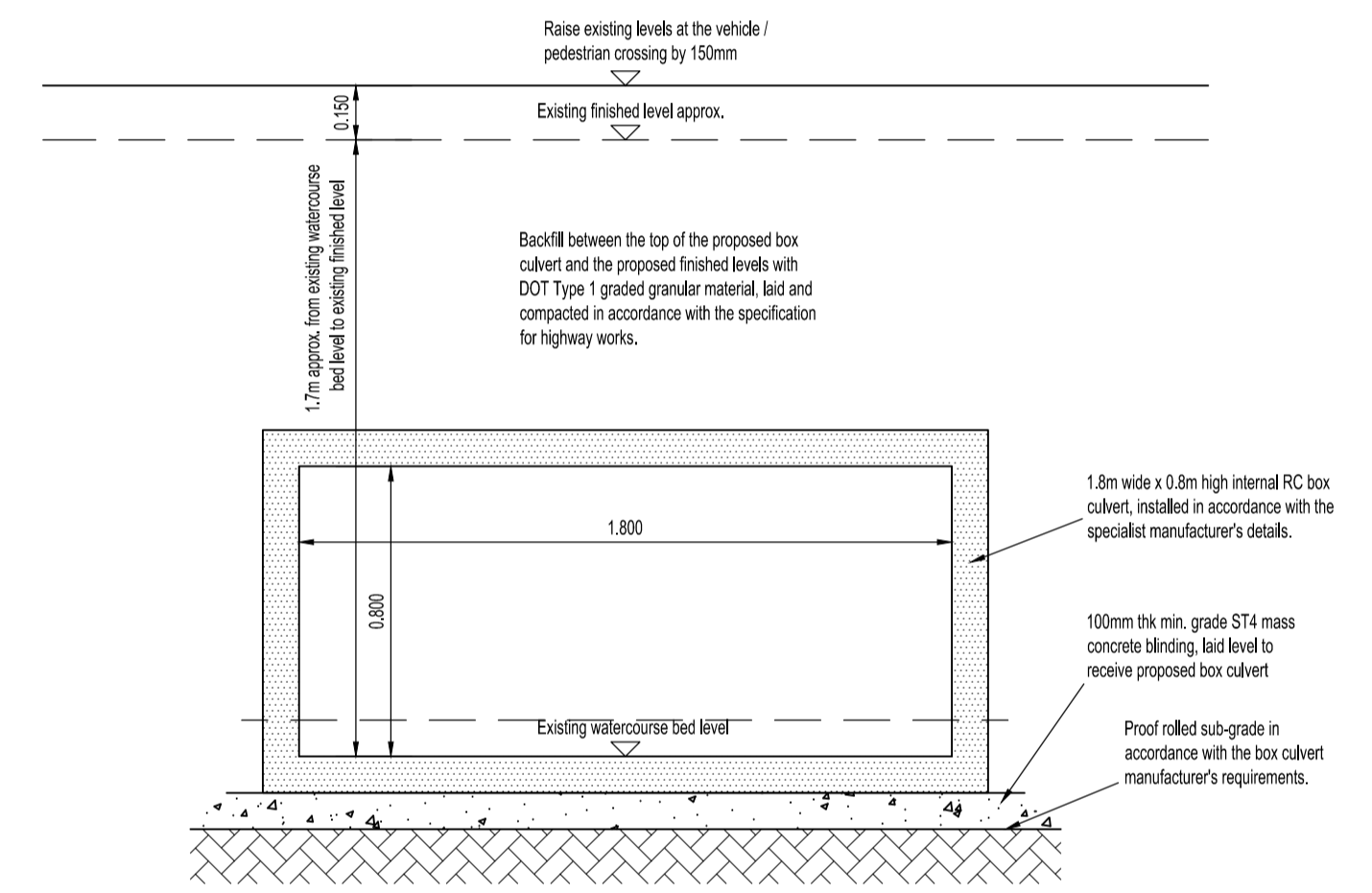
1. To implement construction work to reduce the level of flooding issues on Mossdale Meadows to protect the brook, banks and surrounding land.
2. To provide a plan of works to be carried out and target dates to work towards.
3. To comply with financial regulations and relevant procurement legislation.
4. To enable minor modifications to be made if necessary and to provide flexibility.



Existing External Works General Arrangement Plan - 1:100



Proposed External Works General Arrangement Plan - 1:100



Typical Detail Through Proposed Box Culvert At The Vehicle / Pedestrian Crossing - 1:20

NOTES

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Dimensions must not be scaled from this drawing. The Contractor is to check and verify all building and site dimensions before work is put in hand.

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The Contractor shall comply with enactments regulations and working rules relating to safety health and welfare of workpeople.

IMPORTANT:
The existing general arrangement plan shown opposite, was produced using very limited surveying techniques and access generally, as a result, it is important that all the proposed works are re-measured before any costings are confirmed, once the site has been cleared of the mixed trees and dense vegetation.

The proposals shown opposite will require a comprehensive temporary works method statement to be produced by the main contractor to the satisfaction of the Local Authority LLFA and Environment Agency as appropriate.

Further pedestrian safety barriers may be required by BTC adjacent the proposed works TBC.

08.11.22	Scope Of Works Reduced	AL	-	P03
13.04.22	Bridge Added	AL	-	P02
07.10.21	Preliminary Issue	AL	-	P01
Date	Description	Drawn	Chkd	Rev

Drawing Status: **Preliminary**

21 Stoney Street, Lode Market, Nottingham, NG1 1LP
Tel: 01159 417145 Fax: 01159 484445
Courtwood House, Silver Street Head, Sheffield, S1 2DD
Tel: 01143 211900 Fax: 01159 484445
Lincoln Office
Tel: 01522 245020 Fax: 01159 484445



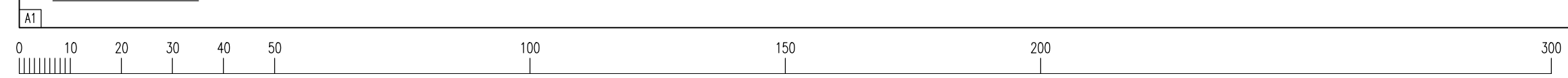
Project: **Mossdale Meadows Culvert, Braunstone.**

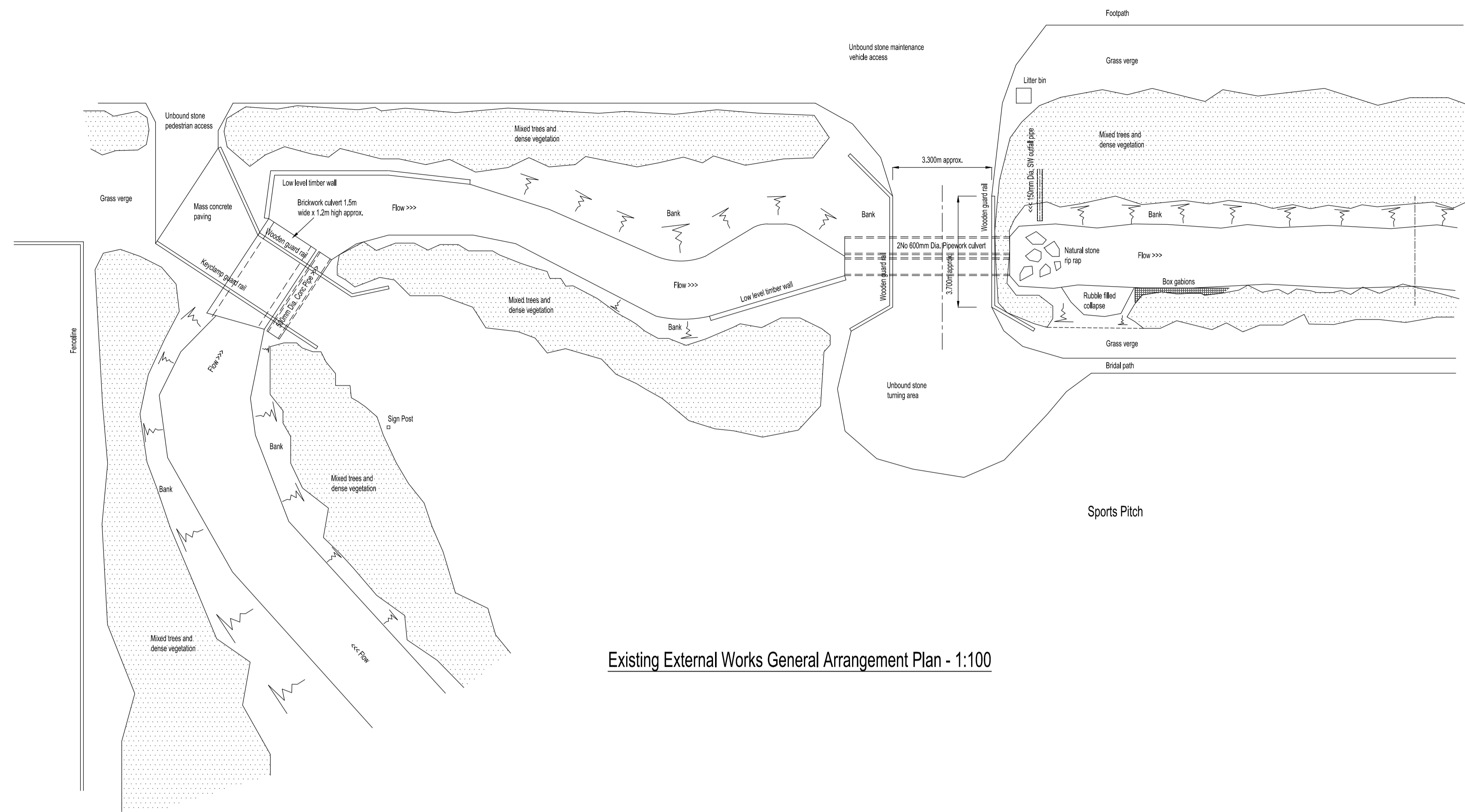
Title: **Existing & Proposed General Arrangement Plans**

Dwg Scale	Drawn	Checked	CHG job No.
1:100	AL	-	H291

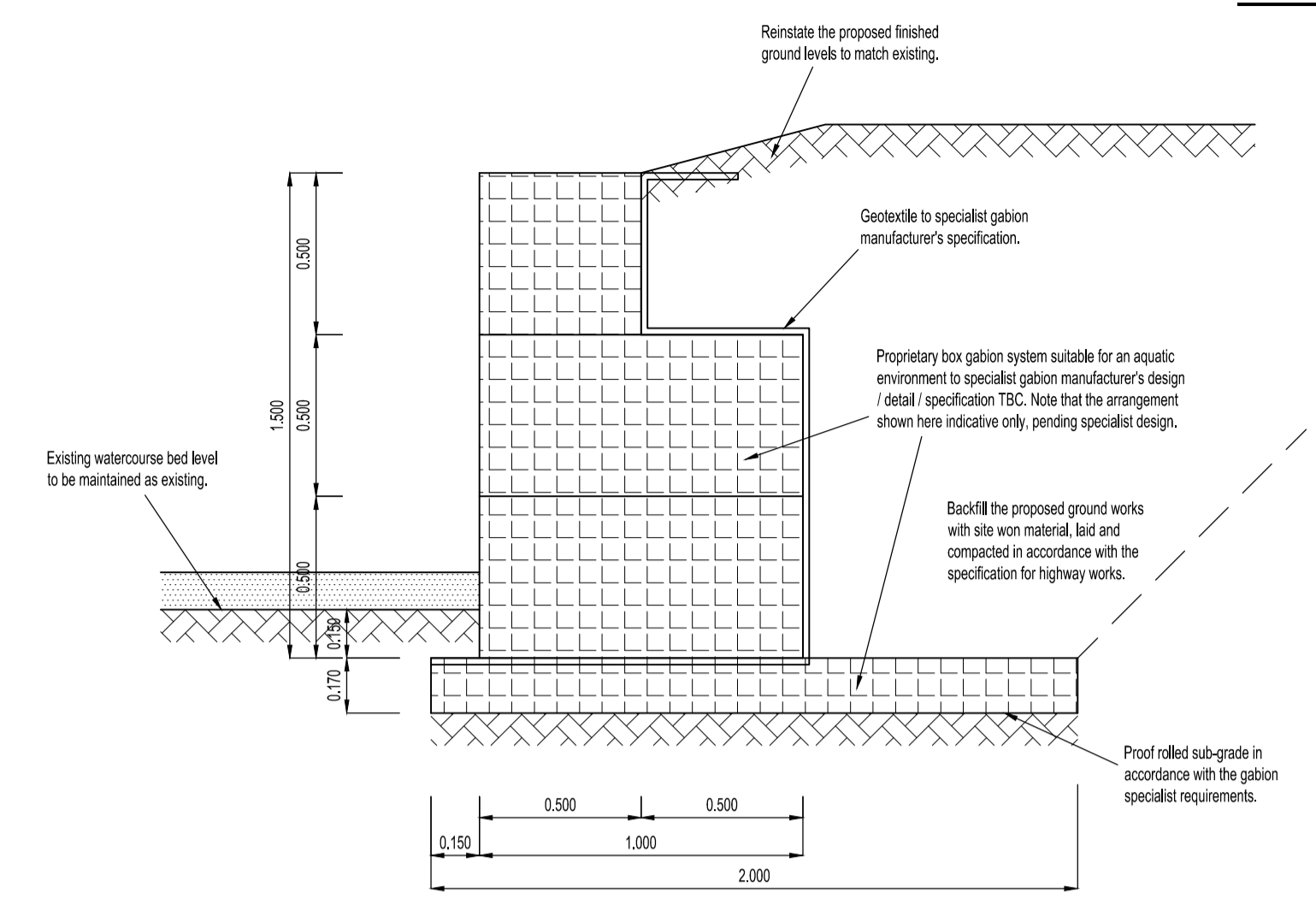
Drawing Number	Revision
H291-CHG-Z0-00-DR-C-3000	P03

Do not scale

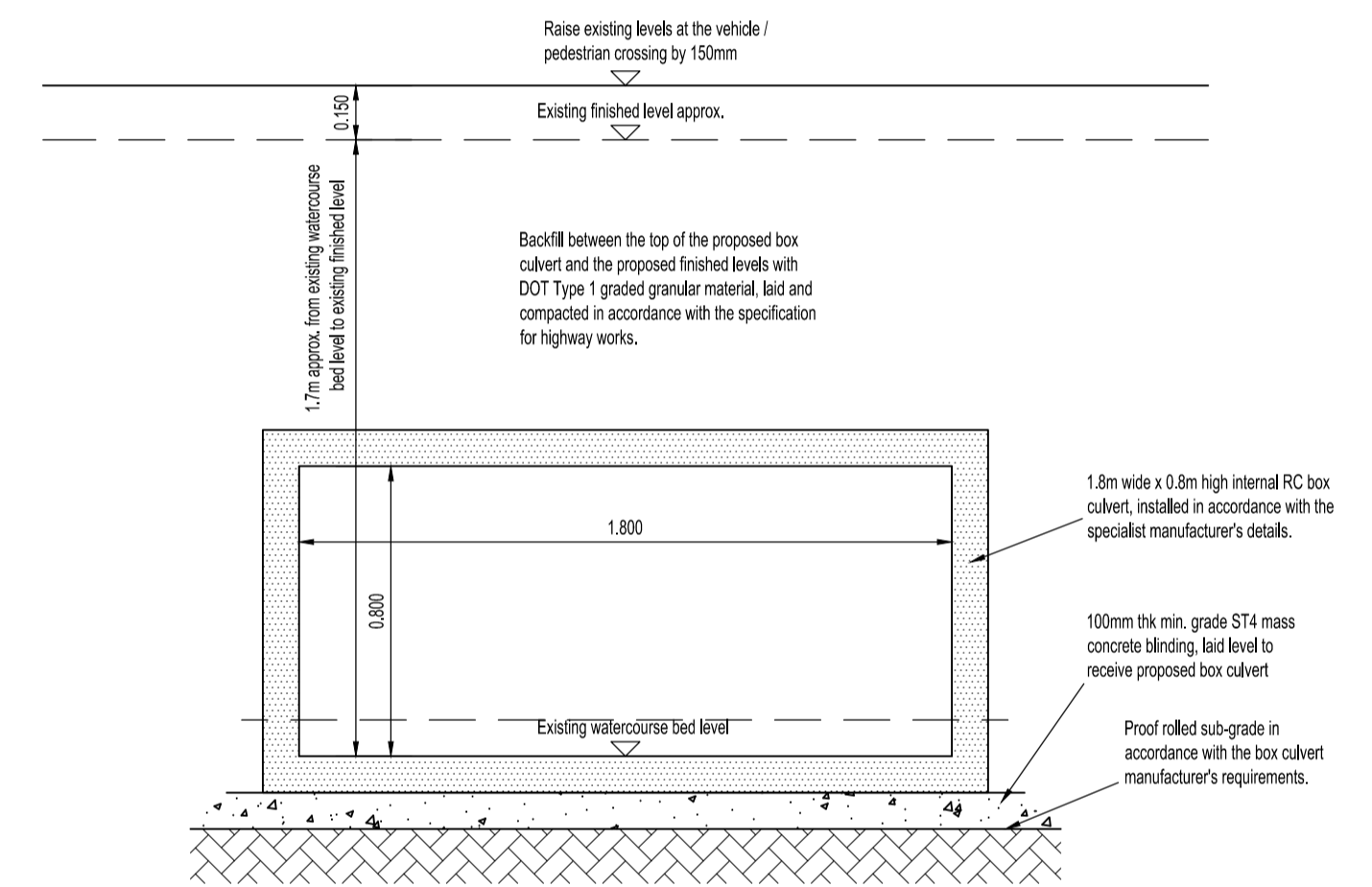




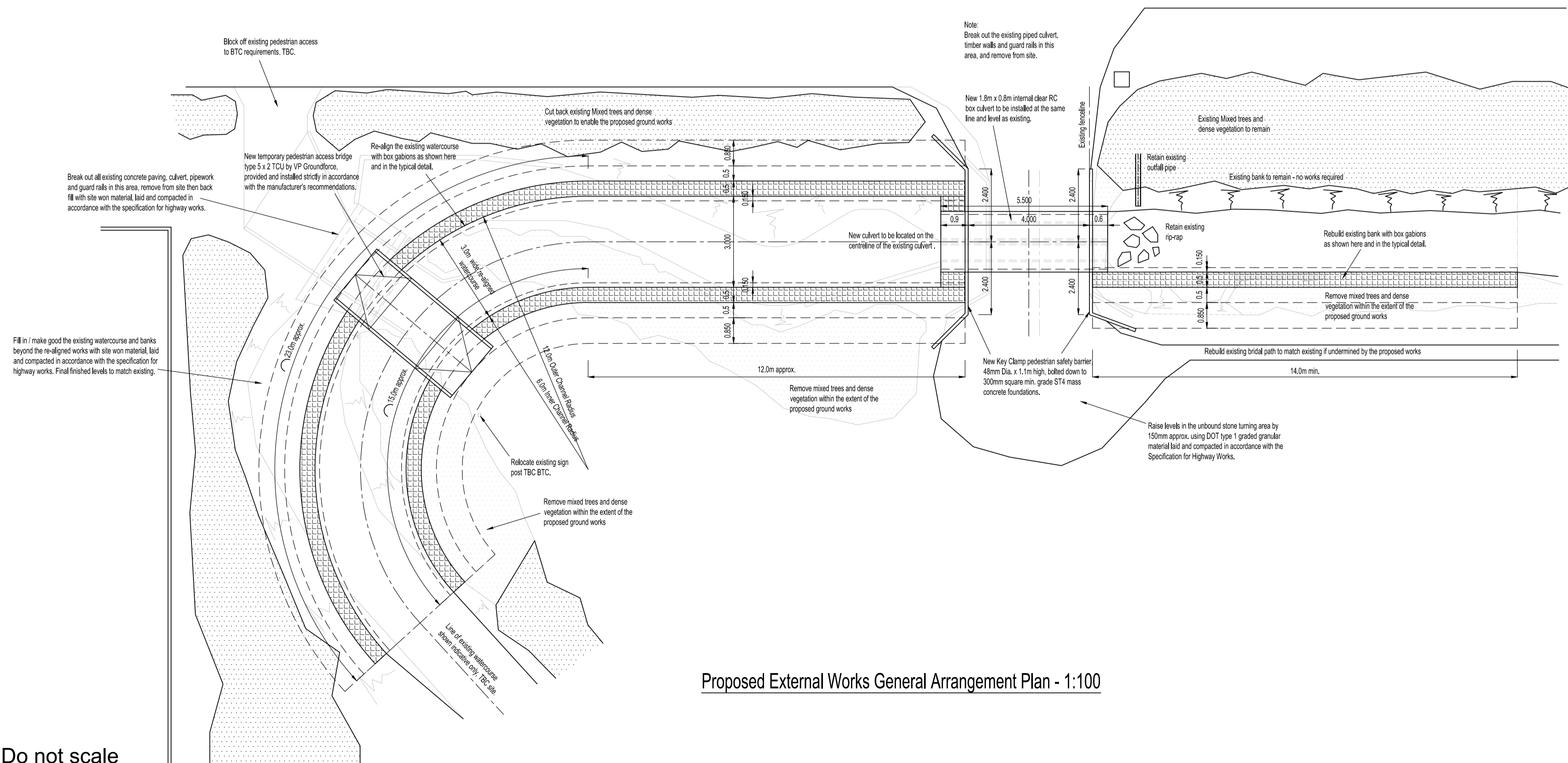
Existing External Works General Arrangement Plan - 1:100



Typical Detail Through Proposed Box Gabions To Be Installed As The Re-aligned Watercourse Sides - 1:20

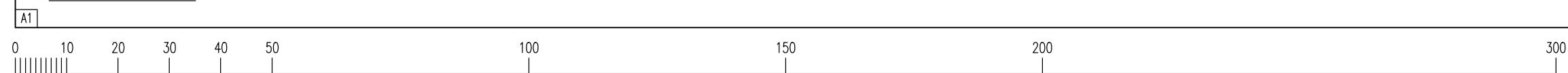


Typical Detail Through Proposed Box Culvert At The Vehicle / Pedestrian Crossing - 1:20



Proposed External Works General Arrangement Plan - 1:100

Do not scale



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IMPORTANT:
The existing general arrangement plan shown opposite, was produced using very limited surveying techniques and access generally, as a result, it is important that all the proposed works are re-measured before any costings are confirmed, once the site has been cleared of the mixed trees and dense vegetation.

The proposals shown opposite will require a comprehensive temporary works method statement to be produced by the main contractor to the satisfaction of the Local Authority LLFA and Environment Agency as appropriate.

Further pedestrian safety barriers may be required by BTC adjacent the proposed watercourse realignment TBC.

13.04.22	Bridge Added	AL	-	P02
07.10.21	Preliminary Issue	AL	-	P01
Date	Description	Drawn	Chkd	Rev

Drawing Status: **Preliminary**

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Lincoln Office Tel: 01522 245020 Fax: 01159 484445



Project: **Mossdale Meadows Culvert, Braunstone.**

Title: **Existing & Proposed General Arrangement Plans**

Dwg Scale	Drawn	Checked	CHG job No.
1:100	AL	-	H291

Drawing Number	Revision
H291-CHG-Z0-00-DR-C-3000	P02



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DRAINAGE NOTES:

1. ALL DISCREPANCIES NOTED ON SITE TO BE REPORTED TO THE ENGINEER IMMEDIATELY.
2. All dimensions in millimeters and levels in meters unless noted otherwise.
3. All work is to be carried out in accordance with the current British Standards, Codes of Practice and Building Regulations.
4. The exact position, level, size and use of existing sewers to be confirmed on site. Any discrepancies to be reported to the Engineer PRIOR TO COMMENCEMENT OF WORKS.
5. All uncovered and shallow pipework to be protected against construction traffic as part of the Contractors temporary works requirements.
6. Cover levels shown are approximate only, subject to the finalised external works and landscaping scheme.
7. All connections to trapped road gullies and channels shall be 150mm nominal bore pipework min where not noted on the plan. No pipe work to be downsized in the direction of flow.
8. All un-noted buried pipework to be 150mm dia. unless subject to other notes or noted otherwise.
9. All buried pipework to be U-PVC type in accordance with WIs 4-35-01 unless noted otherwise.
10. All pipework entering and exiting manholes to be connected with pipe soffits level unless noted otherwise.
11. Pre-formed channels to be used at all manholes.
12. High strength concrete benching to be steel trowelled to a dense smooth face neatly shaped and finished to all branch connections and laid in accordance with the Specification.
13. Pipe bends to be provided to suit direction of flow.
14. All manhole covers and frames to be Ductile Iron Heavy Duty Grade D400 double triangular to BS EN 124 unless noted otherwise.
15. First flexible joint in pipes adjacent to all manholes and inspection chambers to be 600mm max. from inside face of manhole / inspection chamber, connecting to rocker pipe. For pipe diameters 150mm - 450mm the rocker pipe length shall be 500mm - 750mm and for pipe diameters 451mm - 675mm the rocker pipe length shall be 750mm - 1000mm.
16. All soft spots encountered in the trench formation to be removed and replaced with graded granular material unless instructed otherwise.
17. All Specialist attenuation tanks, soakaways and water treatment units to be installed as per manufacturers installation details and specifications. Contractor to liaise with specialist suppliers for confirmation of bedding and surround requirements.
18. All buried concrete must cater for class DS12 sulphates conditions and AC1 aggressive chemical environment for concrete in accordance with BRE special digest 1.
19. The design of any temporary works required shall be the responsibility of the Contractor.
20. Abandoned buried pipework as a result of the works to be grubbed up, or sealed using ST2 concrete or 1:10 Cement:PFA mix grout. Specification and working method of grouting, strictly in accordance with Clause 506.3 of the Specification for Highway Works.
21. For new connections to existing manholes, existing benching is to be broken out and reformed to suit. Concrete / brickwork surround to be made good.
22. All RWP's and SVP's to be fitted with roddable access plates. All foul drains to have roddable access.
23. All proposed drainage to be constructed adjacent to new and proposed tree planting to be adequately protected against root activity using root barriers in accordance with the chosen manufacturer's recommendations.
24. Contractor to include for the modification of all existing buried services affected by the works. Note that levels across the site will change as a result of the proposals affecting covers and depths to services which may need to be raised or lowered.

Date	Description	AL	CHD	P01
29.02.24	Preliminary Issue			

21 Stoney Street, Loco Market, Nottingham, NG1 1LP
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 Fax: 01159 484445



Project
**Park Car Park Re-construction
 Kingsway, Braunstone**

Title
External Works Drainage GA Plan

Drawn	Checked	CHG job No.
AL	-	J522

Drawing Number	Revision
J522-CHG-Z0-00-DR-C-5000	P01

Do not scale

NOTES

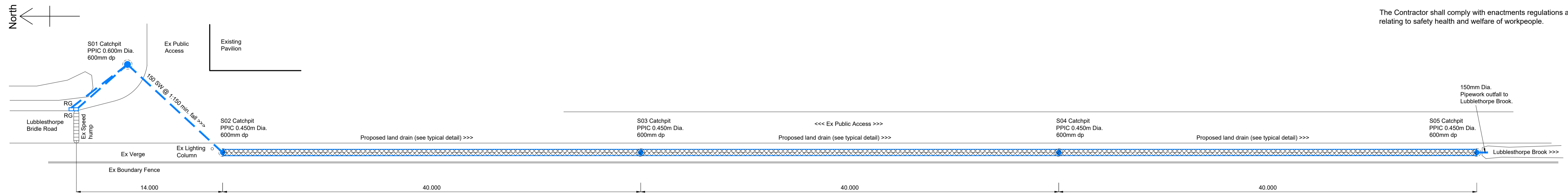
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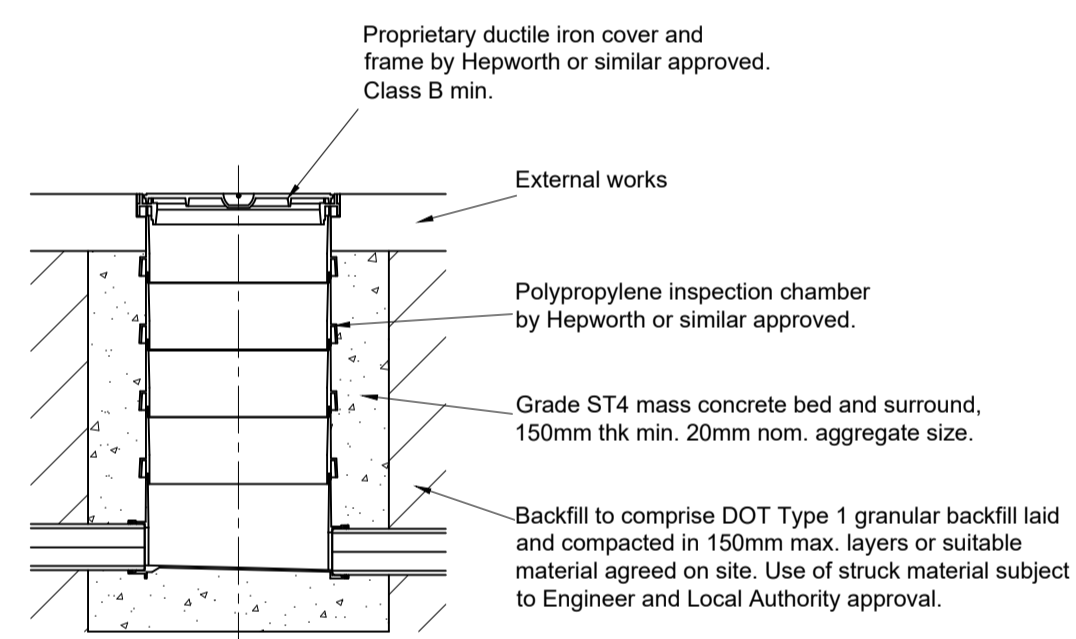
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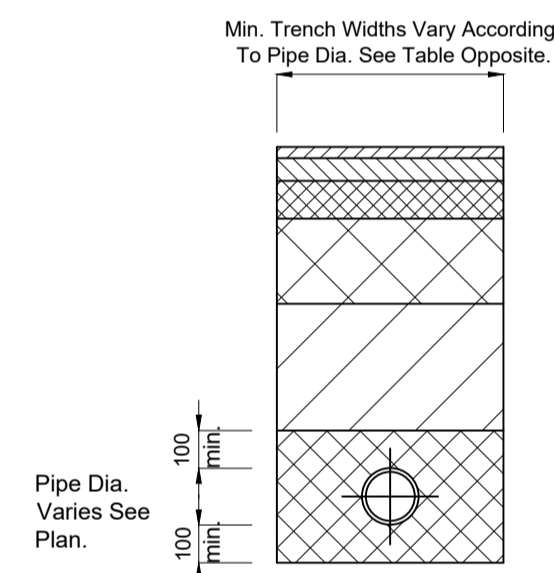


External Works Land Drainage General Arrangement Plan - 1:200



Typical PPIC Detail - 1:20

Note:
Maximum depth for this type of Inspection Chamber 1.2m.
PPIC Only suitable for pipe diameters upto and including 150mm.
Where chambers of this type are also referenced as catchpit on the general arrangement plan, a pre-formed base unit with a built in sump / catchpit 150mm dp min. is to be provided.



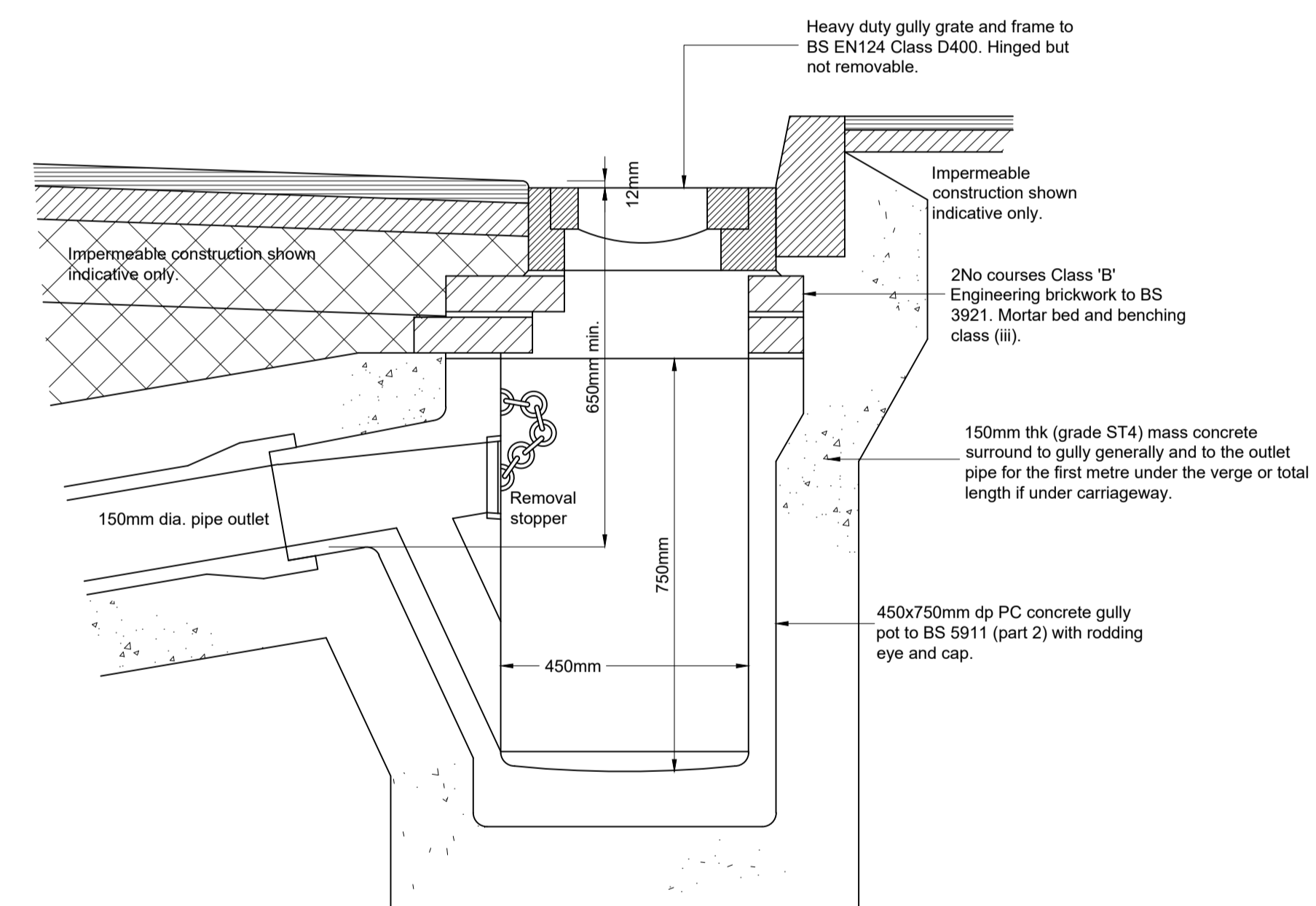
Pipe Bedding Detail Type S

Note:
RIGID PIPEWORK
CLAYWARE 100 - 600mm Dia. & CONCRETE 300 - 600mm Dia.:
Applicable where pipework has more than 1200mm cover under trafficked areas or more than 600mm under non-trafficked areas.

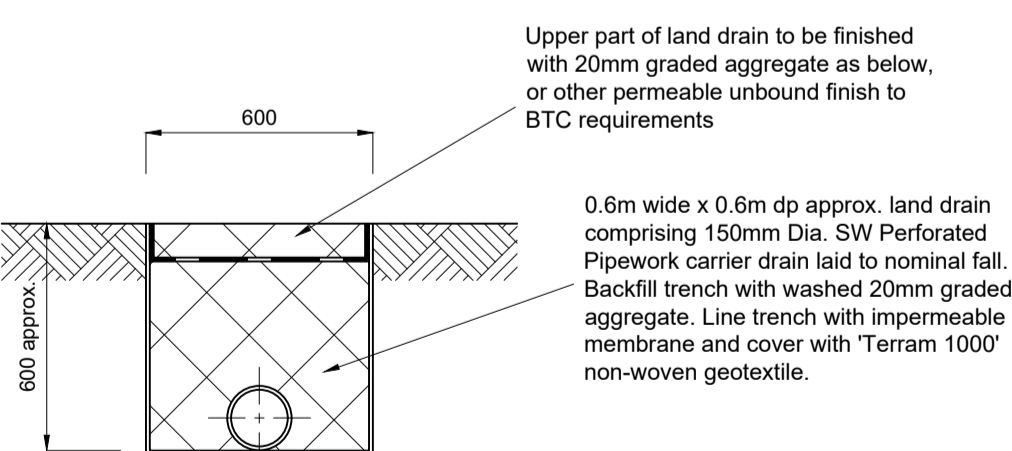
FLEXIBLE PIPEWORK
PLASTICS (nominal ring stiffness SN4):
Applicable where pipework has more than 1200mm cover under trafficked areas or more than 600mm under non-trafficked areas.

TRENCH WIDTHS	
Pipe Dia (mm)	Min. Trench Width (mm)
100	550
150	600
225	700
300	750
375	1050
450	1150
525	1200
600	1350
675	1450
750	1500
825	1600
900	1900
975	2000
1050	2300
1200	2300
Over 1200	Pipe Dia. + 1000

Note:
No Mechanical compaction techniques to be used within 300mm of the crown of all pipework.
See Structural Engineers details for pipework laid under buildings / through foundations etc.



Typical Road Gully Detail - 1:10



Land Drain Detail - 1:20

Do not scale

DRAINAGE NOTES:

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- All work is to be carried out in accordance with the current British Standards, Codes of Practice and Building Regulations.
- The exact position, level, size and use of existing sewers to be confirmed on site. Any discrepancies to be reported to the Engineer PRIOR TO COMMENCEMENT OF WORKS.
- All uncovered and shallow pipework to be protected against construction traffic as part of the Contractors temporary works requirements.
- All connections to trapped road gullies and channels shall be 150mm nominal bore pipework min where not noted on the plan. No pipe work to be downsized in the direction of flow.
- All un-noted buried pipework to be 150mm dia. unless subject to other notes or noted otherwise.
- All buried pipework to be U-PVC type in accordance with WIs 4-35-01 unless noted otherwise.
- All pipework entering and exiting manholes to be connected with pipe soffits level unless noted otherwise.
- Pre-formed channels to be used at all manholes.
- Pipe bends to be provided to suit direction of flow.
- All manhole covers and frames to be Ductile Iron Grade B125 min.
- First flexible joint in pipes adjacent to all manholes and inspection chambers to be 600mm max. from inside face of manhole / inspection chamber, connecting to rocker pipe. For pipe diameters 150mm - 450mm the rocker pipe length shall be 500mm - 750mm and for pipe diameters 451mm - 675mm the rocker pipe length shall be 750mm - 1000mm.
- All soft spots encountered in the trench formation to be removed and replaced with graded granular material unless instructed otherwise.
- All buried concrete must cater for class DS1 sulphates conditions and AC1 aggressive chemical environment for concrete in accordance with BRE special digest 1.
- The design of any temporary works required shall be the responsibility of the Contractor.
- All proposed drainage to be constructed adjacent to new and proposed tree planting to be adequately protected against root activity using root barriers in accordance with the chosen manufacturer's recommendations.
- Contractor to include for the modification of all existing buried services affected by the works. Note that levels across the site will change as a result of the proposals affecting covers and depths to services which may need to be raised or lowered.

29.02.24	Preliminary Issue	AL	-	P01
Date	Description	Drawn	Chkd	Rev
Drawing Status		Preliminary		

21 Stoney Street, Lace Market, Nottingham, NG1 1LP
Tel: 01159 417145
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Courtyard House, Silver Street, Head, Sheffield, S1 2DD
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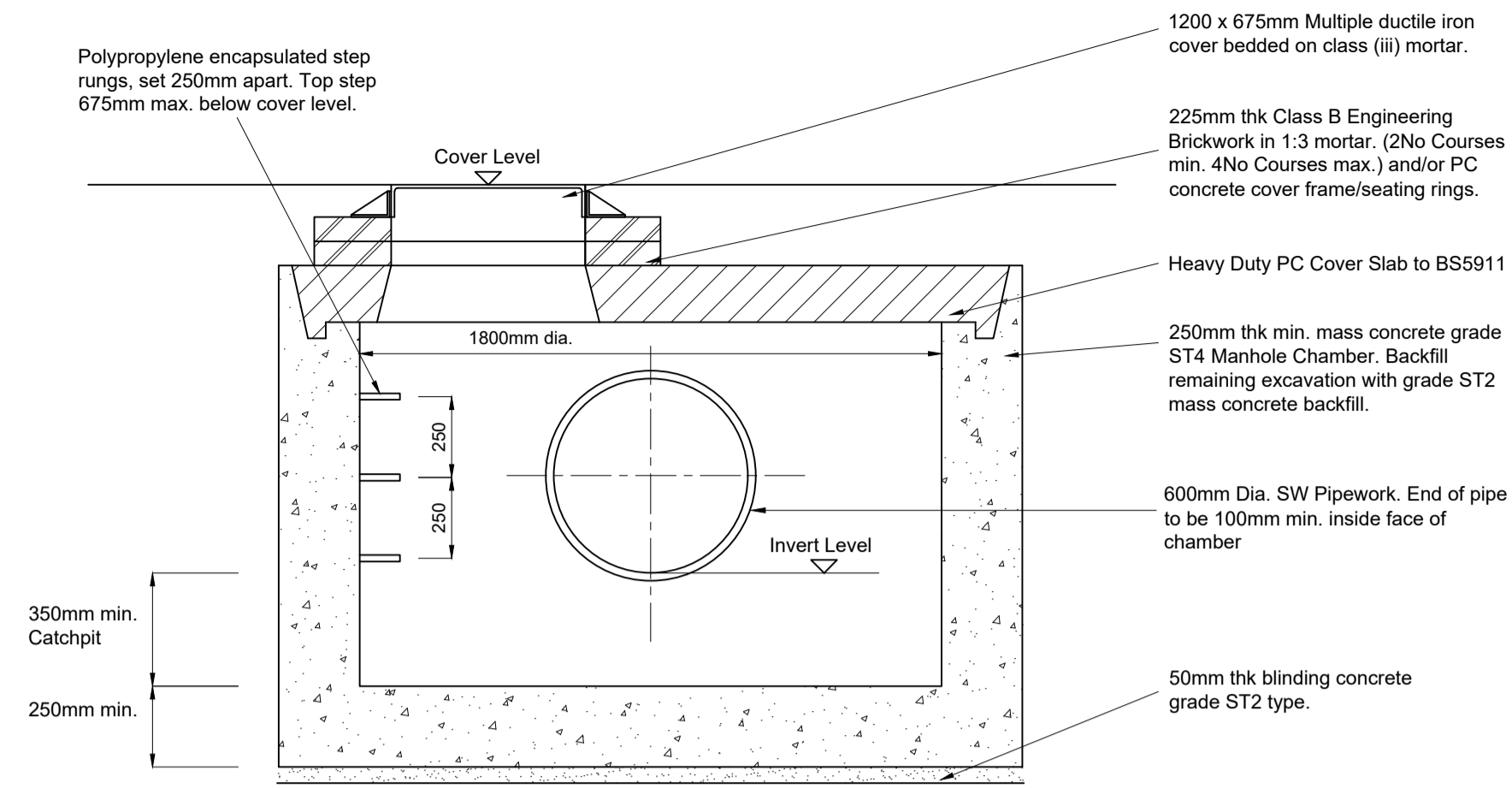


Project
**Lubblethorpe Bridle Road
Braunstone**

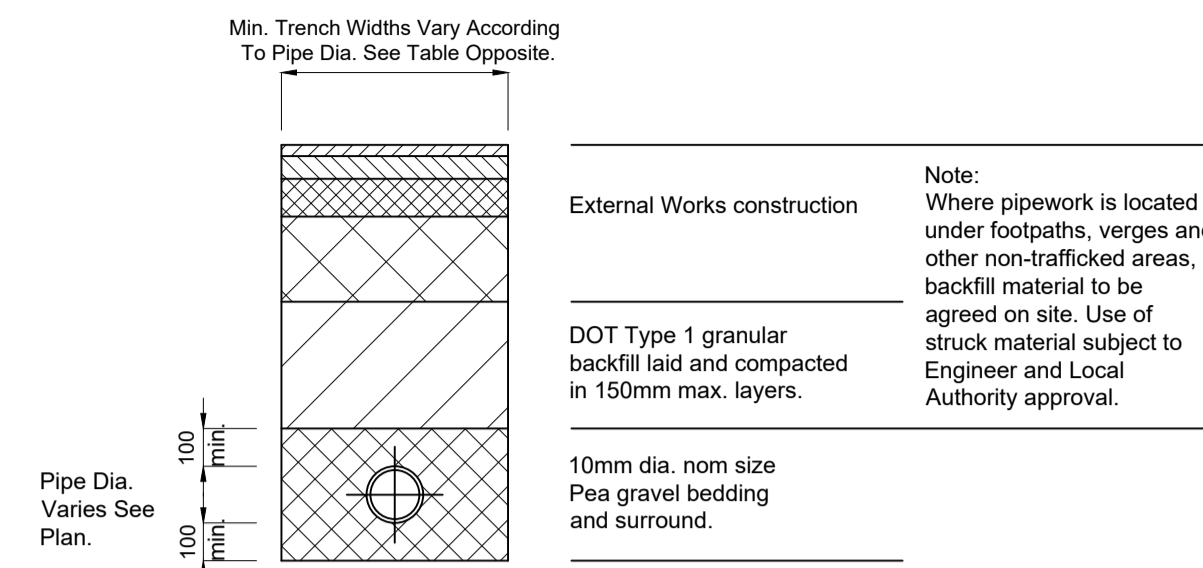
Title
Proposed Land Drain GA Plan

Orig Scale	Noted	Drawn	AL	Checked	-	CHG job No.	J522
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Drawing Number	J522-CHG-Z0-00-DR-C-5020	Revision	P01
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Typical Manhole Detail - 1:20



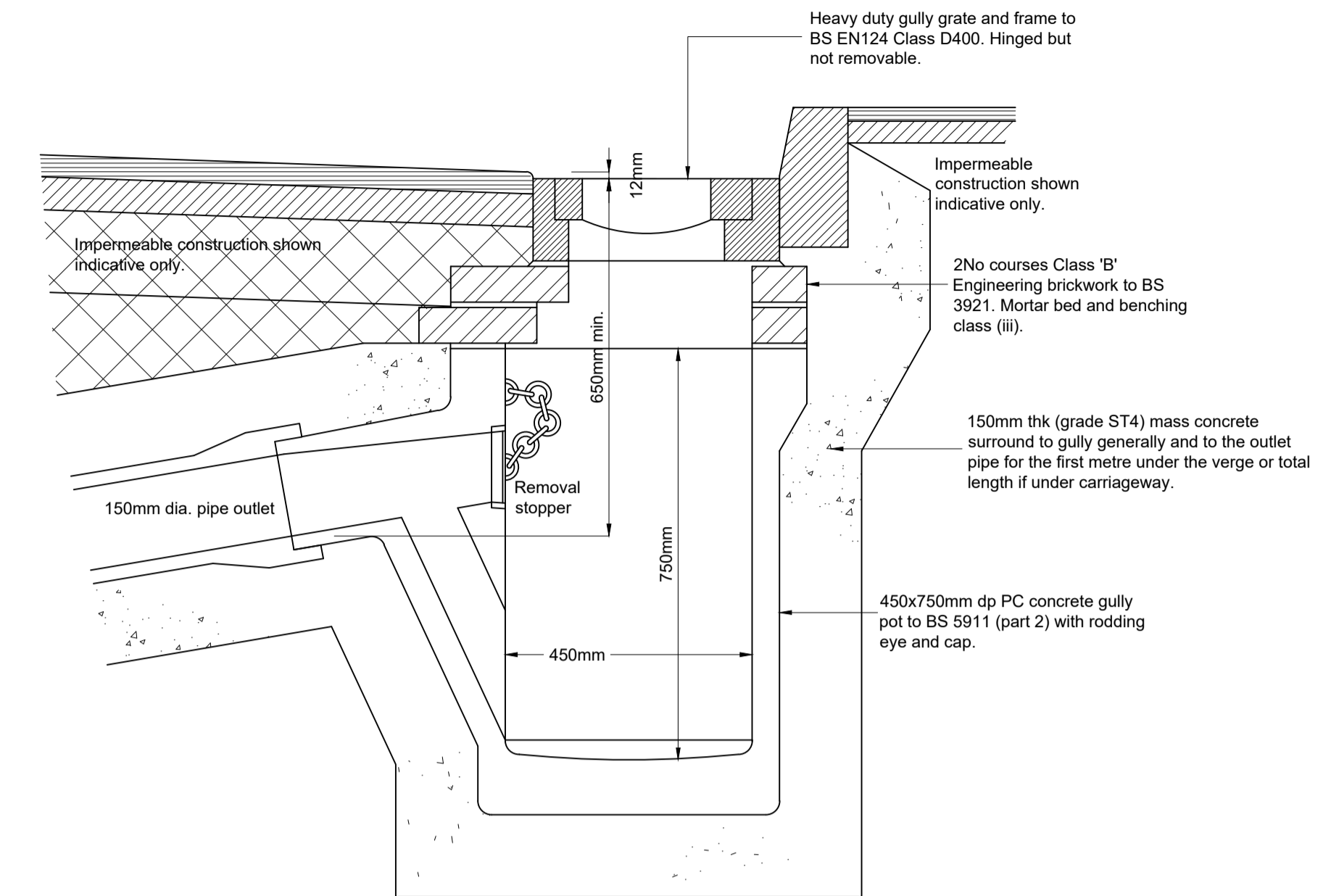
Pipe Bedding Detail Type S

Note: RIGID PIPEWORK CLAYWARE 100 - 600mm Dia. & CONCRETE 300 - 600mm Dia.: Applicable where pipework has more than 1200mm cover under trafficked areas or more than 600mm under non-trafficked areas.

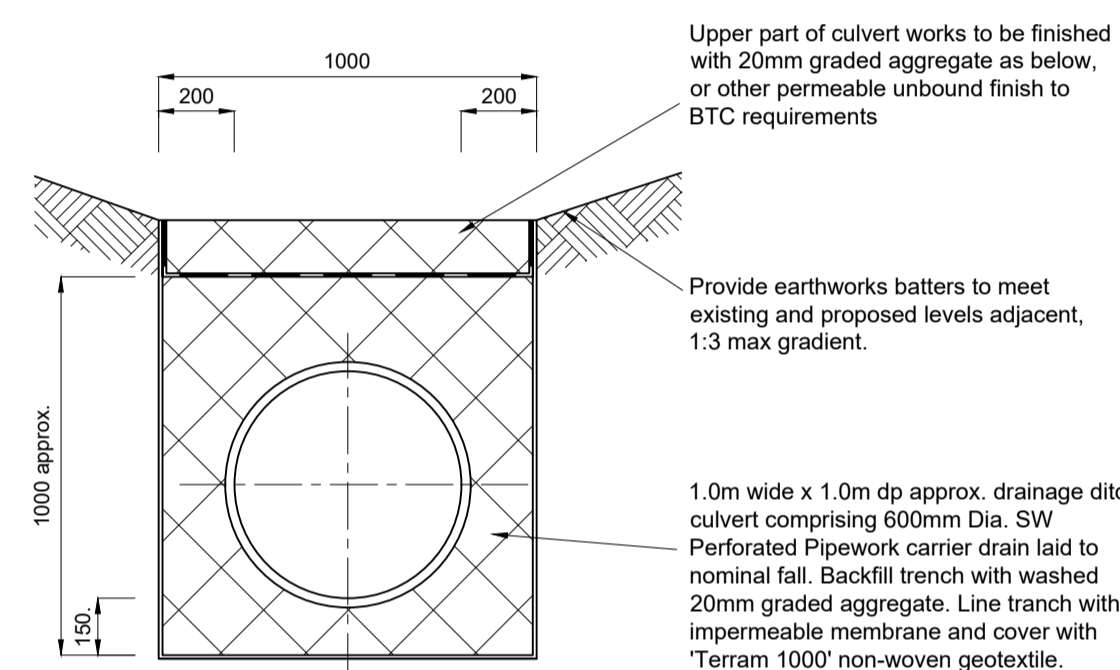
FLEXIBLE PIPEWORK PLASTICS (nominal ring stiffness SN4): Applicable where pipework has more than 1200mm cover under trafficked areas or more than 600mm under non-trafficked areas.

TRENCH WIDTHS	
Pipe Dia (mm)	Min. Trench Width (mm)
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525	1200
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675	1450
750	1500
825	1600
900	1900
975	2000
1050	2300
1200	2300
Over 1200	Pipe Dia. + 1000

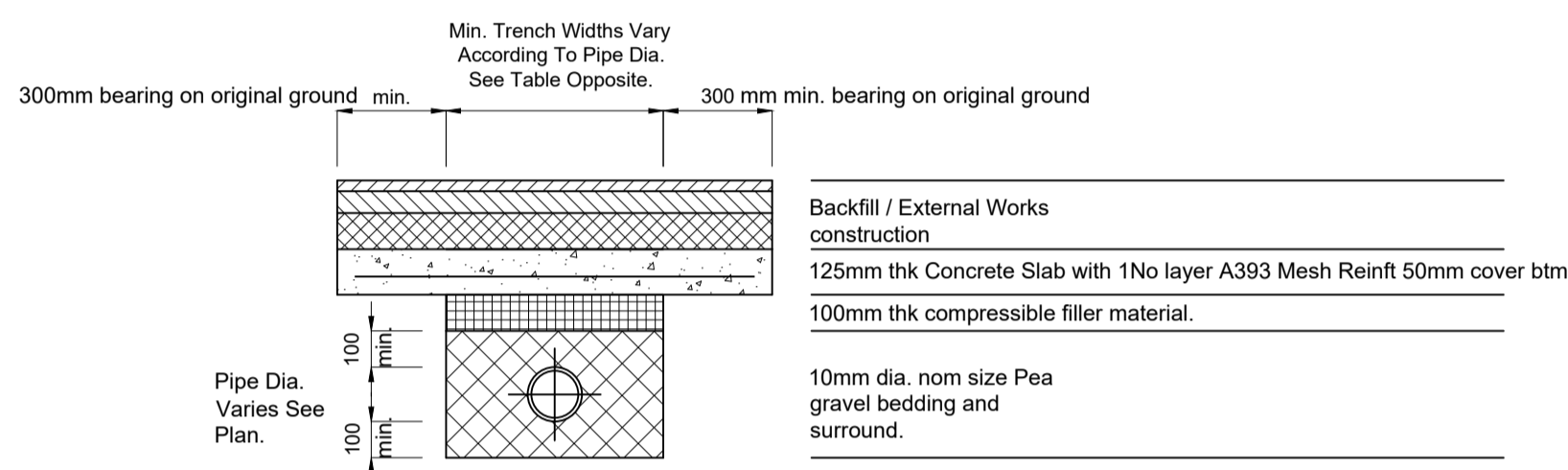
Note: No Mechanical compaction techniques to be used within 300mm of the crown of all pipework. See Structural Engineers details for pipework laid under buildings / through foundations etc.



Typical Road Gully Detail - 1:10



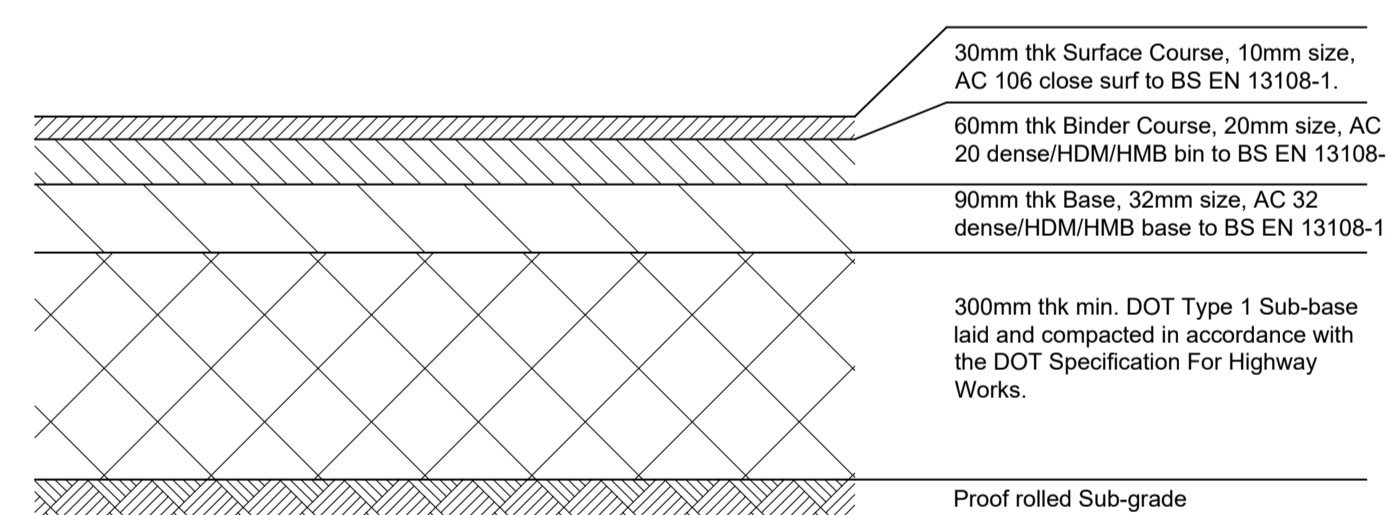
Drainage Ditch Reinstatement Detail - 1:20



Protection For Pipes Laid At Shallow Depths

Note: RIGID PIPEWORK CLAYWARE 100 - 600mm Dia. & CONCRETE 300 - 600mm Dia.: Applicable where pipework has less than 1200mm cover under trafficked areas or less than 600mm under non-trafficked areas.

FLEXIBLE PIPEWORK PLASTICS (nominal ring stiffness SN4): Applicable where pipework has less than 1200mm cover under trafficked areas or less than 600mm under non-trafficked areas.



Car Park Construction Detail

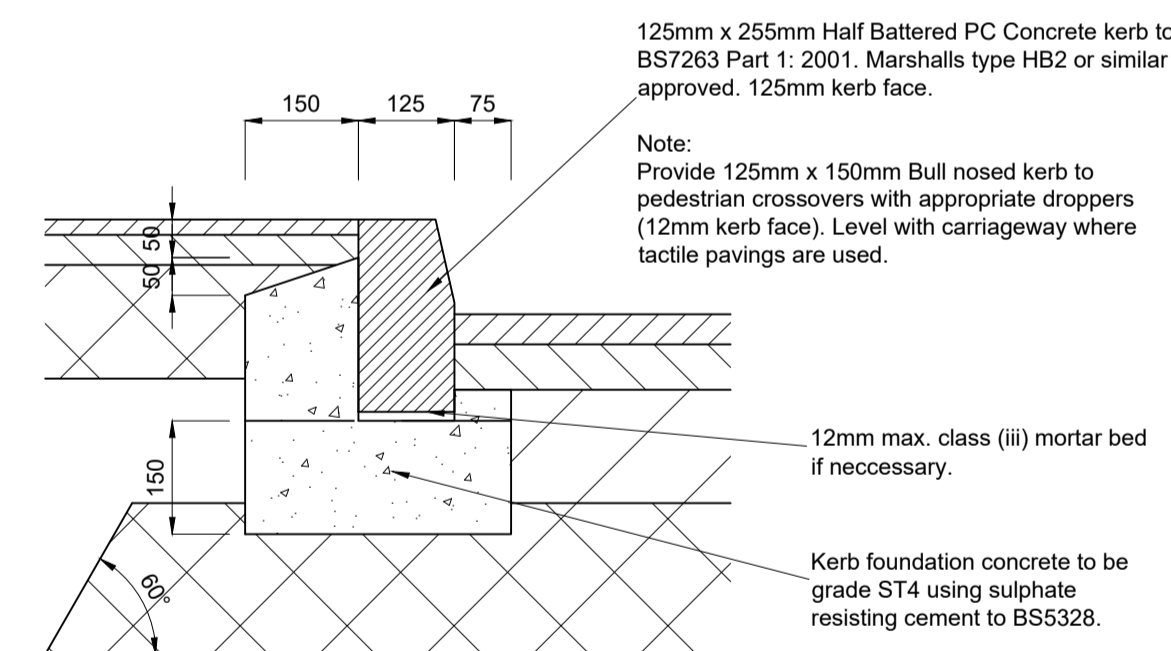
Note: This detail to be read in accordance with the Department of Transport's Specification for Highway Works.

The above construction thicknesses are all subject to onsite CBR tests prior to construction. A CBR Value of 3% has been assumed.

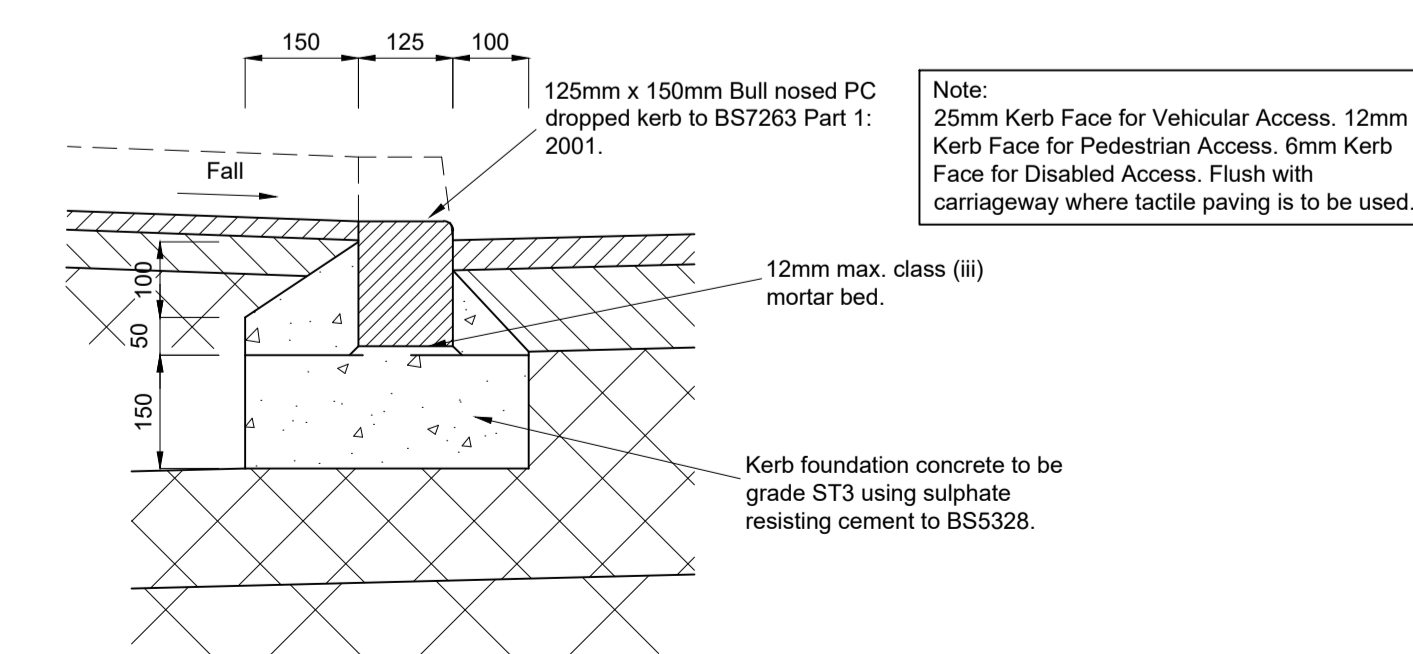
Minimum overall pavement construction thickness 450mm.

Capping Layer and Sub-base Thicknesses min.		
Sub-Grade (CBR)	Capping + Sub-base (mm)	Sub-base Only (mm)
2%	600 + 150	-
2.5%	400 + 150	350
3%	350 + 150	300
4%	300 + 150	275
5%	250 + 150	225
8%	225 + 150	200
10%	175 + 150	175
15%	-	150

Note: Min. Pavement Construction Thickness 450mm



Typical Half Battered Kerb Detail - 1:10



Typical Dropped Kerb Detail - 1:10

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Date	Description	AL	CHD	P11
29.02.24	Preliminary Issue			

Drawing Status: Preliminary

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Lincoln Office
Tel: 01522 245020
Fax: 01159 484445



Project: Park Car Park Re-construction Kingsway, Braunstone

Title: Typical External Works Details

Drawn	Checked	CHG job No.
Noted	AL	J522

Drawing Number	Revision
J522-CHG-Z0-00-DR-C-5010	P01



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk
Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP
Telephone: 0116 2890045 Fax: 0116 2824785
Email: enquiries@braunstonetowncouncil.org.uk
www.braunstonetowncouncil.org.uk

TENDERS INVITED

FOR WORKS ON THE CULVERT AND VEHICULAR BRIDGE OVER LUBBESTHORPE BROOK, WORKS TO CAR PARK AND INSTALLATION OF DRAINAGE AT MOSSDALE MEADOWS, Lubbesthorpe Bridle Road, Braunstone Town, Leicester, LE3 3AH

TENDERS ARE INVITED from suitably experienced Contractors for works on the Culvert and vehicular bridge over Lubbesthorpe Brook, along with drainage down Lubbesthorpe Bridle Path and drainage and refurbishment of car park at Mossdale Meadows.

The work involves:

1. To remove existing vehicular culvert bridge over brook
2. To replace vehicular culvert bridge with single box culvert as shown at Appendix 1
3. To ensure new vehicular culvert bridge surface is sufficient to carry weight of the tractor (maximum net payload 6200kg and 209 cm width) and is sufficient to serve as both pedestrian and vehicular access point
4. Raise stone turning area as per the attached plan shown at Appendix 1
5. Undertake works to the brook banks as shown in Appendix 2
6. To prepare and submit relevant Permit application required for the works, to the Environment Agency
7. Inclusion of drainage channels down the Lubbesthorpe bridle path adjacent to the pavilion building to alleviate flooding issues in the workshop as shown at Appendix 3 and 4
8. Drainage work to the entrance of Mossdale Meadows car park to drain water from the car park into the brook as the car park entrance was prone to frequent flooding that was raised during the Walking & Cycling route construction as shown on Appendix 5.
9. Resurfacing of Mossdale Meadows car park with tarmac. Currently the car park consists of hardcore and stone which frequently gets washed down towards the brook in heavy rain.

The Contractor must provide within the quoted price:

1. All costs associated with preparing the quote, including site visits;
2. Meeting Health & Safety requirements;
3. Site Set-up and returning the site to use, including removing all debris from site;
4. Carriage and Off-Loading;
5. All processing and administration costs;
6. All labour and third-party costs; and
7. Details of all taxes, including VAT.
8. All costs associated with obtaining relevant Permit from the Environment Agency for work to the Culvert Bridge.

The following is available to assist contractors tendering:

- Details of Braunstone Town Council and the open space
- Plans for the required work to the vehicular bridge, car park and drainage
- Photographs of flooding, existing banks and vehicular bridges for reference

Documents are available on Braunstone Town Council's website www.braunstonetowncouncil.org.uk or by contacting the Deputy Chief Executive & Community Services Manager.

Valid tenders must include details of 1 – 7 above along with the tender price and must be delivered enclosed in a plain, sealed envelope, endorsed "Tender – Works to Mosssdale Meadows Flooding" and addressed to the Office of Chief Executive & Town Clerk, Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP, or emailed to executiveofficer@braunstonetowncouncil.org.uk no later than **4pm on Monday 30th August 2024**

Note: Canvassing of Members or of any committee, directly or indirectly, for any Contract with the Council shall disqualify the Contractor for such appointment. If an applicant for any appointment or Contract with the Council is to his/her knowledge related to any Member of, or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Chief Executive & Town Clerk. A Contractor who fails to do so shall be disqualified for such Contract, and, if appointed, may be dismissed without notice.

Signed:



Darren Tilley, Chief Executive & Town Clerk

Dated: 25th April 2024

TIMESCALES AND ASSESSMENT

DEADLINE FOR TENDER SUBMISSION: 4pm on Monday 30th August 2024

TENDERS WILL BE ASSESSED AGAINST THE FOLLOWING MATRIX:

1. Cost
2. Compatibility with Proposals
3. Environment
4. Methodology

Location

Braunstone is the largest civil parish within the district of Blaby in Leicestershire and one of the largest parishes in England (494 hectares). The population recorded in the 2011 Census is 16,850 (8,371 Males and 8,479 Females). In 2019, the electorate was 12,555. In 2020, there are 7,112 households.

Braunstone Town is suburban and to the north shares a common boundary with the City of Leicester and immediately inside the city boundary is the Braunstone Park estate. To the west of the parish lies the M1 motorway with junction 21 at the south western tip. To the south lies Fosse Shopping Park and Grove Triangle retail parks.

The western part of the parish adjacent to the M1 and west of the Leicester outer ring road contains the Meridian Business and Leisure Parks and a modern housing development, Thorpe Astley.

The Council

Braunstone Town Council comprises of 21 Councillors who are elected every four years. Each year the Council elects from amongst its number the Town Mayor, Deputy Town Mayor, Leader of the Council and Deputy Leader of the Council.

The Town Council provides a wide range of services to the citizens of Braunstone Town together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area. The focus of our work is summed up in our Mission Statement:

We exist to ensure that local services and the environment reach the highest possible standards, within the resources available, for citizens, visitors and those who work in Braunstone Town:

- *to provide a focus for civic pride;*
- *to listen, identify and respond to agreed local needs; and*
- *to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.*

"Spectemur. Agendo" translates "Let us be Judged by Our Actions"

The Council was granted Quality Status in February 2004, re-accredited in January 2009 and was awarded Foundation status under the Local Council Awards Scheme in January 2014.

Our Open Spaces & Parks

The Town Council is responsible for maintaining the Town's open spaces and parks, the objectives of the Town Council in this respect is:

- to provide and maintain parks and open spaces to a high standard;
- to provide quality sports facilities to meet identified needs;
- to provide and maintain play equipment to a high and safe standard; and
- to help fight pollution by planting trees on our parks.

We are responsible for nearly 32 hectares of land, which includes sports pitches, playgrounds, nature areas, woodland, an orchard and meadow.

For the nature lovers, a small brook runs through the park, and there are a huge amount of wooded areas and natural areas around the park. A woodland walk eventually connects to the Osiers nature reserve.

Mosssdale Meadows also connects to Merrileys Park, a natural woodland and wildlife area. In total, the park is 9.51 hectares / 23.5 acres in total.

To reach the park by car, your best option will be the Kingsway entrance, which has a small car park.

Mosssdale Meadows

Mosssdale Meadows is one of the Town Council's larger parks, and hosts our yearly Summer Fete. It is quite a varied park, with a good range of sports equipment and pitches, as well as plenty of natural areas.

The main entrance is off the Kingsway itself, with a decent sized car park available. Next to the car park there is a children's play area, and a multi-use games area including a skateboard area and a basketball court.

Further into the park, there is a changing room and numerous football pitches.

Mossdale Meadows Flooding and Brook Photo Gallery







Vehicular Bridge



Vehicular Bridge

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th APRIL 2024

Item 12 – Employment Contract Updates

Purpose

To consider updating Terms and Conditions of employment, to ensure they are up to date and comply with all recent legal developments; and to consider, following consultation, amending the monthly pay date.

Background

Braunstone Town Council employment contract is aligned to the National Joint Council for Local Government Services (NJC) Terms and Conditions, with local modifications. From time to time, it is necessary to update the model employment contract to reflect changes in legislation.

In addition, on 7th March 2024, the Committee received projections for the Council's Cash and Reserves. To ease cash flow pressures in April and September each financial year, particularly in April 2025, the Committee resolved to develop proposals, timescales and undertake a consultation with staff to adjust the monthly pay date (minute 91, resolution and reason 4).

Model Employment Contract

The Council's HR Advisor has drafted revisions to the Model Employment Contract in order to update staff Terms and Conditions of employment, to ensure they are up to date and comply with all recent legal developments.

The proposed revisions are highlighted yellow at Appendix 1, which consists of updates to the following clauses:

- Flexible working rights;
- Carers' leave entitlement;
- Paternity Leave; and
- Holiday pay.

In the case of holiday pay, the Council needs to pick one of the options contained in the model contract. The Council currently operates option 1 which is both accepted by staff and simple to administer. Selecting option 2 will not only be more costly to administer but risks staff spending their holiday pay on a monthly basis and not budgeting for holiday time when they won't receive pay.

If the changes to the Model Employment Contract are adopted, then a review of the recently adopted Working Time Policy & Procedure and Leave Entitlement Policy & Procedure will be undertaken to ensure that the provisions are aligned. Should there be a need to review either or both of the policies in light of the changes to the

Model Employment Contract, then it is proposed to consult with staff prior to proposals being submitted to the next meeting of Policy & Resources Committee for consideration and approval.

Once agreed, staff will be issued with an updated contract and given a period in which to query any of the amended clauses. Given these are legislative changes, there is no requirement to undertake a formal consultation.

Staff Pay Day

Currently the monthly pay date for staff is 24th of each month (where the 24th falls on a weekend or bank holiday, then the pay date is the last working day prior to 24th).

The current situation was reviewed by the Committee on 7th March 2024 as part of the update on the Council's financial position with its cash and reserves.

During 2024/2025, the two instalments of the precept are due on 26th April and 20th September. In the current financial year the instalments were paid on 28th April and 22nd September.

Moving the pay date to 28th of each month would ensure, particularly in April, that the cost of salaries would be met using income from the same financial year.

Changing the pay date is a change to staff terms and conditions and therefore, would require consultation and, if implemented, a notice period of 12 weeks.

The Committee gave delegated authority to the Chief Executive & Town Clerk to develop detailed proposals and timescales in consultation with the Council's HR Advisor.

Staff were consulted between 20th March and 15th April 2024 on a proposal to move the monthly staff pay date from 24th of each month (or the last working day prior) to 28th of each month (or the last working day prior).

Staff were invited to submit written comments, speak to their manager directly and/or attend one of two staff consultation meetings.

One written response was received stating there was no objection to the proposals. Five members of staff attended one consultation meeting; no members of staff attended the other.

The following points were raised during the consultation meeting:

Consultation Response	Comment
Some colleagues had direct debits on or around 25th of the month. If these staff couldn't pay or defaulted would the Council compensate them?	There was acceptance among the attendees that the Council would be giving at least 12 weeks' notice if it decided to go ahead. Attendees agreed this was sufficient notice for staff to make alternative arrangements for direct debits.
Would staff still be paid prior to Christmas (i.e. on or before 24 th) or on 28 th December?	Given December is mid-point in the Council's six monthly cash flow; there would be no need to adjust the pay date at this point and paying on 28 th would require staff to process the payroll between Christmas and New Year. Therefore, it is recommended that in December the pay date remains 24 th or last working day prior.

Should a decision be made to make the proposed changes, staff will be invited to a formal meeting to discuss the outcome, at which they would be entitled to be accompanied by a Trade Union Representative.

Given the end of the cash flow cycle is in September, when the 2nd tranche of the precept is received; it is recommended that the decision is to implement from September 2024. This gives five months' notice and provides for staff to challenge the decision, it to be reviewed if necessary, and sufficient notice to be given.

Recommendations

1. That the proposed amendments to the Council's Model Employment Contract, to include Holiday Pay Option 1, as highlighted in yellow at Appendix 1, be approved;
2. That delegated authority be given to the Chief Executive & Town Clerk to propose consequential changes to the Working Time Policy & Procedure and Leave Entitlement Policy & Procedure, if necessary, and consult with staff prior to submission to the next meeting of Policy & Resources Committee (proposed for 13th June 2024);
3. that the monthly pay date be amended from September 2024 to "paid on 28th of the month or last working day prior; except in December, paid on 24th or last working day prior"; and
4. that delegated authority be given to the Chief Executive & Town Clerk to notify staff and make arrangements to implement 1 and 2 above.

Reasons

1. To update staff terms and conditions to comply with all recent legal developments. The Council currently made holiday payments as detailed in option 1, which was both accepted by staff and simple to administer.
2. To enable the recently adopted Working Time Policy & Procedure and Leave Entitlement Policy & Procedure to be reviewed to ensure that the provisions would be aligned to those in the Model Employment Contract.
3. To ease cash flow pressures in April and September each financial year, particularly in April 2025.
4. To provide sufficient notice and to undertake the necessary administrative arrangements to implement the decisions.



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Chief Executive & Town Clerk

BRAUNSTONE CIVIC CENTRE Kingsway, Braunstone Town, Leicester LE3 2PP

**Civic Centre Reception & Bookings, Customer Service Shop
Thorpe Astley Community Centre Bookings**
Email: enquiries@braunstonetowncouncil.org.uk

**Tel: 0116 2890045
Tel: 0116 2890704
Fax: 0116 2824785**

Terms and Conditions of Employment

1. Introduction

This statement sets out particulars of your Terms and Conditions of employment with Braunstone Town Council which are required to be given to you by law. It is required under the Employment Rights Act 1996.

The Scheme of Conditions of Service of the National Joint Council for Local Government Services (the Green Book') applies to your employment as amended by this Contract.

2. Name of Employee:

**3. Date Employment Commenced:
Previous Service**

Your employment with any other public Employer as set out in the NJC agreement will be considered as part of a period of employment with the Council for the purposes of your contract of employment.

Date of Commencement of Continuous Service:

.....

4. Job Title:

Date of Commencement in this role: xxxxxxxxxxxx

[Chief Executive & Town Clerk, Deputy Chief Executive & Community Services Manager and Resources & Facilities Manager ONLY]: This is designated as a 'specified' politically restricted post under the terms of the Local Government Officers (Political Restrictions) Regulations 1990.

Due to the nature of the Council's work all staff are expected to be flexible and supportive of one another. It is a condition of employment for all Employees that everyone is expected to co-operate with Management to ensure work is completed within the necessary time scales and to the required standard.

5. Probationary Period

All new Employees are initially employed for a Probationary period of six months. At the end of this period and their Contract of Employment will either be confirmed as permanent, or the Probationary period will be extended for a period of time that is at the discretion of the Management.

If an Employee's performance and / or conduct have been particularly unsatisfactory during the Probationary Period, a decision may be made to terminate employment at this point **or at any point during this period.**

Full induction training is provided at the start of the Probation Period
In addition the Employee will receive the following training

GENERAL	Introduction to manager/supervisor/colleagues
	Location of department/work area
	Location of toilet facilities, and areas to which the employee will need to go in the course of his/her job.
	Safeguarding Policy
HOURS OF WORK	Time-keeping and recording procedures
	Checking In/Out Procedures / Lone Working
TIME OFF	Arrangements/qualification
	Application for time off/holidays and pay entitlement
SICKNESS	Absence Management Policy
	Sickness absence notification procedure
FIRE SAFETY	Emergency Fire Exits, Alarm Points, and Extinguishers, Meeting Point
	Fire Evacuation Procedures
	Fire Safety Training Video
HEALTH & SAFETY	Health & Safety Policy
	Risk Assessments (relevant to department)
	Display Screen Equipment
	Location of First Aid Box
	[Parks Staff and Cleaners] Personal Protective Equipment
	Manual Handling
	Electrical Safety
	[Parks Staff] Driving vehicles/tractor
[Parks, Cleaners, Centres, Library Staff] First Aid in the Workplace	
[Parks Staff] Pesticide Application Course	
[Parks Staff] Snow Warden Duties	

Declaration of Other Employment

It is a condition of this Contract of Employment that you inform the Council of any alternative employment you undertake, in order to ensure that no Tax or Insurance liabilities will accrue to the Council. The Council also reserves the right to require that any other employment that you undertake does not conflict with the role or standards required to be undertaken or met in public office.

6. Location of Employment:

Braunstone Town Council
Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP.

Please Note:

Under your Contract of Employment, you are required to work at or from any of the Council's establishments in the area of Braunstone Town.

7. Salary £.....per annum

Your salary is in accordance with the current **NJC Salary Points** (STATE POINT No's) and is calculated by pro-rata reference to the standard working week for local government staff of 37 hours.

You have been appointed to a single salary point, the Council will review your salary annually on the anniversary of your appointment.

8. Payment Arrangements:

Wages are paid by BACS Transfer on a monthly basis.

Subject to satisfactory performance, your salary will be reviewed annually in February with any change implemented from April 1st. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual review, or award an additional increment for exemplary performance if it chooses to do so.

The Council reserves the right to make deductions from wages and / or final salary for the following items:-

- Failure to return uniform or equipment which is the property of the Council, on termination of employment.
- Loss or damage to Council property and/or vehicles/equipment up to the value of the insurance excess, due to neglect or careless actions by the Employee.
- To recover payment made by mistake to Employees including overpayment of wages and expenses.
- To recover any money owed to the Council.
- To recover the cost of personal calls/texts made on any Council telephones.

Deduction for non-statutory purposes require the written permission of the Employee. However, the Council is legally entitled to deduct any over

payment of wages and / or expenses from staff wages. If you are aware of any discrepancy in your payslip, you must inform your line manager as soon as possible. Failure to do so may be considered to be an act of theft.

[Chief Executive & Town Clerk and Deputy Chief Executive & Community Services Manager ONLY]:

In addition one additional salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding each of the following relevant qualifications:

The Certificate in Local Council Administration (CILCA)
And other relevant qualifications such as:

- Certificate in Local Policy Studies First Year
- The Certificate in Local Policy Studies
- The Diploma in Local Policy Studies
- BA (Hons) Degree Local Policy Studies

9. Pension Entitlements

Braunstone Town Council is a member of the Local Government Pension scheme which operates a contributory pension scheme which you are entitled to join. Details are in a separate booklet, which is available from the Town Clerks' Office.

10. Hours of Work:

xx hours per annum

Normal Days to be worked
Standard Start Time(subject to flexible working arrangements)
Standard Finish Time.....(subject to flexible working arrangements)

Due to the nature of the Council's work all staff are expected to be flexible and supportive of one another. It is a condition of employment for all Employees, that everyone is expected to co-operate with Management to ensure work is completed within the necessary time scales and to the required standard.

The Council fully recognises its obligations under the Working Time Directive.

You must not work more than 11 consecutive hours on any working day, nor must you work more than 48 hours in any one week. You have a break entitlement of at least 20 minutes where a working day is at least 6 hours. If you plan to exceed these limits you must notify Braunstone Town Council in advance and confirm in writing your agreement to opt out of the Working Time Regulation limits. If you do exercise this option then you may not exceed the following limits under any circumstances; 12 hours on any working day or 60 hours in any week.

Annualised Hours

Your core hours are xx hours per week/four week period/annum, insert working days. The working pattern within these core hours will be determined by your Line Manager in consultation with yourself.

This pattern is based on calculating your total working hours in a year and then letting you work them in a way that means you may work more hours at some times of the year and less hours at other times e.g. if you worked 37 hours per week for 40 weeks of the year, your total annual hours would be $40 \times 37 = 1480$. You could choose to work for 20 weeks of the year at 45 hours per week and 20 weeks at 29 hours per week.

Please note that line managers will be assessing Employees' working hours over a three month period. If they find that you have significantly exceeded or alternatively underworked your core hours within that period, they may require you to take action to either reduce or increase your hours so that you are back to your core hours detailed above by the end of the three month period.

This pattern is generally suitable where work has predictable peaks and troughs throughout the year e.g. park gardeners etc. the benefit to the Employee is that they aren't spending 'down time' at work, but can organise their working hours over the year to spend 'down time' outside work. Therefore, there may be a motivational benefit to the Employee that would in turn benefit Braunstone Town Council. Other benefits to the Employee include spending more time with the child or dependant, less money spent on child or nursing care, *more work life balance to spend time with family members.*

[Duty Officer – Community Centres ONLY]

Additional Hours Payment

Where Management require you to work additional shifts to cover for holidays, sickness and for vacant establishment hours, you may claim payment for these hours, subject to the number of hours you have worked being in credit.

Payment can only be applied to hours in excess of your contracted hours and not exceeding 37 hours per week.

11. Holiday Entitlement

Full time staff are entitled to 24 days paid leave per annum, increasing to 29 days after five years continuous employment, plus 8 Bank Holidays (Spring Bank Holiday, Good Friday, Easter Monday, May Day, August Bank Holiday, Christmas Day, Boxing Day and New Year's Day). If staff are required to work on a Bank Holiday they will be entitled to Time Off in Lieu.

Part time staff entitlements are pro-rata those of full time staff.

All holiday requests will be considered by the line manager, depending upon:

1. How many other Employees have already requested leave during the same period.
2. No more than a maximum of three weeks are requested at any one time.

3. The request is made with at least as much notice as the amount of time requested for the period of paid leave

The Council's holiday year runs from 1st April to 31st March each year. Employees are expected to use all their entitlement during the year. Only five unused days (pro-rate for part-time employees) can normally be carried over and used within the month of April, with permission.

Employees who leave or join the Council during the holiday year are entitled to a pro-rata holiday allowance, based on how much of the year they work for the Council.

HOLIDAY PAY

PLEASE DELETE ONE OF THE FOLLOWING TWO OPTIONS:

OPTION 1

Holiday pay is calculated on the basis of an Employee's average earnings over a 52 week period. Employees are required to take 6.4/7.4 weeks paid leave per annum, during which they will be paid holiday pay based on their average weekly earnings for the 52 weeks leading up to the start of their leave.

OPTION 2

Holiday pay is calculated at 12.07% of the Gross Pay for any given pay period, and added to the Employees' weekly / monthly wage.

Payslips will identify the amount of holiday pay paid in each pay period under a separate budget heading.

Please note Employees are required to take 5.6 weeks paid leave during the year, however they will receive no holiday pay for their time off, as that has already been paid to them in their weekly wage.

[Duty Officer – Community Centres ONLY]: Holiday entitlements will be based on average weekly earnings over a 52 week period.

12. Illness and Statutory Sick Pay

Employees should report all accidents immediately, or as soon as possible, to the line manager; or whoever is deputising in their absence.

In the event of time off due to illness:

1. Notification should be given ideally before the start time, or as soon as possible during the first day of incapacity.
2. Employees need to complete a Council Sickness Self-Certification Form from day one of the period of sickness absence.
3. A GP's Statement of illness is required after seven consecutive day's absence.

4. Unacceptable absenteeism will be addressed through disciplinary procedure.

Please note that failure to comply with the sickness reporting requirements may result in the Employee losing their sick pay for the period in question.

Employees are entitled to Council Sick Pay paid at the following rates:

Length of continuous Employment	Council Sick Pay Entitlement	
	Full Pay	Half Pay
Up to 12 months	1 month	1 month
Up to 2 years	2 months	2 months
Up to 3 years	3 months	3 months
Up to 4 years	4 months	4 months
Up to 5 years	5 months	5 months
Over 5 years	6 months	6 months

These payments include Statutory Sick Pay for those Employees whose weekly wage exceeds the National Insurance Lower Earnings Limit.

Employees whose weekly wage exceeds the National Insurance Lower Earnings Limit are entitled to claim Statutory Sick Pay (SSP).

The Council may ask Employees who have been absent for six weeks or more through sickness, or whose health is a cause for concern for the Council, to attend a consultation with a Doctor appointed by the Council. The Employee will be asked to give their consent to this request, however failure to provide consent may be seen as a deliberate act to prevent a reasonable investigation by the Council's Management.

If the period of sickness exceeds the above entitlements, the Employee will be required to claim Incapacity Benefit.

Medical Appointments: Staff are required to make GP and Dentist appointments outside of normal working hours. Staff attending hospital appointments are required to show an appointment card to their line manager prior to attending the appointment.

13. Parental Leave

Employees with more than 12 months continuous employment and who are parents of children aged under eighteen years old, are entitled to 18 weeks unpaid leave; pro rata for part time staff.

This entitlement can be taken as a minimum of one week per annum, up to a maximum of four weeks per annum.

When taking Parental Leave, the Council needs to be given the same period of notice as for holidays, and informed that it is specifically Parental Leave that you are taking.

14. Time off for Dependants

Employees are entitled to reasonable unpaid time off where:

- 1) A dependant is ill
- 2) Death of a dependant
- 3) Disruption occurs to the care of a dependant
- 4) Unexpected occurrences to your child

Braunstone Town Council's Management recognises a dependant as: an Employee's children, partner, parent, or other member of their immediate family. Should an Employee care for other dependants who don't fall within this definition, they should discuss the matter with their line manager.

The Council recognises that most of these events can occur without a great deal of warning, however we request that Employees provide as much notice as possible in the event of taking time off for dependants.

Bereavement Leave

All Employees are entitled to up to two weeks Bereavement Leave in the event of the death of a dependent child aged from week 24 of the pregnancy up to 18 years old.

For those with 26 weeks continuous employment payment will be equal to that of Statutory Maternity Pay.

Carers Leave

Employees are entitled to up to 4 weeks unpaid leave per annum to care for a Dependent with long term care needs.

Request can be for the whole 4 weeks at one time or in separate weeks, as well as individual or half days.

Requests to take this leave must be made in writing, giving the Council at least twice as much notice as the amount of leave requested.

If the Council is unable to accommodate the dates requested, the Employee will be informed before it was due to begin and it will be rescheduled by mutual agreement within one month of the initial Employee request.

The Council recognises a dependent for the purposes of this leave as an Employees child, partner, parent of other member of the immediate family who has long term care needs.

15. Maternity Leave

All female Employees are entitled to 52 weeks Maternity Leave, which consists of 9 months ordinary paid leave (if eligible) and an optional 3 months additional unpaid leave.

All female Employees are entitled to 9 months paid Maternity Leave, and will receive Statutory Maternity Pay (SMP) if their average weekly wage exceeds the National Insurance lower earnings limit and have been employed for a period of 6 months at the 15th week prior to the due date of the birth of their child. Employees need to discuss all arrangements with their line manager prior to beginning this leave.

Full details of the Council's Maternity Leave Scheme are set out in the Leave Entitlement Policy and Procedure.

Employees will need to give their Employer 8 weeks prior notice if they wish to return to work early from Maternity Leave.

Employees are required to give their line manager twenty eight days notice prior to their intended return date from ordinary Maternity leave. No notice is required from Employees who have taken 12 months Maternity Leave.

Employees on Maternity Leave will be able to arrange up to 10 'Keep in Touch Days' with their line manager, to return to work for short periods during their leave and receive their normal rate of pay on these working days, without damaging their entitlement to Maternity Pay.

16. Flexible Working Time Requests

Employees are able to request changes to their start and finish times, amount of working hours each week and where they work.

The Council will not be obliged to accept this request; however refusal will be based on one or more of the following:

1. The additional costs to the Council.
2. Reduced ability to meet the needs of the Council, its Members and the public.
3. Inability to share the person's workload amongst other staff.
4. Potentially damaging effects upon the quality of work produced.
5. Potentially damaging effects upon performance.
6. Inability to recruit extra staff to provide cover.

Employees are able to submit up to two requests within a rolling twelve month period. Requests must be submitted to either the clerk or Chair of the relevant Committee/Full Council. Requests to change working hours must be made in writing.

Upon receipt of a request the Council will initiate a two to three week consultation period with the Employee to assess how their request impacts on the six points detailed above.

Should the outcome of the consultation process be to reject the Employee's request for one or more of the above six statutory reasons, the Employee is able to appeal to the Chair of the Full Council.

The process of addressing a request and providing a written response should take no more than two months.

17. Paternity Leave

New Fathers with more than six months continuous employment are entitled to two weeks paid Paternity Leave, paid at the same rate as SMP. This can be taken as a period of a fortnight or two separate periods of one week.

This leave must be taken within the first 52 weeks of the child's birth.

Employees are required to show the Council's Management a relevant MATB1 when making a request to take this leave, and must provide at least 28 days prior notice.

18. Shared Parental Leave Entitlement

Parents who both have 26 weeks or more continuous employment, and who earn above the National Insurance Lower Earnings Limit, can take SPL.

Both Parents can share a total of 37 weeks statutory paid leave and 12 week's unpaid leave, following their child's birth.

Mothers must take two weeks compulsory Maternity leave immediately after the birth, (four weeks for manual workers). Following that compulsory period, both Parents can request dates to take leave totalling 37 weeks paid (35 for manual workers) and 12 weeks unpaid.

Leave can be taken by both Parents at the same time, or in alternating periods.

To take leave:

1. Both Parents must qualify in terms of earnings and length of service. An Employee's partner must have been an employed or self-employed earner in Great Britain for a total 26 weeks (not necessarily continuously) in the period of 66 weeks leading up to the week in which the child is due.
2. The Mother must give her Employer eight weeks' notice that she is ending her Maternity Leave. This can be done as early as eight weeks before the birth
3. The Council requires eight weeks prior notice of the dates an Employee wishes to take SPL.
4. The Company requires the following evidence that an Employee's Partner/Spouse is also entitled to SPL:
 - The Partner/Spouse's name.
 - Their National Insurance number.
 - Copies of the Partner/Spouse's pay slips for the past eight weeks.
 - A letter from the Partner/Spouse's Employer to confirm that they are entitled to SPL.
5. The Company will automatically allow any requests for just one continuous period of leave.
6. If an Employee requests two or more separate/discontinuous periods of SPL, the Company can discuss dates with the Employee, which are unacceptable for business reasons.
The Company will discuss problem dates with an Employee during the first two weeks of the eight week notice period.

If agreement cannot be reached, the Employee will be entitled to one continuous period of SPL, starting from the date the discontinuous leave request was due to start.

7. Parents are paid at the same rate as Statutory Maternity Pay when taking SPL.

Employees wishing to take SPL will be able to submit a written eight week notice from February 2015, to their Line Manager, specifying the dates they wish to take.

19. **Redundancy**

It is the aim of the Council to avoid making Employees redundant wherever possible. Ideally this will be achieved through finding an alternative position within the Council.

Should redundancy be unavoidable, the Council will follow the following procedure:

1. Issue a Notice of Threat of Redundancy; this will include notice of a period of consultation and the date Consultation will begin.
2. Provide those individuals affected with a period of Consultation. During this period the Council will discuss with the affected Employees:
 - Finding alternative work within the Council.
 - Reasons for the redundancy.
 - Calculating the amount of redundancy compensation Employees with two or more years continuous employment are entitled to, based on the Statutory Formula.

Statutory Formula:	
Employees Aged 18 – 21 years old	½ week’s pay for every year employed under the age of 22
Employees Aged 22 – 40 years old	1 week’s pay for every year employed over the age of 21
Employees Aged 41 + years old	1 ½ weeks’ pay for every year employed over the age of 40
Maximum weekly wage limit - £700	Up to a maximum of twenty years

- 3 After the period of Consultation, a Formal Meeting will be arranged to discuss the outcome of the Consultation. Individuals will be invited by letter to this meeting and informed of their right to be accompanied.
- 4 Conduct an Appeal against the Formal Decision, should the affected Employee wish to do so. Appeals must be submitted in writing within 7 days of the Formal Meeting.
5. Employees on or returning from Maternity/Adoption leave will be given priority option of being appointed to any suitable alternative positions for up to 18 months following the birth/adoption of their child.

20. **Termination of Employment**

EMPLOYEE TERMINATION

Should an Employee wish to terminate their Contract of Employment with Braunstone Town Council, the Council requests that a period of [staff] one

month [DCE&CSM & R&FM] two months [CE&TC] three months notice is provided prior to termination.

Please note that Employees who fail to work their notice period without good cause, may be required to compensate the Council for any and all expenses incurred in finding a replacement and / or rectifying work that the leaving Employee has failed to complete. Payment for these expenses will be deducted from the Employee's final pay. In accepting this contract Employees agree to comply with this clause.

COUNCIL TERMINATION

In the event of Braunstone Town Council needing to terminate the Employee's Contract, or alter its Terms and Conditions, the Council will provide the affected Employee(s) with a notice period equal to that of their Statutory notice period, i.e.:- One week for each year of continuous employment, up to a maximum entitlement of twelve weeks' notice.

21. Health & Safety

All Employees must ensure they are fully aware of all Council Health and Safety policies and procedures. Failure to comply with these policies and procedures will result in a disciplinary investigation and may be deemed to constitute gross misconduct.

In accordance with the Health & Safety at Work Act 1974 all Employees are responsible for taking reasonable care to avoid hurting themselves and others by their work activities, and reporting anything untoward to the nearest available manager.

22. Insurance Personal Accident and Assault

As a responsible Employer the Council is anxious to minimise the risk to its Employees of personal accident or assault whilst performing their duties. The Council will therefore insure staff against death or permanent disablement arising from and in the course of their duties.

23. Fidelity Guarantee

For the purpose of securing the Council against the loss of money or other property under the control of its Employees, or in accordance with the requirements of legislation, the Council will maintain adequate insurances to cover such losses.

24. Any Other Points

The Council fully conforms with all current Employment and other relevant legislation concerning:

- The Working Time Directive
- Equal Opportunities Employment
- Minimum Wage Requirements

25. Death in Service

In the event of an Employee's death in service, any salary, pension or gratuities due to the Employee will be paid to the nominated next of kin.

26. Appraisal

You will receive an annual Appraisal/ Development Review. Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame.

27. Staffing Policies & Procedures

Other terms and conditions of your employment include the following:

- Absence Management Policy & Procedure;
- Disciplinary Policy & Procedure;
- Equality & Diversity Policy;
- Grievance Policy & Procedure;
- Internet Policy & Procedure;
- Leave Entitlement Policy and Procedure
- Lone Working Policy & Procedure;
- Officers Code of Conduct;
- Training & Development Policy;
- Whistle Blowing Policy & Procedure; and
- Working Time Policy & Procedure

28. Declaration:-

I have read the Terms and Conditions of employment with Braunstone Town Council and agree to be bound by them during my employment with the Council.

Signed for Braunstone Town Council

Print Name

Date

Employee Signature

Print Name

Date

Please note that the Management of Braunstone Town Council may need to alter these Terms and Conditions when circumstances require it. When possible, all changes will ideally be with the mutual agreement of staff. However, where unilateral Management changes are made, you will be given notice equal to that of your statutory notice entitlement.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th APRIL 2024

Item 13 – Sports Pitch Allocations 2024/2025

Purpose

To receive applications for sports pitches for 2024/2025 season and to determine their allocation.

Pitch Allocations Process

Under the Pitches Policy and Procedure, adopted 9th March 2023, allocation of pitches will be undertaken by the Chief Executive and Town Clerk in the event that requests for allocations can be met within capacity; where requests for pitch allocations exceeds capacity then allocations will be determined by Policy and Resources Committee.

Pitch Capacity and Applications 2024/2025

In accordance with the Pitches Policy and Procedure, Policy & Resources Committee determined pitch capacity for the season at its meeting on 7th March 2024, prior to advertising the availability of pitches and inviting applications.

Applications for football pitches on Mossdale Meadows and Thorpe Astley have now been received and these are set out against the agreed capacity in the table below:

PARK	PITCH	CAPACITY	REQUESTED	DIFFERENCE
Mossdale Meadows	Senior Pitch (1) Large Junior Pitch (1)	95 matches	95	0
	Junior Pitches (3)	140 matches	150	+10
Thorpe Astley Park	Senior Pitch	30 matches	15	-15
TOTAL		265 matches	260	-5

A list of football teams, which have applied for pitches, including the pitch, day and time and the number of matches is attached as Appendix 1.

Applications for use of the three Junior Pitches on Mossdale Meadows have been received for a total number of matches of 150. However, the capacity of the Junior Pitches is 140. Although the pitch applications are over the match capacity, a number of the football teams do not play the full 15 matches during the year. In order to ensure that the Junior pitches are not overplayed, it is recommended that any ad hoc matches on the Junior Pitches be closed for the season.

Two football teams have requested use of the Senior Pitch on Mossdale Meadows on Sundays at 10.30am and 2pm.

Recommendations

1. that the football pitch application requests received, as set out at Appendix 1, for the 2024/2025 season be approved and allocated as submitted;
2. that delegated authority be given to the Chief Executive & Town Clerk to:
 - a) reach an agreement between the football clubs (ref 15 and 17) which submitted pitch application requests for the Sunday 10.30am slot on the senior pitch at Mossdale Meadows 2024/2025 season being able to share the pitches and/or be flexible with the day and times;
 - b) reach an agreement between the football clubs (ref 14 and 16) which submitted pitch application requests for the Sunday 2.00pm slot on the senior pitch at Mossdale Meadows 2024/2025 season being able to share the pitches and/or be flexible with the day and times;in the absence of such agreement, the allocations be determined at the next meeting of Policy & Resources Committee; and
3. that football pitches allocated matches in excess of the approved capacity (Junior Pitches at Mossdale Meadows) be closed to ad-hoc booking requests until after Christmas and only opened to ad-hoc bookings should the Chief Executive & Town Clerk deem that each individual pitch quality was suitable.

Reasons

1. To enable the clubs to have security of a home ground for the season.
2. To enable the clubs, who have a local connection and have had regular allocations to pitches in Braunstone Town to have security of a home ground for the season, recognising that in order to achieve this, the clubs would need to agree to a shift pattern or to rescheduling of their day and time in order to be accommodated.
3. To avoid further overuse of the pitches, which had been allocated above the approved capacity.

APPENDIX 1

	CLUB	PARK	PITCH	10.00 – 11.30	12.30 – 1.30	2.00 – 3.00	DAY	NO OF MATCH
1.	Kirby Muxloe Knights	Mossdale Meadows	Junior 9 v 9 JP1	x			Sunday	15
2.	Kirby Muxloe Kings	Mossdale Meadows	Junior 9 v 9 JP1	x			Sunday	15
3.	Braunstone Athletic Under 11's	Mossdale Meadows	Junior 9 v 9 JP2	x			Sunday	15
4.	Braunstone Athletic FC Under 11's Foxes	Mossdale Meadows	Junior 9 v 9 JP2	x			Sunday	15
5.	Braunstone Athletic FC Under 12's	Mossdale Meadows	Junior 9 v 9 JP2		x		Sunday	15
6.	Braunstone Athletic FC Under 12's Foxes	Mossdale Meadows	Junior 9 v 9 JP2		x		Sunday	15
7.	Braunstone Athletic FC Under 13's	Mossdale Meadows	Junior 11 v 11 JP3	x			Sunday	15
8.	Braunstone Athletic FC Under 13's Foxes	Mossdale Meadows	Junior 11 v 11 SP3	x			Sunday	15
9.	Braunstone Athletic FC Under 14's	Mossdale Meadows	Junior 11 v 11		x		Sunday	15
10.	Braunstone Athletic FC Under 14's Foxes	Mossdale Meadows	Junior 11 v 11	+	x		Sunday	15
11.	Braunstone Athletic FC Under 16's	Mossdale Meadows	Large Junior LJ2	x			Sunday	15
12.	Braunstone Athletic FC Under 17's	Mossdale Meadows	Large Junior LJ1			x	Sunday	15
13.	Braunstone Athletic FC Women	Mossdale Meadows	Senior SP1			x	Sunday	15
14.	Braunstone Athletic FC Men's	Mossdale Meadows	Senior SP1			x	Sunday	15
15.	Braunstone Athletic FC Men's Foxes	Mossdale Meadows	Senior SP1	x			Sunday	15
16.	Mossdale Rangers Vets FC	Mossdale Meadows	Senior SP1			x	Saturday	10
17.	Mossdale Rangers AFC FC	Mossdale Meadows	Senior SP1	x			Sunday	10
18.	Epworth Forest OB FC	Thorpe Astley	Senior SP1	x			Sunday	15

BRAUNSTONE TOWN COUNCIL
DRAFT SCHEDULE OF COUNCIL & COMMITTEE MEETINGS 2024/2025

DATE	TIME	COMMITTEE	DATE	TIME	COMMITTEE
2024					
MAY			DECEMBER		
THUR 2		No Meeting	THUR 5	7.30pm	Community Development
THUR 9	7.30pm 8.00pm	ANNUAL TOWNS MEETING ANNUAL MEETING OF THE FULL COUNCIL	THUR 12	7.30pm	Planning & Environment
THUR 16	7.30pm	Community Development	THURS 19		No Meeting
THUR 23	7.30pm	Citizens' Advisory Panel	THUR 26		BANK HOLIDAY
THUR 30	7.30pm	No Meeting	2025		
JUNE			JANUARY		
THUR 6	7.30pm	Planning & Environment	THUR 2		No Meeting
THUR 13	7.00pm 7.30pm	Corporate Governance Policy & Resources	THUR 9		No Meeting
THUR 20		No Meeting	THUR 16	7.30pm	Policy & Resources (<i>Precept</i>)
THUR 27	8.00pm	COUNCIL (Accounts)	THUR 23		No Meeting
			THUR 30	8.00pm	COUNCIL (<i>Precept</i>) Precept Deadline: 1st Feb
JULY			FEBRUARY		
THUR 4	7.30pm	Community Development	THUR 6	7.30pm	Community Development
THUR 11		SUMMER BREAK	THUR 13	7.30pm	Planning & Environment
THUR 18		SUMMER BREAK	THUR 20		No Meeting
THUR 25		SUMMER BREAK	THUR 27		Citizens' Advisory Panel
AUGUST			MARCH		
THUR 1		SUMMER BREAK	THUR 6	7.30pm	Policy & Resources
THUR 8		SUMMER BREAK	THUR 13		No Meeting
THUR 15		SUMMER BREAK	THUR 20	8.00pm	COUNCIL
THUR 22		SUMMER BREAK	THUR 27	7.30pm	Community Development
THUR 29	7.30pm	Planning & Environment			
SEPTEMBER			APRIL		
THUR 5	7.30pm	Citizens' Advisory Panel	THUR 3	7.30pm	Planning & Environment
THUR 12	7.30pm	Policy & Resources	THUR 10	7.30pm	Policy & Resources
THUR 19		No Meeting	THUR 17		EASTER BREAK
THUR 26	8.00pm	COUNCIL	THUR 24		EASTER BREAK
OCTOBER			MAY		
THUR 3	7.30pm	No Meeting	THUR 1		NO MEETING
THUR 10	7.30pm	Community Development	THUR 8	7.30pm 8.00pm	ANNUAL TOWNS MEETING ANNUAL MEETING OF THE FULL COUNCIL
THUR 17		No Meeting	THUR 15		
THUR 24		No Meeting	ANNUAL MEETING - In an Election Year the Annual Meeting must take place on the fourth day after the date of the election or within fourteen days thereafter. (Election of Town Mayor and appointment of Committees.)		
THUR 31	7.30pm	Planning & Environment			
NOVEMBER			ANNUAL TOWNS MEETING - The Parish meeting in England must assemble annually on some day between 1 st March and 1 st June (LGA 1972, Schedule 12). (All Local Government Electors are invited to participate and raise matters of local interest).		
THUR 7	7.30pm	Policy & Resources			
THUR 14		No Meeting			
THUR 21	8.00pm	COUNCIL			
THUR 28	7.30pm	Citizens' Advisory Panel			

NOTES

*The deadline date for the Council to adopt the Accounts is 30th June each year.
The deadline date for submitting the Precept request is 1st February each year.*

Half term break:	Monday 27 May to Friday 31 May 2024
Schools close:	Tuesday 9 July 2024
August Bank Holiday:	Monday 26 August 2024
Schools open:	Tuesday 27 August 2024
Half term break:	Monday 21 October to Friday 25 October 2024
Schools close:	Friday 20 December 2024
Schools open:	Monday 6 January 2025
Half term break:	Monday 17 February to Friday 21 February 2025
Schools close:	Friday 11 April 2025
Schools open:	Monday 28 April 2025
May Day Bank Holiday:	Monday 5 May 2025
Half term break:	Monday 26 May to Friday 30 May 2025

BANK HOLIDAYS

29 th March 2024	Good Friday
1 st April 2024	Easter Monday
6 th May 2024	Early May Bank Holiday
27 th May 2024	Spring Bank Holiday
26 th August 2024	Summer Bank Holiday
25 th December 2024	Christmas Day
26 th December 2024	Boxing Day
1 st January 2025	New Year's Day
18 th April 2025	Good Friday
21 st April 2025	Easter Monday
5 th May 2024	May Day Bank Holiday

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th APRIL 2024

Item 15 – Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct

Purpose

To review the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct and recommend adoption at the Annual Council Meeting.

Standing Orders

The following amendments are proposed to the Standing Orders; which are highlighted at Appendix 1.

3.6 Public Participation

On 25th January 2024, 42 members of the public attended the Council meeting to raise concerns about the response to flooding. On 21st March 2024, two members of the public also attended raising matters of flooding. At each meeting, the item wasn't on the agenda and members of the public wanted an element of freedom to raise their concerns. On 25th January 2024, a County Councillor present at the meeting responded to most of the comments.

In order to find a balance between enabling members of the public to raise genuine concerns and for Councillors to be fully informed and providing a structure for the session, which is part of a meeting containing other agenda items, amendments are proposed to Standing Order 3.6 Public Participation (See Appendix 1).

4.7 Order of Business for the Annual Meeting / 4.8 Order of Business for an Ordinary Council Meeting

Further to the above it is proposed to amend Standing Orders 4.7 and 4.8 as follows "*Public Session – Members of the public may attend the meeting for the purpose of submitting a petition and/or making representations, giving evidence or answering questions in respect of any item of business included on the agenda or to raise other matters of public interest (Standing Order 3.6)*".

At the Annual Meeting, consideration of business reserved to the Council is taken after all the annual appointments are made to offices, committees, sub-committees, advisory panels and outside bodies. Potentially an item of business could be to co-opt to vacancies on the Council. In order to consider annual appointments after any co-options are determined, it is recommended that an item is added to Standing Order 4.7 for co-options following appointment of the Town Mayor (which in accordance with the Local Government Act 1972, must be the first item of business

to be transacted at the Annual Meeting).

In Standing Order 4.7 a consequential amendment is made to business reserved to Council to refer to “any other”. Co-options at an ordinary meeting would be considered as part of business reserve to Council (e).

County and District Councillors

Standing Order 4.25 provides for County and District Councillors to be invited to the Council meeting. Standing Orders 4.7 and 4.8 provide for them to have a slot to report during the meeting. There is currently no detail on how this should operate and it is proposed to provide some structure to this item by creating a new Standing Order at 4.12 (renumbering subsequent standing orders), which incorporates the original Standing Order 4.25.

Reports of Committees

Current Standing Order 4.13 sets out the process for receiving and commenting on reports/minutes of Stading Committees. There is currently no detail on how this should operate and it is proposed to provide some structure to this item as detailed at Appendix 1.

Financial Regulations

Following the review of the Council’s Reserves Policy in March 2024, it is proposed to accommodate an amendment to Financial Regulation 3, Annual Estimates (Budget) and Forward Planning. An extract is attached at Appendix 2.

No other changes are proposed to the Financial Regulations at present; however, the National Association of Local Councils is undertaking a review of the model. As a result, further changes may be proposed to the Council’s Financial Regulations in 2025.

Scheme of Delegation

The following amendments are proposed to the Scheme of Delegation, which are highlighted at Appendix 3.

Policy & Resources Committee

Community Centres Objectives contains details of the previous contract period, which are irrelevant for a scheme of delegation and should be removed.

Delegation (p) concerning contracts. It is proposed to remove the four year limit to allow for longer contract periods; e.g. the Licensed Bar & Café Contract. The rationale is that longer contracts enable a service to be invested in and for it to be profitable.

Employing Committee and Appeals Committee

The terms of reference of these Committees is confirmed each year by Annual Council. It makes sense to incorporate these in the scheme of delegation for completeness.

In addition, when review the discretionary pensions policies, it was recommended that Employing Committee be able to determine whether to waive the provisions set out in the discretionary pensions policies in exceptional circumstances, having considered the business case and foreseeable costs to the Council.

Officer Delegations

To new officer delegations are proposed for completeness, following recent consideration by the relevant Committee.

- a) renewal and variation of the Council's Licences; and
- b) to determine use of the Library (including Thorpe Astley Community Centre) for outreach and social inclusion activities, as per the scheme approved by Community Development Committee.

Councillor Code of Conduct

There are no proposed revisions to the Councillor Code of Conduct.

Recommendations

THAT IT BE RECOMMENDED TO COUNCIL

1. that the proposed amendments to the Council's Standing Orders, as highlighted at Appendix 1, be approved;
2. that that the proposed amendments to the Council's Financial Regulations, as set out at Appendix 2, be approved;
3. that that the proposed amendments to the Council's Scheme of Delegation, as set out at Appendix 3, be approved; and
4. that, as a result of 1 to 3 above, delegated authority be given to the Chief Executive & Town Clerk to renumber paragraphs and update cross-references accordingly.

Reasons

1. To give clarity to intended meaning and to provide for better discussion and engagement with the business of the Council and its Committees.
2. To accommodate provisions relating to the use of reserves in annual budgets, as set out in the Reserves Policy.
3. To give clarity to intended meaning, deal with matters at the most appropriate level and provide for routine and operational decisions to be made.
4. To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.



BRAUNSTONE TOWN COUNCIL

STANDING ORDERS

***FOR THE REGULATION OF THE
PROCEEDINGS, BUSINESS AND CONTRACTS
OF THE COUNCIL
WITH FINANCIAL REGULATIONS***

9th MAY 2024

**(INCLUDING FINANCIAL REGULATIONS, SCHEME OF DELEGATION
AND CODE OF CONDUCT)**

DATE ADOPTED	14th May 2015	REVIEW DATE	May 2025
REVISED DATE/S	12th May 2016, 10th May 2018, 16th May 2019, 13th May 2021, 12th May 2022, 18th May 2023, 9 th May 2024.		

BRAUNSTONE TOWN COUNCIL

STANDING ORDERS

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BRAUNSTONE TOWN COUNCIL

STANDING ORDERS

1. STANDING ORDERS

1.1. TOWN MAYOR - FINAL AUTHORITY AND INTERPRETATION

The Town Mayor shall be the final authority in the interpretation of Standing Orders and his/her ruling shall not be open to discussion. Some of the Standing Orders are compulsory as they are laid down in Acts of Parliament, these are printed in **bold type** and cannot be altered.

1.2. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- a) Any or every part of the Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.
- b) A resolution permanently to add, vary or revoke a Standing Order, not including those printed in bold type, shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

1.3. STANDING ORDERS TO BE GIVEN TO MEMBERS

A copy of these Standing Orders shall be given to each member by the Chief Executive & Town Clerk upon delivery to him of the Member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

2. ROLES AND RESPONSIBILITIES

2.1. THE TOWN MAYOR AND DEPUTY TOWN MAYOR

- a) The Town Mayor shall do the following:
 - i. act as First Citizen of the Town;
 - ii. act as a representative of the Town and its residents at official occasions;
 - iii. preside over meetings of Braunstone Town Council.
- b) The Deputy Town Mayor shall undertake the role of Town Mayor in the absence of the Town Mayor or at the request of the Town Mayor.

2.2. THE LEADER OF THE COUNCIL AND DEPUTY LEADER OF THE COUNCIL

The Council will appoint from among its members a Leader and Deputy Leader, who will be the chairperson and vice-chairperson respectively of the principal Standing Committee responsible for the Council's strategies, policies and finances. The Leader and Deputy Leader will be the principal links with the Chief Executive & Town Clerk, the community and the media concerning matters of Town Council Policy and will be consulted by the Chief Executive & Town Clerk concerning the management and delivery of the Council's services and operations.

2.3. COMMITTEE CHAIRS AND VICE-CHAIRS

Committee Chairpersons and Vice-Chairpersons provide an important link between the business of their committees and the Chief Executive & Town Clerk, the community and the media. Committee Chairpersons and Vice-Chairpersons will play an important role in scheduling the Committees workload, advising on its priorities and promoting its work.

2.4. THE PROPER OFFICER

Where a statute, regulation or order confers function or duties on the Proper Officer of the Council in the following cases, he/she shall be the Chief Executive & Town Clerk.

The Council's Proper Officer shall do the following:-

- a) **Sign and serve on Members by delivery or post at their residence, or with the consent of a Member, via electronic means, a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and Sub-Committee at least three clear days before the meeting.**
- b) **Give public notice of the time, date, venue and agenda at least three clear days before a meeting of the Council or a meeting of a Committee or a Sub-Committee. (Provided that the public notice with agenda of an extraordinary meeting of the Council convened by Members is signed by them).**
- c) **Convene a meeting of the full Council for the election of a new Town Mayor, occasioned by a casual vacancy of the office, in accordance with Standing Order 2.4a above.**
- d) **Make available for inspection the minutes of Council, Committees and Sub-Committees.**
- e) **Receive and retain copies of byelaws made by other local authorities.**
- f) Certify copies of byelaws made by the Council.
- g) **Receive and retain declarations of acceptance of office from Members.**
- h) Retain a copy of every Members register of interests and any changes to it and keep copies of the same available for inspection.
- i) Keep proper records required before and after the meeting.
- j) Record every planning application notified to the Council and the Council's response to the local planning authority.
- k) Action or undertake activity or responsibilities instructed by resolution or contained in standing orders on behalf of the Council.
- l) Process all requests made under freedom of information legislation and data protection legislation in accordance with the Council's relevant policies and procedures.
- m) **Make available for inspection a written record of decisions taken by officers under delegated powers, including details of the decision, the date it was taken; the reasons for the decision; any alternative options considered and rejected; and any other background documents.**

2.5. RESPONSIBLE FINANCIAL OFFICER

Where a statute, regulation or order confers function or duties on the Responsible Financial Officer, he/she shall be the Chief Executive & Town Clerk.

2.6. DEPUTY OFFICERS

The Chief Executive & Town Clerk shall appoint appropriate staff member(s) to undertake the work of the Proper Officer and Responsible Financial Officer in his/her absence.

3. MEETINGS – GENERAL

3.1. NOTICE OF MEETINGS

When calculating the three clear days for notice of a meeting to Members and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.

3.2. VENUE OF MEETINGS

Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.

3.3. VARIATION OF THE ORDER OF BUSINESS

A motion to vary the order of business:

- a) May be proposed by the Chairperson or by any Member and, if proposed by the Chairperson, may be put to the vote without being seconded, and
- b) Shall be put to the vote without discussion.

3.4. MINUTES

- a) **The Minutes of the Meeting shall record the names and Members present**, those who have sent their apologies and where at a Committee or Sub-Committee there are substitutions, the name of the Committee/Sub-Committee Member who is being substituted.
- b) **No discussion shall take place upon the Draft Minutes except upon their accuracy. Corrections to the Draft Minutes shall be made by resolution and must be initialled by the Chairperson.**

3.5. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- a) **Meetings of the Council and its Committees and Sub-Committees shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public or press' exclusion from part or all of the meeting shall be by a resolution which shall give reasons for the exclusion as follows:- "that in view of the special/confidential nature of the business to be transacted, the press and public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply); the reason for exclusion being**".

- b) The Council Committee or Sub-Committee shall state the special reason for exclusion. NOTE: Under the Freedom of Information Act there are a few exemptions where information should not be disclosed. The Council, Committee or Sub-Committee should have regard to these when stating a reason for exclusion. (Public Interest Test, Investigating Proceedings conducted by the Council, Law Enforcement, Health and Safety, Legal Professional Privilege, Commercial Interest, Court Records, Personal Information, Information provided in confidence, Information which could be contempt of court). This list is not exhaustive.
- c) **The Chief Executive & Town Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present.**
- d) **Subject to standing order 3.5(e), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- e) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- f) If a member of the public interrupts the proceedings at any meeting, the chairperson may, after warning, order that he/she be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

3.6. PUBLIC PARTICIPATION

- a) At all meetings of the Council, Committee, Sub-Committee and Advisory Panels members of the public may attend the meeting for the purpose of submitting a petition and/or making representations, giving evidence or answering questions in respect of any item of business included on the agenda **or to raise other matters of public interest. ~~The time allowed for each member of the public to make a presentation, give evidence, or ask questions will be restricted to within 3 minutes.~~**
- b) Where there is a group of members of public wishing to make the same representations, present the same evidence or ask the same questions, the group **will be invited to ~~must~~ appoint one representative to speak on their behalf ~~and he/she will be restricted to within 3 minutes.~~**
- c) **The time allowed for Public Participation sessions will be no more than 15 minutes. With the support of the Council, Committee, Sub-Committee or Advisory Panel, the Chairperson may extend the time allowed to no more than 30 minutes.**
- d) Public participation sessions should be ordered by the Chairperson as part of his/her role in presiding over the meeting and conducted in accordance with these Standing Orders. **Where members of the public wish to make representations in respect of any item of business included on the agenda at a meeting of a Committee, Sub-Committee or Advisory Panel, then alternatively, the Chairperson may invite those members of the public to speak when the relevant agenda item is being considered.**
- e) **Any question asked ~~or points made~~ by a member of the public during a public participation session ~~at a meeting~~ shall not require a response or debate. The Chairman may direct that a response to a question posed by a member of the public be referred to a Member **of the Council or another appropriate representative** for an oral response or to an employee for a written or oral response.**

- f) A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- g) In the case of a petition; the Council, Committee, Sub-Committee or Advisory Panel will determine whether to:
 - i. take no further action (although advice may be given on how to pursue the matter raised in the petition);
 - ii. refer the Petition, or the matter raised in it, to an appropriate meeting of the relevant Committee or Sub-Committee to consider alongside an officer report;
 - iii. refer the petition, or the matter raised in it, to another body; or
 - iv. ask an Officer to consider and respond.
- h) Braunstone Town Council can support/host petitions where the petition is in line with Council Policy or a resolution of the Council/relevant Committee or Sub-Committee.

3.7. CONFIDENTIAL BUSINESS

- a) No Member of the Council or of any Committee or Sub-Committee shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, the Committee or the Sub-Committee as the case may be.
- b) Any Member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any Committee or Sub-Committee of the Council by the Council.

3.8. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or condition of service, of any person employed by the Council, it shall be considered until the Council or Committee (as the case may be) has decided whether or not the press or public shall be excluded. (see Standing Order 3.5a).

3.9. DISORDERLY CONDUCT

- a) No Member shall at a meeting persistently disregard the ruling of the Chairperson, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- b) If, in the opinion of the Chairperson, a Member has acted in a manner contrary to that required, the Chairperson shall express that opinion to the meeting and thereafter any Member may move that the Member named be no longer heard or that the Member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c) If the motion mentioned in paragraph (c) is disobeyed, the Chairperson may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

4. COUNCIL MEETINGS

4.1. NUMBER OF MEETINGS

In addition to the Annual Meeting of the Council at least three other ordinary meetings shall be held in each year on such dates and times and at such place as the Council may direct.

4.2. MEETINGS

- a) Meetings of the Council shall be held in each year on such dates and times and at such places as the Council may direct.
- b) **The Town Mayor may convene an extraordinary meeting of the Council.**
- c) **If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within seven days of having been requests to do so by two Members, any two Members may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Members.**
- d) **Notice of meetings must be given in accordance with Standing Order 3.1.**

4.3. CHAIRPERSON OF THE COUNCIL MEETING

- a) **In respect of the meeting of the Full Council the Town Mayor shall preside at the meeting. If the Town Mayor is absent from a meeting, the Deputy Town Mayor, if present, shall preside. If both the Town Mayor and Deputy Town Mayor are absent from the meeting, a Member as elected by the Council present at the meeting shall preside at the meeting.**
- b) **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in his/her absence be done by, to or before the person presiding at the meeting.**

4.4. QUORUM OF THE COUNCIL MEETING

- a) **In respect of the meeting of the Council no business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- b) **If a quorum is not present or if during a meeting the number of Councillors present falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next ordinary meeting or at a specially convened extra-ordinary meeting.**

4.5. CONDUCT OF THE MEETING

- a) A Member shall stand when speaking unless permitted by the Town Mayor to sit on account of infirmity.
- b) the ruling of the Town Mayor on a point of order or on the admissibility of a personal explanation shall not be discussed.
- c) Members shall address the Town Mayor.
- d) If two or more members rise, the Town Mayor shall call upon one of them to speak and the others shall resume their seats.
- e) Whenever the Town Mayor rises during a debate, all other Members shall be seated and silent.

4.6. THE STATUTORY ANNUAL MEETING

- a) **In an election year the Annual Meeting of the Council shall be held on or within 14 days following the day on which the Members elected take office.**
- b) **In a year which is not an election year the Annual Meeting of the Council shall be held on such day in May as the Council may direct.**
- c) **If no other time is fixed, the Annual Meeting of the Council shall take place at 6pm.**
- d) **The election of the Town Mayor and Deputy Town Mayor of the Council shall be the first business completed at the Annual Meeting of the Council.**
- e) **The Town Mayor, and Deputy Town Mayor, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected at the next annual meeting of the Council.**
- f) **If in an election year, if the current Town Mayor has not been re-elected as a member of the Council, he/she shall preside at the meeting until a successor has been elected. The current Town Mayor of the Council shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.**
- g) **In an election year, if the current Town Mayor has been re-elected as a Member, he/she shall preside at the meeting until a new Town Mayor has been elected. He/she may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.**

4.7. ORDER OF BUSINESS FOR THE ANNUAL MEETING

At each Annual Council Meeting the first business shall be:-

- a) **To elect the Town Mayor.**
- b) **To receive the Town Mayor's declaration of acceptance of office or, to determine when it shall be received.**
- c) **To consider co-opting to vacancies on the Council (if any).**
- d) **To elect a Deputy Town Mayor.**
- e) **In an election year, to receive delivery by Councillors of their declaration of acceptance of office or to determine when it shall be received.**
- f) **To receive apologies for absence.**
- g) **To receive disclosures of Interest from Members and Officers and the nature of those interests in respect of items on the agenda.**
- h) **Public Session – Members of the public may attend the meeting for the purpose of submitting a petition and/or making representations, giving evidence or answering questions in respect of any item of business included on the agenda or to raise other matters of public interest (Standing Order 3.6).**
- i) **To confirm the accuracy of the Minutes of the last meeting of the Council.**

- j) To agree arrangements for the review of appropriate Standing Orders and Financial Regulations.
- k) To review the delegation arrangements and terms of reference for the Committees.
- l) To appoint the Leader and Deputy Leader of the Council.
- m) To establish Standing Committees, confirm Terms of Reference, the number of Members (including, if appropriate, substitute Members) and receive nominations to them, including the appointment of the Chairperson and Vice-Chairperson.
- n) To consider whether to establish any Sub-Committees or Advisory Panels, including Terms of Reference, the number of Members (including, if appropriate, substitute Members) and receive nominations to them, including the appointment of the Chairperson and Vice-Chairperson.
- o) To appoint representatives to external bodies and review arrangements for reporting back.
- p) **To deal with any other business reserved to Council, either by statute, Standing Orders or Financial Regulations, or where a Standing Committee declines to exercise its delegated authority, which cannot reasonably be dealt with at the next ordinary meeting of the Council.**
- q) **If the Councils eligibility to undertake any activity in exercise of the General Power of Competence expired the day before the first annual meeting following the next ordinary elections, to review and make arrangements to re-affirm eligibility. (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. SI 2012 No. 965).**
- r) To receive any Annual Reports.
- s) To set the date, times and place of ordinary meetings of the full Council and approve a cycle of meetings for Standing Committees, and where appropriate for Sub-Committees and Advisory Panels, for the year ahead.
- t) To receive any announcements or reports from the Town Mayor, Leader of the Council and Chief Executive & Town Clerk (Standing Order 4.11).
- u) To receive reports from the Town's elected representatives on the District and County Council (Standing Order x.xx).
- v) To receive reports and minutes of Standing Committees (Standing Order 4.13).
- w) To authorise the sealing of documents (Standing Order 4.24).

4.8. ORDER OF BUSINESS FOR AN ORDINARY COUNCIL MEETING

At every meeting other than the Annual Council Meeting the first business shall be to appoint a Chairperson if the Town Mayor and Deputy Town Mayor be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.

After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

- a) To receive disclosures of interests from Members and the nature of those interests as specified in respect of items on the agenda.
- b) Public Session – Members of the public may attend the meeting for the purpose of submitting a petition and/or making representations, giving evidence or answering questions in respect of any item of business included on the agenda **or to raise other matters of public interest (Standing Order 3.6)**.
- c) To read and consider the Minutes; provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- d) **After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
- e) **To deal with business reserved to Council, either by statute, Standing Orders or Financial Regulations, or where a Standing Committee declines to exercise its delegated authority.**
- f) To receive any announcements or reports from the Town Mayor, Leader of the Council and Chief Executive & Town Clerk (Standing Order 4.11).
- g) To receive reports from the Town's elected representatives on the District and County Council (Standing Order x.xx).
- h) To answer questions from Councillors where notice has been given in accordance with Standing Order 4.12.
- i) To receive reports and minutes of Standing Committees (Standing Order 4.13).
- j) To receive and consider Motions Moved on Notice in the order in which they have been notified (Standing Order 4.14).
- k) To authorise the sealing of documents (Standing Order 4.24).

4.9. CO-OPTION TO VACANCIES ON THE COUNCIL

- a) Where a casual vacancy occurs on the Council and no by-election is called by electors, the Council will publicise that it intends to co-opt to the vacancy at the next meeting of the Council and will invite expressions of interest.
- b) At the next available meeting of the Council, the Town Mayor will invite each candidate who expressed an interest in being co-opted, in the order the applications were received, to make a statement to the Council for no more than 5 minutes each explaining how he/she intends to serve as a Town Councillor.
- c) After each statement, there will be an opportunity for Councillors to ask questions of clarification on the application and the statement. The Town Mayor will ensure that Councillors questions and the applicant's response is brief and relevant.
- d) During each individual statement and the subsequent questions, other candidates will be asked to wait outside the room (note: there is no legal requirement for them to do so).
- e) The Council may debate the merits of each of the candidates as appropriate.
- f) In the event that there are more applicants than vacancies, the Town Mayor will call for a secret ballot to take place and Town Councillors will be issued with a ballot paper

and asked to vote for no more than the number of candidates required to co-opt to the number of vacancies. The Voting will be carried out in accordance with Standing Order 4.21 – Voting on Appointments.

- g) All candidates will be asked to wait outside the room during the debate and voting (note: there is no legal requirement for them to do so).
- h) The successful candidate(s) will sign a declaration of acceptance of office and take up a seat among the members of the Council.

4.10. BUSINESS RESERVED TO COUNCIL

Any item of business reserved to Council, either by statute, Standing Orders or Financial Regulations, or where a Standing Committee declines to exercise its delegated authority shall be dealt with in accordance with the Rules of Debate (Standing Order 4.16) and determined in accordance with the Voting requirements (Standing Order 4.20).

4.11. REPORTS AND ANNOUNCEMENTS

- a) The Town Mayor, or in his/her absence the Deputy Town Mayor, may make announcements and a report to the Council concerning his/her duties and role as the Town Mayor, at the discretion of the person presiding other Members of the Council may be permitted to add to the comments made.
- b) The Leader of the Council, or in his/her absence the Deputy Leader of the Council, may make announcements and a report to Council concerning significant recent activity affecting the Town or the Town Council, at the discretion of the person presiding other Members of the Council may be permitted to ask questions or make comments on the announcements/report.
- c) The Chief Executive & Town Clerk may make announcements where it is appropriate to do so to the Council in session, at the discretion of the person presiding other Members of the Council may be permitted to ask questions or make comments on the announcement.
- d) There shall be no debate or voting upon the items raised/reported in a to c above.

4.12. COUNTY AND DISTRICT COUNCIL REPORTS

- a) A Summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.
- b) County and District Councillors may report either verbally or in a written report on relevant matters relating to the authority and the Division/Ward to which they have been elected.
- c) Once all the councillors on the particular authority have given their report, the Town Mayor will invite questions and comments from members in respect of the report in a. above. Once all questions and comments have been made; the councillor(s), to which the question/comments are directed, may respond.
- d) The Town Mayor may allow members to ask a question or make a comment arising from the answer. Once all questions and comments have been made; the councillor(s), to which the question/comments are directed, may provide a final response.

4.13. QUESTIONS

- a) A member may ask the Leader of the Council any question concerning the business of the Council or that is relevant to the Town, provided notice of the question has been given in writing to the Chief Executive & Town Clerk no later than 12noon seven working days prior to the day of the meeting.
- b) A written response will be provided at the meeting and the Member putting the question may put a supplementary question and/or make a statement, arising directly out of the original question and/or the response, which will be restricted to 3 minutes.
- c) The Leader of the Council may respond to the supplementary question and/or statement or may ask the Deputy Leader or relevant Standing Committee Chair/Vice-Chair to respond, which will be restricted to 3 minutes.
- d) If it is not possible to provide the information requested in the supplementary question and/or statement, the Leader of the Council may undertake to provide the detail in a written response no later than the next meeting of the Council.

4.14. REPORTS OF COMMITTEES

- a) The Chairperson of the Committee or, if he/she be absent or refrain from doing so, the Vice-Chair or some other Member of the Committee, shall move 'that the report be received'. The Chairperson or Vice-Chair or Member will then have been held to have moved each paragraph. He/she may also, when moving the reception of the report, reserve the right to speak first on any paragraph.
- b) The number of pages of the report shall be called over seriatim and any Member may comment upon any paragraph or resolution on that page. The Member who moved 'that the report be received' has the right of response to each member who comments. **The member who comments then has a right to ask a supplementary question or make a comment arising from the response. The Member who moved 'that the report be received' has the right to give a final response.**
- c) Where a paragraph does not contain a resolution then a Member may propose 'that the paragraph be referred back to the Committee'.
- d) Resolutions of Committees in pursuance of powers delegated to them by the Council may not be changed nor referred back.

4.15. MOTIONS MOVED ON NOTICE

- a) In accordance with these Standing Orders no motion may be moved at a meeting unless it is included in the agenda and the mover had given written notice of its wording to the Council's Chief Executive & Town Clerk no later than 12noon seven working days prior to the day of the meeting.
- b) The Chief Executive & Town Clerk may, before including a motion in the agenda received in accordance with Standing Order 4.14a above, correct obvious grammatical or typographical errors in the wording of the motion.
- c) If the Chief Executive & Town Clerk considers the wording of a motion is not clear in the meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Chief Executive & Town Clerk in clear and certain language at least 5 clear days before the meeting.
- d) If the wording or nature of a proposed motion is considered unlawful or improper, the Chief Executive & Town Clerk shall consult with the Chairman of the forthcoming

meeting or, as the case may be, the Members who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.

- e) Having consulted the Chairman or Members, the decision of the Chief Executive & Town Clerk as to whether or not to include the motion in the agenda shall be final.
- f) Notice of every motion received in accordance with the Council's Standing Orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all Members.
- g) Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Chief Executive & Town Clerk giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all Members.
- h) Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- i) If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chairperson, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

4.16. MOTIONS MOVED WITHOUT NOTICE

Resolutions dealing with the following matters may be moved without notice:-

- a) To appoint a Chairperson of the meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a Committee.
- h) To appoint a Committee or any member thereof.
- i) To adopt a Report.
- j) To authorise the sealing of documents.
- k) To amend a motion.
- l) To give leave to withdraw a resolution or amendment.
- m) To extend the time limit for speeches.
- n) To exclude the press and public (see Standing Order 3.5 a & b).
- o) To silence or eject from the meeting a member named for misconduct (see Standing Order 3.9).

- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) **To suspend any Standing Order except those which are mandatory by law.** (See Standing Order 1.2).
- r) To adjourn the meeting.

4.17. RULES OF DEBATE

- a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has been given, it shall, if required by the Town Mayor, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.
- b) A Member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
- c) A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
- d) No speech by a mover of a resolution shall exceed 10 minutes and no other speech shall exceed 5 minutes except by consent of the Council.
- e) An amendment shall be either:-
 - i) To leave out words
 - ii) To leave out words and insert others
 - iii) To insert or add words.
- f) An amendment shall not have to effect of negating the resolution before the Council.
- h) If an amendment is carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved
- i) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- j) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 5 minutes.
- k) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- l) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
- m) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it

after permission has been asked for its withdrawal unless such permission has been refused.

- n) When a resolution is under debate no other resolution shall be moved expect the following:-
- i. To amend the resolution
 - ii. To proceed to the next business
 - iii. To adjourn the debate.
 - iv. That the question be now put.
 - v. That a Member named be not further heard
 - vi. That a Member named does leave the meeting
 - vii. That the resolution be referred to a Committee
 - viii. To exclude the public and press
 - ix. To adjourn the meeting

4.18. ALTERATION OF A MOTION

A member may, with the consent of his/her seconder, move amendments to his/her own resolution.

4.19. RIGHT OF REPLY

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

4.20. CLOSURE

At the end of any speech a Member may, without comment, move 'that the question be now put', 'that the debate be now adjourned' or 'that the Council do now adjourn'. If such motion is seconded, the Town Mayor shall put the motion but, in the case of a motion 'that the question be now put', only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion 'that the question be now put' is carried, he/she shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right to reply at the resumption.

4.21. VOTING

- a) **Members shall vote by show of hands** or, if at least two Members so request, by signed ballot. **All questions at a meeting shall be decided by a majority of the Members present and voting thereon.**
- b) **If a Member so requires, the Chief Executive & Town Clerk shall record the names of the Members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**

- c) **Subject to d) and e) below the Chairperson may give an original vote on any matter put to the vote and in any case of an equality of votes may give a casting vote whether or not he/she gave an original vote.**
- d) **If the Chairperson presiding at the Annual Meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the membership of the Chairperson and Vice-Chairperson until the end of their term of office, he/she may not give an original vote in an election for Chairperson.**
- e) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Town Mayor.**

4.22. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person. Any tie may be settled by the Chairperson's casting vote.

4.23. RESCISSION OF PREVIOUS RESOLUTION

- a) A decision (whether affirmative or negative) of the Council, except appointments of Councillors to Committees and Sub-Committees (including Chair and Vice Chair) and appointments to Outside Bodies, shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 11 Members of the Council, or by resolution moved in pursuance of the report or recommendation of a Committee.
- b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

4.24. RESOLUTION ON EXPENDITURE

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Policy & Resources Committee or of another Committee after recommendation by the Policy & Resources Committee) and which, if carried, would, in the opinion of the Town Mayor, substantially increase the expenditure upon any services which is under the management of the Council or reduce the revenue at the disposal of any Committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any Committee affected by it shall consider whether it desires to report thereon (and the Policy & Resources Committee shall report on the financial aspect of the matters).

4.25. SEALING OF DOCUMENTS

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) **In accordance with resolution made under Standing Order 4.24a above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Chief Executive & Town Clerk in the presence of two Members who shall sign the document as witnesses.**

4.26. LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

A Summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

5. COMMITTEE AND SUB-COMMITTEE MEETINGS

5.1. STANDING COMMITTEES

The Council may at its Annual Council Meeting appoint Standing Committees, Chairpersons and Deputy Chairpersons of Committees and may at any other time appoint such other Committees as are necessary, but subject to any statutory provision in that behalf:-

- a) Shall not appoint any Members of a Committee so as to hold office later than the next Annual Meeting.
- b) May appoint persons other than Members of the Council to a Committee **unless it is a Committee which regulates and controls the Finances of the Council**; and
- c) May subject to the provisions of these Standing Orders at any time dissolve or alter the membership of Committee.

5.2. SUB-COMMITTEES

- a) **Every Committee may appoint Sub-Committees whose terms of reference and membership shall be determined by the Committee.**
- b) The Chairperson and Vice-Chairperson of the Committee shall be Members of every Sub-Committee appointed by it, including being the Chairperson and Vice-Chairperson of the Sub-Committee, unless they signify that they do not wish to serve.

5.3. MEETINGS OF COMMITTEES AND SUB-COMMITTEES

- a) Meetings of a Committee or sub-committee shall be held on such dates and times and at such places as the Council, relevant Committee or relevant sub-committee may direct.
- b) The Chairperson of a Committee or sub-committee or the Chief Executive & Town Clerk may summon an additional meeting of that Committee or sub-committee. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the Members of the Committee or sub-committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- c) **Notice of meetings must be given in accordance with Standing Order 3.1.**

5.4. PROCEDURES AT COMMITTEES AND SUB-COMMITTEES

The Chairperson of a Committee or Sub-Committee will conduct the meeting in an open, efficient and consistent manner, ensuring members are respected by one another and are able to contribute effectively to the proceedings.

5.5. QUORUM OF COMMITTEES AND SUB COMMITTEES

- a) Except where ordered by the Council in the case of a Committee, or by the Council or by the appropriate Committee in the case of a Sub-Committee, the Quorum of a Committee or Sub-Committee shall be three members.

- b) **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned.

5.6. SUBSTITUTE MEMBERS

In the absence of any decision to the contrary by the body establishing a Standing Committee or a Sub-Committee, any member having given their apologies to a meeting of a Standing Committee or Sub-Committee may ask another member of the Council to substitute their place as a member of the committee at that meeting.

5.7. ADVISORY PANELS

- a) The Council or a relevant Standing Committee may create Advisory Panels, whose name, and number of Members and the bodies to be invited to nominate Members shall be specified.
- b) The Chief Executive & Town Clerk shall inform the Members of each Advisory Panel of the terms of reference of the Panel.
- c) An Advisory Panel may make recommendations and give notice thereof to the Council or a relevant Standing Committee.
- d) An Advisory Panel may consist wholly of persons who are not Members of the Council.

5.8. VOTING IN COMMITTEES AND SUB-COMMITTEES

- a) Where there is general agreement among the meeting for a proposal, the Chairperson may seek the verbal consent of the meeting; if there is any dissent or it would not be appropriate then the procedure set out in b and c below will be applied.
- b) Members of Committees and Sub-Committees entitled to vote, shall vote by show of hands, or, if at least two Members so request, by signed ballot.
- c) **The Chairperson of Committees and Sub-Committees may give an original vote on any matter put to the vote and in the case of an equality of votes have a second or casting vote.**

5.9. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

A Member who has proposed a resolution which has been referred to any Committee of which he/she is not a Member, may explain his resolution to the Committee but shall not vote.

5.10. OUTSIDE BODY AND SCHOOL GOVERNING BODY REPORTS

- a) Where the Council (or a Committee, Sub-Committee or an Officer under delegated authority) has appointed a member to serve on any outside body, that member shall provide a regular report to the relevant Standing Committee on its work and activities.
- b) Where a member of the Council serves on a local School Governing Body, that member will be able to report to the relevant Standing Committee, when invited to do so, on its work and activities.
- c) In paragraphs a and b above, relevant Standing Committee is based on the objectives and delegated authority set out in the Council's Scheme of Delegation. A member providing a report, described in paragraphs a and b above, has the right to attend the

meeting at which it is being considered and to respond to any points raised.

6. FINANCE AND CONTRACTS

6.1. EXPENDITURE

- a) **Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.**
- b) **The Council's financial regulations shall be reviewed once year.**
- c) **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a Committee, Sub-Committee or to the Chief Executive & Town Clerk.**
- d) **Orders for the payment of money shall be authorised in accordance with the Council's financial regulations.**

Members will also endorse the account with their signature. When doing this they will check that:-

- i) The goods have been received and the account has been suitably endorsed.
- ii) The arithmetic has been checked and agreed discounts, etc have been deducted.
- iii) The payment is made out to the appropriate payee.
- iv) That the cheque number or autopay sheet coincides with the number on the account.

6.2. ACCOUNTS AND ACCOUNTING STATEMENTS

- a) The accounts and accounting statements will be prepared in accordance with the most recent guidance issued by the Joint Panel on Accountability and Governance.
- b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices (as defined in paragraph a above) and the Council's financial regulations.
- c) The Responsible Financial Officer shall report to the principal Standing Committee responsible for finance, as soon as practicable after 30th June, 30th September, 31st December and 31st March in each year, a statement to summarise the Council's receipts and payments, balances and cash held at the bank for the financial year to date.

6.3. YEAR END ACCOUNTS

The Responsible Officer shall supply to each Member as soon as practicable after 31st March in each year a statement of the income and expenditure of the Council for the completed financial year. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval no later than 30th June.

6.4. ESTIMATES/PRECEPT

- a) **The Council shall approve written estimates for the coming financial year** at its meeting before the end of the month of January.
- b) Any Committee desiring to incur expenditure shall give the Chief Executive & Town Clerk a written estimate of the expenditure recommended for the coming year no later than 31st December.

6.5. CONTRACTS

- a) If the person/organisation making the tender for any contract under the Council is to his/her knowledge related to any Member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Chief Executive & Town Clerk. A person/organisation making the tender who fails so to do shall be disqualified for such contract, and, if appointed, may be dismissed without notice. The Chief Executive & Town Clerk shall report to the Council or to the appropriate Committee any such disclosure. Where relationship to a Member is disclosed Standing Orders 9.2 b-d as appropriate shall apply.
- b) The Chief Executive & Town Clerk shall make known the purpose of (a) above to every person making the tender.

6.6. FINANCIAL MATTERS

The Council shall consider and approve Financial Regulations drawn up by the Responsible Finance Officer (Chief Executive & Town Clerk).

- a) Such Regulations shall include detailed arrangements for the following:-
 - i) the accounting records and systems of control;
 - ii) the assessment and management of risks faced by the Council;
 - iii) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
 - iv) the financial reporting requirements of Members and local electors and;
 - v) procurement policies (subject to b - e below) including the settling of values for different procedures where the contract has an estimated value less than £60,000.
- b) Procedures as to the Contracts are as follows:-

Every contract whether made by the Council or by a Committee to which the power of making contracts has been delegated shall comply with these Standing Orders, and no exception from any of the following provisions of these Standing Orders shall be made otherwise than by direction of the Council or in an emergency by such a Committee as aforesaid provided that these Standing Orders shall not apply to contracts which relate to items i) to vi) below:

- i) for the supply of gas, electricity, water, sewerage and telephone services.
 - ii) For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
 - iii) For work to be executed or goods or materials to be supplied which consist of repairs to parts for existing machinery or equipment or plant.
 - iv) For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - v) for goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.
 - vi) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of the Council).
- c) Where it is intended to enter into a contract exceeding £5,000
 - i) for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are

- excepted as set out in paragraph (b) the Chief Executive & Town Clerk shall invite tenders from at least three firms.
- ii) For expenditure of £5,000 or less in value the Chief Executive & Town Clerk shall have executive power.
- d) **Any 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 as follows:**
- i) **a public notice of intention to place a contract to be placed on the Contracts Finder Website**, on the Council's website and in any other relevant publication;
 - ii) a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii) tenders are to be returned in a sealed marked envelope, to the Chief Executive & Town Clerk by a stated date and time;
 - iv) tenders submitted are to be opened, after the stated closing date and time, by the Chief Executive & Town Clerk and at least one Member of the Council;
 - v) tenders are then to be assessed and reported to the appropriate meeting of the Council or Committee;
- unless it proposes to use an existing list of approved suppliers (framework agreement).**
- e) The Council or a Committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 7.1 & 7.2 regarding improper activity. **The awarding of the contract will be publicised.**
 - f) The Financial Regulations of the Council shall be subject to regular review on an annual basis.
 - g) **The relevant procurement procedures and other requirements in the Public Contracts Regulations 2015, which include advertising the contract opportunity on the Contracts Finder website and in OJEU, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the Public Contracts Directive 2014/24/EU (which is subject to change) and advice should be sought at this level.**
 - h) **A public contract, which exceeds the various thresholds being determined by the European Commission every two years and published in OJEU, in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel for a supply, services or design contract; works contract or for a social and other specific services contract; shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016 and advice should be sought at this level.**
 - i) When applications are made to waive Standing Orders relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

7. STAFF

7.1. APPOINTMENTS

- a) If a candidate for any appointment under the Council is to his/her knowledge related to any Member of or the holder of any office under the Council, he/she and the person to

whom he/she is related shall disclose the relationship in writing to the Chief Executive & Town Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Chief Executive & Town Clerk shall report to the Council or to the appropriate Committee any such disclosure. Where relationship to a Member is disclosed Standing Order 9.2 (b), (c) and (d) as appropriate shall apply.

- b) The Chief Executive & Town Clerk shall make known the purpose of Standing Order 7.1(a) to every candidate.

7.2. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- a) Canvassing of Members of the Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Chief Executive & Town Clerk shall make known the purpose of this subparagraph of the Standing Order to every candidate.
- b) A Member of the Council or of any Committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

7.3. STAFF ORGANISATION REVIEWS

Where the Council enters into a review of its staffing arrangements, the Chief Executive & Town Clerk will ensure:

- a) that professional Human Resource advice is sought on the contractual and employment law implications of the proposals;
- b) where the proposal includes redundancy and/or early retirement, that professional advice is sought on the implications from the administrators of the Local Government Pension Scheme; and
- c) that a summary of the advice received in a and b above is provided to the Committee determining the proposals.

8. ACCESS TO INFORMATION

8.1. INSPECTION OF DOCUMENTS

- a) A Member may for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- b) All minutes kept by the Council and by any Committee shall be open for the inspection of any Member of the Council.**

8.2. PLANNING APPLICATIONS

- a) The Chief Executive & Town Clerk shall ensure, as soon as possible, that the following particulars of every planning application notified to the Council:-
 - i) the date on which it was received
 - ii) the name of the applicant
 - iii) the place to which it relatesis circulated to members of the Planning & Environment Committee.

- b) The Chief Executive & Town Clerk shall notify the receipt of every urgent planning application to the Chairperson of the Planning & Environment Committee or in the Chairperson's absence to the Vice-Chairperson as soon as possible.
- c) Following consultation with the Chairperson and Vice-Chairperson of the Planning & Environment Committee, the Chief Executive & Town Clerk shall have delegated authority to approve and/or pass with or without comment or observation all urgent planning applications.
- d) Planning applications dealt with under the preceding paragraph shall be reported to the next appropriate meeting of the Planning & Environment Committee.

8.3. RESPONSIBILITIES TO PROVIDE INFORMATION

In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

8.4. DATA PROTECTION

- a) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- b) **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c) **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d) **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e) **The Council shall maintain a written record of its processing activities.**

9. CODE OF CONDUCT

9.1. CODE OF CONDUCT

- a) **All Members shall observe the Code of Conduct adopted by the Council, a copy of which has been provided to all Members.**
- b) **A Member with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to the statutory limitations or restrictions under the code of his/her right to participate and vote on the matter. Members with a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, must not:**
 - i. **Participate in any discussion of the business at the meeting, or if they become aware of a disclosable pecuniary interest during the meeting, participate further in any discussion of the business, or participate in any vote or further vote taken on the matter at the meeting.**
 - ii. **These prohibitions apply to any form of participation, including speaking as a member of the public. Members must leave the room if**

they consider that their continued presence is incompatible with the Council's Code of Conduct or the Seven Principles of Public Life.

9.2. INTERESTS

- a) **The Code of Conduct adopted by the Council shall apply to Members in respect of the entire meeting.**
- b) **If a Member has a personal interest as defined by the Code of Conduct adopted by the Council then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.**
- c) **If a Member who has declared a personal interest then he/she must withdraw from the room or chamber during consideration of the item to which the interest relates.**
- d) **An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the Minutes**
- e) **The Chief Executive & Town Clerk is required to compile and hold a Register of Members' Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.**

9.3. DISPENSATION REQUESTS

- a) **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- b) **A dispensation may be granted if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

9.4. UNAUTHORISED ACTIVITIES

No Member of the Council or of any Committee or Sub-Committee shall in the name of or on behalf of the Council:-

- a) **Inspect any lands or premises which the Council has a right or duty to inspect; or**
- b) **Issue orders, instructions or directions unless authorised to do so by the Council or the relevant Committee or Sub-Committee.**

9.5. CODE OF CONDUCT ON COMPLAINTS

- a) The Council shall deal with complaints of maladministration allegedly committed by the Council or by any Officer or Member in such manner as adopted by the Council.
- b) **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

EXTRACT FROM FINANCIAL REGULATIONS

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each Standing Committee, having regard to the Medium to Long term forecast approved by Council, shall formulate and submit proposals to the Policy & Resources Committee in respect of revenue and capital projects for inclusion in the rolling capital plan not later than the end of December each year.
- 3.2. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Resources Committee and the Council.
- 3.3. Any proposal to utilise reserves to balance revenue spending will be made in accordance with the provisions contained in the Council's Reserves Policy. The Council will maintain revenue reserves of at least one-quarter of net expenditure. Where revenue reserves fall below this level, proposals will be made to replenish them in accordance with the Reserves Policy.
- 3.4. The Council shall consider annual budget proposals in relation to the council's five year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.5. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.6. The approved annual budget shall form the basis of financial control for the ensuing year.



BRAUNSTONE TOWN COUNCIL

SCHEME OF DELEGATION

18th MAY 2023

DATE ADOPTED	14th May 2015	REVIEW DATE	May 2024
REVISED DATE/S	12th May 2016, 11th May 2017, 10th May 2018, 16th May 2019, 13th May 2021, 18th May 2023		

BRAUNSTONE TOWN COUNCIL

DELEGATED POWERS OF COMMITTEES

18th MAY 2023

PLANNING & ENVIRONMENT

Objectives

- To seek high standards of design and construction within planning applications for Braunstone Town
- To ensure sustainable development which meets the needs of the present generation without prejudicing the needs of future generations
- To work with others to minimise traffic and light pollution in the Town
- To inform and consult local residents about major planning proposals and Development Plans, etc
- To promote responsible dog ownership and improve the Town's environment
- To provide and maintain street seats and notice boards at key locations in the town

Planning & Environment Committee shall have authority and consent to:-

- a) approve and/or pass, with or without comment or observation, all planning applications, Local Plans, Transport Plans, Structure, Health and Housing Plans submitted to the Council from either Blaby District Council or from any other authority.
- b) implement the Committee's aims and key objectives (as detailed above)
- c) deal with matters relating to listed buildings
- d) deal with all questions relating to the Council's street furniture and notice boards
- e) deal with all questions relating to Air Quality Management Areas and other traffic pollution issues
- f) initiate and/or sponsor complaints relating to all highway matters
- g) deal with traffic problems, including road closures, diversions, street lighting and markings, cleansing and repair
- h) deal with all applications for an excise licence, or transfer thereof.
- i) initiate community appraisals and deal with all questions relating to the Parish Plan
- j) administer the Council's 'free poop scoop' scheme and deal with other related issues

- k) to consider Crime & Disorder implications of all the Committee's activities and to do all that it can to prevent Crime and Disorder in the area
- l) expend all or any of the amounts set out in its approved current financial year's estimated expenditure up to the respective amounts detailed in such estimates, subject to the income being received by the committee reaching, or expecting to reach, during the year the estimate therefor
- m) Determine performance measures to monitor delivery of key projects and identified service improvements, including setting targets and the frequency of reporting.
- n) To have due regard to the need to:
 - eliminate unlawful discrimination, harassment and victimisation;
 - advance equality of opportunity between different groups; and;
 - foster good relations between different groups
- o) To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

COMMUNITY DEVELOPMENT

The Council's Community Development Committee aims to nurture and enhance community life, equal opportunities and social inclusion.

Objectives

YOUNG PEOPLE

- To create opportunities for young people to have a voice
- To identify young people's needs and give support to new local initiatives including summer holiday activities
- To maintain positive relations with local school, pre-school and education providers

CRIME REDUCTION SERVICES

- Reduce opportunities for crime, increase public safety and establish a community spirit

SOCIAL INCLUSION, RECREATION & CULTURE

- To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
- To provide support for the Office of Town Mayor and to promote Civic, Ceremonial and commemorative functions, including the flying of flags
- To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town

- To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town
- To organise arts events/ entertainment's/ Civic Occasions which bring people together
- To encourage the formation of new community groups by promoting free/subsidised use of the Civic Centre
- To promote social inclusion

Community Development Committee shall have authority and consent to:-

- a) implement the Committees aims and key objectives (as detailed above)
- b) deal with all questions relating to the management of the above.
- c) to consider Crime & Disorder implications of all the Committee's activities and to do all that it can to prevent Crime and Disorder in the area
- d) To have due regard to the need to:
 - eliminate unlawful discrimination, harassment and victimisation;
 - advance equality of opportunity between different groups; and;
 - foster good relations between different groups
- e) To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.
- f) expend all or any of the amounts set out in its approved current financial year's estimated expenditure up to the respective amounts detailed in such estimates, subject to the income being received by the committee reaching, or expecting to reach, during the year the estimate therefor
- g) Determine performance measures to monitor delivery of key projects and identified service improvements, including setting targets and the frequency of reporting.

POLICY & RESOURCES

CORPORATE MANAGEMENT & CAPITAL PROJECT

Objectives

- To ensure effective management of the authority
- To ensure effective implementation of the Council's policies and priorities
- To ensure the Council's management arrangements, facilitate performance and efficient use of resources
- To provide efficient and effective office services to support the Council's activities
- To provide efficient and effective support to the democratically elected members to enable them to make policy decisions

- To provide efficient and effective information to committees
- To deal with telephone calls, and personal callers, promptly, courteously and efficiently
- To ensure and arrange effective staff training
- To develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services
- To maintain adequate personal records, health and safety controls, and fire evacuation polices
- To manage and control land and property belonging to the Council
- To maintain an effective filing and retrieval system
- To undertake capital projects for the benefit of the citizens of Braunstone Town
- To ensure that major repairs and renewals are satisfactory and undertaken on Council owned buildings
- To provide office accommodation for the Council's administrative staff

COMMUNITY CENTRES

The Civic Centre Licensed Bar & Café is operated by a private contractor who is required to offer a full licensed bar and catering service for all ~~our~~ customers. ~~The existing contract commenced on 9th July 2014.~~ The bar service can be extended to the Thorpe Astley Community Centre at the request of hirers.

Objectives

- To provide and maintain high quality function rooms for use by hirers
- To provide and maintain quality meeting rooms for Council and local community groups at low cost
- To provide a Licensed Bar/Catering service for use by hirers and community groups at prices that are comparable with other similar establishments in the area
- To maintain usage of the Centres for the benefit of the community

OPEN SPACES & PARKS

Objectives

- To provide and maintain parks and open spaces to a high standard
- To provide quality sports facilities to meet identified needs
- To provide and maintain play equipment to a high and safe standard
- To help fight pollution by planting trees on our parks

Policy and Resources Committee shall have authority and consent to:-

- a) recommend Budget Guidelines for next financial year
- b) implement the Committee's aims and key objectives (as detailed above)
- c) recommend to Council future policy on any aspect of the Council's work, including all new capital works and expenditure

- d) promote and maintain close working relationships with other authorities
- e) approve or otherwise the staff establishment of all committees subject to being reasonably satisfied as the financial arrangements therefor and to the over-riding veto of the Council
- f) approve or otherwise the scales of all salaries and wages except national alterations where appropriate
- g) deal with all other general matters either allocated to the Committee or not coming within the purview of one or other of the Standing Committees of the Council
- h) decide on all questions of general administration and financial policy of the Council (with the exception of matters specified in the Standing Committee delegated powers) subject to the final approval of Council thereto
- i) decide on all questions of policy in connection with the adoption and maintenance of Public Open Space
- j) decide on all questions of policy in connection with new capital projects and community facilities
- k) approve or otherwise the yearly estimates of income and expenditure of all Committees of the Council
- l) make and recommend to Council the Precept
- m) determining or fixing pitch fees and such hiring or other charges as it may from time to time consider deem necessary or desirable for the Council's Community Centres and Parks' facilities
- n) decide on all questions of who shall or shall not be permitted to hire or use the Civic Centre and Community Centre accommodation and Parks' facilities subject to such statutory and other like provisions and enactments as may be appropriate
- o) carry out repairs, decoration or maintenance to the Council's property including the repair, maintenance and/or replacement or any of the fixtures and/or fittings therein
- p) arrange and enter into binding contracts for the regular supply of goods and services (including the Licensed Bar & Café Service) ~~for periods not exceeding 4 years except those previously approved by Council~~, subject to the Financial Regulations of the Council.
- q) deal with all questions relating to the management and upkeep of the Council's facilities which shall include the formal terms and conditions of hiring

- r) to consider Crime & Disorder implications of all the Committee's activities and to do all that it can to prevent Crime and Disorder in the area
- s) To have due regard to the need to:
 - eliminate unlawful discrimination, harassment and victimisation;
 - advance equality of opportunity between different groups; and;
 - foster good relations between different groups
- t) To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.
- u) expend all or any of the amounts set out in its approved current financial year's estimated expenditure up to the respective amounts detailed in such estimates, subject to the income being received by the Committee reaching, or expecting to reach, during the year the estimate therefor
- v) Determine performance measures to monitor delivery of key projects and identified service improvements, including setting targets and the frequency of reporting.

EMPLOYING COMMITTEE

Employing Committee shall have authority and consent to:-

- a) undertake the recruitment of the Chief Executive & Town Clerk, and recommend to Council a candidate for selection;
- b) oversee the overall management, including appraisal, hearing grievances and disciplinary, of the Chief Executive & Town Clerk;
- c) determine whether to waive the provisions set out in the discretionary pensions policies in exceptional circumstances, having considered the business case and foreseeable costs to the Council.

APPEALS COMMITTEE

Appeals Committee shall have authority and consent to consider and determine all appeals provided for under the Council's Policy & Procedures, including staffing appeals (disciplinary, dismissal, grievance, job evaluation) and complaints appeals.

BRAUNSTONE TOWN CITIZENS ADVISORY PANEL

The Citizens Advisory Panel shall have authority and consent to:-

- a) The Panel will have a duty to involve local residents, user groups and staff to ensure that they have greater opportunities to influence and get involved.
- b) The Panel will review the way local residents are informed and consulted.
- c) The Panel will be informed by:-
 - Questionnaire responses
 - Blaby District North Community Forum
 - Feedback from Connect Service Shop, Staff, website, etc
 - Local Area Agreements
 - Braunstone Town Parish Plan
 - Braunstone Town Youth Council
 - Braunstone Town Watchers
 - Uncompleted Capital Projects
- d) The Panel will assess needs, identify emerging new priorities, and recommend improvements to existing services. The Panel will also review services at the request of the Council's Standing Committees.

It will make appropriate recommendations to the Council's Policy & Resources Committee prior to its Annual Budget meeting.
- e) When making recommendations the Panel will consider Crime & Disorder implications of all the Council's services and to do all they can to prevent Crime and Disorder in the area.
- g) To have due regard to the need to:
 - eliminate unlawful discrimination, harassment and victimisation;
 - advance equality of opportunity between different groups; and;
 - foster good relations between different groups
- h) To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

BRAUNSTONE TOWN COUNCIL
DELEGATED POWERS OF OFFICERS

13th MAY 2021

The scheme of delegation to officers sets out the extent to which the powers and duties of the Town Council are delegated to Executive Officer and Town Clerk.

Where the Executive Officer and Town Clerk has delegated authority he/she is able to take such action as may in his/her opinion be necessary or appropriate in connection with:

- (i) all operational management matters;
- (ii) persons and/or property;
- (iii) the implementation of decisions properly authorised by the Council or a committee of the Council, or by an officer acting under delegated powers;
- (iv) the performance of any action in any policy, procedure or other document approved or adopted by the Council or a Committee of the Council, or by an officer acting under delegated powers and making minor corrections to approved documents where the intention is clear;
- (v) all other functions, tasks and responsibilities listed in this scheme of delegation;
- (vi) anything which facilitates, or is conducive or incidental to, the discharge of the functions, tasks, or responsibilities listed in (i) to (v) above.

How delegation works

A body or person can at any time take back responsibilities they have delegated or decide to delegate them on certain conditions.

Officers do not have to use their delegated powers: they can ask the body or person that delegated them to decide.

The Executive Officer & Town Clerk who has had something delegated to him/her can authorise other officers to do it on his/her behalf (unless it was delegated on condition that the Executive Officer & Town Clerk must undertake the delegation).

Any substantive or significant decision and the reasons for that decision shall be recorded in an appropriate manner.

SPECIFIC DELEGATIONS

General

1. To take such action as is required in the case of an emergency or urgency subject to:
 - a) consultation with the Town Mayor, Leader of the Council and the Chair of the relevant Standing Committee, or, in their absence, the relevant deputy; and
 - b) a report on the action taken being made to the next meeting of the Council or relevant Standing Committee, as appropriate.
2. To respond to consultation documents in consultation with the Leader of the Council and/or the relevant Standing Committee Chairperson or in their absence the relevant Deputy, where the consultation deadline is prior to the next meeting of the relevant Standing Committee.
3. To make formatting, presentational, spelling, punctuation and grammatical corrections to documents prior to submission or publication.
4. To promote and monitor the Council's partnerships, and to approve new partnerships and to enter into reciprocal promotional and sponsorship arrangements with third party organisations.

Community Centres, Open Spaces and Parks

General

5. To ensure that works of general maintenance to Council property are carried out.
6. The allocation and letting of the Council's parks, sporting and community facilities in accordance with the agreed policies and procedures and terms and conditions of hire.
7. Carry out inspections of the Council's facilities and property and take any remedial action required in compliance with the law, standing orders, financial regulations and policies and decisions of the Council and its Standing Committees.
8. To decide if and when sporting facilities on Parks and community centre facilities may and may not be used.
9. To authorise casual or seasonal lettings of land or premises belonging to or under the control of the Council.
10. To authorise action and works on the Council's land and premises in order to facilitate the statutory functions of another statutory body.
11. **To make arrangements to renew and vary the Council's licences such as alcohol and public entertainment licences.**

Community Centres

12. To manage community facilities including the approval of non for profit groups as Community Groups and the approval of discounts for the hire of the facilities in accordance with the approved scheme.
13. To approve the free use of community facilities by other public sector and charitable organisations where their activities involve social inclusion, consultation and outreach principally to Braunstone Town residents.
14. To allow booking cancellations/transfers without penalty and to authorise a refund where a cancellation/transfer is made due to official advice issued by the

Police, Met Office or other appropriate agency; for example, Met Office red weather warnings.

Parks & Open Spaces

15. Arrange for the proper maintenance of all sites/planted areas.
16. Arrange for the planting of shrubs, trees, plants etc. on the Council's land and property.
17. To manage and maintain the Council's parks, recreational facilities, open spaces and floral displays.

Library

18. To determine applications received to undertake community engagement and social inclusion and outreach activities in the Library (or at one of the Council's premises) in consultation with the Officer Management Team and Chair of Community Development Committee (including, where possible, the Library Consultation Group).

All Property and Premises

19. To take action to remove trespassers from property and premises owned by the Council.
20. To allow the use of the Council's Community Centres and Parks to support residents, Community Groups and charitable organisations to run community events for the benefit of Braunstone Town residents relating to a one-off anniversary, national or local celebration or initiative.
21. To determine requests to scatter / bury ashes on Town Council land in accordance with the agreed process for dealing with such requests.

Corporate Management & Capital Projects

General

22. Agree funding for any projects/items/services that cost up to £3,000 and are necessary for the effective functioning of council business, providing this can be met from within approved budgets.
23. To participate in, including the submission of written evidence to, inquiries, appeals, tribunals and hearings concerning the work of the Council.
24. To settle compensation payments in accordance with the Council's complaints procedure.
25. To submit bids for and enter into agreements for grants and other funding sources up to a value of £3,000.

Assets, Insurance & Risk

26. To dispose of surplus or obsolete vehicles, plant, apparatus, furniture, office or other equipment or books in accordance with approved procedures.
27. To manage the Council's insurance arrangements and determine whether to agree to the pursuit of claims/losses (including the issuing of court proceedings) and the settlement of claims by the Council's insurer. To advise the Council's insurers of the addition of items, or changes to the policy for cover.

Contracts

28. To enforce the terms of any agreement, contract or lease to which the Council is a party.
29. To renew, terminate and vary leases.
30. To sign contracts up to a value of £5,000 entered into on behalf of the Council in accordance with the Financial Regulations.
31. To enter into routine legal, maintenance and service agreements.

Councillors

32. To authorise the attendance of individual councillors, at the request of the Group Leader (or Independent Councillor where appropriate), at talks, seminars and conferences at the Council's expense.
33. To make appointments to outside bodies to fill vacancies which arise during the course of a Council year following nomination by the Group Leader for the group of the previous appointee and to confirm nominations to sub-groups, in the case of outside bodies which require nomination to a sub-group, following consultation with the Council's appointed representative.
34. To receive nominations and to make appointments as appropriate to outside bodies, including partnership bodies, charities and management committees, where vacancies arise or other changes to representation are required following the annual consideration of appointments, and following consultation with the Leader. To authorise attendance of individual councillors to represent the Council at informal liaison and partnership meetings.

Health & Safety

35. To take all actions required, which are within budget, in connection with the implementation of the principles set in the Council's Health and Safety Policy and Risk Assessments.
36. To take remedial action where there is a significant risk identified to Health, Safety and Welfare.
37. To arrange and implement comprehensive risk assessments throughout the Council's organisation.

Staffing

38. Permitted to make decisions about training courses for all staff to attend, subject to budget provision and delegated spending limits.
39. Subject to the decision complying with the Council's existing staffing policies:
 - (i) to approve payment of one accelerated increment on the grounds of special merit or ability, for employees within their existing grades;
 - (ii) to enter into apprenticeship and work experience agreements;
 - (iii) to make either permanent or temporary appointments, including the provision of cover for sickness absence, to be held against existing established posts and within the overall budget, including among relevant existing post holders where hours against the same post become vacant;
 - (iv) to approve the extension of probationary periods;
 - (v) to approve requests for flexible retirement;
 - (vi) to approve requests for an increase or decrease in contacted hours, providing these are within budget and the approved staff establishment

- (x) subject to any right of appeal which may be applicable, to undertake staff management, disciplinary and capability matters; Note: in the first instance these functions will be exercised by the Line Manager.
- 40. To suspend officers where their continued presence at work may prejudice an investigation or where there is a prima facie case of gross misconduct. The Leader and Deputy Leader of the Council are to be notified as soon as possible after the action is taken.

Planning & Environment

- 41. Make observations on any Planning and Licensing Applications and any other application on which the Town Council is being consulted where either the deadline is prior to the next meeting of the relevant Standing Committee or where the relevant Standing Committee meeting is either cancelled or inquorate.

Social Inclusion, Recreation, Culture, Crime Reduction Services

- 42. To maintain the Council's CCTV system.
- 43. To make arrangements for civic hospitality.
- 44. To sponsor one-off community activities up to the value of £500 following consultation with the relevant Standing Committee Chairperson or in his/her absence the Vice-Chairperson.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th APRIL 2024

Item 16 – Disciplinary Policy & Procedure

Purpose

To consider, following consultation, a revised and updated Disciplinary Policy & Procedure for adoption.

Background

On 27th October 2017, the Committee, following consultation, adopted changes to the Council's Disciplinary Policy & Procedure.

The Disciplinary Policy and Procedure is designed to help and encourage all employees to achieve and maintain acceptable standards of attendance, behaviour, conduct and performance by providing a clear and consistent method for dealing with alleged failures to observe these.

Review of Disciplinary Policy & Procedure

On 7th March 2024, the Committee considered proposed amendments to the Disciplinary Policy & Procedure and approved these for consultation (Minute 105).

Proposed changes, highlighted in red (Appendix 1), seek to extend the Live Warning Period for a warning issued by a disciplinary hearing having found a case of misconduct.

The rationale behind this is that there is a stringent process of evidence gathering, which is required to be presented where there is an alleged case of misconduct, in order to hold a disciplinary hearing. The employee has the right to be accompanied at the hearing. Often there have been discussions and informal warnings beforehand. To get a final warning at a formal disciplinary hearing will be because there has been a severe act or acts of misconduct. The employee has the right of appeal to the Appeals Committee. The Council employs 13 staff on contracts averaging 10½ per week or less. To only be able to keep a Final Warning Live for 12 weeks isn't a huge amount of time in the circumstances.

The only other proposed change is a technical change to clarify the role of Councillors in respect of the disciplinary of the Chief Executive & Town Clerk.

Otherwise, the Policy & Procedure is considered to be working well and fit for purpose.

Consultation

To enable staff, Councillors and the Council's HR Advisor to input into the proposed changes to the Disciplinary Policy & Procedure to ensure that it would be practical and fit for purpose, a consultation was held from 11th March until 9am on Monday 8th April 2024.

One response to the consultation was received.

Consultation Response	Comment
It would be helpful to add that making false allegations against other employees is unacceptable. Accusers should be sure that they can back up their claims with evidence before making any accusations. Otherwise, it causes unnecessary stress on the person being accused, especially if the allegations turn out to be false.	<p>The inference being that false allegations should result in disciplinary action against the accuser.</p> <p>The Disciplinary Policy & Procedure doesn't give a list of what constitutes misconduct. Paragraph 22 recognises an act of Gross Misconduct includes "dishonesty in dealings with the Council and/or Management Implications".</p> <p>References to disciplinary usually fall within the relevant policy, e.g. unauthorised absence can be disciplined and this is set out in the Absence Management Policy & Procedure.</p> <p>Therefore, it is proposed that this comment is picked up as part of the review of the Grievance Policy & Procedure.</p>

Revised Disciplinary Policy & Procedure

The proposed changes to the Disciplinary Policy & Procedure are highlighted in red at Appendix 1.

Should the Committee wish to adopt the proposed changes to the Disciplinary Policy & Procedure, it is recommended that the decision take effect from Monday 29th April 2024.

Recommendation

That the proposed Disciplinary Policy & Procedure, attached at Appendix 1 of the report, be approved and implemented on 29th April 2024.

Reason

To ensure that issues relating to an employee's attendance, behaviour, conduct and performance were raised and dealt with promptly and that meetings, decisions and confirmation of those decisions were undertaken in a timely manner.



BRAUNSTONE TOWN COUNCIL

DISCIPLINARY POLICY AND PROCEDURE

Purpose and Scope

1. The Town Council's policies and procedures, employment contracts, job descriptions and person specifications set out what is expected of employees in terms of the standards required in carrying out their duties.
2. The disciplinary policy and procedure is designed to help and encourage all employees to achieve and maintain acceptable standards of attendance, behaviour, conduct and performance by providing a clear and consistent method for dealing with alleged failures to observe these.
3. Disciplinary action can relate to behaviour and conduct outside of work where this has a direct bearing on an employee's suitability for employment or the Town Council's reputation.
4. This procedure applies to employees of Braunstone Town Council. This policy is not applicable to casual workers, volunteers or agency workers.

Principles

5. Issues relating to an employee's attendance, behaviour, conduct and performance should be raised and dealt with promptly and meetings, decisions or confirmation of those decisions should not be unreasonably delayed.
6. All parties should act consistently and treat information associated with disciplinary proceedings in the strictest confidence.
7. The representative of the employer dealing with any disciplinary issues will seek the advice of the Town Council's HR Advisor at all stages and ensure that any necessary investigations are carried out to establish the facts of the case. Notes should be kept of all meetings.
8. Whether the issue is addressed formally or informally, the representative of the employer should set out the basis of the problem and, where possible, their expectations. The employee will have the chance to put their case before any decisions are made and to be accompanied at any formal disciplinary hearing.
9. In applying the procedure, the Town Council will promote fairness and transparency and apply relevant codes of good practice as set out by Acas.

Informal Discipline

10. Should a manager or the Council be unhappy with an employee's attendance, behaviour, conduct or performance of an employee, they will initially discuss their concerns with the employee on an informal basis. In the case of the Chief Executive & Town Clerk this meeting will be conducted by the Chair of the Employing Committee, supported by at least one other Councillor.
11. The purpose of this meeting will be to guide and support the employee to help them address the problem and perform to an acceptable standard. For this reason the manager will take notes during this meeting, decide what action should result from the meeting and these notes should be signed by the employee and manager, both of whom will be provided with a copy.
12. Only the manager or Councillors (where the matter relates to the Chief Executive & Town Clerk) and employee should attend this meeting. There will be no entitlement to be accompanied.

Formal Discipline

13. If an issue regarding an employee's attendance, conduct, behaviour or performance isn't fully addressed by informal methods, the Management will pursue the matter through its formal Disciplinary Procedures.
14. Typical examples of areas of concern may be poor performance, unacceptable and unexplained absenteeism, poor conduct and behaviour at work, or lack of capability by an employee to carry out their job.
15. Employees will be informed by letter that they are required to attend a formal disciplinary hearing. This letter will include details of the allegation they are to answer, the date, time and venue of the meeting, and also inform them of their right to be accompanied by trade union representative or a work colleague from the Council. Reasonable efforts will be made to accommodate all parties when making arrangements for the hearing.
16. Hearings will normally be conducted by the Chief Executive & Town Clerk, supported by the Council's HR Advisor. If the disciplinary relates to the Chief Executive & Town Clerk, the hearing will be conducted by the Employing Committee (substitute members can be drawn from the Full Council), supported by the Council's HR Advisor.
17. This is a four step procedure, which increases in the severity of its outcome if the issue isn't resolved at the previous step. Each step involves a formal meeting between the affected employee and the representative of the employer, at which the employee will be given every opportunity to put their side of the issue.
18. Meetings will be conducted as soon as reasonably possible after the incident(s) which are being investigated to ensure that facts and witness statements are clear and up to date. At this meeting employees are entitled - and encouraged - to be accompanied by a work colleague from the Council, or trade union representative.

19. If the allegation of misconduct is proven, the meeting may result in the following action being taken by the Council against the Employee:

STEP No	ACTION TAKEN	LIVE PERIOD
1	Formal Oral Warning	Six weeks Three Months
2	Formal Written Warning	Twelve weeks Six Months
3	Final Written Warning	Twelve weeks Twelve Months
4	Termination of Contract of Employment	N/A

Particularly severe acts of indiscipline may result in the Management bypassing Steps 1 & 2. In the case of employees with less than 2 years continuous service, Management may bypass Steps 1 – 3.

Gross Misconduct

20. Acts of Gross Misconduct, if proven after an appropriate investigation, (*including searches of personal property carried out with due regard to the individual's dignity and any appropriate Council property*), and a Disciplinary Hearing may result in dismissal without notice.
21. Employees accused of Gross Misconduct may be suspended on full pay and receive a written invitation to a Formal Disciplinary Hearing, giving them details of the allegation they are to answer, the date, time and venue of the meeting, and also inform them of their right to be accompanied by a work colleague from the Council or trade union representative. The letter will provide a minimum of 2 working days prior notice to the meeting. The formal disciplinary hearing will be conducted in accordance with paragraph 16 above.
22. Braunstone Town Council recognises the following as acts of Gross Misconduct (this is not an exhaustive list):
- a. theft / fraud;
 - b. abusive or threatening behaviour of any nature;
 - c. being under the influence of alcohol or drugs;
 - d. dishonesty in dealings with the Council and/or Management;
 - e. unlawful discrimination, harassment or victimisation, including sexist, racist or any other behaviour against an individual, which could be classed as creating a hostile, intimidating or threatening environment;
 - f. breach of confidentiality;
 - g. failing to carry out reasonable Management instructions;
 - h. serious insubordination;
 - i. lobbying Town Councillors concerning employment matters;
 - j. fighting and acts of aggression.
 - k. deliberately damaging Council property;
 - l. a serious breach of security;
 - m. deliberate breaches of Council Health and Safety procedures;
 - n. deliberate breaches of the law;
 - o. causing loss, damage or injury through serious negligence
 - p. unauthorised access to Council computer files, software, deliberately accessing internet sites containing pornographic, offensive or obscene material or any other such breach of confidentiality;

- q. bringing the organisation into serious disrepute, including serious misuse of the Council's property or name; and
- r. acceptance of any fee or reward during the course of an employee's duties other than his/her remuneration.

Appeal Procedure

- 23. Employees have a right to appeal against a decision made under the formal disciplinary procedure. Appeals should be made to the Chair of the Appeals Committee, preferably in writing and within a reasonable timescale. A reasonable timescale would normally be no longer than a week. Appeals made after one week will be considered if the employee has a reasonable explanation for having taken so long.
- 24. Employees submitting an appeal must make it clear that they are appealing against the decision and set out the reasons for their appeal.
- 25. A written submission will be prepared by the member of staff, making it clear to the Chair of the Appeals Committee that they are appealing against the decision affecting them, and setting out the reasons for their appeal. Other relevant documentation relating to the hearing will be supplied by the Council representative. All documentation will be made available to Committee members and both parties prior to the hearing.
- 26. A Formal Appeal Hearing will be conducted by the Appeals Committee (substitute members can be drawn from the Full Council), involving the employee and will be held within fourteen days of receipt of the appeal request. At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council, or a trade union representative.
- 27. The procedure for considering the appeal will be as follows:
 - a. The employee (or their representative) should put their case.
 - b. The Council's Representative should then be able to put any questions they have to the employee (or their representative).
 - c. The Committee can then ask questions of the employee (or their representative).
 - d. The Council's Representative should put their case.
 - e. The employee (or their representative) should then be able to put any questions they may have to the Council's Representative.
 - f. The Committee can then ask questions of the Council's Representative.
 - g. The employee (or their representative) sums up their case.
 - h. The Council's Representative then sums up the Council's case.
 - i. The parties withdraw and the Committee reaches its decision (if a point of clarification is necessary, both parties will be invited back).
 - j. Once the Committee has reached its decision it will invite both parties back to inform them of the decision, this will be confirmed in writing within 7 working days.
- 28. The Appeals Committee's decision is final.

DATE ADOPTED	30th October 2017	REVIEW DATE	October 2020
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REVISED DATE/S	29 th April 2024
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BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th APRIL 2024

Item 17 – Review of Grievance Policy & Procedure

Purpose

To consider proposed amendments to the Grievance Policy & Procedure and to approve these for consultation.

Background

On 26th October 2017, the Committee, following consultation, adopted changes to the Council's Grievance Policy & Procedure (Minute 37, 2017/2018).

The Grievance Policy and Procedure is designed to provide a framework to assist employees to raise individual complaints and to have those complaints resolved quickly and fairly, and to guide managers through the process.

The Policy & Procedure is scheduled for review to ensure that it is fit for purpose.

Review of Grievance Policy & Procedure

Attached as Appendix 1 is the Grievance Policy & Procedure, adopted in October 2017.

The Policy & Procedure has been considered by the Council's Officer Management Team and changes and clarifications are proposed concerning vexatious or malicious grievances, as raised in the consultation response to the Disciplinary Policy & Procedure. It is also proposed to recognise that grievance processes are difficult for all involved and that all parties should see to cooperate with the process.

The Council's HR Advisor has recommended the inclusion of wording relating to grievances made by staff about the conduct of an individual Councillor in the light of the Ledbury case.

Timescales and Implementation

It is proposed to hold a consultation with staff, Councillors and the Council's HR Advisor to allow them to consider whether the proposals are practical and fit for purpose.

The consultation is proposed to run from Monday 29th April until 9am on Monday 20th May 2024.

The post consultation version of the Grievance Policy & Procedure will be submitted to Policy & Resources Committee, proposed for 13th June 2024, with the decision

potentially taking effect from Monday 17th June 2024.

Recommendations

1. That the Grievance Policy & Procedure, attached at Appendix 1 of the report, be approved for consultation with staff, Councillors and the Council's HR Advisor, as detailed in the *Review of Grievance Policy & Procedure* section of the report; and
2. that the post-consultation version of the Grievance Policy & Procedure be presented to the next meeting of Policy & Resources Committee, proposed for 13th June 2024 for consideration and approval.

Reasons

1. To ensure that staff, Councillors and the Council's HR Advisor could make comments or suggested amendments to the Grievance Policy & Procedure to ensure that it would be practical and fit for purpose.
2. To provide a framework to assist employees to raise individual complaints and to have those complaints resolved quickly and fairly, and to guide managers through the process.



BRAUNSTONE TOWN COUNCIL

GRIEVANCE POLICY AND PROCEDURE

Purpose and Scope

1. To provide a framework to assist employees to raise individual complaints and to have those complaints resolved quickly and fairly, and to guide managers through the process.
2. The Town Council is committed to promoting an environment where employees can resolve their problems and work without fear of being harassed or bullied and to provide a procedure for employees who believe they are subject to harassment or bullying to have their concerns addressed.
3. This procedure applies to all employees of Braunstone Town Council. This policy is not applicable to casual workers, volunteers or agency workers.

Principles

4. Grievances should be raised, **investigated** and dealt with promptly and meetings, decisions or confirmation of those decisions should not be unreasonably delayed.
5. **It is important to recognise that the grievance process can be difficult for both those raising complaints and for those who are the subject of the complaint. Therefore, all parties should co-operate with the process, act consistently and treat information associated with grievance proceedings in the strictest confidence.**
6. The representative of the employer dealing with the grievance will seek the advice of the Town Council's HR Advisor at all stages and ensure that any necessary investigations are carried out to establish the facts of the case. Notes should be kept of all meetings.
7. Whether the issue is addressed formally or informally, Employees should set out the basis of their grievance and, where possible, their proposed solution. The employee will have the chance to put their case before any decisions are made and to be accompanied at any formal grievance hearing.
8. **This Council will not address the Employee's Formal Grievance against a Town Councillor. It will be addressed by the Monitoring Officer. The Council will comply with its obligations under the ACAS Grievance Guidelines and provide the employee with all necessary support in making their complaint, and ensure that the employee is kept fully updated with its progress.**
9. In applying the procedure, the Town Council will promote fairness and transparency and apply relevant codes of good practice as set out by Acas.

Grievances relating to Bullying and Harassment

10. **Harassment** – as defined in the Equality Act 2010 is: *“unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”*. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex and sexual orientation.
11. **Bullying** – may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.
12. Acas provide some examples of bullying/harassing behaviour as follows:
 - spreading malicious rumours, or insulting someone by word or behaviour (copying memos that are critical about someone to others who do not need to know, ridiculing or demeaning someone – picking on them or setting them up to fail);
 - exclusion or victimisation;
 - unfair treatment;
 - overbearing supervision or other misuse of power or position;
 - unwelcome sexual advances – touching, standing too close, the display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected;
 - making threats or comments about job security without foundation;
 - deliberately undermining a competent worker by overloading and constant criticism; and
 - preventing individuals progressing by intentionally blocking promotion or training opportunities.
13. Bullying and harassment are not necessarily face to face. They may also occur in written communications, email, phone, and automatic supervision methods such as computer recording of downtime from work or the number of calls handled if these are not applied to all workers.
14. Managers are responsible for ensuring that staff who report to them perform to an acceptable standard. Legitimate, justifiable, appropriately conducted monitoring of an employee’s behaviour or job performance does not therefore constitute bullying or harassment.
15. Carrying out these functions in a fair, firm and consistent manner does not constitute an act of bullying or harassment. The Council and its managers should be able to carry out their duties without threat of ill intentioned, malicious or vexatious complaints. Where a bullying/harassment complaint is lodged against the Council/manager, an investigation will determine whether the Council/manager has bullied or harassed an employee or managed them fairly and firmly.
16. **Complaints which are found to have been vexatious or malicious could result in disciplinary action.**

Raising Initial (Informal) Grievances

17. If a member of staff feels that they are unhappy with an element of their employment with the Council they should initially discuss the matter with their Line Manager on an informal basis.
18. If the employee feels uncomfortable about talking to their Line Manager about their concerns, they should be able to approach their Manager's Manager, or the Chief Executive & Town Clerk.
19. The Chief Executive & Town Clerk's line manager is the Employing Committee, which is accountable to the Council. In these instances complaints should be addressed to the chair of the Employing Committee/Council as appropriate.

Mediation

20. In the event that an Employee is unhappy with the outcome of the Informal Grievance Procedure, or either party do not feel that performance / conduct issues are being addressed effectively, either an Employee or Manager can request that the matter be subjected to mediation.
21. This will involve the use of a third party Mediator. In its simplest form, Mediation will involve the Mediator talking to either party individually, to listen to their side of the issue. If the Mediator feels that a resolution to the problem is possible, a meeting will be arranged between all parties at which the Mediator will set out their assessment of the issues and invite both party to reach their own resolution.
22. The resultant action plan should have the agreement and support of both parties, be set out in writing and be signed by all involved in the Mediation process.

Formal Grievances

23. In the case of grievances not being fully resolved by the informal / mediation approach, or if the nature of the grievance is serious, a formal grievance can be raised.
24. **Any Formal Grievance complaint which concerns the conduct of a Councillor, will be addressed as a Code of Conduct complaint by the Council and will be referred to the District Council's Monitoring Officer.**
25. Formal Grievances should be raised with the Chief Executive & Town Clerk, preferably in writing and stating clearly that the employee wishes the matter to be addressed as a Formal Grievance. Formal Grievances by or against the Chief Executive & Town Clerk should be raised with the Chair of the Employing Committee (where it is against the actions of the Employing Committee or Chair, then with the Chair of the Council).

26. An Employee's Formal Grievance should set out the nature of the Grievance in as much detail as reasonably possible, and state what their desired outcome would be.
27. As a consequence a formal hearing will be held to address the matter, which will normally be conducted by the Chief Executive & Town Clerk. If it is a grievance by or relating to the Chief Executive & Town Clerk, the hearing will be conducted by the Employing Committee (substitute members can be drawn from the Full Council).
28. This hearing will be arranged as soon as reasonably possible. A letter of invitation to a Formal Grievance hearing will be sent to the Employee, usually within seven days of receipt of the Employee's Grievance.
29. At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council or a trade union representative.
30. Employees will be informed in writing of the outcome of the meeting within seven days.
31. If the Employee making the grievance is unhappy with the outcome of a Grievance Hearing, they can appeal the decision. Details of the Appeal Procedure are given below.

Appeal Procedure

32. Appeals should be made to the Chair of the Appeals Committee, preferably in writing and within a reasonable timescale following the action the Employee is appealing against. A reasonable timescale would normally be no longer than a week. Appeals made after one week will be considered if the Employee has a reasonable explanation for having taken so long.
33. A written submission will be prepared by the member of staff, making it clear to the Chair of the Appeals Committee that they are appealing against the decision affecting them, and setting out the reasons for their appeal. Other relevant documentation relating to the hearing will be supplied by the Council representative. All documentation will be made available to Committee members and both parties prior to the hearing.
34. A Formal Appeal Hearing will be conducted by the Appeals Committee (substitute members can be drawn from the Full Council), involving the employee and will be held within fourteen days of receipt of the appeal request. At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council, or a trade union representative.
35. The procedure for considering the appeal will be as follows:
 - a. The employee (or their representative) should put their case.
 - b. The Council's Representative should then be able to put any questions they have to the employee (or their representative).
 - c. The Committee can then ask questions of the employee (or their representative).
 - d. The Council's Representative should put their case.

- e. The employee (or their representative) should then be able to put any questions they may have to the Council's Representative.
- f. The Committee can then ask questions of the Council's Representative.
- g. The employee (or their representative) sums up their case.
- h. The Council's Representative then sums up the Council's case.
- i. The parties withdraw and the Committee reaches its decision (if a point of clarification is necessary, both parties will be invited back).
- j. Once the Committee has reached its decision it will invite both parties back to inform them of the decision, this will be confirmed in writing within 7 working days.

36. The Appeals Committee's decision is final.

DATE ADOPTED	30th October 2017	REVIEW DATE	October 2020
REVISED DATE/S	17 th June 2024;		

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th APRIL 2024

Item 18 – Electric Vehicle Charging Points – Pre-authorisation Fee

Purpose

To consider increasing the pre-authorisation fee for card payments

Background

On 7th March 2024, the Committee determined to increase Community Centre, sports pitches and miscellaneous fees and charges by approximately 5% for implementation from 1st April 2024 (minute 95). This decision included increasing the charge for using the Council's Electric Vehicle Charging Points by 5p per KWh.

Pre-authorisation Charges

Customers who don't have an account or use the app can scan the QR code and pay and charge using their credit card. A pre-authorisation fee of £25 has been set. However, analysis of the use reveal that this was insufficient to cover the cost of two charges. The customers concerned have subsequently used the charges and paid their outstanding deficit. However, a one-off customer potentially may not do this.

To strike a balance between flexibility of pay and charge and ensuring the Council can collect the payment, it is recommended to increase the pre-authorisation charge to £50.

Recommendation

That the pre-authorisation charge for pay and charge card payments be increased (from £25) to £50.

Reason

To strike a balance between flexibility of pay and charge and ensuring the Council could collect the payment.

Paid Expenditure Transactions

paid between 28/02/24 and 31/03/24

Start of year 01/04/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD2400213LE XAUTO2194	28/02/24	19684		£250.31	£41.72	£208.59	5. OS	Lex Autolease Limited	BT17GHH 14.01.2024 - 13.02.2024	5650
DD240215BG1 171	29/02/24	19678		£363.02	£17.29	£345.73	6.LS	British Gas	BGL401803 12.01.2024 - - 12.02.2024	6430
DD240224BG0 707	29/02/24	19686		£165.02	£7.86	£157.16	6.LS	British Gas	BGL401801 11.01.24 - 11.02.24	6430
DD240214LEX AUTO2833	29/02/24	19714		£275.82	£45.97	£229.85	5. OS	Lex Autolease Limited	BJ67 OWM 067 15.01.2024 - 14.02.2024	5650
110885CONT RA	01/03/24	19797		-£200.00	£0.00	-£200.00	7. CD	Earl Shilton Town Council	Contra 18983, Donation towards charity for sand pit used at TA on Beach UNCLAIMED	7715
110842CONT RA	01/03/24	19798		-£64.00	£0.00	-£64.00	7. CD	Leicester Markets	Contra 17642, Rival Market Licence for Christmas Craft FairUNCLAIMED	7700
		19718/1		£10.00	£0.00	£10.00	1. CM	Co operative Bank	Service charge	1990
		19718/2		£16.35	£0.00	£16.35	1. CM	Co operative Bank	Commision	1990
DD240205CO OP	05/03/24	19718		£26.35	£0.00	£26.35		Co operative Bank		1990
BACS242102B LIFEMAR24	05/03/24	19719		£752.40	£0.00	£752.40	1. CM	Braunstone Life	Mar 24 2 pages	1360
BACS2402011 LCC7884	05/03/24	19720		£67.80	£11.30	£56.50	3. TA	Leicester County Council - Waste	Trade Refuse BT17GHH 11December 2024 BJ67OWM 20 December 2024	3440
BACS240201L CC7911	05/03/24	19721		£33.00	£5.50	£27.50	3. TA	Leicester County Council - Waste	Trade Refuse BT17GHH 04 January 2024	3440
BACS230824B HSF4058	05/03/24	19722		£396.00	£0.00	£396.00	1. CM	BHSF Occupational Health LTD	OHP-015 Man Ref - Physician Video 16.08.23	1990
		19723/1		£47.52	£7.92	£39.60	3. TA	Petty Cash	Feather Edge Boards for TA	3600
		19723/3		£20.00	£0.00	£20.00	1. CM	Petty Cash	postage	1300
		19723/7		£7.14	£1.19	£5.95	5. OS	Petty Cash	fuel	5670
		19723/9		£3.29	£0.55	£2.74	2. CC	Petty Cash	water for hirers	2510
		19723/14		£20.00	£0.00	£20.00	1. CM	Petty Cash	postage	1300
		19723/15		£3.30	£0.00	£3.30	1. CM	Petty Cash	Postage	1300
110900	05/03/24	19723		£101.25	£9.66	£91.59		Petty Cash		3600
BACS240220E DGE37621	06/03/24	19687		£2,682.48	£447.08	£2,235.40	1. CM	Edge IT Systems Ltd	AdvantEDGE - 5 Year contract Finance Facilities & Service Manager 18/03.24 - 17.03.25 (2nd Year Period)	1350

Paid Expenditure Transactions

Start of year 01/04/23

paid between 28/02/24 and 31/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS240223H MRC	08/03/24	19712		£7,466.06	£0.00	£7,466.06	1. CM	H M Revenue & Customs	Tax & NI Feb 2024 1010
DD2202223EO N0001	08/03/24	19739		£165.24	£7.87	£157.37	5. OS	E.ON Next	27.07.23 - 03.02.24 5430
BACS240308C HUBBREFUN	08/03/24	19799		-£265.84	-£44.31	-£221.53	2. CC	Chubb Fire & Security	Refund 2600
DD240223OP US0664	09/03/24	19724		£1,907.15	£320.42	£1,586.73	2. CC	Opus Energy	Account 1465347 25.01.2024 - 22.02.2024 2430
DD240226KIN GS9885	10/03/24	19725		£21.18	£3.53	£17.65	2. CC	Kings Armoured Security Services Limited	Transit Fees 2580
DD240229KIN GS0051	10/03/24	19729		£21.18	£3.53	£17.65	2. CC	Kings Armoured Security Services Limited	Transit Fees 2580
DD240301BYP HONE	10/03/24	19730		£264.94	£44.16	£220.78	1. CM	Byphone Voxbit	RC10115 01.03.24 - 31.03.24 1400
BACS240305A MAZO3560	11/03/24	19731	4556	£6.40	£1.07	£5.33	2. CC	Amazon UK	Ant killer 2330
BACS240224B UZZING	11/03/24	19732	4551	£500.00	£0.00	£500.00	7. CD	Buzzing Roots	Community/Social grant for Green Hub 7860
BACS240304S AFETY7135	11/03/24	19733	4552	£32.54	£5.42	£27.12	5. OS	SAFETY SIGNS 4 LESS	6 x no dogs in playground signs 5610/2
BACS240306A MAZO8281	11/03/24	19741		£7.99	£1.33	£6.66	2. CC	Amazon UK	Ant killer 2330
BACS240306A MAZO8259	11/03/24	19742		£5.40	£0.90	£4.50	2. CC	Amazon UK	Ant killer 2330
DD240306ENT ANE8924	13/03/24	19743		£18.00	£3.00	£15.00	2. CC	Entanet International Ltd	Basic single line ELE 111807 01.03.24 - 31.03.24 2400
DD240306ENT A8759	13/03/24	19744		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL 207489 05.03.2024 - 04.04.2024 3400
		19808/1		£29.40	£4.90	£24.50	2. CC	Global Payments	CC - 05760171 2580
		19808/2		£212.58	£0.00	£212.58	2. CC	Global Payments	CC - 05760171 2580
DD240229GP AYCC156	15/03/24	19808		£241.98	£4.90	£237.08		Global Payments	CC - 05760171 2580
DD240302ENT A6793	15/03/24	19810		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL 305436 01.03.24 - 31.03.24 2400
DD240302WA TERPL4573	16/03/24	19734		£401.49	£0.00	£401.49	2. CC	Water Plus/STW	CC 0583085823 01.02.24 - 26.02.24 2430
DD240301SA GE8553	16/03/24	19807		£58.80	£9.80	£49.00	1. CM	Sage (UK) Ltd	Subscription 01.03.2024 - 31.03.2024 Payroll 1350

Paid Expenditure Transactions

Start of year 01/04/23

paid between 28/02/24 and 31/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			19809/1	£29.40	£4.90	£24.50	3. TA	Global Payments	TA - 39854961 3580
			19809/2	£1.06	£0.00	£1.06	3. TA	Global Payments	TA - 39854961 3580
DD240229GP AYTA047	16/03/24	19809		£30.46	£4.90	£25.56		Global Payments	TA - 39854961 3580
DD240303WA TERPL7488	17/03/24	19735		£281.87	£0.00	£281.87	3. TA	Water Plus/STW	Acc. 0479003705 02.02.24 - 21.02.24 3430
DD240304OP US9154	17/03/24	19737		£3,849.42	£641.57	£3,207.85	2. CC	Opus Energy	Account 1465822 02.02.2024 - 03.03.24 2430
BACS230526A MAZO3156	18/03/24	18791		£47.97	£8.01	£39.96	5. OS	Amazon UK	Torches 5610/1
DD240304OP US9156	18/03/24	19736		£800.30	£133.38	£666.92	5. OS	Opus Energy	MM Acc 1465825 05.02.24 - 03.03.24 5430
DD240304OP US9155	18/03/24	19738		£2,922.96	£487.16	£2,435.80	3. TA	Opus Energy	TA Acc 1465824 05.02.2024 - 03.04.2024 3430
BACS240223V IPANS3031	18/03/24	19745	4548	£47.68	£7.94	£39.74	5. OS	Vipans Ltd	coach bolts - 8" plus nuts and washers plastic ties - thick pack of Stanley Knife blades 5620/1
			19746/1	£111.72	£18.62	£93.10	3. TA	Knighton Hygiene	Cleaning Supplies 3330
			19746/2	£111.72	£18.62	£93.10	2. CC	Knighton Hygiene	Cleaning Supplies 2330
BACS240306K NIGHT8531	18/03/24	19746	4555	£223.44	£37.24	£186.20		Knighton Hygiene	Cleaning supplies 3330
BACS240229X EROX3011	18/03/24	19747		£317.78	£52.96	£264.82	1. CM	Xerox	Altalink C8155v 3774436331 01/12/23 - 29/02/24 1410
BACS240312S LCC7583-1	18/03/24	19748	4560	£41.60	£0.00	£41.60	1. CM	Society Of Local Council Clerks	Darren Tilley SLCC Membership: 1st March 2024 to 28th February 2025 1350
BACS240311T ARGET6863	18/03/24	19750		£16.20	£2.70	£13.50	8. PE	Target Pest Control & Hygiene	Collection 1 Dog Waste Bins - Hillcott Green 8440
BACS240307J AAAK008	18/03/24	19751		£119.00	£0.00	£119.00	7. CD	JAAAK LTD	Hosting delegates from Dept of Levelling Up, Housing & Communities x 7 Buffet 7750
BACS240229 GPR4919	18/03/24	19752		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan - Year 3 month 2 1420
BCARD240219 RAWLINS	18/03/24	19811	4547	£72.42	£12.07	£60.35	5. OS	Rawlins Trade Paint & Coatings	Purchase of tarmac crack filler to repair skatepark as highlighted in ROSPA report 5610/2
BACS230526A MAZO315C	18/03/24	19813		-£47.97	-£8.01	-£39.96	5. OS	Amazon UK	Contra 18791, Torches duplicate 5610/1
BACS240205P JJB4268	21/03/24	19794		£720.00	£120.00	£600.00	2. CC	P.J & J.B Glennon & sons Ltd	Repair leak at Civic Centre 2600

Paid Expenditure Transactions

Start of year 01/04/23

paid between 28/02/24 and 31/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD240315ENT A0296	22/03/24	19753		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL 192354 14.03.24 - 13.04.24	2400
BACS240322S ██████	22/03/24	19761		£2,786.19	£0.00	£2,786.19	1. CM	████████████████████	Salary March 2024	1010
BACS240322K ██████	22/03/24	19762		£2,009.41	£0.00	£2,009.41	1. CM	████████████████████	Salary March 2024	1010
		19763/2		£2,682.04	£0.00	£2,682.04	1. CM	████████████████████	Salary March 2024	1015
BACS240322A ██████	22/03/24	19763		£2,682.04	£0.00	£2,682.04		████████████████████	Salary March 2024	1015
BACS240322 ██████	22/03/24	19764		£1,551.79	£0.00	£1,551.79	1. CM	████████████████████	Salary March 2024	1010
BACS240322H ██████	22/03/24	19765		£1,228.99	£0.00	£1,228.99	1. CM	████████████████████	Salary March 2024	1010
BACS240322J ██████	22/03/24	19766		£2,030.21	£0.00	£2,030.21	1. CM	████████████████████	Salary March 2024	1010
BACS240322S ██████	22/03/24	19768		£1,673.51	£0.00	£1,673.51	1. CM	████████████████████	Salary March 2024	1010
BACS240322F ██████	22/03/24	19769		£170.56	£0.00	£170.56	1. CM	████████████████████	Salary March 2024	1010
BACS240322J ██████	22/03/24	19770		£650.66	£0.00	£650.66	1. CM	████████████████████ ██████████	Salary March 2024	1010
BACS240322L ██████	22/03/24	19771		£334.10	£0.00	£334.10	1. CM	████████████████████	Salary March 2024	1010
BACS240322 ██████	22/03/24	19772		£1,542.16	£0.00	£1,542.16	1. CM	████████████████████	Salary March 2024	1010
BACS240322B ██████	22/03/24	19773		£480.56	£0.00	£480.56	1. CM	████████████████████	Salary March 2024	1010
BACS240322H ██████████	22/03/24	19774		£963.12	£0.00	£963.12	1. CM	████████████████████	Salary March 2024	1010
BACS240322A ██████	22/03/24	19775		£1,563.29	£0.00	£1,563.29	1. CM	████████████████████	Salary March 2024	1010
BACS240322P ██████	22/03/24	19776		£1,106.07	£0.00	£1,106.07	1. CM	████████████████████	Salary March 2024	1010
BACS240322C ██████	22/03/24	19777		£600.56	£0.00	£600.56	1. CM	████████████████████	Salary March 2024	1010
BACS240322S ██████	22/03/24	19778		£480.36	£0.00	£480.36	1. CM	████████████████████	Salary March 2024	1010

Paid Expenditure Transactions

Start of year 01/04/23

paid between 28/02/24 and 31/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS240322T ██████	22/03/24	19779		£651.97	£0.00	£651.97	1. CM	████████████████████	Salary March 2024 1010
BACS240322P ██████	22/03/24	19780		£590.45	£0.00	£590.45	1. CM	████████████████████	Salary March 2024 1010
BACS240322H ██████	22/03/24	19781		£1,155.54	£0.00	£1,155.54	1. CM	████████████████████	Salary March 2024 1010
BACS240322 ██████	22/03/24	19782		£1,629.47	£0.00	£1,629.47	1. CM	████████████████████	Salary March 2024 1010
BACS240322V ██████	22/03/24	19783		£1,058.68	£0.00	£1,058.68	1. CM	████████████████████	Salary March 2024 1010
BACS240322C ██████	22/03/24	19784		£271.18	£0.00	£271.18	1. CM	████████████████████	Salary March 2024 1010
BACS240322 MILEAGEPS	22/03/24	19788		£12.49	£2.08	£10.41	1. CM	████████████████████	Mileage 1015
SO240322PE RSONALMAR C	22/03/24	19800		£120.00	£20.00	£100.00	1. CM	PERSONNEL ADVICE	Provision of Retained Personnel Services for December 2023 1170
BACS240307S CREWF5435	25/03/24	19749	4559	£49.99	£8.33	£41.66	5. OS	Screw Fix	1 pair of work trousers for Phil 5290
BACS240202S TORM6230	25/03/24	19754		£618.11	£103.02	£515.09	5. OS	Stormsaver Ltd	1012341 Braunstone Sports Pavilion, Service visit White Area, Legionella Field Test 5600/2
BACS240314A MAZO6TNY	25/03/24	19755	4558	£44.99	£7.50	£37.49	1. CM	Amazon UK	1000 x Tamper Evident Money/Note wrapper bank bags 1300
BACS240314A MAZO6416	25/03/24	19756	4561	£26.97	£0.00	£26.97	3. TA	Amazon UK	3 boxes Milk 3510
BACS240313A MAZO0841	25/03/24	19757		£65.92	£0.00	£65.92	3. TA	Amazon UK	2 boxes Coffee 3510
		19760/1		£3.00	£0.50	£2.50	5. OS	Petty Cash	clips for mossdale meadows 5600/1
		19760/3		£20.00	£0.00	£20.00	1. CM	Petty Cash	postage 1300
		19760/9		£1.35	£0.23	£1.12	2. CC	Petty Cash	milk for hirers 2510
		19760/15		£33.00	£5.50	£27.50	5. OS	Petty Cash	clips & washers for mossdale meadows 5600/1
		19760/16		£40.00	£0.00	£40.00	1. CM	Petty Cash	Postage 1300
		19760/17		£2.70	£0.00	£2.70	1. CM	Petty Cash	postage 1300
110901	25/03/24	19760		£100.05	£6.23	£93.82		Petty Cash	5600/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 28/02/24 and 31/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS240322T ILLEY	25/03/24	19767		£3,161.24	£0.00	£3,161.24	1. CM	Wages - Tilley, Darren	Salary March 2024 1010
BACS240308C HUBB9258	25/03/24	19789		£146.52	£24.42	£122.10	3. TA	Chubb Fire & Security	TA Contract no. 1554969 Annual contract for Fire Alarm Serviced 3610/3
BACS240301L CC9740	25/03/24	19790		£48.72	£8.12	£40.60	3. TA	Leicester County Council - Waste	Trade Refuse BT17GHH 26 February 2024 3440
110902	25/03/24	19792		£64.50	£0.00	£64.50	6.LS	Street News	Payment for Newspapers in Library 03.03.24 - 09.03.24 6990
BACS240216 GREEN3177	25/03/24	19793	4566	£140.00	£0.00	£140.00	5. OS	The Green Machine	Apply Moss Control to Bowling Green 20/11/2023 5620/3
DD240318ENT A0509	25/03/24	19795		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL 364266 17.03.2024 - 16.04.2024 2400
BACS240321B DCSPAPRIL	25/03/24	19796		£344.07	£0.00	£344.07	5. OS	Blaby District Council	Shakespeare Park - April 2024 Rates 5460
		19812/1		£31.62	£5.27	£26.35	2. CC	ESPO	Cleaning materials 2330
		19812/2		£31.62	£5.27	£26.35	3. TA	ESPO	Cleaning materials 3330
		19812/3		£56.52	£9.42	£47.10	1. CM	ESPO	Office 1300
		19812/4		£31.86	£5.31	£26.55	1. CM	ESPO	Office 1300
DD240327ESP O	27/03/24	19812		£151.62	£25.27	£126.35		ESPO	 2330
DD2400313LE XAUTO9065	28/03/24	19791		£250.31	£41.72	£208.59	5. OS	Lex Autolease Limited	BT17GHH 14.02.2024 - 13.03.2024 5650
DD240315BG4 787	29/03/24	19758		£117.31	£5.59	£111.72	6.LS	British Gas	BGL401801 10.02.24 - 10.03.24 6430
DD240315BG5 309	29/03/24	19759		£299.28	£14.25	£285.03	6.LS	British Gas	BGL401803 12.02.2024 - - 12.03.2024 6430
DD240214LEX AUTO2833	29/03/24	19805		£275.82	£45.97	£229.85	5. OS	Lex Autolease Limited	BJ67 OWM 067 15.02.2024 - 14.03.2024 5650
110837	31/03/24	17537	4007	£76.90	£12.82	£64.08	5. OS	Shakespeare Park Bowls Club	1 x replacement sand 5990
110838	31/03/24	17538	4008	£33.42	£0.00	£33.42	7. CD	Shakespeare Park Bowls Club	1 x bolt and padlock 7850
		17697/1		£15.98	£0.00	£15.98	2. CC	Amazon UK	Moostix Semi Skimmed Milk 'Stix' UHT Sachets (9ml x 170) 2510
		17697/2		£11.30	£1.88	£9.42	2. CC	Amazon UK	Amazon Basics LED GU10 Spotlight Bulb, 4.7W (equivalent to 50W), Warm 2600
0000	31/03/24	17697		£27.28	£1.88	£25.40		Amazon UK	Ass 2510

Paid Expenditure Transactions

Start of year 01/04/23

paid between 28/02/24 and 31/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
		17910/1		-£15.98	£0.00	-£15.98	2. CC	Amazon UK	Moostix Semi Skimmed Milk 'Stix' UHT Sachets (9ml x 170)	2510
		17910/2		-£11.30	-£1.88	-£9.42	2. CC	Amazon UK	Amazon Basics LED GU10 Spotlight Bulb, 4.7W (equivalent to 50W), Warm	2600
BACS221017A MACONTRA	31/03/24	17910		-£27.28	-£1.88	-£25.40		Amazon UK	Contra 17696, Ass	2510
BACS230119A MAZO9363	31/03/24	18160		-£17.54	-£2.92	-£14.62	2. CC	Amazon UK	Contra 18002 Philips Master PL-L Compact Fluorescent Bulb 840 4-Pin 2G11 / 36W / Cool White	2600
DD230302BD C2442+REF	31/03/24	18430		-£810.49	-£135.08	-£675.41	2. CC	Blaby District Council	Building control inspection fee - Paid via BACS as requested then taken by DD as well so shall claim back	2050/2
110868	31/03/24	18433	4244	£300.00	£0.00	£300.00	7. CD	Leicester City Perm Allotment Society	Community Grant	7850
DD230601BD CJUNESP	31/03/24	18503		£314.00	£0.00	£314.00	5. OS	Blaby District Council	9252050537 Rates	5460
		18586/1		£29.40	£4.90	£24.50	3. TA	Global Payments	TA - 39854961	3580
		18586/2		£0.05	£0.00	£0.05	3. TA	Global Payments	TA - 39854961	3580
		18586/3		£29.40	£4.90	£24.50	2. CC	Global Payments	CC - 5760171	2580
		18586/4		£29.40	£4.90	£24.50	2. CC	Global Payments	CC - 5760171	2580
		18586/5		£225.76	£0.00	£225.76	2. CC	Global Payments	CC - 5760171	2580
DD230430GP AYTA37	31/03/24	18586		£314.01	£14.70	£299.31		Global Payments	CC - 5760171	3580
BACS230523A MAZO2340	31/03/24	18633	4281	£11.98	£2.00	£9.98	7. CD	Amazon UK	Craft supplies for Craft N Chatter group	7940/1
		18666/1		£29.40	£4.90	£24.50	3. TA	Global Payments	01.04.2023 - 28.04.2023	3580
		18666/2		£0.05	£0.00	£0.05	3. TA	Global Payments	01.04.2023 - 28.04.2023	3580
DD230430GL OBALPAY37	31/03/24	18666		£29.45	£4.90	£24.55		Global Payments		3580
DD230703EO N0025	31/03/24	18812		£100.93	£4.81	£96.12	5. OS	E.ON Next	01.06.23 - 30.06.23	5430
DD230505BG2 102	31/03/24	18894		£110.23	£5.24	£104.99	6.LS	British Gas	603452644	6430
BACS230719J TH0937	31/03/24	18960	4354	£540.00	£90.00	£450.00	7. CD	JTH Concerts and Live Events Ltd	PA system for Summer fete 2023	7710/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 28/02/24 and 31/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
110837CONT RA	31/03/24	19814		-£76.90	-£12.82	-£64.08	5. OS	Shakespeare Park Bowls Club	Contra 17537, 1 x replacement sand	5990
110838CONT RA	31/03/24	19815		-£33.42	£0.00	-£33.42	7. CD	Shakespeare Park Bowls Club	Contra 17538, 1 x bolt and padlock	7850
BACS230119A MAZOCONTR	31/03/24	19816		£17.54	£2.92	£14.62	2. CC	Amazon UK	Contra 18160, Contra 18002 Philips Master PL-L Compact Fluorescent Bulb 840 4-Pin 2G11 / 36W / Cool White	2600
DD230302BD C2442CONTR	31/03/24	19817		£810.49	£135.08	£675.41	2. CC	Blaby District Council	Contra 18430, Building control inspection fee - Paid via BACS as requested then taken by DD as well so shall claim back	2050/2
		19818/1		-£29.40	-£4.90	-£24.50	3. TA	Global Payments	TA - 39854961	3580
		19818/2		-£0.05	£0.00	-£0.05	3. TA	Global Payments	TA - 39854961	3580
		19818/3		-£29.40	-£4.90	-£24.50	2. CC	Global Payments	CC - 5760171	2580
		19818/4		-£29.40	-£4.90	-£24.50	2. CC	Global Payments	CC - 5760171	2580
		19818/5		-£225.76	£0.00	-£225.76	2. CC	Global Payments	CC - 5760171	2580
DD230430GP AYCONT	31/03/24	19818		-£314.01	-£14.70	-£299.31		Global Payments	Contra 18586, CC - 5760171	3580
DD230505BG CONTRA	31/03/24	19819		-£110.23	-£5.24	-£104.99	6.LS	British Gas	Contra 18894, 603452644	6430
110868CONT RA	31/03/24	19820		-£300.00	£0.00	-£300.00	7. CD	Leicester City Perm Allotment Society	Contra 18433, Community Grant	7850
		19821/1		-£29.40	-£4.90	-£24.50	3. TA	Global Payments	01.04.2023 - 28.04.2023	3580
		19821/2		-£0.05	£0.00	-£0.05	3. TA	Global Payments	01.04.2023 - 28.04.2023	3580
DD230430GL OBALPAYCO N	31/03/24	19821		-£29.45	-£4.90	-£24.55		Global Payments	Contra 18666,	3580
BACS230523A MAZCONTRA	31/03/24	19822		-£11.98	-£2.00	-£9.98	7. CD	Amazon UK	Contra 18633, Craft supplies for Craft N Chatter group	7940/1
DD230601BD CJUCONTRA	31/03/24	19823		-£314.00	£0.00	-£314.00	5. OS	Blaby District Council	Contra 18503, 9252050537 Rates	5460
DD230703EO NCONTRA	31/03/24	19824		-£100.93	-£4.81	-£96.12	5. OS	E.ON Next	Contra 18812, 01.06.23 - 30.06.23	5430
BACS230719J THOCONTRA	31/03/24	19825		-£540.00	-£90.00	-£450.00	7. CD	JTH Concerts and Live Events Ltd	Contra 18960, PA system for Summer fete 2023	7710/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 28/02/24 and 31/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
Total				£58,849.05	£2,836.29	£56,012.76			

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/04/24 and 16/04/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS240320S CREWF9913	03/04/24	19801	4565	£129.96	£9.99	£119.97	5. OS	Screw Fix	trousers and t-shirts - Dave Work boots - Ian	5290
BACS240325A MAZO7086	03/04/24	19802	4568	£38.16	£0.00	£38.16	2. CC	Amazon UK	Buscuit s & Milk	2510
BACS240326C ONVEL2354	03/04/24	19803		£61.11	£0.00	£61.11	2. CC	Convelii Cleaning Services	Commercial Window Cleaning 26th March 2024	2600
BACS240326C ONVEL2356	03/04/24	19804		£63.60	£0.00	£63.60	3. TA	Convelii Cleaning Services	Commercial Window Cleaning 26th March 2024	3600
BACS240227E LITE6178	03/04/24	19806	4464	£5,388.00	£898.00	£4,490.00	4. CP	Elite Industrial Doors	Council Chambers: 1no double set of glazed aluminium doors with a glazed header. Active leaf to have a transom door closer and a 2 point panic latch. Non active leaf to have a transom door closer flush mounted shoot bolts.	4201
BACS240401C IA7647	08/04/24	19808		£668.40	£111.40	£557.00	5. OS	CIA Fire and Security	SmartAccess Mobile Data Sim Contract 01.03.24 - 28.02.25 Additional Redcare Monitoring charge & 24hr Technical Support	5610/1
BACS240401 GIGGLE2024	08/04/24	19822		£100.00	£0.00	£100.00	7. CD	Giggle Town Arts	Summer Fete Entertainment - Have a Go Circus	7710/2
BACS240401D ENISR0255	08/04/24	19823		£22.92	£3.82	£19.10	2. CC	Denis Rawlins	MV-02589 SP 1.00 EACH CABLE HOLDER WITH CUT-OUT FOR SOCKET 7.35 MV-07915 1.00 EACH SOCKET, 2-POLE FEMALE 6.75 Postage and Packing - standard 1.00 EACH Postage and Packing - Standard 5.00	2610/1
BACS240401 GPR4933	08/04/24	19824		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan - Year 3 month 3	1420/5
BACS240401B LIFEAPR24	08/04/24	19825		£752.40	£0.00	£752.40	1. CM	Braunstone Life	April 2024 2 pages	1360
BACS240401 WALKER0446	08/04/24	19826		£195.00	£32.50	£162.50	5. OS	Walkers Tyre Service Ltd	Puncture repair - Phil's truck	5650
BACS240229C OLLIN3499	09/04/24	19740	4470	£3,000.00	£500.00	£2,500.00	4. CP	Collinshallgreen Ltd	1 x survey and design plans for flood alleviation work at Mossdale Meadows	4501
DD240401ENT A1741	09/04/24	19831		£18.00	£3.00	£15.00	2. CC	Entanet International Ltd	Basic single line ELE 112646 01.04.24 - 30.04.24	2400

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/04/24 and 16/04/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD240401ENT A1436	09/04/24	19832		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL 305436 01.04.24 - 0.04.24	2400
		19809/1		£29.40	£4.90	£24.50	3. TA	Global Payments	TA - 39854961	3580
		19809/2		£0.89	£0.00	£0.89	3. TA	Global Payments	TA - 39854961	3580
DD240401GP AYTA047	10/04/24	19809		£30.29	£4.90	£25.39		Global Payments	TA - 39854961	3580
		19810/1		£29.40	£4.90	£24.50	2. CC	Global Payments	CC - 05760171	2580
		19810/2		£227.74	£0.00	£227.74	2. CC	Global Payments	CC - 05760171	2580
DD240401GP AYCC0157	10/04/24	19810		£257.14	£4.90	£252.24		Global Payments	CC - 05760171	2580
DD240401WA TER2029	10/04/24	19828		£346.63	£0.00	£346.63	2. CC	Water Plus/STW	CC 0583085823 01.03.24 - 26.03.24	2430/3
DD240401KIN GS0386	10/04/24	19833		£21.18	£3.53	£17.65	2. CC	Kings Armoured Security Services Limited	Transit Fees	2580
DD240401WA TER6841	11/04/24	19829		£243.56	£0.00	£243.56	3. TA	Water Plus/STW	Acc. 0479003705 02.03.24 - 27.03.24	3430/3
BACS240322L CCPENSION	12/04/24	19785		£9,768.26	£0.00	£9,768.26	1. CM	Leicestershire County Council Pensions	Pension March 24	1020
BACS240322H MRC	12/04/24	19786		£7,520.44	£0.00	£7,520.44	1. CM	H M Revenue & Customs	Tax & NI Mar 2024	1010
BACS240322U NISON	12/04/24	19787		£34.00	£0.00	£34.00	1. CM	Unison	Union fees Mar 24	1010
DD240406ENT A4247	13/04/24	19812		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL 207489 05.04.2024 - 04.05.2024	3400
		19813/1		£13.90	£2.32	£11.58	5. OS	Sunningdale Landscape Supplies Ltd	2 x postmix	5620/1
		19813/2		£38.00	£6.33	£31.67	5. OS	Sunningdale Landscape Supplies Ltd	1/2 scoop top soil	5620/1
		19813/3		£48.00	£8.00	£40.00	5. OS	Sunningdale Landscape Supplies Ltd	1 scoop MOT	5620/1
BACS240401S UNNI2764	16/04/24	19813		£99.90	£16.65	£83.25		Sunningdale Landscape Supplies Ltd		5620/1
BACS240403T OUCH166	16/04/24	19814		£74.76	£12.46	£62.30	6.LS	Touch Times Greeting Cards	Restock of greetings cards in library	6990
BACS240327J RB6716	16/04/24	19815		£247.90	£41.32	£206.58	8. PE	Mutts Butts / JRB Enterprise LTD	Degradable vest type poop scoop bags	8900/1

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/04/24 and 16/04/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS240403T ARGET7046	16/04/24	19816		£3,439.80	£573.30	£2,866.50	8. PE	Target Pest Control & Hygiene	Collection 49 Dog Waste Bins - weekly & Service charge for Apr May Jun	8440
BACS240403A MAZOABEY	16/04/24	19817		£37.96	£6.32	£31.64	6.LS	Amazon UK	2 x tubs of Berol broad nip pens for library	6990
110903	16/04/24	19818		£631.25	£0.00	£631.25	7. CD	St Crispins Church	Proceeds from POE	7700
BACS240404K NIGHT9653	16/04/24	19819		£123.96	£20.66	£103.30	2. CC	Knighton Janitorial Ltd	Cleaning materials	2330
DD240401SA GE9664	16/04/24	19827		£58.80	£9.80	£49.00	1. CM	Sage (UK) Ltd	Subscription 01.04.2024 - 30.04.2024 Payroll	1350
DDBYPHONE 0490	16/04/24	19830		£266.74	£44.46	£222.28	1. CM	Byphone Voxbit	RC10115 01.04.24 - 30.04.24	1400
BCARD240416 TVLICTA	16/04/24	19836	4591	£169.50	£0.00	£169.50	3. TA	TV Licensing	TA TV Licence	3570
Total				£34,187.61	£2,360.01	£31,827.60				