



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

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16th August 2017

To: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Parminder Basra, Sharon Betts, Sam Maxwell, Phil Moitt, Gary Sanders, Darshan Singh and Robert Waterton.

Dear Councillor

You are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held in the Council Chamber at Braunstone Civic Centre on **Thursday, 24th August 2017** commencing at **7.30pm**, for the transaction of the business as set out below.

Yours sincerely,

Executive Officer & Town Clerk

AGENDA

1. **Apologies**
To receive apologies for absence.
2. **Disclosures of Interest**
To receive disclosures of Interest in respect of items on this agenda:
 - a) Disclosable Pecuniary Interests,
 - b) Other Interests (Non-Pecuniary).
3. **Public Participation**
Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
4. **Minutes of the Meeting held 15th June 2017**
To confirm the accuracy of the Minutes of the meeting held 15th June 2017 to be signed by the Chairperson (**Enclosed**).

5. **Provision of Primary Care Services in Braunstone Town**
To receive an update on the provision of primary care services in Braunstone Town and to receive details of future plans for Kingsway Surgery from Practice Manager, Stephen Samson (**Enclosed**).
6. **Shakespeare Park - Improvement & Development**
To consider progress with the project and to determine the process for approving the contract specification and inviting tenders for the site and pavilion works (**Enclosed**).
7. **Personnel Policies Update**
To consider new, revised and updated personnel policies for consultation with staff (**Enclosed**).
8. **Financial Comparisons**
To receive Financial Comparisons for the period 1st April 2017 to 15th August 2017 (**Enclosed**).
9. **Approval of Accounts**
To consider payments from 8th June 2017 until 15th August 2017 (**Enclosed**).
10. **Requests for reasonable adjustments (Town Councillors)**
RECOMMENDED:- That in view of the special / confidential nature of the business to be transacted, it is in the public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reasons for exception – Personal Information / Legal Advice).

To consider a request and a process for dealing with requests for reasonable adjustments for Town Councillors in accordance with the Equality Act and Disability Discrimination Act (**Enclosed**).
11. **Insurance Claims**
RECOMMENDED:- That in view of the special / confidential nature of the business to be transacted, it is in the public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reasons for exception – Personal Information / Legal Advice).

To update the Council current and ongoing insurance claims (**Enclosed**).
12. **Franklin Park - Replacement Play Equipment**
RECOMMENDED:- That in view of the special / confidential nature of the business to be transacted, it is in the public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reason for exception – Commercial Interests).

To determine quotes to replace vandalised play equipment and safety surfaces at Franklin Park (**Enclosed**).

13. Interim Staffing Cover Arrangements – Customer Services

RECOMMENDED:- *That in view of the special / confidential nature of the business to be transacted, it is in the public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reasons for exception – Personal Information / Legal Advice).*

To consider extending interim staffing arrangements for leave and sickness absence cover for the Customer Services Shop (**Enclosed**).

14. Termination of the Meeting



NOTE:

*CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.
EQUALITIES ACT 2010*

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;*
- advance equality of opportunity between different groups; and;*
- foster good relations between different groups*

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

MINUTES OF POLICY & RESOURCES COMMITTEE

THURSDAY 15th June 2017 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Parminder Basra, Gary Sanders, Darshan Singh and Robert Waterton.

Officers in Attendance: Darren Tilley, Executive Officer & Town Clerk.

There were no members of the public present at the meeting.

1. Apologies

Apologies for absence were received from Councillors Sharon Betts, Sam Maxwell and Phil Moitt.

2. Disclosures of Interest

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by Members.

3. Public Participation

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public at the meeting.

4. Minutes of the Meeting held 27th April 2017

The Minutes of the Meeting held on 27th April 2017 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 27th April 2017 be approved and signed by the Chairperson as a correct record.

5. Primary Care Services in Braunstone Town

The Committee received an update on the provision of primary care services in Braunstone Town and noted a petition organised by local residents in respect of local GP services (item 5 on the agenda).

RESOLVED

1. that the option of a representative of the Town Council attending a meeting of the East Leicestershire and Rutland Clinical Commissioning Group to raise concerns about the lack of provision

- and access to General Practitioner services be explored and actioned as appropriate;
2. that it be noted that a request to scrutinise the issue had been submitted to Blaby District Council's Scrutiny Commission, as circulated at Appendix 2 of the report;
 3. that Leicestershire County Council's Health Overview and Scrutiny Committee be formally requested to scrutinise East Leicestershire and Rutland Clinical Commissioning Group's response to the under provision of Primary Care Services across Braunstone Town and surrounding area, and specifically addressing:
 - a) capacity at Kingsway Surgery;
 - b) access at Forest House;
 - c) access to near-by surgeries within the Leicester CCG area; and
 - d) the potential for expansion of Thorpe Astley's Medical Facilities as an alternative to expansion at Warren Lane;
 and that a copy of the petition received by the Town Council in respect of Kingsway Surgery be forwarded to the Health Overview and Scrutiny Committee for consideration; and
 4. that a Press Release be issued, including the comments of the Deputy Leader, in respect of the action taken by the Town Council.

Reasons for Decision

1. *To raise the issue of under provision and lack of access to GP services directly with the governing body of the Clinical Commissioning Group, should this be possible, putting on record the community's concerns given the lack of response to the concerns previously raised and the unavailability of the Group's representatives to attend Policy & Resources Committee meetings.*
2. *The under provision and lack of access to primary care services was a matter of concern to local residents across Braunstone Town and the surrounding area, which was having a negative impact on community well-being.*
3. *The under provision and lack of access to primary care services was not being addressed and was becoming more acute, Leicestershire County Council under the Local Government and Health Act 2007 had a statutory scrutiny role of health services in its area and local residents indicated that it was a matter of high importance which needed to be addressed.*
4. *To reassure the community that positive action was being taken by the Town Council to represent the issues and concerns to the relevant public bodies.*

6. Internal Audit Report 2016/2017 and Internal Audit arrangements 2017/2018

The Committee received the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2017 and considered appointment of an Internal Auditor for 2017/2018 (item 6 on the agenda).

It was noted that Corporate Governance Sub-Committee had considered this item in depth at its meeting and had recommended approval of the report's

recommendations.

RESOLVED

1. that the observations of the Internal Audit be noted and that the recommendations for improvement, along with the proposed response, as set out in the Improvement Action Plan, be adopted; and
2. that North West Leicestershire District Council be requested to undertake the Town Council's Internal Audit for the Year Ending 31st March 2018.

Reasons for Decision

1. *To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.*
2. *To ensure arrangements were in place for compliance with Accounts and Audit Regulations.*

7. Annual Governance Statement 2016/2017

The Committee ensured sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2017 and recommended to Council adoption of the Annual Governance Statement 2016/2017 (item 7 on the agenda).

It was noted that Corporate Governance Sub-Committee had considered this item in depth at its meeting and had asked the Health & Safety Consultative Group to review fire safety and evacuation procedures for Mossdale Pavilion and Workshop and Shakespeare Pavilion; and in addition when reviewing the Business Continuity Plan to consider a mechanism for testing its application.

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL that the systems of internal control and management of risk be confirmed as sound and that Section 1, Annual governance statement 2016/17, of the Annual Return for the year ended 31st March 2017 be completed and submitted accordingly.

Reason for Decision

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and the assessment of risks facing the Council and associated mitigating measures, the Corporate Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect of the accounting statements for the year ended 31st March 2017, there were sound systems of internal control and management of risk.

8. Accounting Statements 2016/2017

The Committee received the End of Year Accounts for the financial year ended 31st March 2017 and recommended to Council adoption of the Accounting Statements 2016/2017 (item 8 on the agenda).

It was noted that Corporate Governance Sub-Committee had considered this item in depth at its meeting and had recommended approval of the report's

recommendations.

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL that Section 2, Accounting statements 2016/17, of the Annual Return for the year ended 31st March 2017 be completed and submitted accordingly.

Reason for Decision

The Corporate Governance Sub-Committee, having carried out an assessment of the effectiveness of the Council's financial arrangements, concluded that there were sound systems of internal control. The Internal Auditor, having reviewed the annual accounts, found the Accounting Statements to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.

9. Shakespeare Park – Improvement & Development

The Committee considered progress with the project and the business plan, including potential amendments to the planning application and application for external funding (item 9 on the agenda).

RESOLVED

1. that the revised site layout (attached at Appendix 1) and revised building elevations (attached at Appendix 2) be approved;
2. that delegated authority be given to the Executive Officer & Town Clerk to make amendments to the plans, which don't impact significantly on the project requirements, following consultation with the Shakespeare Park Improvement Project Working Group, and to submit a planning application to the District Planning Authority for approval; and
3. that revised timescales for the project (attached at Appendix 3) be adopted.

Reasons for Decision

1. *To accommodate the advice of planning officers in order to deliver a balance between a modern sustainable building, which was both affordable and functional.*
2. *To enable consultation with the sports clubs prior to submission of the planning application, in order to move the project onto the delivery stages.*
3. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

10. Facilities and Services at Thorpe Astley Community Centre

The Committee identified opportunities for using un-used rooms at Thorpe Astley Community Centre, improving the facilities for hirers and ensuring the sustainability of the Early Years Childcare and other regular hirers to ensure continued provision for the benefit of the local community in Thorpe Astley (item 10 on the agenda).

RESOLVED

1. that in the absence of functioning health services, the Treatment Room be considered for sub-letting to a commercial operator and that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to seek approval from the landlord, draw up the terms and conditions, invite expressions of interest and make arrangements to enter into a sub-letting agreement;
2. that in the absence of functioning health services, the Consultation Room be offered for use by the bar contractor for storage of bar equipment, glasses, drinks and snacks and that delegated authority be given to the Executive Officer & Town Clerk to make minor modifications to the room and put arrangements in place to accommodate the bar contractor;
3. that should the bar contractor take up the offer of using the Consultation Room, the offer of storage space for community group hirers be discontinued;
4. that in the event of 2 and 3 above, delegated authority be given to the Executive Officer & Town Clerk to make modifications to the kitchen at Thorpe Astley Community Centre, in order to accommodate cooking and food preparation;
5. that the bar contractor be offered the opportunity to trial, during the school summer holidays in 2017, operating a café and a bar service on Sundays from the Community Centre, and that delegated authority be given to the Executive Officer & Town Clerk to put in place the necessary operational arrangements, including with the relevant regulatory authorities;
6. that the terms of payment for the pre-school/early years contract approved on 23rd February 2017 (minute 76, 2016/2017), be amended from quarterly payment to monthly, bi-monthly or termly payments as agreed by the Executive Officer & Town Clerk;
7. that delegated authority be given to the Executive Officer & Town Clerk to enter into specific arrangements with the successful pre-school/early years childcare provider, Pop Up Care Clubs, to make ad-hoc use of other rooms and facilities at Thorpe Astley Community Centre and on Thorpe Astley Park; and
8. that delegated authority be given to the Executive Officer & Town Clerk to enter into specific arrangements with other hirers at Thorpe Astley Community Centre whose hire was affected by the new pre-school/early years childcare service.

Reasons for Decision

1. *To enable personal health and care services, such as a physiotherapist, chiropodist, dentist or hairdresser, to run services from the Treatment Room, while retaining the fixtures and fittings in the room in the event the NHS decide that they wish to make use of the room in the future.*
2. *To provide space for the operation of the bar facility and allow hirers to make use of both the bar and the kitchen, providing for greater flexibility in terms of the offer to hirers and centre users. Moving bar equipment into this room would be practical, since the room had*

electrical sockets and few fixtures and fittings. Although there was a potential need to accommodate a servery in the door, there would be limited impact upon the room itself, allowing the NHS, should they decide to do so, to make use of the space in the future.

3. *No community group had made use of the offer of storage space, since adoption of the arrangements by Policy & Resources Committee on 25th August 2016.*
4. *The Kitchen has no cooking facilities, unlike both kitchens at Braunstone Civic Centre, which presented practical difficulties to hirers particularly for large events and parties. The offer of cooking and food preparation facilities would be more attractive to potential users and hirers.*
5. *To trial the viability of a community social meeting point given the park and play facilities were available and used by many in the community on Sundays.*
6. *Pop Up Care Clubs had indicated that monthly payment rather than quarterly would be more sustainable given child care subsidies would not be received from the Government until later in the term and parents often pay their fees on a payment plan.*
7. *Pop Up Care Clubs had expressed an interest in running after school clubs and physical activities for which the Activity Room, Large Meeting Room, Changing Rooms and Park facilities would be required; providing flexible use of the facilities allows for the offer to be tailored to the needs of the community and assists with long term sustainability of services at the Centre.*
8. *Pop Up Care Clubs have expressed a desire to run after school clubs and provide early years care later in the afternoon, potentially impacting upon existing hirers who use the Centre late afternoon/early evening. In order to retain hirers and develop the services on offer, flexibility was required around room usage, payment and terms and conditions.*

11. Arrangements for payments for Facilities Hire by Standing Order and Direct Debit

The Committee considered arrangements for implementing payment for hire facilities by Standing Order and Direct Debit and for discounts on payments (item 11 on the agenda).

RESOLVED

1. that delegated authority be given to the Executive Officer & Town Clerk to make the appropriate arrangements with the Council's bank to allow for customer payments to be made by direct debit and standing order;
2. that those who opt to make regular payments for using the Council's facilities (including sports clubs) by direct debit or standing order be offered a 5% discount on the facility hire payments (the discount excludes bond and deposit payments and administrative charges); and
3. that delegated authority be given to the Executive Officer & Town Clerk to implement the promotional direct debit / standing order scheme alongside the new arrangements for regular hirers approved

by Policy & Resources Committee on 27th April 2017 (minute 97, 2016/2017 – resolutions 1 – 4).

Reasons for Decision

1. *To enable the necessary requests, application and processes to be implemented to enable payments to be made to the Council by direct debit and standing order.*
2. *To provide an incentive to customers/hirers to use more administratively efficient payment methods.*
3. *To ensure that at the point of implementing new hire arrangements for existing regular (and loyal) hirers, the hirer doesn't have to find additional monies making our offer less attractive and risking the loss of their business.*

12. Annual Survey 2017

The Committee considered and approved the Annual Survey for 2017 (item 12 on the agenda).

RESOLVED

1. that delegated authority be given to the Executive Officer and Town Clerk to finalise the presentation and formatting to the Annual Survey 2016;
2. that subject to 1 above, the Annual Survey 2017 (attached as Appendix 1) be approved and circulated;
3. that Citizens' Advisory Panel review the Town Council's approach to consultation and surveys.

Reasons for Decision

1. *To ensure that the document was finalised and presented for public consumption.*
2. *To enable the Town Council to review the effectiveness of its services and seek feedback on its forthcoming priorities.*
3. *To review whether the Town Council's current approach to consultation was enabling residents to engage and share their views in a timely and meaningful way.*

13. ROSPA Reports

The Committee received a report concerning the Annual ROSPA reports on Parks and Open Spaces and determined whether any action should be taken (item 13 on the agenda).

RESOLVED that repairs to the items noted above be undertaken immediately and a work programme for other medium priority items with a risk factor of 9 and above be approved for completion during the summer; with Medium priority items with a risk factor of 8 and below to be included in the Winter Works Programme 2017/2018.

Reason for Decision

To ensure that all Braunstone Town Council's play areas and equipment were maintained to a safe standard as recommended by ROSPA.

14. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2017 to 7th June 2017 (item 14 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

There were no issues of concern with the income and expenditure against the budget for 2017/2018.

15. Approval of Accounts

The Committee considered payments from 1st April 2017 until 7th June 2017 (item 15 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 1st April 2017 until 7th June 2017 be approved.

Reason for Decision

To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.

16. Termination of the Meeting

The meeting closed at 8.35pm.

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

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.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 24th August 2017.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 24th AUGUST 2017

Item 5 – Provision of Primary Care Services in Braunstone Town

Purpose

To receive an update on the provision of primary care services in Braunstone Town and to receive details of future plans for Kingsway Surgery from Practice Manager, Stephen Samson.

Background

On 15th June 2017, Policy & Resources Committee received an update on the provision of primary care services in Braunstone Town and noted a petition organised by local residents in respect of local GP services (minute 5).

During the Public Session of Council on 29th June 2017, a member of the public, Mrs Singh, addressed the Council concerning the petition she had organised concerning GP services at Kingsway Surgery. Mrs Singh and Councillor Aslam met the Practice Manager, Stephen Samson, at Kingsway Surgery and he reassured them of his commitment to improve services and arrangements at the surgery. Councillor Aslam advised that the Practice Manager was willing to speak to Councillors about future plans for Kingsway Surgery at a Council/Committee meeting and answer questions (Council minute 5555).

Progress Update

Leicestershire Health Overview and Scrutiny Committee

The Committee decided on 15th June that Leicestershire County Council's Health Overview and Scrutiny Committee be formally requested to scrutinise East Leicestershire and Rutland Clinical Commissioning Group's response to under provision of Primary Care Services across Braunstone Town and surrounding area, and specifically addressing:

- a) capacity at Kingsway Surgery;
- b) access at Forest House;
- c) access to near-by surgeries within the Leicester CCG area; and
- d) the potential for expansion of Thorpe Astley's Medical Facilities as an alternative to expansion at Warren Lane;

and that a copy of the petition received by the Town Council in respect of Kingsway Surgery be forwarded to the Health Overview and Scrutiny Committee for consideration (Minute 5, resolution 3).

A copy of the request was sent to Leicester Forest East Parish Council, due to the connections with Forest House surgery. On 4th August, a response was received stating that Leicester Forest East Parish Council "Members discussed your letter at their meeting in late July and agreed that they would like to support Braunstone

Town Council's request for the County Scrutiny body to consider health provision in Braunstone Town/LFE".

A response was received from Leicestershire County Council on 8th August to the Town Council's request, confirming that the meeting of the Health Overview and Scrutiny Committee on 6th September 2017 will have an agenda item on the Summary Plan for the Future of Primary Care Health Services in the North Blaby area of East Leicestershire Clinical Commissioning Group (ELR CCG) which will feature a report from Tim Sacks of ELRCCG.

The meeting is open to the public to attend and is being held at County Hall at 2:00pm.

Press Release

The Committee also decided on 15th June that a press release, including the comments of the Deputy Leader, be issued in order reassure the community that positive action was being taken by the Town Council to represent the issues and concerns to the relevant public bodies (minute 5, resolution 4).

A copy of the press release is attached at Appendix 1.

Blaby District Council Overview and Scrutiny

A request was also sent earlier in the year to Blaby District Council, in response to their invitation to submit ideas for scrutiny topics, to scrutinise the response of the relevant public bodies to under provision and lack of access to primary care services across Braunstone Town and the surrounding area, since it was a matter of concern to local residents which was having a negative impact on community well-being.

To date, the Town Council is waiting for a response on whether the request has been considered.

Clinical Commissioning Group Board Meetings

The Committee on 15th June decided to explore the option of a representative of the Town Council attending a meeting of the East Leicestershire and Rutland Clinical Commissioning Group to raise concerns about the lack of provision and access to General Practitioner services and action as appropriate (minute 5, resolution 1).

Given the Clinical Commissioning Group's agreement to address the Health Overview & Scrutiny at Leicestershire County Council concerning the matter, it has been deemed not necessary to pursue this option at the current time.

Kingsway Surgery

Kingsway Surgery published the following statement in the June edition of Braunstone Life:

“We would like to inform you of some important changes at Kingsway Surgery. Please be aware that Dr Gordon, Dr Martin and Dr Alexander will be leaving the practice on 13th June. We appreciate that this news may be unsettling for some of our patients and would like to assure you that your general practice services will continue as normal. Dr Ghosh will continue to operate at the surgery and additionally, Dr. Duru is joining Kingsway Surgery as a partner on 1st June. We also have contingencies in place including long-term cover, to help minimise possible disruption to services and to ensure you continue to receive a high standard of care. We would like to thank you for your patience during this time”.

On 25th May 2017 a copy of a petition, organised by Mrs. Satwant Kaur Singh and for the attention of the Practice Manager of Kingsway Surgery, was delivered to the Town Council's offices. The petition asks the Practice Manager to read through residents' concerns:

“As residents of Braunstone Town we are worried about our Surgery Doctors leaving. For some time we have been suffering about the services we have been offered, such as making appointments. Most of the residents complaints about by ringing in for the appointments, but not getting through, then waiting outside the surgery until it will open on first come first serve. Some elderly cannot come to the surgery and wait and then come back again for time allocated”.

“Last year three doctors left, now three of the most popular doctors are leaving. Most of the residents are very upset. We would like to know what is going on and what is going to happened to our Kingsway surgery”.

The petition had 151 signatories.

Following Council on 29th June 2017, where concerns of local residents were highlighted concerning access to General Practitioners at Kingsway Surgery, an invitation was sent to Stephen Samson, Practice Manager of Kingsway Surgery, to attend a meeting of the Town Council's Policy & Resources Committee to speak to Town Councillors about the surgery's future plans and to answer any questions.

Stephen Samson has accepted the invitation and will be in attendance at the meeting.

Action Requested

Consider the background and current position and determine whether any further action should be taken (as appropriate).



APPENDIX 1

PRESS RELEASE

GP SERVICES IN BRAUNSTONE TOWN

Since the Autumn of 2016, the Town Council has been working on behalf of concerned local residents representing their concerns to the NHS about issues of access and availability of General Practitioners at local GP surgeries.

The Council's Policy & Resources Committee first raised the issues of access to GP services in the Town with the Clinical Commissioning Group in October 2016 and it has been further discussed by the Committee in April and June, when the Clinical Commissioning Group was unable to send representatives. Due to the issues of access and availability becoming acute, the Committee has made representations to both County and District Councils for the issues to be considered by their scrutiny bodies. Leicestershire County Council has a formal role in scrutinising the provision of Health Services in its area.

Councillor Amanda Hack, Braunstone Town Council's Deputy Leader, stated that "I have raised the issues highlighted at Leicestershire County Council and with the Head of East Leicestershire and Rutland Clinical Commissioning Group. There have been problems in the area recruiting and training enough people for General Practice, which has been acknowledged; and there are plans to enable surgeries to share resources, although it is recognised that this would not have an impact in the short term". Councillor Hack added that "Braunstone Town Council has been working with the NHS for over 2 years to resolve capacity issues and bring into use the unused NHS facility at Thorpe Astley Community Centre, but the practice initially interested in running services from the site chose to walk away. However, I wish to reassure residents that the Town Council and Town Councillors are working hard representing residents' concerns to the appropriate authorities".

The Practice Manager of Kingsway Surgery has agreed to speak to Town Councillors about his plans for the surgery at the next meeting of the Policy & Resources Committee on Thursday 24th August at 7.30pm at Braunstone Civic Centre.

CONTACT INFORMATION

Councillor Amanda Hack, Deputy Leader of Braunstone Town Council

Darren Tilley, Executive Officer & Town Clerk

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BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 24th AUGUST 2017

Item 6 – Shakespeare Park - Improvement & Development

Purpose

To consider progress with the project and to determine the process for approving the contract specification and inviting tenders for the site and pavilion works.

Progress

On 15th June 2017 the Committee agreed a revised site layout and building elevations, subject to approval by the Working Group, along with revised timescales for the project (minute 9).

The Shakespeare Park Improvement Project Working Group met on 3rd July 2017 when it agreed that the revised plans and site layout meet the objectives of the project and with no final modifications agreed that the plans were ready for submission as a planning application.

The planning application was validated on 17th July 2017 and the deadline for consultation responses was Wednesday 8th August 2017. At the time of publication, a decision had not been made (the Planning Authority have until 11th September to make a decision). If any further information or a decision is issued prior to the meeting, this will be reported at the meeting.

Business Case and Plan

The business case summarises the project, providing the headline but factual information on why the project is needed, what it will achieve, how it will be funded and managed, what it will cost and what the outputs / outcomes will derive from it. Once complete, the document can be used as a “pitching” tool to perspective funders / supporters and will inform the community and sports clubs on what the project is designed to achieve.

The business plan provides additional detail to the business case and sets out how the project will be delivered and how the facilities will be operated. This document includes some element of the Business Case but sets out in more detail all the key components of how the project, new facility and ongoing programmes will be delivered, managed and sustained. The document will include financial planning, operating explanations, and what outputs / outcomes will be achieved.

Good progress has been made drafting the Business Case and Business Plan, however, there remains further detailed information to include relating mainly to do with funding and cost and future management arrangements. It is anticipated that both documents will be ready for approval by the end of September.

Funding

The funding application for Sport England's Community Asset Fund has been drafted and advice on the application content is being sought from Leicestershire & Rutland Sport. This funding stream offers up to £150,000, and it is hoped this will contribute towards funding the new pavilion facility. It is anticipated that the documentation will be ready for submission in September.

Next Stages and Timescales

On 25th August 2016, the Committee constituted a sub-committee made up of the elected members on the Working Group (Councillors Nick Brown, Amanda Hack and Sam Maxwell), which could meet to determine decisions which require Committee approval between scheduled meetings of Policy & Resources Committee. Such examples included, revising plans in order to meet Planning Conditions, considering and determining tenders, retendering where necessary and seeking further funding sources.

The Shakespeare Park Improvement Project Management Sub-Committee received delegated authority from Policy & Resources Committee to undertake the following between meetings of Policy & Resources Committee:

- i. to determine revisions to the design, layout and detailed proposals for all elements falling within the scope of the project, provided these are in accordance with the Council's Capital Plan, Budget, and the overall scope and direction for the project as approved by Policy & Resources Committee;
- ii. to determine the scope of tenders and contracts and to consider tenders and award contracts;
- iii. to approve applications to funding sources;
- iv. to approve the use of professional services where the Financial Regulations did not permit decisions under Officer Delegated Authority; and
- v. to determine interim changes to the timescales where these had a significant impact upon the delivery of the project, subject to further consideration at the next scheduled meeting of Policy & Resources Committee.

(Minute 31 2016/2017).

Therefore, the Shakespeare Park Improvement Project Management Sub-Committee will be able to make any modifications required to the planning application and approve the funding sources and timescales for the project. The Sub-Committee is also able to consider the tender process with a view to obtaining tenders for the works in October ahead of the next scheduled Policy & Resources Committee meeting. However, the Sub-Committee does not have delegated authority to approve the Business Case and Plan and given this document is emerging in tandem with progress in other areas of the project delivery, particularly the funding sources and requirements; it is recommended that delegated authority is also given to the Sub-Committee to approve and amend the Business Case and Plan, subject to further consideration at the next scheduled meeting of Policy & Resources Committee.

A revised indicative timetable is attached at Appendix 1.

Recommendations

1. that delegated authority be given to the Shakespeare Park Improvement Project Management Sub-Committee to approve and amend the Business Case and Plan, subject to further consideration at the next scheduled meeting of Policy & Resources Committee; and
2. that revised timescales for the project (attached at Appendix 1) be adopted.

Reasons

1. To ensure that the Business Case and Business Plan would incorporate detailed information relating to funding, cost and future management arrangements and that the documents could be adopted avoiding undue delay to the project.
2. To provide a guide for the progression of the project, which could be amended accordingly as appropriate.

APPENDIX 1 – TIMESCALES

The following is the proposed updated timescales for the project, taking into account assumptions in the report:

August 2017	<ul style="list-style-type: none"> • Working with Blaby District Council to identify further external funding sources, including sponsorship • Planning Approval
September 2017	<ul style="list-style-type: none"> • Approval by Sub-Committee of business case, funding and confirmation of tender process for site and building and timescales
October 2017	<ul style="list-style-type: none"> • Applications for Funding • Preparation of Building Regulation Application and Submission • Obtaining Estimates for Proposals for Pavilion/Car Park • Invitation to Quote for Playground and Tennis Courts Works • Policy & Resources Committee / Sub-Committee determine tenders and award contracts and consider funding arrangements
November 2017	<ul style="list-style-type: none"> • Tender Return • Lead in Period • Council consideration of Public Works Loan Board application • Exploring options around long term leases with Clubs
December 2017	<ul style="list-style-type: none"> • Closure of Tennis Courts for Plant • Commencement of Building Works on Pavilion
March 2018	<ul style="list-style-type: none"> • Commencement of works on Playground
April 2018	<ul style="list-style-type: none"> • Completion of works on Playground
November 2018	<ul style="list-style-type: none"> • Pavilion becomes fully operational • Demolition of Old Pavilion begins • Works on Car Park and Car Park extension • Commencement of work on Tennis Courts
January 2019	<ul style="list-style-type: none"> • Completion of work on Tennis Courts • Site becomes fully operational

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 24th AUGUST 2017

Item 7 – Personnel Policies Update

Purpose

To consider new, revised and updated personnel policies for consultation with staff.

Current Policies proposed for Revision

The Town Council currently has the following Personnel Policies, which are attached at Appendix 1:

- Absence Management – Appendix 1.1 (page 3),
- Disciplinary – Appendix 1.2 (page 12),
- Grievance – Appendix 1.3 (page 16).

The Absence Management Policy was adopted in June 2010. Both the Disciplinary and Grievance Policies pre-date 2010. Given recent changes in employment legislation and to ensure consistency between the policies and the employment contracts approved in July 2015, these policies have been reviewed by the Town Council's Management and Human Resources Advisor taking into account good practice and experience and a need to clarify their purpose and the procedures.

The proposed updated and revised policies are attached at Appendix 2:

- Absence Management – Appendix 2.1 (page 20),
- Disciplinary – Appendix 2.2 (page 28),
- Grievance – Appendix 2.3 (page 32).

Proposed New Policies

Given the modern working environment, duties of care, and the need to ensure good governance and high standards of conduct in public office in an era where public confidence in public bodies has been dented, the Town Council's Management and Human Resources Advisor, have reviewed areas which could benefit from clarity in the form of a policy as follows:

- Internet Use – Appendix 3.1 (page 36),
- Lone Working – Appendix 3.2 (page 40),
- Officer Code of Conduct – Appendix 3.3 (page 43), and
- Whistle Blowing – Appendix 3.4 (page 47).

Retirement Policy

Changes in employment legislation and regulations mean that employers can no longer require employees to retire when they reach a certain age. Employees with six months continuous employment, are able to request an adjustment to their working hours under certain circumstances and the circumstances and process is set out in the employment contracts implemented in 2015. These flexible working

regulations in effect make the Retirement Policy obsolete. Therefore, it is proposed for deletion. The current Retirement Policy is attached at Appendix 4 (page 50).

Timescales

It is proposed to hold a consultation with staff and Councillors on the proposed new, revised and updated personnel policies between Friday 1st September and Monday 2nd October at 12noon. Following adoption by Policy & Resources Committee on 26th October, it is proposed the decision take effect from Monday 30th October.

Recommendations

1. That the proposed revised personnel policies:
 - Absence Management (Appendix 2.1),
 - Disciplinary (Appendix 2.2), and
 - Grievance (Appendix 2.3)be approved for consultation with staff and Councillors;
2. that the proposed new personnel policies:
 - Internet Use (Appendix 3.1),
 - Lone Working (Appendix 3.2),
 - Officer Code of Conduct (Appendix 3.3), and
 - Whistleblowing (Appendix 3.4)be approved for consultation with staff and Councillors;
3. that the principle of deleting the Council's Retirement Policy (Appendix 4) be approved, subject to consultation with staff and Councillors;
4. that delegated authority be given to the Executive Officer & Town Clerk to undertake the consultations (listed in 1-3 above); and
5. that the timetable for the consultations (listed in 1-3 above) be as follows:
 - prior to Friday 1st September documents to be circulated to all staff and available for Councillors,
 - Consultation Period, including consultation meetings with staff: Friday 1st September – Monday 2nd October at 12noon,
 - Thursday 26th October, Policy & Resources Committee meets to consider and adopt final policies,
 - Monday 30th October 2017 (proposed) New and Revised Policies take effect.

Reasons

1. To update existing personnel policies in line with legislation, good practice and experience and to clarify their purpose and the procedures.
2. To enable consideration of new policies to address issues which arise in the modern working environment and to ensure good governance and high standards of conduct in public office.
3. To recognise that flexible working regulations in effect make the Retirement Policy obsolete.
4. To fully engage staff and Councillors with the context for the proposed changes and to seek views on alternative models.
5. To enable staff and Councillors to identify any issues or gaps in the proposals, which may impact upon implementation and to set clear and realistic timescales to avoid any unnecessary delay with implementation.

BRAUNSTONE TOWN COUNCIL

ABSENCE MANAGEMENT POLICY
ADOPTED JUNE 2010

1. Introduction

Braunstone Town Council values the contribution of its staff in the delivery and maintenance of quality services to the community. So, when any employee is unable to be at work for any reason, that contribution is missed. Whilst recognising that employees may be prevented from attending work through ill health, the Council has a duty to maintain service delivery and minimise disruption. The Council is therefore committed to managing attendance and sickness absence.

This Absence Policy explains:-

- What we expect from Responsible Managers and employees when handling absence
- How we will work to reduce levels of absence to no more than 4 days per employee per year.

This policy has been written after consultation with employee representatives. We welcome the continued involvement of employees in implementing this policy.

2. Key Principles

The Town Council's Absence Policy is based on the following principles:

- i) As a responsible employer we undertake to provide payments to employees who are unable to attend work due to sickness. (NJC National Agreement 'The Green Handbook').
- ii) Regular, punctual attendance is an implied term of every employee's contract of employment – we ask each employee to take responsibility for achieving and maintaining good attendance.
- iii) We will support employees who have genuine grounds for absence for whatever reason. This support includes:
 - a) 'special leave' for necessary absences not caused by sickness
 - b) A flexible approach to the taking of annual leave
- iv) Consider suggestions made in any Fit Note submitted by an employee's GP to facilitate, where possible, the ongoing employment, or the prompt return to work of the employee.
- v) We will use an occupational health advisor or GP, where appropriate, to:
 - a) Help identify the nature of an employee's illness
 - b) Advise the employee and their Responsible Manager on the best way to improve the employee's health and wellbeing.
- vi) The Town Council's disciplinary procedures will be used if an explanation for absence is not forthcoming or is not thought to be satisfactory, or for any unauthorised absence.
- vii) We respect the confidentiality of all information relating to an employee's sickness. This policy will be implemented in line with all data protection legislation and the Access to Medical Records Act 1988.
- viii) Sickness absence will be dealt with in a way that is non-discriminatory and in accordance with the Council's Equal Opportunities Policy. Employees will be

dealt with consistently and the sickness absence procedures will be fairly applied across the Council.

3. Procedures for Notification of Absence

If an employee is going to be absent from work they should speak to their Responsible Manager or the Executive Officer & Town Clerk within an hour of their normal start time. They should also:-

- Give a clear indication of the nature of the illness, and
- A likely return date

If you are unable to report for duty through illness or injury you should contact your Responsible Manager or the Executive Officer & Town Clerk on your first normal working day of absence. To avoid any delay this must be by telephone, if possible, before you are due to work and definitely within one hour of your normal start time.

If, due to an emergency, you are unable to contact your Responsible Manager or the Executive Officer & Town Clerk personally, you must ensure that someone on your behalf contacts them within the time limits as stated above. Failure to inform the Responsible Manager of absence without good reason may lead to the absence from work being considered as unauthorised, resulting in loss of pay and possible disciplinary action.

To enable cover to be arranged for your absence, wherever possible you should try to give an indication as to whether you feel your absence will be short term, ie a day or two, or longer. If after your initial contact with your Responsible Manager/Executive Officer & Town Clerk it becomes apparent that you will not be able to return as you originally indicated, you should contact them again as early as possible to inform them that your absence is likely to be prolonged.

An employee may not always feel able to discuss their medical problems with their Responsible Manager. Managers will be sensitive to individual concerns and make alternative arrangements, where appropriate. For example, an employee may prefer to discuss health problems with a person of the same sex.

If an employee or Responsible Manager believes that ill health or injury has been caused at work, the employee should complete the Council's Accident Report Form as soon as possible.

4. Evidence of Incapacity

For any absence of up to seven days (including Saturday, Sunday and Bank Holidays) you are required to complete an Absence Declaration and Return to Work Form. For any absence that exceeds seven days you will be required to submit a Fit Note, which is only obtainable following a consultation with your general practitioner.

To ensure that all of your absence is certified if it lasts longer than seven days, you will be required to visit your general practitioner on the eighth day of absence or earlier. Any period of absence not certified by a self certificate or a Doctor's Fit Note will be treated as unauthorised absence. Your entitlements during any absence due to sickness or injury are as set out in the NJC Agreements referred to above, particularly in Part 2, paragraph 10 of that agreement.

If absence is likely to be protracted, ie more than four weeks continuously, there is a shared responsibility for the Council and the employee to maintain contact at agreed intervals.

If an employee is sick during periods of annual leave, this leave may be re-instated if a Fit Note signed by a GP is provided. If an employee fails to produce a doctor's Fit Note, they shall be deemed to be on annual leave and not on sick leave.

5. Return to Work Discussions

Managers will discuss absences with employees when they return to work to establish:-

- The reason for, and cause of absence
- Anything the Manager or Council can do to help
- That the employee is fit to return to work

For absences exceeding 7 calendar days you must submit a Fit Note covering the period of absence.

Where the period of absence exceeds 14 days you must submit to the Responsible Manager or Executive Officer & Town Clerk upon your return to work a medical certificate confirming an acceptable return to work date, or statement of fitness to resume work from your doctor.

6. A More Formal Review will be triggered by:-

- Frequent short-term absences
- Long term absence

This review will look at any further action required to improve the employee's attendance and wellbeing. These trigger points have been agreed by the Council in consultation with employees and are available from the Executive Officer & Town Clerk.

7. Absence due to Disability / Maternity

Absences relating to the disability of an employee or to pregnancy will be kept separate from sickness absence records.



BRAUNSTONE TOWN COUNCIL

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BRAUNSTONE TOWN COUNCIL

ABSENCE DECLARATION AND RETURN TO WORK FORM

This form must be completed and signed by members of staff following each episode of sickness / unauthorised absence (usually during the first day back or at least within three days of return to work) and countersigned by your Responsible Manager/Executive Officer & Town Clerk.

For absences exceeding 7 calendar days the member of staff must also provide a medical certificate.

For absences exceeding 14 days the member of staff must also provide to the Executive Officer & Town Clerk upon their return to work a medical certificate confirming an acceptable return to work date or statement of fitness to resume work from their doctor.

The form will be held on the staff member’s personal file. Details of dates and periods of sickness only will be recorded as part of the Council’s procedures for monitoring absence

Date of discussion:			
Method of Discussion:		Face to Face <input type="checkbox"/>	Telephone <input type="checkbox"/>
Full Name of Employee:			
First Day of Absence:		Last Day of Absence:	
Total Number of consecutive Days' Absence			
I attach a GP's Fit Note <i>(For periods of Absence exceeding 7 days only)</i>		<input type="checkbox"/> <i>(please tick)</i>	
I attach a Statement of Fitness to Resume Work <i>(For periods of Absence exceeding 14 days only)</i>		<input type="checkbox"/> <i>(please tick)</i>	
Absence due to not being able to cover shift for work		<input type="checkbox"/> <i>(please tick)</i>	
Reason for Absence: <i>(please state any illness or symptoms, or describe any injury or other incapacity)</i>			
Has the employee been updated on any issues that occurred during his/her absence?		<input type="checkbox"/>	
If the period of absence has been long term does the employee require any retraining?		<input type="checkbox"/>	
Was your sickness caused by an accident at work or an industrial disease? YES / NO			
If YES, please indicated date that reported to Town Council			
<i>I declare that during the period of sickness absence, which I have stated above, I have not worked or taken part in any activities not consistent with the reason(s) for absence, and that the information given by me is correct.</i>			

APPENDIX 1.1

I hereby agree to the Town Council recording the reasons for my sickness absence which will be treated confidentially and will not be disclosed to any third party without my specific permission.

SIGNED (Member of Staff)		DATED	
COUNTERSIGNED (Responsible Manager/Executive Officer)		DATED	

TO BE COMPLETED BY RESPONSIBLE MANAGER / EXECUTIVE OFFICER & TOWN CLERK

Has the employee met the Council's trigger points in the last rolling 12 month period?

YES NO

If YES, arrange an Absence Review Meeting with the Executive Officer & Town Clerk

The Council will use trigger points to indicate that a particular employee's pattern of absence has reached a point where there may be a cause for concern and need to investigate. This is necessary to ensure consistency. The triggers may be reviewed and amended if considered appropriate by the Council. The triggers will be as follows:-

Where, in any rolling 12 months, any of the following criteria are met:

- 10 days or more absence due to illness (even if certified or medically certified)
- 3 or more separate periods of absence
- A pattern of absence (eg regular Fridays and Mondays)
- Continuous absence of more than 20 working days.

DATE / TIME OF ABSENCE REVIEW MEETING
(Employees must be given five days' notice)



BRAUNSTONE TOWN COUNCIL

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BRAUNSTONE TOWN COUNCIL
ABSENCE REVIEW MEETING (FIRST / SECOND / THIRD STAGE)

To be carried out by the Executive Officer & Town Clerk (Or the Town Mayor in the event of the Executive Officer & Town Clerk’s absence) An employee may choose to be represented by a work colleague, friend or recognised employee representative without or be without representation at any or all stages of the Procedure.

This form will be kept on staff member’s personal file for 6 months.

Date of discussion:	
Full Name of Employee:	
Position:	
<p>Trigger Point for Absence Review Meeting:</p> <p>Where, in any rolling 12 months, any of the following criteria are met:</p> <ul style="list-style-type: none"> • 10 days or more absence due to illness (even if certified or medically certified) <input type="checkbox"/> • 3 or more separate periods of absence <input type="checkbox"/> • A pattern of absence (eg regular Fridays and Mondays) <input type="checkbox"/> • Continuous absence of more than 20 working days. <input type="checkbox"/> 	
<p>Dates of Absences in last rolling 12 month period: (Or in the case of the Second or Third Stage Review, the dates of absences since the first Absence Review Meeting)</p>	
<p>In the case of a Second Stage Review Meeting, has the actions and targets agreed at the first Absence Review Meeting been met? YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>Executive Officer & Town Clerk to explain purpose of the Review:</p> <p>a) Establish the current position in relation to the employees’ health</p> <p>b) Indicate concern about the employee’s attendance record</p> <p>c) Ascertain what steps the employee and/or employer can take to improve attendance</p> <p>d) Consider and address, if appropriate, any occupational or domestic problems raised by the employee affecting the employee’s health or welfare.</p> <p>e) Ask the employee to consult their GP (eg if treatment is needed)</p> <p>f) Consider suggestions made in any Fit Note submitted by an employee’s GP to facilitate, where possible, the ongoing employment, or the prompt return to work of the employee.</p> <p>g) Where there is any indication, either from the employee or from the Responsible Manager, that there may be an underlying medical condition, the employee must be referred in the first instance to the Council’s Occupational Health Service and/or a report sought from the employee’s GP or specialist. In cases where there is no apparent underlying medical condition, this process may still be followed.*</p> <p>h) Set targets to reduce absence over a period of time (this will always occur where there is no underlying</p>	

medical condition)

i) A further meeting will be arranged to review progress at the end of the agreed timescales. If there has been an improvement, no further action will be taken.

j) Monitor future absence

k) Inform the employee that absence is being monitored

l) If there is insufficient improvement in the employee's sickness absence record, a final review meeting will be held by the Executive Officer & Town Clerk – The employee will be given at least 10 days' notice of the meeting.

m) Take no action if appropriate

n) File record of interview to be kept on file

ACTIONS AGREED (including timescales): To be notified to the employee within five working days of the meeting.

I understand that this information will be used for the purposes of recording and monitoring sickness absence

SIGNED (Member of Staff)		DATED	
COUNTERSIGNED (Executive Officer & Town Clerk)		DATED	

**The employee's consent will be obtained prior to referral. (Note: Under the Access to Medical Reports Act 1988, an employee has the right not to consent to medical information being obtained from his/her GP. However, she/he should be aware that not granting consent may delay and detract from a well-informed decision being reached by the Town Council in dealing with incidents of absence. If action is taken against absenteeism it may still be necessary for a decision to be taken based on information available through Occupational Health or other nominated medical practitioner).*



BRAUNSTONE TOWN COUNCIL

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BRAUNSTONE TOWN COUNCIL
FINAL ABSENCE REVIEW MEETING

To be carried out by the Executive Officer & Town Clerk (Or the Town Mayor in the event of the Executive Officer & Town Clerk’s absence)

An employee may choose to be represented by a work colleague, friend or recognised employee representative without or be without representation at any or all stages of the Procedure.

This form will be kept on staff member’s personal file for 6 months.

Date of discussion:		
Full Name of Employee:		
Position:		
Dates of Absence Review Meetings:		
Date of Occupational Health Service or GP’s Report		
Dates of absences since the Absence Review Meeting:		
Review Actions Agreed at last meeting:		
a) Have offers of alternative types of employment for the employee been considered by management, whether or not an offer has been made?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b) Have reasonable adjustments been made to facilitate the ongoing employment of the employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
c) Has the employee been sufficiently consulted about his/her problem and prospects in the light of his/her interest and the Council’s interests, including the possibility of dismissal?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
d) Has the information received from the Employee’s GP and / or Occupational Health Advisor been considered?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
e) Has the employee been consulted and given an opportunity to give his/her own views on the matter since medical advice has been received?		
f) Have all aspects of the matter relevant to a decision to dismiss been investigated and considered?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
g) Can a reasonable employer be expected to wait any longer for the	YES <input type="checkbox"/>	NO <input type="checkbox"/>

APPENDIX 1.1

employee's attendance record to improve, bearing in mind the interests of the Council, the position of the employee holds and the need to be fair to him/her?		
h) Has the employee been consulted as the final step in the procedure?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
i) In the instances of ill health dismissal, the employee has the right of appeal in accordance with the Council's Disciplinary Procedures.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
j) An employee may choose to be represented by a work colleague, friend or recognised employee representative without or be without representation at any or all stages of the Grievance Procedure.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
k) Any employee who feels aggrieved at the way their absence has been dealt with may follow the Town Council's Grievance Procedures.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<p>ACTIONS AGREED To be notified to the employee within five working days of the meeting.</p> <p>Dismissal</p> <p>Other (Please give details)</p>		
SIGNED (Member of Staff)		DATED
COUNTERSIGNED (Executive Officer & Town Clerk)		DATED

BRAUNSTONE TOWN COUNCIL

DISCIPLINARY PROCEDURE

1. PURPOSE OF SCOPE

- 1.1. As a first step towards resolving any problems that may arise in relation to the conduct, capability, attendance and job performance of employees, every effort will be made to ensure that the individual concerned is offered appropriate support, counselling and assistance. Unsatisfactory performance (or capability) may require different treatment from misconduct and the following procedures allow for this.
- 1.2 It is the intention of Braunstone Town Council's Disciplinary Procedure to ensure that the standards required of employees in these areas are maintained and improved.
- 1.3 The procedure aims to provide fair means of dealing with any failure to observe these standards.
- 1.4 The aim is to ensure consistent and fair treatment for all, ensuring that all employees are aware of the standards that are expected of them and the rules with which they are required to conform.
- 1.5 This procedure applies to all employees. In the case of disciplinary action against the Executive Officer & Town Clerk, the words 'Executive Officer & Town Clerk' should be replaced by 'Town Mayor' in the following procedures.

2. CORE PRINCIPLES

- 2.1 Informal action will be considered, where appropriate to resolve problems.
- 2.2 No disciplinary action will be taken against an employee until the case has been fully investigated.
- 2.3 For formal action the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made at a disciplinary meeting.
- 2.4 Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting.
- 2.5 At all stages of the procedure the employee will have the right to be accompanied by a trade union representative, or work colleague.
- 2.6 No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.
- 2.7 An employee will have the right to appeal against any disciplinary action.
- 2.8 The procedure may be implemented at any stage if the employee's alleged misconduct warrants this.

3. THE PROCEDURE

3.1 Informal Action

3.2 The Council recognises that cases of minor misconduct or unsatisfactory performance are usually best dealt with informally by the Executive Officer & Town Clerk.

3.3 The informal approach may be particularly helpful where problems can be dealt with quickly and confidentially.

3.4 There will, however, be situations where matters are more serious or where an informal approach has been tried but isn't working.

3.5 If informal action doesn't encourage improvement, or the misconduct or unsatisfactory performance is considered to be too serious to be classed as minor, the Executive Officer & Town Clerk should provide employees with a clear signal by taking formal action and the following procedures will be used:-

3.6 First stage of formal procedure

This will normally be either:

- an improvement note for unsatisfactory performance if performance does not meet acceptable standards. The Executive Officer & Town Clerk will set out the performance problem, the improvement that is required, the timescale, any help that may be given and the right of appeal. The individual will be advised that it constitutes the first stage of the formal procedure. A record of the improvement note will be kept for six months, but will then be considered spent – subject to achieving and sustaining satisfactory performance

or

- a first warning for misconduct if conduct does not meet acceptable standards. This will be in writing. The Executive Officer & Town Clerk will set out the nature of the misconduct and the change in behaviour required and the right of appeal. The warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning will be kept, but it will be disregarded for disciplinary purposes after a specified period (eg, six months).

3.7 Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve performance during the currency of a prior warning, a final written warning may be given to the employee by the Executive Officer & Town Clerk. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will refer to the right of appeal. A copy of this written warning will be kept by the Executive Officer & Town Clerk but will be disregarded for disciplinary purposes after twelve months subject to achieving and sustaining satisfactory conduct or performance.

3.8 Dismissal or other sanction

If there is still further misconduct or failure to improve performance the final step in the procedure may be dismissal or some other action short of dismissal such as demotion or disciplinary suspension. Dismissal decisions can only be taken by the Council's Employing Committee made up of three Members of the Council, and the employee will be provided in writing with reasons for dismissal, the date on which the employment will terminate, and the right of appeal.

If some sanction short of dismissal is imposed, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal. A copy of the written warning will be kept by the Executive Officer & Town Clerk but will be disregarded for disciplinary purposes after twelve months subject to achievement and sustainment of satisfactory conduct or performance.

4. GROSS MISCONDUCT

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

- theft or fraud
- physical violence or bullying
- deliberate and serious damage to property
- serious misuse of the Council's property or name
- deliberately accessing internet sites containing pornographic, offensive or obscene material
- serious insubordination
- unlawful discrimination, harassment or victimisation
- discrimination by association
- bringing the organisation into serious disrepute
- serious incapability at work brought on by alcohol or illegal drugs
- causing loss, damage or injury through serious negligence
- a serious breach of health and safety rules
- a serious breach of confidence
- A serious breach of security
- Acceptance of any fee or reward during the course of an employee's duties other than his/her remuneration.

4.2 If an employee is accused of an act of gross misconduct, the Executive Officer & Town Clerk may decide to suspend them from work on full pay (normally for no more than five working days) while the alleged offence is investigated. If, on completion of the investigation and the full disciplinary procedure, the Employing Committee is satisfied that gross misconduct has occurred, the result will normally be summary dismissal without notice or payment in lieu of notice.

5. APPEALS

5.1 An employee who wishes to appeal against any disciplinary decision must do so in writing to the Executive Officer & Town Clerk within five working days of being notified of the decision.

5.2 An Appeals Committee made up from three Members of the Council will hear appeals. The Appeals Committee will exclude any members previously involved in the case. The Committee will be advised by a competent independent person.

- 5.3** At the appeal any disciplinary penalty imposed will be reviewed.
- 5.4** Employees have the right to be accompanied at the appeal meeting.
- 5.5** The decision of the Appeals Committee shall be final and the Committee shall confirm or reject the disciplinary action or substitute any other penalty at their discretion. The employee will be advised in writing of the decision within five days.
- 5.6** The employee shall be advised of his/her rights of appeal to an industrial tribunal in the event of dismissal.

BRAUNSTONE TOWN COUNCIL

GRIEVANCE POLICY

The Council recognises the need for a fair, speedy and consistent process for any employee of the Council to raise a grievance in connection with their employment and will seek to resolve any matters arising from such a procedure.

GRIEVANCE PROCEDURE

1. Informal Stage

1.1 An employee should first raise their grievance verbally or in writing with the Executive Officer & Town Clerk. The Executive Officer & Town Clerk will attempt to resolve the matter by informal discussion and respond to the employee as soon as possible, within five working days at a maximum. The response will be in writing. The response and a note of any verbal grievance will be kept on file.

1.2 It is expected that most grievances will be resolved at the informal stage and it may be necessary to repeat the procedure to reach a satisfactory conclusion for all concerned.

1.3 Where it becomes evident that the matter cannot be resolved informally, an employee can instigate the formal procedures.

2. Formal Stage

Step 1

STATEMENT OF GRIEVANCE

2.1 The employee must set out the grievance in writing and send the statement or a copy of it to the Executive Officer & Town Clerk. They should stick to the facts and avoid language that is insulting or abusive.

2.2 In the case of a grievance raised by the Executive Officer & Town Clerk, the words 'Executive Officer & Town Clerk' should be replaced by 'Town Mayor' in these procedures.

2.3 In the event of a grievance against the Executive Officer & Town Clerk an employee may raise the matter with the Town Mayor. Again in these circumstances the words 'Executive Officer & Town Clerk' should be replaced by 'Town Mayor'.

Step 2

MEETING

2.4 The Executive Officer & Town Clerk must invite the employee to attend a meeting to discuss the grievance within five working days if possible.

2.5 The meeting must not take place unless:-

- the employee has set out the grievance in writing to the Executive Officer & Town Clerk.

- the Executive Officer & Town Clerk has had a reasonable opportunity to consider a response to that information.

- 2.6** The employee must take all reasonable steps to attend the meeting.
- 2.7** After the meeting, the Executive Officer & Town Clerk must inform the employee of the decision as to their grievance and notify the employee of the right of appeal against the decision if they are not satisfied with it.
- 2.8** The employee has the right to be accompanied by a colleague or trade union representative at this meeting if he/she makes a reasonable request.

Step 3
APPEAL

- 2.9** If the employee is unhappy with the decision they should inform the Executive Officer & Town Clerk within five days of their wish to appeal. The Council must then invite them to attend a further meeting.
- 2.10** An Appeals Committee made up from three Members of the Council will hear appeals.
- 2.11** After the appeal meeting, the employer must inform the employee of their final decision in writing.
- 2.12** Employees have the right to be accompanied at the appeal meeting.
- 2.13** The decision of the Appeals Committee shall represent the final stage of this Grievance Procedure.

BRAUNSTONE TOWN COUNCIL

**PROCEDURE FOR HEARINGS BY THE STAFF DISCIPLINARY
AND GRIEVANCE COMMITTEES**

1. INTRODUCTION

The Employing Committee and Appeals Committee have delegated authority to determine matters in relation to the appeal stage of the Grievance Policy and also to the Dismissal and Appeals stage of the Disciplinary Policy.

At such a hearing the Committee is acting in a quasi-judicial capacity and must observe the principle of natural justice. This does not require the formality of a Court of Law but:-

- (i) there needs to be a proper procedure (see below)
- (ii) the member of staff must be able to present their case and to question the employer either directly or through their representative
- (iii) members of the Committee should be present throughout the hearing and remain until a decision is reached.

2. APPEALS

The opportunity to appeal against a disciplinary decision is essential to natural justice, and appeals may be raised by employees on any number of grounds, for instance new evidence, undue severity or inconsistency of the penalty. The appeal may either be a review of the disciplinary sanction or a re-hearing depending on the grounds of the appeal.

The records and notes of the original meeting will be made available for all concerned. In addition to the procedures set out below the employee should state why he or she is appealing.

3. ROLE OF THE PARTIES

Any employee of the Council attending such a hearing may be accompanied by a representative of the trade union to which they belong (who may or not be a work colleague), or by a work colleague, friend or advisor not acting in a legal capacity. The employee should advise the Council who their representative is to be. Whilst the representative can speak at the meeting and ask questions, he or she cannot answer for the employee. The officer representing the Council should be the person who took the decision which gives rise to the hearing. Another person may also be required to act as the Committee's advisor on procedural matters.

4. PROCEDURE

A written submission will be prepared by the member of staff and made available to Committee members prior to the hearing. Other relevant documentation relating to the hearing will be supplied by the Council representative.

The general principles applying to the procedure are as follows:-

- (a) The Council's representative should state their first case.
- (b) The member of staff or their representative should then be able to put any questions they may have to the Council's representative.
- (c) The Committee should then be able to put any questions they have to the Council's representative.
- (d) The member of staff or their representative should then put their case.
- (e) The Council's representative should then be able to put any questions they have to the member of staff or their representative.
- (f) The Committee can then ask questions of the member of staff or their representative.
- (g) The Council's representative then sums up the Council's case.
- (h) The member of staff or their representative sums up their case.
- (i) The parties withdraw and the Committee reaches its decision.
- (j) The Committee may confirm, amend or reject the original decision.



BRAUNSTONE TOWN COUNCIL

ABSENCE MANAGEMENT POLICY & PROCEDURE

Purpose and Scope

1. Braunstone Town Council values the contribution of its staff in the delivery and maintenance of quality services to the community. So, when any employee is unable to be at work for any reason, that contribution is missed. Whilst recognising that employees may be prevented from attending work through ill health, the Council has a duty to maintain service delivery and minimise disruption. The Council is therefore committed to managing attendance and sickness absence.
2. This Absence Policy explains what we expect from Managers and employees when handling absence.
3. This policy applies to all employees of Braunstone Town Council, including temporary and casual employees. This policy is not applicable to volunteers or agency workers.

Principles

4. As a responsible employer we undertake to provide payments to employees who are unable to attend work due to sickness. (NJC National Agreement 'The Green Handbook').
5. Regular, punctual attendance is part of employment contracts. Each employee should take responsibility for achieving and maintaining good attendance.
6. The Town Council will support employees who have genuine grounds for absence for whatever reason. This support includes:
 - a) 'special leave' for necessary absences not caused by sickness;
 - b) reasonable unpaid time off for dependents; and
 - c) a flexible approach to taking annual leave and time off in lieu.
7. Consider suggestions made in any Fit Note submitted by an employee's GP to facilitate, where possible, the ongoing employment, or the prompt return to work of the employee.
8. Medical advice (including a consultant) will be used, where appropriate, to:
 - a) help identify the nature of an employee's illness;
 - b) advise the employee and the Council/management on the best way to improve the employee's health and wellbeing and make reasonable adjustments to help accommodate them.

APPENDIX 2.1

9. The Town Council's disciplinary procedures will be used if an explanation for absence is not forthcoming or is not thought to be satisfactory, or for any unauthorised absence.
10. We respect the confidentiality of all information relating to an employee's sickness. This policy will be implemented in line with all data protection legislation and the Access to Medical Records Act 1988.
11. Sickness absence will be dealt with in a way that is non-discriminatory and in accordance with the Council's Equal Opportunities Policy. Employees will be dealt with consistently and the sickness absence procedures will be fairly applied across the Council.

Procedures for Notification of Absence

12. Employees should report all accidents immediately, or as soon as possible, to the line manager; or whoever is deputising in their absence.
13. In the event of time off due to illness notification should be given ideally before the start time, or as soon as possible during the first day of incapacity.
14. Notification should be given by telephoning Reception/Customer Service Desk at Braunstone Civic Centre (an answerphone is available). The Duty Officer / Customer Service Advisor will inform the employee's Line Manager.
15. Text messages or posts on Social Media does not count as notification and will not be acceptable.
16. Employees on a shift rota for the first shift of the day will need to contact the responsible manager on the telephone number issued to them (an answerphone is available).
17. In notifying their absence, an employee should:
 - a) give a clear indication of the nature of the illness, and
 - b) a likely return date.The employee, having notified their absence, may choose to provide this information to their Line Manager; the employee should indicate this and either call back to speak to their Manager or the Manager will call the employee to discuss.
18. If, due to an emergency, you are unable to telephone the Town Council personally, you must ensure that someone telephones on your behalf.
19. Failure to notify the Council of absence without good reason, or to follow the procedure set out above, may lead to the absence from work being considered as unauthorised, resulting in loss of pay and possible disciplinary action.
20. If after your initial contact, it becomes apparent that you will not be able to return as you originally indicated, you should contact your Line Manager as early as possible to inform them that your absence is likely to be prolonged.

21. If an employee or Manager believes that ill health or injury has been caused at work, the employee should complete the Council's Accident Report Form as soon as possible.

Evidence of Incapacity

22. Employees need to complete a Council Sickness Self-Certification Form from day one of the period of sickness absence.
23. If an employee or Manager believes that ill health or injury has been caused at work, the employee should complete the Council's Accident Report Form as soon as possible.
24. For any absence of up to seven days (including Saturday, Sunday and Bank Holidays) you are required to complete an Absence Declaration and Return to Work Form.
25. A GP's Statement of illness is required after seven consecutive day's absence.
26. Any period of absence not certified by a self-certificate or a Doctor's Fit Note will be treated as unauthorised absence.
27. 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.
28. There is a shared responsibility for the Council and the employee to maintain contact at agreed intervals.

Sick Pay and Leave

29. Your entitlements during any absence due to sickness or injury are as set out below:

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).

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

30. If an employee is sick during periods of annual leave, this leave may be re-instated if a Fit Note signed by a GP is provided and the employee can be contacted. If an employee fails to produce a doctor's Fit Note, they shall be deemed to be on annual leave and not on sick leave.

Return to Work Discussions

31. Managers will discuss absences with employees when they return to work to establish:-
- a) the reason for, and cause of absence;
 - b) anything the Manager or Council can do to help; and
 - c) that the employee is fit to return to work.
32. For absences exceeding 7 calendar days you must submit a Fit Note covering the period of absence.
33. A formal review meeting will be triggered by:-
- a) Frequent short-term absences;
 - b) Long term absence.
- This review will look at any further action required to improve the employee's attendance and wellbeing.
34. The Council will use trigger points to determine whether a particular employee's pattern of absence has reached a point where a formal review meeting is required. This is necessary to ensure consistency. The triggers will be as follows:-

Where, in any rolling 12 months, any of the following criteria are met:

- a) 10 days or more absence due to illness (even if certified or medically certified)
- b) 3 or more separate periods of absence
- c) a pattern of absence (e.g. regular Fridays and Mondays)

Disability

35. If an Employee has become disabled the Council will consider all reasonable adjustments which could be made to where and how the Employee works (please see section below on Access to Work). The Council would need a report from the GP (with consent) to confirm that these adjustments are necessary.
36. The definition of disability under the Equality Act 2010 is "if you have a physical or mental impairment, which has a substantial long term impact on your day to day activities".

Access to Work

37. Access to Work is a Government initiative which can help the Employees if health or disability affects the way they do their job. It gives the Employee and the Council advice and support with extra costs which may arise because of the disability.
38. If an Employee feels that the type of work done is affected by a disability or health condition that is likely to last for 12 months or more, the Employee should contact the regional Access to Work contact centre to check eligibility.

Withholding Sick Pay

39. If the Council's Management has legitimate doubts about whether or not an Employee is genuinely off work due to sickness, a decision may be taken to suspend or stop Sick Pay altogether.
40. Reasons which would give rise to such doubts could include, but are not limited to:
 - a) an Employee refusing to give their consent to either attending a medical examination, or allowing the Council to contact their doctor to get a medical report;
 - b) Evidence of the Employee working elsewhere whilst on sick leave;
 - c) Evidence that the Employee is not unable to work.
41. Should an Employee have their Sick Pay either suspended or stopped, they are entitled to ask HMRC for a formal decision regarding the Council's actions.

Grounds for Formal Disciplinary Action

42. The following will be addressed as potential misconduct and addressed through the formal disciplinary procedure:
 - a) Providing false and misleading information to the Council's Management regarding sick leave.
 - b) Unauthorised absence
 - c) Unacceptable levels of sick leave for reasons not associated with a chronic health problem, and which are higher than the average number of sick days for other staff.
43. Any member of staff who is accused of one or more of the above will:
 - a) Have an informal meeting with a member of the management team, during which they will be given an opportunity to provide their account of the alleged misconduct.
 - b) If the Manager feels that the allegation needs to be pursued further, the Employee will be invited to a formal disciplinary hearing.
 - c) The invitation letter will provide details of the allegation, the evidence to be used to support it, and inform the Employee of their right to be accompanied by a colleague or Union Representative. The letter will also provide a minimum of two days prior notice.

APPENDIX 2.1

- d) During the Disciplinary Hearing, the Employee will be given an opportunity to respond in full to the allegation, and also provide any witnesses or other evidence they feel may help their defence.
- e) If the Manager conducting the Hearing believes that the allegation is proven against the Employee, they may issue a Formal Written Warning as a first course of action.
- f) If the Employee's misconduct continues, or fails to improve during the live period of the Written Warning, further disciplinary action may be taken which could result in a Final Written Warning and ultimately dismissal.

DATE ADOPTED		REVIEW DATE	
REVISED DATE/S			

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Appendix 1
Managing Absenteeism and Sickness

Braunstone Town Council are committed to supporting all our Employees with health problems. This includes conducting detailed and discrete investigations, with an Employee's cooperation, into what adjustments we can provide to help accommodate people with health problems.

At the same time, unnecessary and unmerited absenteeism, unrelated to long term health problems, causes disruption to services, puts staff ratios at risk, and damages morale. Consequently we may also need to address unacceptable and unexplained absenteeism through Formal Disciplinary action.

Overall Strategy

Advice from organisations such as ACAS and the DWP is:

- 1** Objectively assess and measure Employees' levels of attendance.
- 2** Conduct a reasonable investigation into those Employees whose absenteeism stands out, usually as above the average for the workforce.
- 3** Have a formal procedure to address the problem.



Objectively assess and measure employees' levels of attendance

It is the Council's intention to investigate all absenteeism where there is:

- a) 10 days or more absence due to illness (even if certified or medically certified)
- b) 3 or more separate periods of absence
- c) a pattern of absence (e.g. regular Fridays and Mondays)



Investigate those Employees whose absenteeism stands out

Employees whose sickness exceeds the triggers will attend a "Formal Meeting", after the period of absence which took them over the trigger.

The purpose of this interview is to discuss:

- 1** What difficulties the Employee is suffering. Do they have a health problem? Are personal circumstances the cause of the problem? Alternatively are there no good reasons for the number of absences?
- 2** If the Employee informs their Manager that they do have a genuine physical or mental health problem affecting their ability to work, we will seek professional medical advice, and ask the Employee for their consent to request a medical report.

If the Employee doesn't have any health problems -
But their absenteeism figures don't improve, management can take formal disciplinary action, based on the Employee's unacceptable attendance. This can include Formal / Final Written Warnings, and ultimately Dismissal

If the Employee says they do have a health problem –
We will ask for their consent to get a Doctor's report. A report can come from the Employee's own GP, or a Doctor selected by the Council. The purpose of this report would be to answer questions such as:

- What is the diagnosis and is the problem likely to last for a period of twelve or more months?
- Does it affect their ability to do their job?
- What reasonable support and assistance can the Council provide to help them attend work?
- What is the long term prognosis, with regards their ability to do their job?

If the doctor confirms that the Employee does have a genuine health problem -
We will use the medical report to investigate how we can make reasonable adjustments to help accommodate the Employee at work.

This would typically involve conducting a follow up meeting with the Employee after receiving the Doctor's report. The purpose of this meeting would be to investigate the following options:

- Alternative work which the Employee is able to do.
- Adapting the Employee's job to remove areas which are not compatible with their health.
- Adjusting the Employee's working environment to help them attend work.

If the adjustments involve reducing hours of work, position within the Council, or some other action which would justify reducing the Employee's terms and conditions of employment, the medical advice must be followed as soon as possible, if it is reasonable for the Council to accommodate this change.

The Employee's terms and conditions such as pay, would be adjusted to match the new post following a notice period of one week for every year of employment, or their contractual notice period, whichever is longer.

If, following a detailed investigation involving medical advice, and potentially outside agencies such as Access to Work and the Job Centre's Disability Employment Adviser, that:

- There are no adjustments that can be made to accommodate the Employee
- The costs and / or disruption required to accommodate the Employee are unreasonable, and not realistically possible for the Council to comply with.

We may consider terminating the Employee's contract on capability grounds.



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 Executive Officer & 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 ask the employee to sign the notes.
12. Only the manager 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.
16. Hearings will normally be conducted by the Executive Officer & Town Clerk, supported by the Council's HR Advisor. If the disciplinary relates to the Executive Officer & 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.
2	Formal Written Warning	Twelve weeks
3	Final Written Warning	Twelve weeks
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 bags, coats and other personal effects, as well as cars, vehicles and any other appropriate Council property*), and a Disciplinary Hearing will result in dismissal without notice.
21. Employees accused of Gross Misconduct will 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		REVIEW DATE	
REVISED DATE/S			



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 and dealt with promptly and meetings, decisions or confirmation of those decisions should not be unreasonably delayed.
5. All parties should 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. 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

9. **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.

10. **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.
11. 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.
12. 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.
13. 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.
14. 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.

Raising Initial (Informal) Grievances

15. 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.
16. 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 Executive Officer & Town Clerk.

17. The Executive Officer & 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

18. 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.
19. 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.
20. 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

21. 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.
22. Formal Grievances should be raised with the Executive Officer & 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 Executive Officer & 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).
23. 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.
24. As a consequence a formal hearing will be held to address the matter, which will normally be conducted by the Executive Officer & Town Clerk. If it is a grievance by or relating to the Executive Officer & Town Clerk, the hearing will be conducted by the Employing Committee (substitute members can be drawn from the Full Council).
25. 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.
26. At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council or a trade union representative.

27. Employees will be informed in writing of the outcome of the meeting within seven days.
28. 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

29. 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.
30. 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.
31. 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.
32. 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.
33. The Appeals Committee's decision is final.

DATE ADOPTED		REVIEW DATE	
REVISED DATE/S			



BRAUNSTONE TOWN COUNCIL

INTERNET POLICY & PROCEDURE

Purpose and Scope

1. The use of the Internet is now an essential and commonplace tool for most Employees. Those who use the internet have a responsibility to do so in a professional manner. To assist with this we are issuing the following guidelines which you are asked to read and comply with.

Monitoring

2. The Council reserves the right to access and monitor any or all areas of any computer and computer software systems which it owns (including email boxes and messages and telephone calls) from time to time for business reasons and training purposes. You should not therefore assume that any information held on the computer is private and confidential to you.

Email

3. Your email address can receive emails from anyone connected to the Internet. Used correctly it is a facility that is of assistance to Employees. Inappropriate use however may cause many problems including distractions, distress to others, time wasting and legal claims. This procedure sets out the Council's position on the correct use of the E-Mail and the Internet.
4. You should ensure that your correspondents know that they should not send you "humorous" or illegal attachments such as pictures or executable programs. Personal emails should be dealt with outside of normal office hours and all external non-work related email messages should be deleted on receipt. Anyone found with offensive or pornographic material on his or her computer will be subject to investigation, which could result in disciplinary action and dismissal for gross misconduct.
5. If you receive an email from an unknown source, or "junk" email you should delete this from your system immediately without opening it as it may contain a virus.
6. Emails may contain file attachments. These should not be opened unless they are received from a trusted source, i.e. from another known Council, Employee or representative. If in doubt seek the advice of your line manager.
7. Emails to customers, suppliers and other business contacts should be restricted to Council business. Confidential information about or relating to the business of the Council, its customers, suppliers or contacts should not be transmitted outside the Council via email unless done so in the course of

business. You should ensure there is no infringement of copyright when adding attachments to emails. Confidential information should not be left on display on an unattended workstation.

8. You should be aware that deleted emails will remain held on the system for some time and will be accessible from back up if required for investigation of complaints of systems abuse.
9. You must not distribute sensitive commercial data concerning the Council to competitive sources. Doing so may result in disciplinary action leading to your dismissal without notice for gross misconduct.

Guidance for appropriate use

10. Email is a non-secure medium and care should be taken when composing, sending and storing messages.
11. Email should be regarded in the same way as any other business communication and should be treated as a Council record. You should adopt a style and content for email, in particular those sent to external recipients that present a professional image. It is recommended that you adopt the same standards for email as for letters and memos, although the style may be more informal.
12. Confidential information about or relating to the business of the Council, its customers, prospects, suppliers or contacts should not be transmitted outside the Council via email unless done so in the course of business and sufficient steps are taken to safeguard security.
13. Employees must take reasonable steps to guard against unauthorised access to, alteration, accidental loss, disclosure or destruction of data.

Inappropriate use

14. You must not send internally or externally or obtain material (whether in the form of text or images) which is libellous or defamatory, illegal, obscene, sexually explicit, bullying, discriminatory or disparaging of others particularly in respect of their race, national origins, sex, sexual orientation, age, disability, religious or political beliefs.
15. You are reminded that material that you find acceptable might be offensive to others. It is recommended that you take care and give sufficient thought to what you send. Messages can be misconstrued and should not become a substitute for "one to one" conversations. You should not send humorous material to business contacts. It can frequently be misunderstood or cause offence. Care should be taken when dealing with criticisms or complaints by email.
16. Examples of inappropriate use include, but are not limited to:
 - i) Sending, receiving, downloading or displaying or disseminating material that insults causes offence or harasses others.

- ii) Accessing pornographic, racist or other inappropriate or unlawful material.
- iii) Engaging in on-line chat rooms, on-line gambling sites, social networking sites or blogging.
- iv) Forwarding electronic chain letters or similar material.
- v) Downloading or disseminating copyright materials.
- vi) Transmitting confidential information about the Council or its customers externally and not in the course of the Council's business.
- vii) Downloading or playing computer games.
- viii) Copying or downloading software.

17. Serious instances of inappropriate use may be considered gross misconduct and lead to your dismissal.

Internet access

18. Internet access is granted for business reasons only during working hours. Usage is limited to work related activities. The availability and variety of information on the Internet has meant that it can be used to obtain material considered to be offensive. Anyone found to have used the Internet to access and/or distribute any kind of offensive material, or non-related employment issues, are liable to disciplinary action which could lead to dismissal.

19. Under no circumstances must users download computer programme files without the consent of their Line Manager.

20. Anyone believed to have been visiting pornographic sites, downloading or circulating pornographic material will be subject to disciplinary action. Offences of this nature may be considered gross misconduct and lead to your dismissal, and if necessary, the police will be informed.

21. Please note that the main servers maintain a record of Internet access by user and these will be monitored as necessary by your Line Manager and/or Executive Officer & Town Clerk and results can be forwarded to the police where there is alleged illegal or suspicious activity or where required by law.

Unauthorised Use of Internet, Email and Social Networking Sites

22. Unauthorised or inappropriate use of the Internet, Email and Social Networking Sites may result in formal disciplinary action which could include dismissal.

23. The Council will not tolerate the use of E-Mail, Internet or any Social Networking Site by Employees for unofficial or inappropriate purposes, including:-

- i) Any messages produced by Employees, either during or outside of normal working hours, that could constitute bullying, harassment or other detriment to colleagues, our business or anyone associated with the business.
- ii) Personal use during working hours (e.g. social invitations, personal messages, jokes, cartoons, chain letters or other private matters)
- iii) On-line gambling.

APPENDIX 3.1

- iv) Accessing or transmitting pornography.
- v) Transmitting copyright information and/or any software available to the user.
- vi) Posting confidential information about other Employees, the Council or its customers or suppliers.
- vii) Posting any comments, opinions, views or remarks, either during or outside of normal working hours, which could be considered detrimental to the Council, its Employees, customers, suppliers or anyone else connected to the business, or bring the Council into disrepute.

24. Please note, breaching these procedures will constitute an act of Gross Misconduct. Consequently anyone who is accused of breaching these procedures will be subjected to a Formal Disciplinary Investigation and may be dismissed if found guilty.

DATE ADOPTED		REVIEW DATE	
REVISED DATE/S			

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BRAUNSTONE TOWN COUNCIL

LONE WORKING POLICY & PROCEDURE

Purpose and Scope

1. This policy is designed to raise awareness of the risks presented by lone working, to identify the responsibilities each person has in this situation, and to give guidance on how to manage such risks.
2. This policy applies to all employees of Braunstone Town Council who may self work alone at any time whilst undertaking their duties, including both paid staff (permanent, agency, temporary or casual) and volunteers.

Principles

3. Where the conditions of service delivery or its associated tasks require staff to work alone, both the individual staff member and their Line Manager have a duty to assess and reduce the risks which lone working presents.
4. The employer has a general duty under Section 2(1) of the Health and Safety at Work Act, 1974, to ensure so far as is reasonably practicable the health, safety and welfare at work of employees.
5. There is no legal requirement indicating that lone working must not happen. However, a great deal depends upon the Risk Assessment which should be undertaken as part of broad duties under The Health and Safety at Work Act (1974) and The Management of Health and Safety at Work Regulations (1999).

Lone Workers

6. Braunstone Town Council's lone workers fall into the following two groups:
 - a) people in fixed establishments where only one person works on the premises, work separately from others and work outside normal office hours; e.g. Centres Staff such as Duty Officers and Cleaners & Premises Officers; and
 - b) mobile Workers working away from their fixed base; e.g. parks staff.

Personal Safety

7. We are all individually responsible for safety and the following guidance highlights reasonable precautions for personal safety:
 - a) Be aware of the environment:
 - i. know what measures are in place: check out alarm systems and procedures, exits and entrances, and the location of the first aid supplies;

- ii. ensure that the public cannot gain access to non-public parts of the building and areas of the building which are not being used;
- iii. make sure that your mobile phone is in good working order;
- b) Be aware of yourself:
 - i. are you doing everything you can to keep yourself safe?
 - ii. are you aware of your surroundings and the potential risks you may face?
- c) Be aware of other people
 - i. take note of their non-verbal signals,
 - ii. be aware of people observing your movements and loitering for now apparent reason.

How the Council will respond

8. Risks assessments will be conducted by the Service Manager for routine activities which involve workers who work alone.
9. When undertaking risk assessments, the following should be taken into consideration:
 - a) the environment – location, security, access;
 - b) the context – nature of the task, special circumstances, likely outcomes;
 - c) the individuals concerned – indicators of potential or actual risk;
 - d) history – any previous incidents in similar situations; and
 - e) any other special circumstances.
10. The Risk Assessments will address:
 - a) Can the risks of the job be adequately controlled by one person?
 - Is there a safe way in and a way out for one person? Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?
 - Can all plant, substances and goods involved in the work be safely handled by one person?
 - Is there a risk of violence?
 - are particular individuals at risk if they work alone?
 - b) Is the person medically fit and suitable to work alone?
 - c) What training is required to ensure competency in safety matters?
 - d) How will the person be supervised?
 - Supervisors periodically visiting and observing people working alone?
 - Regular contact between the lone worker and supervision using either a telephone or radio?
 - Automatic warning devices which operate if specific signals are not received periodically from the lone worker, e.g. systems for security staff?
 - Other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity?
 - Checks that a lone worker has returned to their base or home on completion of a task.
- 5 What happens if a person becomes ill, has an accident, or there is an emergency?

APPENDIX 3.2

- Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries.
- Occasionally risk assessment may indicate that lone workers need training in first aid.

Consultation, Implementation and Review

11. The Service Manager will consult with the relevant staff when identifying risks and identifying procedures to control and mitigate those risks.
12. The Town Council's Health & Safety Consultative Group will receive draft risk assessments, along with any procedures to control and mitigate, and will regularly review these.
13. The Executive Officer & Town Clerk will approve risk assessments, along with the procedures identified to control and mitigate the risks of lone working, following consultation with the Town Council's Officer Management Team.
14. Reviews will be undertaken every 3 years or sooner if the material circumstances change.
15. Risk Assessments are available on *GeneralShare* and from your Service Manager.

DATE ADOPTED		REVIEW DATE	
REVISED DATE/S			



BRAUNSTONE TOWN COUNCIL

OFFICERS' CODE OF CONDUCT

Purpose and Scope

1. The public is entitled to expect the highest standards of conduct from all Town Council employees. This Code outlines existing law, regulations and conditions of service and provides further guidance to assist managers and employees in their day-to-day work.
2. The Code applies to all Town Council employees. Inevitably some of the issues covered by the Code will affect senior, managerial and professional employees more than it will others.

Standards

3. Employees are expected to give the highest possible standard of service to the public, and where it is part of their duties, to provide appropriate advice to councillors and fellow employees with impartiality. Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the appropriate level of management any deficiency in the provision of service. Employees and the Council must act within the guidelines of the Council's Whistle Blowing Policy and Procedure, and report to the appropriate manager any impropriety or breach of procedure.

Disclosure of Information

4. The law requires that certain types of information must be available to members, auditors, government departments, service users and the public. Employees should ensure they are aware of the information Braunstone Town Council shares and does not share and act accordingly.
5. Employees should not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way. If an Employee believes that they may be at risk of acting in breach of this requirement, they should make a disclosure to their Manager and take appropriate advice from the Council.

Political Neutrality

6. Employees serve the authority as a whole. It follows they must serve all councillors and not just those of the controlling group, and must ensure that the individual rights of all councillors are respected.
7. Where managers and employees are required to advise councillors, Council and committees, they must do so in ways which do not compromise their political neutrality.

8. Employees, whether or not politically restricted, must follow every lawful expressed policy of the Town Council and must not allow their own personal or political opinions to interfere with their work.

Relationships

9. Employees are responsible to the Town Council through its management. For some, their role is to give advice to councillors and managers and all are there to carry out the work of the Town Council. Mutual respect between employees and councillors is essential to good local government. Close personal familiarity between employees and individual councillors should be declared if there is a potential risk of a conflict of interest occurring.
10. Employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the Council.

Contractors

11. All relationships of a business or private nature with external contractors, or potential contractors, should be made known to the appropriate manager.
12. Orders and contracts must be awarded on merit, by fair competition against other tenders, and no special favour should be shown to businesses run by, for example, friends, partners or relatives. Anyone who is aware of a breach of this requirement must report the matter to the Council. Anyone found to have breached this clause may be reported to the Police and could be prosecuted.
13. Employees who engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, should declare that relationship to the appropriate manager.

Appointment and Other Employment Matters

14. Employees involved in appointments should ensure that these are made on the basis of merit. In order to avoid any possible accusation of bias, employees should not be involved in an appointment where they are related to an applicant, or have a close personal relationship outside work with him or her.
15. Similarly, employees should not be involved in decisions relating to discipline, promotion or pay adjustments for an employee who is a relative, partner, etc.

Outside Commitments

16. Some employees have conditions of service which require them to obtain written consent to take any outside employment. All employees should be

clear about their contractual obligations and should not take outside employment which conflicts with the Town Council's interests.

17. Employees should be aware that Braunstone Town Council owns the intellectual property or copyright created during their employment.

Personal interests

18. Employees must declare to an appropriate manager any financial or non-financial interests which could conflict with the Town Council's interests.
19. Employees should declare to an appropriate manager membership of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules or membership or conduct.

Equality Issues

20. Employees should ensure that policies relating to equality issues as agreed by the Town Council are complied with in addition to the requirements of the law and the Council's Equal Opportunities Policy and Procedure. All members of the local community, customers and other employees have a right to be treated with fairness and equity.

Separation of Roles during Tendering

21. Employees involved in the tendering process and dealing with contractors should be clear on the separation of client and contractor roles within the Town Council.
22. Employees who are privy to confidential information on tenders or costs for either internal or external contractors should not disclose that information to any unauthorised party or organisation.
23. Employees should declare any potential conflict of interest and ensure that no special favour is shown to current or recent former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

Corruption

24. Employees must be aware that it is a serious criminal offence for them corruptly to receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity. Employees must act in accordance with the Council's Policies and Procedures. If an allegation is made it is for the employee to demonstrate that any such rewards have not been corruptly obtained.

Use of Financial Resources

25. Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the authority.

Hospitality

26. Employees should only accept offers of hospitality if there is a genuine need to import information or represent the Town Council in the community. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community or where the Town Council should be seen to be represented. They should be explicitly authorised by the Executive Officer & Town Clerk and recorded.
27. When hospitality has to be declined those making the offer should be courteously but firmly informed of the procedures and standards operating within the Town Council.
28. Employees should not accept significant personal gifts from contractors and outside suppliers, although employees may keep insignificant items of token value such as pens, diaries, etc. which are not unique no personal to them.
29. When receiving authorised hospitality employees should be particularly sensitive as to its timing in relation to decisions which the Town Council may be taking affecting those providing the hospitality.
30. Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal, where the Town Council gives consent in advance and where the Town Council is satisfied that any purchasing decisions are not compromised. Where visits to inspect equipment, etc. are required, employees should ensure that the Town Council meets the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions.

Sponsorship - Giving and Receiving

31. Where an outside organisation wishes to sponsor or is seeking to sponsor a local government activity, whether by invitation, tender, negotiation or voluntarily, the basic convention concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.
32. Where the Town Council wishes to sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to an appropriate manager of any such interest. Similarly, where the Town Council through sponsorship, grant aid, financial or other means, give support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.



BRAUNSTONE TOWN COUNCIL

WHISTLE BLOWING POLICY & PROCEDURE

Purpose and Scope

1. All organisations face the risk of things going wrong or unknowingly harbouring malpractice. The Town Council believes it has a duty to identify such situations and take the appropriate measures to remedy the situation. By encouraging a culture of openness, it is hoped that such problems can be prevented.
2. This policy applies to all employees of Braunstone Town Council and other workers including temporary, subcontracted and agency workers.
3. If there is anything which employees think the Council should know about, they should use the procedure outlined in this policy. By knowing about malpractice at an early stage, the Town Council has a good chance of taking the necessary steps to safeguard the interests of all who are involved with and have a legitimate interest in its activities.

Principles

4. By encouraging a culture of openness, the Council wants to encourage employees to raise issues which concern them at work. They may be concerned that by reporting such issues they may be exposing themselves to detrimental treatment or risking their job security. This is not the case. All staff have statutory protection if they raise concerns in the right way. This policy is designed to give staff that opportunity and protection. Providing they are acting in good faith it does not matter if they are mistaken. There is no question of employees having to prove anything about the allegation they are making, but they must reasonably believe that the information they have implies acts of malpractice.
5. Where an employee uses this policy to raise a concern in good faith, Braunstone Town Council gives them its assurance that they will not suffer any form of retribution or detrimental treatment.
6. The Council will treat their concern seriously and act according to this policy. They will not be asked to provide anything about the allegation they raise, but they must reasonably believe that the information they have tends to show some malpractice. If an Employee asks for a matter to be treated in confidence, the Council will respect their request.
7. Questions regarding this policy and procedure should be directed to your Line Manager, Executive Officer & Town Clerk or Chair of the Employing Committee/Council, as appropriate.

Malpractice

8. Typical examples of malpractice which are covered by this policy are:
- criminal offences;
 - dangers to health and safety;
 - damage to the environment;
 - breaches of any legal and / or statutory obligations; and
 - deliberately concealing any of the above.

Raising concerns about malpractice

9. If an Employee is concerned about any form of malpractice, they should raise the issue with their Line Manager. There are no specific requirements to do this. They can inform their Manager verbally or in writing if they prefer.
10. If they feel that they cannot deal with their Line Manager, for whatever reason, they should address their concerns to the Line Manager's Manager.
11. The Executive Officer & 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. .

How the Council will respond

12. Once a concern has been raised the Council will decide how to respond in a responsible and appropriate manner under this policy. Usually this will begin with internal enquiries, but may progress to either a formal or informal investigation, depending upon the nature of the concern. The Council will endeavour to complete the investigation within a reasonable time scale.
13. The investigation may be conducted by the Executive Officer & Town Clerk alone, or a team of three Councillors, selected by the Employing Committee or Council, depending upon the nature of the concern.
14. The Council will keep the employee informed of the progress of the investigation. However the Council will not be obliged to reveal information which would infringe the confidentiality of others, the Data Protection Act or any other Statutory obligation.

Raising your concerns externally

15. The purpose of this policy and procedure is to give employees the opportunity and protection they need to raise concerns internally. The Council would expect that in almost all cases, raising concerns internally would be the most appropriate action to take.
16. However, if for whatever reason employees feel that they cannot raise their concerns internally and reasonably believe that the information and allegations are substantially true, they can consider raising the matter with the

APPENDIX 3.4

appropriate regulator, such as the Standards Board or Association of Local Councils.

- 17. Public Concern at Work is an independent charity whose main objective is to promote compliance with the law and good practice in the public, private and voluntary sectors. They can be contacted at www.pcaw.co.uk

DATE ADOPTED		REVIEW DATE	
REVISED DATE/S			

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BRAUNSTONE TOWN COUNCIL

RETIREMENT GUIDELINES

INTRODUCTION

An employee who decides to retire is required to resign from their post, providing the notice specified in their contract of employment in the normal way.

It is helpful to understand the intention of employees as far as possible to enable the Council to undertake long term workforce planning, and to assist employees in their own planning process. During the Annual Review process the Council will continue to discuss with all employees irrespective of age, their short, medium and longer term career aspirations.

The Council therefore encourages employees to engage in open and transparent discussions as early as possible in their planning process for retirement with their appropriate manager.

It is acknowledged that individual intentions to retire can change due to a variety of personal circumstances, and individuals are reassured that such informal discussions will only be progressed formally once notice to resign has been given.

OPTIONS PRIOR TO RETIREMENT

It is recognised that at whatever stage of their working life, employees may wish to change their working pattern to suit their individual circumstances. Subject to the operational needs of the Council it may be possible to agree a flexible working approach whether or not this is intended to lead directly to a full retirement.

A meeting to discuss retirement could however include a discussion around flexible working as it may be helpful to consider the different options available and how appropriate these might be to the Council and the individual at the same time.

Should an employee wish to work more flexibly (eg reduced hours) then that request would be considered as a change in terms and conditions.

Requests from employees for any changes to hours of work or variations in terms of conditions must be put to the Executive Officer & Town Clerk in writing. He/she will invite comments on the proposals from the relevant line-managers and the Assistant Executive Officer & Town Clerk who will make their observations in writing. The Executive Officer & Town Clerk will then consider any comments and submit a report and recommendations to the Council's Policy & Resources Committee for its consideration.

The Policy & Resources Committee may or may not agree to such recommendations. If an employee is unhappy with the Committee's decision they have the right to appeal (decisions can be challenged at an employment tribunal).

FLEXIBLE RETIREMENT

The Council will consider each case on its merits and will not unreasonably withhold permission for an employee to reduce hours subject to the operation requirements of the Council.

Requests for flexible retirement will be considered as a change in terms and conditions of employment.

FEATURES OF FLEXIBLE RETIREMENT

The employee will be required to gain written consent from the Council for flexible retirement. The Council will consider each case on its merits in line with these guidelines. The Council will not unreasonably withhold permission for a member of staff to reduce hours, subject to the operational requirements of the Council.

Once the flexible retirement request has been approved by the Council the employee will have a maximum of four weeks to decide if they wish to progress with the flexible retirement. Employees should also be aware that where a request for flexible retirement is agreed and implemented there is no automatic right to increase their hours at any point in the future, or decrease their hours further. However, this will not prevent a further request being made and is subject to the agreement of the Council.

Any further amendments may require the member of staff to fully retire from their post.

Longer term planning: where an employee makes an approach to their line manager to request flexible retirement it is reasonable for the manager to ask the employee about their longer term plans so that they can plan for any further reduction in hours and also for the time when the employee plans for fully retire. As part of the Annual Review process it is expected that reviewers will ask for all employees about their short, medium and long term plans.

PENSIONS

Employees approaching retirement may wish to investigate how certain options may affect their retirement benefits. If you are a member of the Local Government Pension scheme, advice can be obtained from Leicestershire County Council, Pension Section, County Hall, Glenfield, Leicester, LE3 8RB.

Prior to agreement by the Council to flexible retirement, an FR1 Form will need to be submitted to Leicestershire County Council's Pension Department to establish if there are any costs to the Council.

REVIEW

The Council's Equality and Diversity Policy, together with these Retirement Guidelines will be reviewed regularly in line with any legislative changes.

16th January 2014

Financial Budget Comparison

Comparison between 01/04/17 and 15/08/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
1. P&R - Corporate Management				
Income				
101	Precept	£519,556.00	£259,778.00	-£259,778.00
102	Council Tax Support Grant	£48,897.00	£24,449.00	-£24,448.00
107	New Homes Bonus	£3,279.00	£4,759.00	£1,480.00
110	General Reserve (transfer from)	£0.00	£0.00	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00
141	Photocopying	£150.00	£63.30	-£86.70
181	Interest on No 1 Account	£400.00	£0.00	-£400.00
182	Interest on No 2 Account	£10.00	£0.00	-£10.00
183	Interest on Cambridge Saver	£2,500.00	£0.00	-£2,500.00
184	Interest on Coop Investment	£0.00	£0.00	£0.00
199	Miscellaneous	£0.00	£0.00	£0.00
Total Income		£574,792.00	£289,049.30	-£285,742.70
Expenditure				
1010	Staff Salaries	£375,569.00	£105,650.99	£269,918.01
1015	Staff Expenses	£300.00	£1,378.85	-£1,078.85
1020	Pensions	£85,010.00	£11,129.90	£73,880.10
1030	Councillors Allowances	£6,000.00	£5,948.00	£52.00
1035	Councillors Expenses	£300.00	£0.00	£300.00
1060	Contingency	£0.00	£0.00	£0.00
1070	New Homes Bonus	£0.00	£0.00	£0.00
1150	Insurance	£12,000.00	£0.00	£12,000.00
1160	Audit	£3,000.00	£845.90	£2,154.10
1170	Legal Fees	£250.00	£300.00	-£50.00
1180	Elections	£1,000.00	£0.00	£1,000.00
1210	Staff Training	£1,250.00	£0.00	£1,250.00
1230	Councillor Training	£1,000.00	£35.00	£965.00
1300	Supplies, Stationery & Postage	£4,100.00	£1,033.93	£3,066.07
1350	Subscriptions	£2,150.00	£3,184.10	-£1,034.10
1360	Advertisements	£4,400.00	£0.00	£4,400.00
1400	Telephones	£2,300.00	£743.15	£1,556.85
1410	Photocopier	£1,300.00	£303.54	£996.46
1420	Computer Supplies, Training, Service Contract	£7,000.00	£3,665.00	£3,335.00
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00
1990	Miscellaneous	£0.00	£86.00	-£86.00
Total Expenditure		£506,929.00	£134,304.36	£372,624.64

Financial Budget Comparison

Comparison between 01/04/17 and 15/08/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
2. P&R - Civic Centre				
Income				
205	Capital Grants	£0.00	£0.00	£0.00
225	Service Charges	£950.00	£0.00	-£950.00
250	Room Hire			
250/1	DO NOT USE (Community Groups)	£0.00	£0.00	£0.00
250/3	DO NOT USE (Commercial/Private)	£0.00	£0.00	£0.00
250/5	Room Hires	£89,182.00	£24,183.19	-£64,998.81
250	Total	£89,182.00	£24,183.19	-£64,998.81
251	Catering for Hirers (VAT)	£0.00	£189.89	£189.89
257	Licensed Bar	£19,000.00	£4,750.02	-£14,249.98
299	Miscellaneous	£0.00	£97.12	£97.12
Total Income		£109,132.00	£29,220.22	-£79,911.78
Expenditure				
2050	Capital Projects			
2050/1	Toilets/Bar Refurbishment	£3,500.00	£0.00	£3,500.00
2050/2	General Refurbishment	£1,000.00	£0.00	£1,000.00
2050	Total	£4,500.00	£0.00	£4,500.00
2080	Loan Interest & Repayments	£35,994.00	£0.00	£35,994.00
2170	Legal Fees	£0.00	£0.00	£0.00
2250	Service Charges	£0.00	£0.00	£0.00
2290	Clothing	£0.00	£0.00	£0.00
2320	Printing & Copying	£800.00	£0.00	£800.00
2330	Cleaning Materials	£2,100.00	£410.17	£1,689.83
2400	Telephones	£1,300.00	£137.97	£1,162.03
2430	Utility Bills	£18,000.00	£8,804.88	£9,195.12
2440	Waste Services	£7,200.00	£2,358.47	£4,841.53
2450	Laundry Services	£0.00	£0.00	£0.00
2460	Rates	£19,000.00	£5,782.50	£13,217.50
2500	Refundable Deposits	£11,000.00	£4,268.07	£6,731.93
2510	Catering for Hirers (VAT)	£0.00	£315.37	-£315.37
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
2570	Performing Rights Society	£1,300.00	£0.00	£1,300.00
2580	Card Card and Transit fees	£1,062.00	£414.21	£647.79
2600	Building Repairs & Maintenance	£16,000.00	£4,258.14	£11,741.86
2610	Equipment Repairs & Maintenance			
2610/2	Fire Extinguisher Service	£400.00	£0.00	£400.00
2610/3	Alarm Maintenance	£1,000.00	£106.00	£894.00
2610	Total	£1,400.00	£106.00	£1,294.00
2990	Miscellaneous	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/17 and 15/08/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

	2017/2018	Actual Net	Balance
Total Expenditure	<u>£119,656.00</u>	<u>£26,855.78</u>	<u>£92,800.22</u>

Financial Budget Comparison

Comparison between 01/04/17 and 15/08/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
3. P&R - Thorpe Astley Community Centre				
Income				
350	Room Hire			
350/5	Room Hires	£47,719.00	£12,547.88	-£35,171.12
350	Total	£47,719.00	£12,547.88	-£35,171.12
351	Catering for Hirers (VAT)	£0.00	£28.44	£28.44
399	Miscellaneous	£0.00	£0.00	£0.00
Total Income		£47,719.00	£12,576.32	-£35,142.68
Expenditure				
3050	Capital Projects	£2,500.00	£0.00	£2,500.00
3290	Clothing	£0.00	£0.00	£0.00
3320	Printing & Copying	£500.00	£0.00	£500.00
3330	Cleaning Materials	£1,000.00	£346.17	£653.83
3400	Telephones	£1,000.00	£75.78	£924.22
3430	Utility Bills	£6,000.00	£3,199.28	£2,800.72
3440	Waste Services	£3,200.00	£423.41	£2,776.59
3450	Laundry Services	£0.00	£0.00	£0.00
3460	Rates	£6,500.00	£1,943.55	£4,556.45
3500	Refundable Deposits	£6,000.00	£4,689.51	£1,310.49
3510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
3570	Performing Rights Society	£400.00	£0.00	£400.00
3580	Credit Card and Transit Fees	£738.00	£0.00	£738.00
3600	Building Repairs & Maintenance	£3,000.00	£862.86	£2,137.14
3610	Equipment Repairs & Maintenance			
3610/2	Fire Extinguisher Service	£350.00	£0.00	£350.00
3610/3	Alarm Maintenance	£3,000.00	£2,313.84	£686.16
3610	Total	£3,350.00	£2,313.84	£1,036.16
3990	Miscellaneous	£0.00	£124.24	-£124.24
Total Expenditure		£34,188.00	£13,978.64	£20,209.36

Financial Budget Comparison

Comparison between 01/04/17 and 15/08/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
5. P&R - Parks & Open Spaces				
Income				
505	Capital Grants	£500,000.00	£0.00	-£500,000.00
508	Loans	£500,000.00	£0.00	-£500,000.00
511	Thorpe Astley Commuted Sums (transfer from)	£20,180.00	£0.00	-£20,180.00
527	Agency Fees	£150.00	£0.00	-£150.00
555	Sports Pitches & Facilities			
555/1	Pitch Season Fees	£3,500.00	£962.00	-£2,538.00
555/2	Individual Match Fees (VAT)	£200.00	£240.77	£40.77
555/3	Court/Multi Play (VAT)	£150.00	£0.00	-£150.00
555/4	Changing Rooms (VAT)	£150.00	£0.00	-£150.00
555	Total	£4,000.00	£1,202.77	-£2,797.23
599	Miscellaneous	£100.00	£0.00	-£100.00
Total Income		£1,024,430.00	£1,202.77	-£1,023,127.23
Expenditure				
5050	Capital Projects			
5050/1	Franklin Park Balance Beams	£0.00	£0.00	£0.00
5050/2	Shakespeare Park Improvement Project	£1,007,700.00	£0.00	£1,007,700.00
5050	Total	£1,007,700.00	£0.00	£1,007,700.00
5080	Loan Interest & Repayments			
5080/1	Loans- PWLB	£22,689.48	£0.00	£22,689.48
5080/2	Mossdale Meadows LOAN - PWLB	£10,993.52	£0.00	£10,993.52
5080	Total	£33,683.00	£0.00	£33,683.00
5170	Legal Fees	£0.00	£0.00	£0.00
5290	Clothing	£0.00	£13.59	-£13.59
5400	Telephones	£410.00	£93.35	£316.65
5430	Utility Bills	£0.00	£2,027.11	-£2,027.11
5440	Waste Services	£0.00	£3,832.32	-£3,832.32
5450	Laundry Services	£2,000.00	£0.00	£2,000.00
5550	Sports Pitches & Facilities	£1,000.00	£44.86	£955.14
5600	Building Repairs & Maintenance			
5600/1	Mossdale Meadows	£4,800.00	£1,088.03	£3,711.97
5600/2	Shakespeare Park	£1,000.00	£0.00	£1,000.00
5600/3	Franklin Park	£0.00	£113.40	-£113.40
5600	Total	£5,800.00	£1,201.43	£4,598.57
5610	Equipment Repairs & Maintenance			
5610/1	General Maintenance	£8,000.00	£1,062.48	£6,937.52
5610/4	Playgrounds	£6,000.00	£254.81	£5,745.19
5610	Total	£14,000.00	£1,317.29	£12,682.71

Financial Budget Comparison

Comparison between 01/04/17 and 15/08/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
5630	Equipment Purchase	£2,000.00	£0.00	£2,000.00
5650	Vehicle Costs	£13,000.00	£13,976.12	-£976.12
5660	Machinery Hire	£500.00	£412.25	£87.75
5670	Petrol	£4,600.00	£605.91	£3,994.09
5990	Miscellaneous	£0.00	£63.14	-£63.14
Total Expenditure		<u>£1,084,693.00</u>	<u>£23,587.37</u>	<u>£1,061,105.63</u>

Financial Budget Comparison

Comparison between 01/04/17 and 15/08/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
7. Community Development				
Income				
726	Service Level Agreements			
726/1	Blaby District Council	£15,000.00	£0.00	-£15,000.00
726/2	Leics County Council	£0.00	£0.00	£0.00
726	Total	£15,000.00	£0.00	-£15,000.00
770	Programme of Events			
770/1	General	£6,000.00	£888.33	-£5,111.67
770	Total	£6,000.00	£888.33	-£5,111.67
771	Summer Fete			
771/1	Current Year	£1,200.00	£376.10	-£823.90
771/2	Next Year	£0.00	£0.00	£0.00
771	Total	£1,200.00	£376.10	-£823.90
775	Civic Functions	£0.00	£235.00	£235.00
776	Town Mayor's Charity - Pre May	£0.00	£325.50	£325.50
777	Town Mayor's Charity - after May	£0.00	£871.10	£871.10
790	Consumer Products (Sales)			
790/1	General	£0.00	£0.00	£0.00
790/2	Crime Prevention	£300.00	£0.00	-£300.00
790/3	Waste & Garden Bags	£560.00	£121.00	-£439.00
790	Total	£860.00	£121.00	-£739.00
799	Miscellaneous	£0.00	£0.00	£0.00
Total Income		£23,060.00	£2,817.03	-£20,242.97
Expenditure				
7040	Town Mayor's Allowance	£750.00	£436.47	£313.53
7080	Loan Interest & Repayments	£4,570.00	£31,908.96	-£27,338.96
7260	Service Level Agreements			
7260/1	Library & Service Shop	£0.00	£0.00	£0.00
7260/2	Citizens Advice Bureau	£2,627.00	£0.00	£2,627.00
7260	Total	£2,627.00	£0.00	£2,627.00
7340	Signs	£500.00	£0.00	£500.00
7700	Programme of Events	£6,000.00	£3,980.42	£2,019.58
7710	Summer Fete			
7710/1	Current Year	£2,500.00	£2,101.80	£398.20
7710/2	Next Year	£0.00	£0.00	£0.00
7710	Total	£2,500.00	£2,101.80	£398.20
7750	Civic Functions	£2,350.00	£832.70	£1,517.30
7760	Town Mayor's Charity - Pre May	£0.00	£1,398.50	-£1,398.50
7770	Town Mayor's Charity - after May	£0.00	£162.79	-£162.79

Financial Budget Comparison

Comparison between 01/04/17 and 15/08/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
7850	Community Grants	£5,000.00	£3,204.27	£1,795.73
7860	Young People Grant	£1,000.00	£0.00	£1,000.00
7900	Consumer Products (Purchase for resale)			
7900/2	Crime Prevention	£300.00	£0.00	£300.00
7900/3	Waste & Garden Bags	£420.00	£0.00	£420.00
7900	Total	<u>£720.00</u>	<u>£0.00</u>	<u>£720.00</u>
7990	Miscellaneous	£0.00	£23.50	-£23.50
Total Expenditure		<u>£26,017.00</u>	<u>£44,049.41</u>	<u>-£18,032.41</u>

Financial Budget Comparison

Comparison between 01/04/17 and 15/08/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
8. Planning & Environment				
Income				
890	Consumer Products (Sales)			
890/1	General	£0.00	£0.00	£0.00
890/2	Poop Scoops	£1,700.00	£352.54	-£1,347.46
890	Total	£1,700.00	£352.54	-£1,347.46
Total Income		£1,700.00	£352.54	-£1,347.46
Expenditure				
8190	Professional Fees	£250.00	£0.00	£250.00
8440	Waste Services	£5,300.00	-£1,771.50	£7,071.50
8460	Furniture	£1,000.00	£0.00	£1,000.00
8680	Grit Bins	£200.00	£0.00	£200.00
8900	Consumer Products (Purchase for resale)			
8900/1	Poop Scoops	£1,600.00	£548.25	£1,051.75
8900	Total	£1,600.00	£548.25	£1,051.75
8950	Highways Grass Cutting	£1,000.00	£0.00	£1,000.00
Total Expenditure		£9,350.00	-£1,223.25	£10,573.25

Financial Budget Comparison

Comparison between 01/04/17 and 15/08/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

	2017/2018	Actual Net	Balance
Total Income	£1,780,833.00	£335,218.18	
Total Expenditure	£1,780,833.00	£241,552.31	
Total Net Balance	£0.00	£93,665.87	

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
100940	25/05/17	12902		£2,647.02	£0.00	£2,647.02	1. CM	Legal & General Assurance S	Policy No.G 73551-13	1020
10095	25/05/17	12961		£308.80	£0.00	£308.80	1. CM	Cllr A Basra	CLLR Allowance May 2017	1030
100952	25/05/17	12950		£313.00	£0.00	£313.00	1. CM	Cllr S Fox Kennedy	CLLR Allowance May 2017	1030
100954	25/05/17	12952		£300.00	£0.00	£300.00	1. CM	Cllr Phil Moitt	CLLR Allowance May 2017	1030
100955	25/05/17	12954		£300.00	£0.00	£300.00	1. CM	Cllr Gary Sanders	CLLR Allowance May 2017	1030
100956	25/05/17	12958		£368.80	£0.00	£368.80	1. CM	Cllr P Kennedy	CLLR Allowance May 2017	1030
100957	13/06/17	12959		£347.80	£0.00	£347.80	1. CM	Cllr D Joshi	CLLR Allowance May 2017	1030
100965	25/05/17	12974		£300.00	£0.00	£300.00	1. CM	Cllr A DeWinter	CLLR Allowance May 2017	1030
100966	25/05/17	12982		£300.00	£0.00	£300.00	1. CM	Cllr Parminder Basra	CLLR Allowance May 2017	1030
100967	25/05/17	12983		£300.00	£0.00	£300.00	1. CM	Cllr Darshan Singh	CLLR Allowance May 2017	1030
100970	11/08/17	13200		£375.00	£0.00	£375.00	7. CD	Bill Wright	Town Mayors Allowance	7040
100971	11/08/17	13201		£1,835.27	£0.00	£1,835.27	1. CM	Legal & General Assurance S	Leicestershire Pension Fund	1020
110449	05/04/17	12687		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 12.03.17 LODIA	2500
		12698/1		£10.00	£0.00	£10.00	7. CD	Blaby District Council	For Braunstone Town Mayor and her consort	7760
110450	04/04/17	12698	2327	£10.00	£0.00	£10.00		Blaby District Council	x2 tickets for charity fashion show at Blaby District Council for Chairmans charity	7760
110501	04/04/17	12701		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 25.03.17 PYATT	2500
110502	07/04/17	12807		£64.00	£10.67	£53.33	7. CD	Leicester City Council	Rival Markets Licence Spring Fair	7700
110503	26/04/17	12821		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC	RD 01.04.17 DICKENS	3500
110504	28/04/17	12846		£180.00	£0.00	£180.00	7. CD	Ratby Co-Operative Mid Band	Proceeds of POE	7700
110505	28/04/17	12847		£135.00	£0.00	£135.00	7. CD	Gorse Hill City Farm	Proceeds of POE	7700
110507	28/04/17	12848		£237.49	£0.00	£237.49	7. CD	Braunstone Town Community	Mini bus Proceeds of POE	7700
110508	28/04/17	12798		£95.50	£0.00	£95.50	7. CD	Kingsway Flower Club	Proceeds POE	7700
110509	28/04/17	12850		£125.00	£0.00	£125.00	7. CD	82nd Scouts Leicester	Proceeds of POE	7700
110510	28/04/17	12851		£258.32	£0.00	£258.32	7. CD	Braunstone Heritage Archive	Proceeds POE	7700
110511	28/04/17	12852		£193.33	£0.00	£193.33	7. CD	Ratby Co-Operative Senior Ba	Proceeds POE	7700
110512	28/04/17	12853		£150.00	£0.00	£150.00	7. CD	RAFA	Proceeds of POE	7700
		12854/1		£162.79	£0.00	£162.79	7. CD	Arthritis Research UK	Proceeds of Town Mayor 2016/17	7770
		12854/2		£1,058.20	£0.00	£1,058.20	7. CD	Arthritis Research UK	Proceeds of Town Mayors 2016/2017	7700

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		12854/3		£995.50	£0.00	£995.50	7. CD	Arthritis Research UK	Proceeds of Town Mayors 2016/2017	7710/1
110513	28/04/17	12854		£2,216.49	£0.00	£2,216.49		Arthritis Research UK	Proceeds from Town Mayorv 2016/2017	7770
110514	28/04/17	12856		£300.00	£0.00	£300.00	7. CD	Punjabi Cultural Society	GRANT	7850
110515	28/04/17	12857		£120.00	£0.00	£120.00	7. CD	Braunstone Town Football Clu	GRANT	7850
110516	28/04/17	12858		£300.00	£0.00	£300.00	7. CD	Winstanley Wizards Table Te	GRANT	7850
110517	28/04/17	12859		£300.00	£0.00	£300.00	7. CD	SWAGAT	GRANT	7850
110518	28/04/17	12860		£300.00	£0.00	£300.00	7. CD	3rd Braunstone Brownies	GRANT	7850
110519	28/04/17	12861		£200.00	£0.00	£200.00	7. CD	3rd Braunstone Rainbows	GRANT	7850
110520	28/04/17	12862		£300.00	£0.00	£300.00	7. CD	Braunstone Cricketers Cricket	GRANT	7850
110521	28/04/17	12871		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC	RD08.04.17 OHARA	3500
110522	28/04/17	12872		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC	RD 8.04.17 KOTECHA	3500
110523	28/04/17	12873		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 9.04.17 ANWAR/CARE 24-7	2500
110524	28/04/17	12874		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC	RD 22.04.17 FRANCIS	3500
110525	05/05/17	12885		£268.75	£0.00	£268.75	7. CD	The Sempar Singers	Proceeds from POE	7700
		12886/1		£34.00	£0.00	£34.00	7. CD	Royal British Legion	2x poppy wreaths - Remembrance Service	7750
110526	05/05/17	12886	2196	£34.00	£0.00	£34.00		Royal British Legion	2x Poppy Wreath	7750
110527	05/05/17	12889		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 29.04.17 KAUL	2500
		12894/1		£350.00	£58.33	£291.67	7. CD	Blaby District Council	Summer Fete	7710/1
110529	05/05/17	12894	2346	£350.00	£58.33	£291.67		Blaby District Council	Bouncy castle/obstacle course for summer fete	7710/1
110530	05/05/17	12897		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 12.04.17 GHULAM/IMTIAZ	2500
110531	06/05/17	12898		£717.50	£0.00	£717.50	7. CD	St Crispins Church	Proceeds from POE	7700
		12909/1		£9.60	£1.60	£8.00	7. CD	Leicester Markets	For the Spring Fair	7700
110532	25/05/17	12909	2351	£9.60	£1.60	£8.00		Leicester Markets	Market licence for Spring Fair at Thorpe Astley	7700
		12923/1		£1.30	£0.00	£1.30	2. CC	Braunstone Town Council	SUPPLIES	2330
		12923/2		£20.00	£0.00	£20.00	1. CM	Braunstone Town Council	STAMPS	1300
		12923/3		£6.81	£1.14	£5.67	2. CC	Braunstone Town Council	WATER	2510
		12923/4		£5.00	£0.83	£4.17	5. OS	Braunstone Town Council	TRACTOR BLADES	5610/1
		12923/5		£15.00	£2.50	£12.50	5. OS	Braunstone Town Council	SUNSCREEN	5990
		12923/6		£3.00	£0.50	£2.50	7. CD	Braunstone Town Council	SUPPLIES	7750

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		12923/7		£40.00	£0.00	£40.00	7. CD	Braunstone Town Council	CAKE 7750
		12923/8		£40.00	£0.00	£40.00	1. CM	Braunstone Town Council	DELIVERY OF MINUTES 1300
		12923/9		£8.73	£1.46	£7.27	5. OS	Braunstone Town Council	SCREWS FOR PARK 5610/1
		12923/10		£20.00	£3.33	£16.67	5. OS	Braunstone Town Council	PETROL MACHINERY 5670
		12923/11		£40.00	£0.00	£40.00	1. CM	Braunstone Town Council	STAMPS 1300
110533	25/05/17	12923		£199.84	£9.76	£190.08		Braunstone Town Council	PETTY CASH 2330
110534	09/06/17	12992		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC	RD 20.05.17 WARDEN 3500
		13000/1		£70.00	£11.67	£58.33	7. CD	Blaby District Council	Supply of bouncy castle/obstacle course and 2 st 7710/1
110535	07/06/17	13000	2326	£70.00	£11.67	£58.33		Blaby District Council	Provision of bouncy castle/obstacle course for summer fete INCONNECTION WITH 12894 7710/1
110536	02/06/17	13013		£280.00	£0.00	£280.00	7. CD	Over Sixties Friendly Club	Community Group Grant 7850
110537	02/06/17	13014		£300.00	£0.00	£300.00	7. CD	Kingsway Rangers JFC	Community Group Grant 7850
110538	02/06/17	13015		£279.27	£0.00	£279.27	7. CD	Braunstone Heritage Archive	Community Group Grant 7850
110539	02/06/17	13016		£1,148.50	£0.00	£1,148.50	7. CD	Arthritis Research UK	OUTSTANDING BALANCE TOWN MAYORS CH7760
110540	02/06/17	13022		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC	RD27.05.17 WEBSTER 3500
110541	02/06/17	13023		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC	RD20.05.17 MEADE 3500
		13041/1		£8.68	£1.44	£7.24	3. TA	HSBC Bank Plc (Coventry)	Bank reference - Pop Up Care Clubs 3990
110543	14/06/17	13041	2370	£8.68	£1.44	£7.24		HSBC Bank Plc (Coventry)	Payment for bank reference re: Pop Up Care Clubs 3990
110544	16/06/17	13078		£35.00	£0.00	£35.00	7. CD	Really Awesome Coffee (Ash)	Refund of Summer fete stall 7710/1
		13091/1		£38.42	£6.40	£32.02	5. OS	MORGANS	To replace broken lock 5610/1
110545	23/06/17	13091	2383	£38.42	£6.40	£32.02		MORGANS	Lock for Pavilion at Mossdale Meadows. 5610/1
110546	23/06/17	13098		£100.00	£0.00	£100.00	3. TA	Mutotl Beverly (BR)	RD 17.06.2017 3500
110547	30/06/17	13104		£111.90	£0.00	£111.90	2. CC	Sahota Ajay (BR)	RD 24.06.2017 2500
110548	11/07/17	13116		£86.00	£0.00	£86.00	1. CM	Grobby Road Medical Centre	Medical Report for staff member no 91 1990
110549	30/07/17	13127		£23.92	£3.98	£19.94	5. OS	Sunningdale Landscape Supp	8 bags top soil for goal mouth at Thorpe Astley 5550
		13176/1		£7.39	£1.23	£6.16	3. TA	Braunstone Town Council	Screws & Rawplugs 3600
		13176/2		£5.98	£1.00	£4.98	3. TA	Braunstone Town Council	Screws caps 3600
		13176/3		£15.00	£2.50	£12.50	3. TA	Braunstone Town Council	Morgans key cut 3600
		13176/4		£5.70	£0.95	£4.75	5. OS	Braunstone Town Council	fuel for 2 stroke 5670

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		13176/5		£5.92	£0.99	£4.93	5. OS	Braunstone Town Council	fuel for can 5670
		13176/6		£20.00	£3.33	£16.67	5. OS	Braunstone Town Council	fuel for tipper 5670
		13176/7		£20.01	£3.33	£16.68	5. OS	Braunstone Town Council	fuel for can 5670
		13176/8		£5.70	£0.95	£4.75	5. OS	Braunstone Town Council	fuel for can 5670
		13176/9		£2.58	£0.00	£2.58	2. CC	Braunstone Town Council	Batteries for door fire exit alarms 2600
		13176/10		£40.00	£0.00	£40.00	1. CM	Braunstone Town Council	Stamps 1300
		13176/11		£2.29	£0.38	£1.91	2. CC	Braunstone Town Council	water for hirers 2510
		13176/12		£20.01	£3.34	£16.67	5. OS	Braunstone Town Council	Diesel for new truck 5670
		13176/13		£2.84	£0.00	£2.84	1. CM	Braunstone Town Council	Postage - short 1300
		13176/14		£3.00	£0.00	£3.00	1. CM	Braunstone Town Council	Postage - short 1300
		13176/15		£40.00	£0.00	£40.00	1. CM	Braunstone Town Council	Delivery of minutes 1300
110551	27/07/17	13176		£196.42	£18.00	£178.42		Braunstone Town Council	ASS 3600
110552	27/07/17	13181		£1.00	£0.00	£1.00	5. OS	APB	Land at rear of Shakeapeare Hotel - 14.08.17 - 1 5990
		13209/1		£29.90	£4.98	£24.92	5. OS	Sunningdale Landscape Supp	Top soil 5550
110554	11/08/17	13209	2395	£29.90	£4.98	£24.92		Sunningdale Landscape Supplies Ltd	10 bags top soil 5550
110555	11/08/17	13220		£100.00	£0.00	£100.00	2. CC	Browne Neil (BR)	RD 05.08.17 2500
BACS170315S ES	25/05/17	12912		£888.00	£148.00	£740.00	2. CC	Ses Technical Ltd	PAT, Claen, Service and inspect hall stage lightin2600
		12697/1		£38.00	£6.33	£31.67	1. CM	SLCC	For Pauline Snow - subscription renewal for SLC 1350
BACS170329S LCC	03/04/17	12697	2329	£38.00	£6.33	£31.67		SLCC	Subscription renewal for SLCC 1350
		12696/1		£156.00	£26.00	£130.00	5. OS	Brandon Hire Plc	Hire of chipper to remove trees in civic centre car5660
BACS170330B RANDON	04/04/17	12696	2315	£156.00	£26.00	£130.00		Brandon Hire Plc	towable wood chipper on 2 day hire 5660
BACS170330B ULLETS	04/04/17	12703		£77.00	£0.00	£77.00	5. OS	Bullets FC	Refund for cancellation of pitch use due to poor p5550
BACS170330 CHISWO	04/04/17	12702		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 25.03.17 CHISWO 2500
BACS170330 HAJAJ	04/04/17	12700		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC	RD 26.03.17 HAJAJ 3500
BACS170330I DEA	04/04/17	12704		£540.00	£90.00	£450.00	1. CM	Improvement & Development	LGA Workforce subscription 2017/18 1350

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
BACS170330L OWE/STAFF	04/04/17	12699		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 26.03.17 LOWE	2500
BACS170405B AKER	07/04/17	12817		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 25.03.17 BAKER	2500
BACS170405B DCTRADEWA	07/04/17	12805		£28.50	£4.75	£23.75	5. OS	Blaby District Council	Trade Waste	5990
BACS170405 CARIBBEAN	07/04/17	12802		£250.00	£0.00	£250.00	7. CD	Miss C A K Dowe	Carib Band performance 24.03.2017	7760
BACS170405 CHAPMANS1	07/04/17	12812		£100.72	£16.79	£83.93	5. OS	Chapmans Garden Machinery	ORDER NO. 2322	5610/1
BACS170405 DUSARA	07/04/17	12816		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 25.03.17 DUSARA	2500
BACS170405 GISBORNE	07/04/17	12822		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 01.04.17 GISBORNE	2500
BACS170405 GSGENERAL	07/04/17	12801		£125.37	£20.89	£104.48	2. CC	G S General Handyman Servi	SUPPLY AND FIT TAP TO DISBLED LOO	2600
BACS170405K HADIM	07/04/17	12813		£233.45	£0.00	£233.45	2. CC	PUBLIC - BTC	CANCELLED BOOKING 14.04.2017 KHADIM	2500
BACS170405L AFFAR	07/04/17	12818		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 02.04.17 LAFFAR	2500
BACS170405 MANSHIP	07/04/17	12820		£200.00	£0.00	£200.00	2. CC	PUBLIC - BTC	RD 01.04.17 MANSHIP	2500
BACS170405 MISTRY	07/04/17	12819		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 02.04.17 MISTRY	2500
BACS170405 NPS	07/04/17	12808		£72.00	£12.00	£60.00	3. TA	NPS NIGEL SUMMERFIELD	Reset Heating @ TA	3600
BACS170405S ES	07/04/17	12814		£90.00	£15.00	£75.00	2. CC	Ses Technical Ltd	Curtain track repairs	2600
BACS170405S IS& ALLEN	07/04/17	12803		£384.00	£64.00	£320.00	2. CC	Sissons & Allen Ltd		2600
BACS170405S ISS&ALLEN	07/04/17	12804		£376.68	£62.78	£313.90	2. CC	Sissons & Allen Ltd	Emergency lights in compounc	2600
BACS170405V IPANS	07/04/17	12806		£165.64	£27.61	£138.03	5. OS	Vipans Ltd	ORDER NO 2319	5600/1
		12826/1		£1,770.41	£0.00	£1,770.41	1. CM	WAGES	WAGE	1010
		12826/2		-£0.01	£0.00	-£0.01	1. CM	WAGES	UNDERPAYMENT	1010
BACS170424A S	24/04/17	12826		£1,770.40	£0.00	£1,770.40		WAGES	Salary APRIL 17	1010

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS170424B AI	24/04/17	12828		£1,315.15	£0.00	£1,315.15	1. CM	WAGES	SALARY APRIL 17 1015
BACS170424B RO	24/04/17	12836		£974.89	£0.00	£974.89	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424 CH	24/04/17	12841		£400.04	£0.00	£400.04	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424 CR	24/04/17	12834		£715.48	£0.00	£715.48	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424 CU	24/04/17	12839		£1,074.75	£0.00	£1,074.75	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424 DA	24/04/17	12825		£187.30	£0.00	£187.30	1. CM	WAGES	Salary April 17 1010
BACS170424 GI	24/04/17	12845		£300.91	£0.00	£300.91	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424 GO S	24/04/17	12833		£1,170.74	£0.00	£1,170.74	1. CM	WAGES	SALARY APRIL 17 1010
		12837/1		£1,205.01	£0.00	£1,205.01	1. CM	WAGES	ACTUAL APRIL WAGE 1010
		12837/2		£275.47	£0.00	£275.47	1. CM	WAGES	OVERPAYMENT SALARY 1010
BACS170424 GR	24/04/17	12837		£1,480.48	£0.00	£1,480.48		WAGES	APRIL 17 1010
BACS170424 HA	24/04/17	12832		£901.04	£0.00	£901.04	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424J EP	24/04/17	12835		£1,561.71	£0.00	£1,561.71	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424K EN	24/04/17	12824		£1,563.51	£0.00	£1,563.51	1. CM	WAGES	Salary April 17 1010
BACS170424L CCTAX&NI	24/04/17	13005		£6,570.91	£0.00	£6,570.91	1. CM	H M Revenue & Customs	TAX & NI APRIL 2017 1010
BACS170424 ME	24/04/17	12827		£935.58	£0.00	£935.58	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424P ENSIONS	24/04/17	13004		£6,537.39	£0.00	£6,537.39	1. CM	Leicestershire County Council	PENSIONS APRIL 2017 1010
BACS170424 RAI	24/04/17	12829		£1,271.47	£0.00	£1,271.47	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424S IB	24/04/17	12842		£1,153.97	£0.00	£1,153.97	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424S MI	24/04/17	12840		£528.71	£0.00	£528.71	1. CM	WAGES	SALARY APRIL 17 1010

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS170424S N	24/04/17	12823		£1,956.07	£0.00	£1,956.07	1. CM	WAGES	Salary April 17 1010
BACS170424T GR	24/04/17	12843		£674.10	£0.00	£674.10	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424T IL	24/04/17	12838		£2,617.14	£0.00	£2,617.14	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424 WA	24/04/17	12844		£417.54	£0.00	£417.54	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424 WI	24/04/17	12831		£899.04	£0.00	£899.04	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424Y U	24/04/17	12830		£635.75	£0.00	£635.75	1. CM	WAGES	SALARY APRIL 17 1010
BACS170425 UNISON	26/04/17	13003		£48.10	£0.00	£48.10	1. CM	Unison	APRIL 2017 UNISON 1010
BACS170427A DT	28/04/17	12883		£127.20	£21.20	£106.00	2. CC	ADT Fire & Security	RESET FIRE ALARM 2610/3
BACS170427A RCO	28/04/17	12884		£5.28	£0.88	£4.40	5. OS	Arco	5610/1
BACS170427B UX	28/04/17	12875		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 16.04.17 BUX 2500
BACS170427 CHILLI	28/04/17	12864		£61.11	£0.00	£61.11	2. CC	Chilliclean Window Cleaning	CC WINDOW CLEANING 2600
BACS170427 CHILLI1	28/04/17	12865		£63.60	£0.00	£63.60	3. TA	Chilliclean Window Cleaning	TA WINDOW CLEAN 3600
BACS170427 COBBY	28/04/17	12876		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC	RD 22.04.17 BILLINGTON-COBBY 3500
BACS170427 DAMJI	28/04/17	12877		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 22.04.17 DAMJI 2500
BACS170427E LITE	28/04/17	12882		£144.00	£24.00	£120.00	3. TA	Elite Industrial Doors	CHECK OUT FAULTY SHUTTER 3600
		12913/1		£200.00	£0.00	£200.00	7. CD	Global Entertainment Associate	Music for Town Mayors Awards Night 7750
BACS170427 GLOBALENTE	25/05/17	12913	2345	£200.00	£0.00	£200.00		Global Entertainment Associates	Kim Simmons - pianist for Town Mayor's Awards Night 7750
BACS170427I TSOL1	28/04/17	12881		£2,628.00	£438.00	£2,190.00	1. CM	IT Solutions	2 X SYNOLOGY 4 BAY 8TB NAS & INSTALL 1420
BACS170427I TSOLU	28/04/17	12855		£138.00	£23.00	£115.00	1. CM	IT Solutions	Upgrade P. Snow computer 1420
BACS170427K HADIM	28/04/17	12869		£200.00	£0.00	£200.00	2. CC	PUBLIC - BTC	RD15.04.2017 KHADIM 2500

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
BACS170427 MCCATHY	28/04/17	12870		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD16.04.17 MCCARTHY	2500
BACS170427 MODI	28/04/17	12878		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 23.04.17 MODI	2500
BACS170427 NAMASTE	28/04/17	12863		£300.00	£0.00	£300.00	7. CD	Namaste Group	GRANT	7850
BACS170427 NPS	28/04/17	12880		£176.40	£29.40	£147.00	2. CC	NPS NIGEL SUMMERFIELD	CHANGE SINK TAPS	2600
BACS170427S OW	28/04/17	12879		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 22.04.17 SOWEMIMO	2500
BACS170427X EROX	28/04/17	12868		£125.66	£20.94	£104.72	1. CM	Xerox	PHOTOCOPIER 01.01.2017 - 31.03.2017	1410
		12997/1		£540.00	£90.00	£450.00	1. CM	IT Solutions	PC'S	1420
		12997/2		£70.20	£11.70	£58.50	1. CM	IT Solutions	VoIP	1400
BACS170501I TSOLUTION	31/05/17	12997		£610.20	£101.70	£508.50		IT Solutions	Service & Maintenance PC's & VoIP May - June	1420
BACS170501T RADEWASTE	25/05/17	12908		£28.50	£4.75	£23.75	5. OS	Leicestershire County Council	Trade Waste	5440
BACS170504 CHAPMANS	07/04/17	12811		£24.25	£4.04	£20.21	5. OS	Chapmans Garden Machinery	ORDER NO. 2274	5610/1
		12895/1		£18.98	£3.16	£15.82	5. OS	Chapman	Suppliers for parks	5610/1
BACS170504 CHAPMANS	05/05/17	12895	2340	£18.98	£3.16	£15.82		Chapman	1 strimmer wire, 2 stroke oil, mower oil - multigrade	5610/1
		13024/1		£68.00	£11.33	£56.67	5. OS	Chapman	Suppliers for parks - UNDER PAID ON PREVIOUS	5610/1
BACS170504 CHAPMANS	10/05/17	13024		£68.00	£11.33	£56.67		Chapman	1 strimmer wire, 2 stroke oil, mower oil - multigrade	5610/1
		12896/1		£18.98	£3.16	£15.82	5. OS	Chapman	Equipment Maintenance	5610/1
BACS170504 CHAPMANS1	05/05/17	12896	2342	£18.98	£3.16	£15.82		Chapman	5 litres chain oil	5610/1
BACS170504 DAJI	05/05/17	12891		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 30.04.17 DAJI	2500
BACS170504 DODD	05/05/17	12890		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 29.04.17 DODD	2500
BACS170504K AMUZONDE	05/05/17	12892		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 08.04.17 KAMUZONDE	2500
		12887/1		£38.70	£6.45	£32.25	8. PE	KB Packaging	poop bags	8900/1

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
BACS170504K BPACK	05/05/17	12887	2348	£38.70	£6.45	£32.25		KB Packaging	To replenish stocks of poop bags for dog walkers to purchase to clear up dog mess	8900/1
		12888/1		£309.60	£51.60	£258.00	8. PE	KB Packaging	poop bags	8900/1
BACS170504K BPACKAGIN	05/05/17	12888	2321	£309.60	£51.60	£258.00		KB Packaging	To replenish stocks of poop bags for dog walkers to purchase to clear up dog mess	8900/1
BACS170504S ISSONS	05/05/17	12893		£138.00	£23.00	£115.00	2. CC	Sissons & Allen Ltd	Heater in mens toilet nearest to bar, electric swit	2600
		13105/1		£347.38	£57.90	£289.48	2. CC	Sissons & Allen Ltd	1. One of the spot lights on the front porch floor a	2600
		13105/2		£197.80	£32.97	£164.83	2. CC	Sissons & Allen Ltd	2. light not working in the entrance of the Centre	2600
		13105/3		£44.26	£7.38	£36.88	2. CC	Sissons & Allen Ltd	4. Plug socket in bar beneath dish washer is not	2600
		13105/4		£194.47	£32.41	£162.06	2. CC	Sissons & Allen Ltd	3. flood light not working	2600
		13105/5		£77.68	£12.95	£64.73	2. CC	Sissons & Allen Ltd	Replace faulty LED rear of Cellar	2600
BACS170504S ISSONS&AL	30/06/17	13105	2349	£861.59	£143.61	£717.98		Sissons & Allen Ltd	SEVERAL ITEMS	2600
		12910/1		£458.70	£76.45	£382.25	7. CD	Britannia Buffet Services Ltd	Buffet for Town Mayor's Award Night	7750
BACS170505B RITANNIA	25/05/17	12910	2352	£458.70	£76.45	£382.25		Britannia Buffet Services Ltd	55 meals for Awards Night	7750
BACS170508B TALARMTA	22/05/17	13049		£45.47	£7.58	£37.89	3. TA	Braunstone Town Council	EM 2285 3976	3400
		12907/1		£28.20	£4.70	£23.50	7. CD	RADAR Key Company	RADAR keys for public use	7990
BACS170509 RADAR	25/05/17	12907	2353	£28.20	£4.70	£23.50		RADAR Key Company	10 RADAR keys	7990
		13042/1		£14.26	£2.38	£11.88	5. OS	Walkers Timber	4 inch 6ft post	5600/3
		13042/2		£121.82	£20.30	£101.52	5. OS	Walkers Timber	3 mtrs of 3.5 x 1.5	5600/3
BACS170516 WALKERS	09/06/17	13042	2355	£136.08	£22.68	£113.40		Walkers Timber		5600/3
		12900/1		£126.00	£21.00	£105.00	2. CC	Wilson Alarm Systems Ltd	Carpark	2600
		12900/2		£242.40	£40.40	£202.00	2. CC	Wilson Alarm Systems Ltd	Underpass	2600
BACS170516 WILSONALAR	25/05/17	12900	2285	£368.40	£61.40	£307.00		Wilson Alarm Systems Ltd		2600
BACS170518A LAGHA	31/05/17	12990		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC	RD 20.05.17 ALAGHA	3500
BACS170518A LLEN	25/05/17	12904		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 17.05.12 ALLEN	2500
		12918/1		£145.47	£0.00	£145.47	2. CC	Bridge Coffee Company Ltd	SUPPLIES	2510

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		12918/2		£10.74	£1.79	£8.95	2. CC	Bridge Coffee Company Ltd	CARRIAGE	2510
BACS170518B RIDGE	25/05/17	12918		£156.21	£1.79	£154.42		Bridge Coffee Company Ltd	SUPPLIES INC CARRIAGE	2510
		12919/1		£144.42	£0.00	£144.42	2. CC	Bridge Coffee Company Ltd	SUPPLIES	2510
		12919/2		£10.74	£1.79	£8.95	2. CC	Bridge Coffee Company Ltd	CARRIAGE	2510
BACS170518B RIDGE1	25/05/17	12919		£155.16	£1.79	£153.37		Bridge Coffee Company Ltd	SUPPLIES INC CARRIAGE	2510
BACS170518 DOSHI	25/05/17	12906		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC	RD 13.05.17 DOSHI	3500
BACS170518F ORBES	31/05/17	12991		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC	RD 20.05.17 FORBES	3500
		12914/1		£521.16	£86.86	£434.30	5. OS	Frontier Agricultural Ltd	Herbicide/lance for spraying	5610/1
BACS170518F RONTIER	25/05/17	12914	2337	£521.16	£86.86	£434.30		Frontier Agricultural Ltd	1 classic herbicide lance, 5 litres herbicide Nomix Dual	5610/1
BACS170518I TSOLUTION	25/05/17	12920		£936.00	£156.00	£780.00	1. CM	IT Solutions	AVG CLOUDCARE ANTI VIRUS AND CONTEN	1420
BACS170518K ALYARYI	25/05/17	12921		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC	RD 14.05.17 KALYARYI	3500
BACS170518K OTADIA	25/05/17	12905		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 13.05.17 KOTADIA	2500
BACS170518 MARRAFFA	25/05/17	12916		£204.33	£0.00	£204.33	3. TA	PUBLIC - BTC	RD07.05.17MARRAFFA INC PARK DEPOSIT	3500
BACS170518 NORTHGATE	07/04/17	12922		£434.94	£72.49	£362.45	5. OS	Northgate	Double cab pickup hire	5650
BACS170518 NORTHGATE	25/05/17	12705		£646.99	£107.83	£539.16	5. OS	Northgate	Double cab pickup hire	5650
BACS170518 NORTHGATE	09/06/17	13034		£744.04	£124.01	£620.03	5. OS	Northgate	Double cab pickup hire	5650
BACS170518 NPS	25/05/17	12901		£402.30	£67.05	£335.25	3. TA	NPS NIGEL SUMMERFIELD	Expansion vessel cracked, needs replacing	3600
BACS170518P ANDIT	25/05/17	12917		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 7.05.17 PANDIT	2500
		12998/1		£2.99	£0.50	£2.49	1. CM	Post Office Shop	Delivery cost	1300
		12998/2		£56.00	£0.00	£56.00	1. CM	Post Office Shop	STAMPS	1300
BACS170518P OSTOFFICE	31/05/17	12998	2356	£58.99	£0.50	£58.49		Post Office Shop	2nd class stamps x 100	1300

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS170518S INGH	25/05/17	12915		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC RD 6.05.17 SINGH	2500
BACS170518T HAKERAR	25/05/17	12911		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC RD 29.04.17 THAKERAR	3500
BACS170520P ARKPLACE	31/05/17	13008		£1,120.06	£0.00	£1,120.06	5. OS	Park Place Insurance Parks hire truck insurance	5650
BACS170522X EROX	09/06/17	13032		£238.58	£39.76	£198.82	1. CM	Xerox PHOTOCOPIER 01.07.2017 - 31.09.2017	1410
BACS170524A HACK	25/05/17	12964		£334.40	£0.00	£334.40	1. CM	Cllr Amanda Hack CLLR Allowance May 2017	1030
BACS170524A MBROSE	25/05/17	12949		£300.00	£0.00	£300.00	1. CM	Cllr Anthea Ambrose CLLR Allowance May 2017	1030
BACS170524A SLAM	25/05/17	12960		£368.80	£0.00	£368.80	1. CM	Cllr Shabbir Aslam CLLR Allowance May 2017	1030
BACS170524A S	25/05/17	12946		£1,782.82	£0.00	£1,782.82	1. CM	WAGES Salary May 2017	1010
BACS170524B AI	25/05/17	12948		£1,324.94	£0.00	£1,324.94	1. CM	WAGES Salary May 2017	1010
BACS170524B ERRINGTON	25/05/17	12970		£300.00	£0.00	£300.00	1. CM	Cllr Roger Berrington CLLR Allowance May 2017	1030
BACS170524B ETTS	25/05/17	12966		£306.40	£0.00	£306.40	1. CM	Cllr S Betts CLLR Allowance May 2017	1030
BACS170524B RO	25/05/17	12968		£913.28	£0.00	£913.28	1. CM	WAGES Salary May 2017	1010
BACS170524 CH	25/05/17	12977		£399.98	£0.00	£399.98	1. CM	WAGES Salary May 2017	1010
BACS170524 CR	25/05/17	12965		£718.52	£0.00	£718.52	1. CM	WAGES Salary May 2017	1010
BACS170524 CU	25/05/17	12975		£1,081.44	£0.00	£1,081.44	1. CM	WAGES Salary May 2017	1010
BACS170524 GI	25/05/17	12985		£444.10	£0.00	£444.10	1. CM	WAGES Salary May 2017	1010
BACS170524 G S	25/05/17	12963		£1,177.90	£0.00	£1,177.90	1. CM	WAGES Salary May 2017	1010
BACS170524 HA	25/05/17	12962		£905.48	£0.00	£905.48	1. CM	WAGES Salary May 2017	1010
BACS170524J EP	25/05/17	12967		£1,573.31	£0.00	£1,573.31	1. CM	WAGES Salary May 2017	1010

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS170524J GR	25/05/17	12969		£1,176.90	£0.00	£1,176.90	1. CM	WAGES	Salary May 2017 1010
BACS170524K EN	25/05/17	12945		£1,575.11	£0.00	£1,575.11	1. CM	WAGES	Salary May 2017 1010
BACS170524L AYNE	25/05/17	12973		£375.00	£0.00	£375.00	1. CM	Cllr Berneta Layne	CLLR Allowance May 2017 1030
BACS170524L CCTAX&NI	24/05/17	13007		£7,778.76	£0.00	£7,778.76	1. CM	H M Revenue & Customs	TAX & NI MAY 2017 1010
BACS170524 MAXWELL	25/05/17	12951		£225.00	£0.00	£225.00	1. CM	Cllr Sam Maxwell	CLLR Allowance May 2017 1030
BACS170524 ME	25/05/17	12947		£939.94	£0.00	£939.94	1. CM	WAGES	Salary May 2017 1010
BACS170524P ENSIONS	24/05/17	13006		£6,544.96	£0.00	£6,544.96	1. CM	Leicestershire County Council	PENSIONS MAY 2017 1010
BACS170524 RA	25/05/17	12955		£1,280.76	£0.00	£1,280.76	1. CM	WAGES	Salary May 2017 1010
BACS170524S HEPHERD	25/05/17	12984		£300.00	£0.00	£300.00	1. CM	Cllr Tracey Shepherd	CLLR Allowance May 2017 1030
BACS170524S IB	25/05/17	12978		£1,160.31	£0.00	£1,160.31	1. CM	WAGES	Salary May 2017 1010
BACS170524S MI	25/05/17	12976		£521.58	£0.00	£521.58	1. CM	WAGES	Salary May 2017 1010
BACS170524S NO	25/05/17	12944		£1,966.44	£0.00	£1,966.44	1. CM	WAGES	Salary May 2017 1010
BACS170524T GR	25/05/17	12979		£676.08	£0.00	£676.08	1. CM	WAGES	Salary May 2017 1010
BACS170524T IL	25/05/17	12971		£2,622.72	£0.00	£2,622.72	1. CM	WAGES	Salary May 2017 1010
		13038/1		£18.84	£3.14	£15.70	5. OS	Vipans Ltd	For parks 5610/1
BACS170524V IPANS	09/06/17	13038	2359	£18.84	£3.14	£15.70		Vipans Ltd	2 pairs gloves 5610/1
		13039/1		£72.00	£12.00	£60.00	5. OS	Vipans Ltd	For parks 5610/1
BACS170524V IPANS1	09/06/17	13039		£72.00	£12.00	£60.00		Vipans Ltd	1 knapsack 15 litre for pesticide spray and 5610/1
BACS170524 WA	25/05/17	12980		£538.24	£0.00	£538.24	1. CM	WAGES	Salary May 2017 1010
BACS170524 WATERTON	25/05/17	12972		£300.00	£0.00	£300.00	1. CM	Cllr Robert Waterton	CLLR Allowance May 2017 1030

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS170524 WI	25/05/17	12957		£900.52	£0.00	£900.52	1. CM	WAGES	Salary May 2017 1010
BACS170524 WRIGHT	25/05/17	12953		£300.00	£0.00	£300.00	1. CM	Cllr Bill Wright	CLLR Allowance May 2017 1030
BACS170524Y U	25/05/17	12956		£640.32	£0.00	£640.32	1. CM	WAGES	Salary May 2017 1010
BACS170525B ARTON	31/05/17	12996		£629.75	£104.96	£524.79	5. OS	Barton Petroleum	1200 ltrs Red diesel 5670
BACS170525K INGS	31/05/17	12995		£83.46	£13.91	£69.55	2. CC	Kings Armoured Security Serv	2580
		13001/1		£217.38	£36.23	£181.15	5. OS	PitchCare.Com	Pesticide for parks 5610/1
BACS170525P ITCHCBCAR	16/06/17	13001	2360	£217.38	£36.23	£181.15		PitchCare.Com	5 Litre bottles Round Up ProVantage 480 pesticide 5610/1
BACS170525 UNISON	25/05/17	13002		£48.10	£0.00	£48.10	1. CM	Unison	MAY 2017 UNISON 1010
		13110/1		£14.76	£2.46	£12.30	1. CM	Toye Kenning & Spencer	Carriage 1300
		13110/2		£26.34	£4.39	£21.95	7. CD	Toye Kenning & Spencer	Red Collarette 7750
		13110/3		£30.00	£5.00	£25.00	7. CD	Toye Kenning & Spencer	case 7750
BACS170531T OYEKENNIN	30/06/17	13110	2362	£71.10	£11.85	£59.25		Toye Kenning & Spencer	Replacement red collarette and replacement presentation case 1300
BACS170601A SIANELDER	02/06/17	13012		£225.00	£0.00	£225.00	7. CD	Asian Elderly Club	Community Group Grant 7850
BACS170601J OHAL	02/06/17	13021		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD27.05.17 JOHAL 2500
		13018/1		£1,015.08	£169.18	£845.90	1. CM	NORTH WEST LEICESTER	To undertake an internal audit (Lisa Cotton) 1160
BACS170601 NWLAUDIT	02/06/17	13018	2343	£1,015.08	£169.18	£845.90		NORTH WEST LEICESTER	Internal audit for year ended 2017 1160
BACS170601S MITH	02/06/17	13020		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC	RD27.05.17 SMITH 3500
		13017/1		£81.86	£13.64	£68.22	5. OS	Walkers Timber	15metres knee high fencing 5610/1
BACS170601 WALKERS	02/06/17	13017	2288	£81.86	£13.64	£68.22		Walkers Timber	Repair to damage following high winds 5610/1
		13052/1		£39.00	£6.50	£32.50	1. CM	Frontier Agricultural Ltd	Delivery 1300
BACS170602F RONTIER	16/06/17	13052	2366	£39.00	£6.50	£32.50		Frontier Agricultural Ltd	5 litre Nomix Cleaner - £4.50 per litre 1300
BACS170605 McNALLY	09/06/17	13037		£200.00	£0.00	£200.00	3. TA	PUBLIC - BTC	RD 03.06.17 McNALLY 3500

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			13043/1	£1,322.73	£0.00	£1,322.73	1. CM	LRALC	To continue access to NALC & LRALC services	1350
BACS170606	09/06/17	13043	2369	£1,322.73	£0.00	£1,322.73		LRALC	LRALC Membership & NALC Membership - Braunstone Town Concl.	1350
BACS170607B	09/06/17	13044		£70.50	£11.75	£58.75	7. CD	Joanne Abbott Bar @ Civic C	Goods supplied for 5th May 2017 - Awards Eve	7750
			13081/1	£36.00	£6.00	£30.00	1. CM	IT Solutions	Laptop Lead	1420
			13081/2	£120.00	£20.00	£100.00	1. CM	IT Solutions	Set up email address for new starter	1420
BACS170607I	16/06/17	13081	2374	£156.00	£26.00	£130.00		IT Solutions	ASS.	1420
BACS170611	16/06/17	13087		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC	RD 10.06.17 CHUNG	3500
BACS170612P	16/06/17	13079		£508.09	£84.68	£423.41	3. TA	Principal Hygiene Systems Lt	01.07.2017-30.09.2017	3440
BACS170612P	16/06/17	13080		£1,049.41	£174.90	£874.51	2. CC	Principal Hygiene Systems Lt	01.07.2017-30.09.2017	2440
BACS170613	30/06/17	13108		£160.00	£0.00	£160.00	2. CC	Ovenranger	2 Deep Clean Range Ovens	2600
			13107/1	£16.31	£2.72	£13.59	5. OS	Arco	For Dave	5290
BACS170614A	30/06/17	13107	2379	£16.31	£2.72	£13.59		Arco	Work trousers	5290
BACS170614	16/06/17	13083		£100.00	£0.00	£100.00	3. TA	PUBLIC - BTC	RD 10.06.17 DOSANGH	3500
BACS170614T	16/06/17	13082		£15.00	£0.00	£15.00	5. OS	Towergate Insurance	Admin fee	5650
BACS170615	16/06/17	13085		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 10.06.17 HUGHES	2500
BACS170615	16/06/17	13086		£100.00	£0.00	£100.00	2. CC	PUBLIC - BTC	RD 10.06.17 MWARI	2500
BACS170620A	30/06/17	13102		£192.00	£32.00	£160.00	2. CC	Midland Automated Doors LT	Service 2, Rec17DSLFA - Record STA17B1 - Pa	2600
			13101/1	£120.00	£20.00	£100.00	3. TA	Midland Automated Doors LT	Service Automatic Doors	3600
BACS170620A	30/06/17	13101	2290	£120.00	£20.00	£100.00		Midland Automated Doors LTD	Yearly service of double swing automaic doors	3600
BACS170622B	23/06/17	13097		£90.79	£0.00	£90.79	2. CC	Bradshaw Yvonne (BR)	RD 17.06.2017	2500
BACS170622	23/06/17	13095		£72.88	£0.00	£72.88	2. CC	Celestial Church of Christ (RD 10.06.2017	2500

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
BACS170622K IDAROO	23/06/17	13096		£2,007.02	£0.00	£2,007.02	3. TA	KIDAROO	Overpayment	3500
		13099/1		£315.00	£52.50	£262.50	2. CC	LEICESTER & DERBY BLIND	Blinds for office	2600
BACS170622L &RBLINDS	23/06/17	13099	2190	£315.00	£52.50	£262.50		LEICESTER & DERBY BLINDS		2600
BACS170622 MAZURKIEWI	23/06/17	13094		£100.00	£0.00	£100.00	3. TA	Mazurkiewia Mateusl (BR)	RD 17.06.2017	3500
		13093/1		£550.00	£0.00	£550.00	5. OS	Sam Metcalf Trees & Landscap	reduce branch to prevent further failure	5600/1
		13093/2		£400.00	£0.00	£400.00	5. OS	Sam Metcalf Trees & Landscap	Removal of branch from oak tree on Mossdale M	5600/1
BACS170622 METCALF	23/06/17	13093	2372	£950.00	£0.00	£950.00		Sam Metcalf Trees & Landscaping		5600/1
		13055/1		£1,780.22	£0.00	£1,780.22	1. CM	WAGES	Salary June 2017	1010
		13055/2		£19.60	£0.00	£19.60	1. CM	WAGES	Mileage June 2017	1015
BACS170623A S	23/06/17	13055		£1,799.82	£0.00	£1,799.82		WAGES	SALARY AND MILEAGE JUNE 2017	1010
BACS170623A SSIMILEAG	23/06/17	13092		£44.10	£0.00	£44.10	1. CM	WAGES	Mileage Payment June 2017	1015
BACS170623B AI	23/06/17	13057		£1,324.94	£0.00	£1,324.94	1. CM	WAGES	SALARY JUNE 2017	1010
BACS170623B RO	23/06/17	13065		£1,061.93	£0.00	£1,061.93	1. CM	WAGES	SALARY JUNE 2017	1010
BACS170623 CR	23/06/17	13063		£718.52	£0.00	£718.52	1. CM	WAGES	SALARY JUNE 2017	1010
BACS170623 CU	23/06/17	13068		£1,081.44	£0.00	£1,081.44	1. CM	WAGES	SALARY JUNE 2017	1010
BACS170623 GO S	23/06/17	13062		£1,177.70	£0.00	£1,177.70	1. CM	WAGES	SALARY JUNE 2017	1010
BACS170623 GR	23/06/17	13066		£1,285.37	£0.00	£1,285.37	1. CM	WAGES	SALARY JUNE 2017	1010
BACS170623 HA	23/06/17	13061		£905.28	£0.00	£905.28	1. CM	WAGES	SALARY JUNE 2017	1010
BACS170623 HMRC	07/07/17	13074		£6,701.14	£0.00	£6,701.14	1. CM	H M Revenue & Customs	Tax and NI June 17	1010
BACS170623J EP	23/06/17	13064		£1,573.11	£0.00	£1,573.11	1. CM	WAGES	SALARY JUNE 2017	1010
BACS170623K EN	23/06/17	13054		£1,575.11	£0.00	£1,575.11	1. CM	WAGES	SALARY JUNE 2017	1010

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS170623L CC	26/06/17	13076		£6,647.61	£0.00	£6,647.61	1. CM	Leicestershire County Council Pensions	1020
BACS170623 ME	23/06/17	13056		£940.14	£0.00	£940.14	1. CM	WAGES SALARY JUNE 2017	1010
BACS170623 RA	23/06/17	13058		£1,280.96	£0.00	£1,280.96	1. CM	WAGES SALARY JUNE 2017	1010
BACS170623S IB	23/06/17	13071		£1,160.31	£0.00	£1,160.31	1. CM	WAGES SALARY JUNE 2017	1010
BACS170623S N	23/06/17	13053		£1,966.44	£0.00	£1,966.44	1. CM	WAGES SALARY JUNE 2017	1010
BACS170623T GR	23/06/17	13072		£625.20	£0.00	£625.20	1. CM	TAGES SALARY JUNE 2017	1010
BACS170623T IL	23/06/17	13067		£2,622.72	£0.00	£2,622.72	1. CM	WAGES SALARY JUNE 2017	1010
BACS170623 UNISON	26/06/17	13075		£48.10	£0.00	£48.10	1. CM	Unison Union Fees	1010
BACS170623 WA	23/06/17	13073		£420.18	£0.00	£420.18	1. CM	WAGES SALARY JUNE 2017	1010
BACS170623 WI	23/06/17	13060		£900.72	£0.00	£900.72	1. CM	WAGES SALARY JUNE 2017	1010
BACS170623Y U	23/06/17	13059		£640.32	£0.00	£640.32	1. CM	WAGES SALARY JUNE 2017	1010
BACS170627 HMRC	07/07/17	13100		£15.30	£0.00	£15.30	1. CM	H M Revenue & Customs Interest to 19-06-17	1010
BACS170629E KWEVUGBE	30/06/17	13109		£78.16	£0.00	£78.16	3. TA	D. Ekwevugbe RD 24.06.2017	3500
BACS170629K OTAK	30/06/17	13103		£100.00	£0.00	£100.00	2. CC	Kotak Rishi (CP) RD 25.06.17	2500
BACS170629Z ARCONE	30/06/17	13106		£100.00	£0.00	£100.00	2. CC	Zarcone Lesley (BR) RD 24.05.2017	2500
BACS17062C HA	23/06/17	13070		£327.68	£0.00	£327.68	1. CM	WAGES SALARY JUNE 2017	1010
BACS17062S MI	23/06/17	13069		£478.63	£0.00	£478.63	1. CM	WAGES SALARY JUNE 2017	1010
BACS170630S WIFT	16/06/17	13077		£2,508.00	£418.00	£2,090.00	3. TA	Swift Fire & Security FOR THE PERIOD 01.09.17-31.08.18	3610/3
BACS170705 HAGSSMP	11/07/17	13114		£75.36	£12.56	£62.80	5. OS	HAGS -SMP Replacement parts for gym equipment on Mossd 5610/1	

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS170705 HAGSSMP1	11/07/17	13113		£305.77	£50.96	£254.81	5. OS	HAGS -SMP	1 x Beam plank, 1 x support, 7x screws and rings 5610/4
BACS170705L CCTRADE	11/07/17	13115		£85.50	£14.25	£71.25	5. OS	Leicestershire County Council	Trade Waste 5440
BACS170706B RANDON	11/08/17	13212		£68.40	£11.40	£57.00	2. CC	Brandon Hire Plc	5 x Harris Fencing to secure the area around the 2600
BACS170713S WIFT	27/07/17	13177		£30.00	£5.00	£25.00	3. TA	Swift Fire & Security	Reset 3610/3
		13203/1		£528.00	£88.00	£440.00	2. CC	Crocodile Catering Equipment	Urn 2600
BACS170719 CROCODILE	11/08/17	13203	2399	£528.00	£88.00	£440.00		Crocodile Catering Equipment	Urn replacement CC 2600
		13202/1		£309.60	£51.60	£258.00	8. PE	KB Packaging	Poop bags 8900/1
BACS170721K BPACKAGIN	11/08/17	13202	2400	£309.60	£51.60	£258.00		KB Packaging	8900/1
		13182/1		£2.99	£0.50	£2.49	1. CM	Post Office Shop	Delivery cost 1300
		13182/2		£56.00	£0.00	£56.00	1. CM	Post Office Shop	100 postage stamps 1300
BACS170721P OST	27/07/17	13182	2401	£58.99	£0.50	£58.49		Post Office Shop	2nd class stamps x 100 1300
BACS170724B ROWN	27/07/17	13171		£100.00	£0.00	£100.00	2. CC	Brown Nicola (CP)	RD 23.07.17 2500
BACS170724L DN	27/07/17	13170		£59.05	£0.00	£59.05	2. CC	LDN Wrestling (CP)	RD 15.07.17 2500
BACS170724L RALC	27/07/17	13178		£35.00	£0.00	£35.00	1. CM	LRALC	Finance for Councillors Training course for Cllr D 1230
BACS170724 MASIH	27/07/17	13172		£100.00	£0.00	£100.00	3. TA	Masih Amrik	RD 22.07.2017 3500
BACS170724 MUMTAZ	27/07/17	13184		£100.00	£0.00	£100.00	3. TA	Mumtaz Emma Mrs	RD 16.07.2017 3500
BACS170724P ATEL	27/07/17	13175		£100.00	£0.00	£100.00	2. CC	Patel Rohini (BR)	RD 15.07.17 2500
BACS170724T HAKER	27/07/17	13173		£100.00	£0.00	£100.00	2. CC	Thaker Brian (CP)	RD 20.07.17 2500
BACS170724T HAKER+1	27/07/17	13174		£100.00	£0.00	£100.00	2. CC	Thaker Brian (CP)	RD 16.07.17 2500
BACS170727 CHILLI	27/07/17	13180		£61.11	£0.00	£61.11	2. CC	Chilliclean Window Cleaning	CC WINDOW CLEANING 2600
BACS170727 CHILLI1	27/07/17	13179		£107.75	£0.00	£107.75	3. TA	Chilliclean Window Cleaning	TA WINDOW CLEAN + INTERNAL 3600

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		13205/1		£256.18	£42.70	£213.48	2. CC	Commercial Fire and Training	Fire extinguisher service at CC & Parks	2600
BACS170728 COMMERCIAL	11/08/17	13205	2405	£256.18	£42.70	£213.48		Commercial Fire and Training		2600
BACS170801 CIRCUS	11/08/17	13204		£256.30	£0.00	£256.30	7. CD	JAY LINN CIRCUS	Circus workshop for Summer Fete 2017	7710/1
BACS170802 CLOUD	11/08/17	13208		£600.00	£100.00	£500.00	7. CD	Every Cloud Entertainment	Panto 2018 balance	7700
BACS170802 DOSHI	11/08/17	13207		£100.00	£0.00	£100.00	3. TA	Doshi Tarunkant (BR)	RD 29.07.2017	3500
BACS170802 HAINES	11/08/17	13206		£100.00	£0.00	£100.00	2. CC	Haines Liana (BR)	RD 30.07.2017	2500
BACS170802 NORTHGATE	11/08/17	13210		£679.34	£113.22	£566.12	5. OS	Northgate	Double cab pickup hire	5650
BACS170808B RANDON1	11/08/17	13213		£216.00	£36.00	£180.00	7. CD	Brandon Hire Plc	Portable toilets for summer fete	7710/1
		13214/1		£63.14	£10.52	£52.62	3. TA	Brandon Hire Plc	Mitre Saw	3600
BACS170808B RANDON2	11/08/17	13214	2398	£63.14	£10.52	£52.62		Brandon Hire Plc		3600
BACS170808J TH	11/08/17	13217		£342.00	£57.00	£285.00	7. CD	JTH Concerts and Live Events	Supply of PA system for summer fete	7710/1
BACS170808L CCTRADEWA	11/08/17	13218		£89.22	£14.87	£74.35	5. OS	Leicestershire County Council	Trade refuse	5440
BACS170808 NAEEM	11/08/17	13221		£100.00	£0.00	£100.00	3. TA	Naeem Muhammad (BR)	RD 05.08.17	3500
		13216/1		£1,674.00	£279.00	£1,395.00	1. CM	Sage (UK) Ltd	SAGE Payroll renewal 1 year	1350
BACS170808S AGE	11/08/17	13216	2411	£1,674.00	£279.00	£1,395.00		Sage (UK) Ltd	Renewal of annual contract for Sage Payroll software	1350
BACS170808S UNMBOYE	11/08/17	13219		£100.00	£0.00	£100.00	2. CC	Sunmboye Tolu (CP)	RD 05.08.17	2500
BACS170808S WIFT	11/08/17	13215		£238.60	£39.76	£198.84	3. TA	Swift Fire & Security	Service	3610/3
BACS170808V ANAK	11/08/17	13222		£100.00	£0.00	£100.00	2. CC	Vanak Shrin (CP)	RD 22.07.17	2500
BCARD17072 2NAMES	22/07/17	13190		£71.88	£11.98	£59.90	1. CM	Names Co.	Renewal	1350
		13025/1		£303.96	£50.66	£253.30	5. OS	Park Place Insurance	Insurance for hire truck for 4 weeks	5650
CARD170426 BCARD	16/05/17	13025	2344	£303.96	£50.66	£253.30		Park Place Insurance	1 month insurance for hire truck	5650

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
CARD170520 PARKPLACE	25/05/17	13035		£500.00	£0.00	£500.00	5. OS	Park Place Insurance	5650
		13033/1		£4.79	£0.80	£3.99	7. CD	VistaPrint	Delivery
		13033/2		£20.98	£3.50	£17.48	7. CD	VistaPrint	BRAUNSTONE TOWN MAYOR CARDS
CREDIT17060 1VIST1	16/06/17	13033	2365	£25.77	£4.30	£21.47		VistaPrint	x 250 standard business cards, double sided and colour - for Town Mayor
CREDITCARD 170706AS1	16/06/17	13120		£5.50	£0.00	£5.50	7. CD	Asda	Supplies Awards Night
CREDITCARD 170706ASDA	16/06/17	13121		£62.75	£0.00	£62.75	7. CD	Asda	Supplies Awards Night
DD1170424TV LICENCE	24/04/17	12677		£145.50	£24.25	£121.25	1. CM	TV Licensing	1350
DD170315BD C	01/07/17	12673		£2,125.81	£354.30	£1,771.51	8. PE	Blaby District Council	H0000592 Bins emptying
DD170315BD CDUPLICATE	01/07/17	13211		-£2,125.80	-£354.30	-£1,771.50	8. PE	Blaby District Council	Contra 12673, H0000592 Bins emptying - DUPLI
		12927/1		£494.70	£82.45	£412.25	5. OS	Park Place Insurance	P Jepson -
DD170324PA RKPLACEINS	18/04/17	12927	2316	£494.70	£82.45	£412.25		Park Place Insurance	Insurance for hire vehicle for 6 weeks
DD170330KIN GS	10/04/17	12693		£83.46	£13.91	£69.55	2. CC	Kings Armoured Security Serv	Cash in Transit
DD170401BD C1	03/04/17	12769		£1,829.50	£0.00	£1,829.50	2. CC	Blaby District Council	Rates - N030002693
DD170401BD CTA	01/05/17	12779		£648.00	£0.00	£648.00	3. TA	Blaby District Council	N030084745
DD170403BD C	03/04/17	12759		£647.55	£0.00	£647.55	3. TA	Blaby District Council	Rates - N030084745
DD170404SHI FTPLANNER	04/04/17	12925		£445.76	£74.29	£371.47	1. CM	Shiftplanner	Annual fee RE Shiftplanning
DD170405ENT RA	10/04/17	12809		£32.10	£5.35	£26.75	1. CM	Entanet International Ltd	01162824785 ADSL 01.04.17 - 30.04.17
DD170405ENT RA	09/05/17	12940		£32.10	£5.35	£26.75	1. CM	Entanet International Ltd	01162824785 ADSL 01.05.17 - 30.05.17
DD170405ENT RA1	10/04/17	12810		£101.36	£16.89	£84.47	1. CM	Entanet International Ltd	01162160508
DD170405ENT RATA	13/04/17	12936		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893834 - ADSL

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
DD170405PW LB	08/05/17	12800		£31,908.96	£0.00	£31,908.96	7. CD	Public Works Loan Board	PWLB REFERENCE - 507 07134	7080
DD170405TG PELEAVON	19/04/17	12943		£54.02	£2.57	£51.45	5. OS	Total Gas & Power	Electric - Avon Road	5430
DD170405TG PELEMM	19/04/17	12942		£760.35	£126.72	£633.63	5. OS	Total Gas & Power	Electric Pavillion MM	5430
		12926/1		£48.00	£8.00	£40.00	7. CD	Printprint.Co.Uk	Raffle Tickets	7040
DD170412PRI NTCO	12/04/17	12926	2339	£48.00	£8.00	£40.00		Printprint.Co.Uk	Raffle tickets for Town Mayors Awards Night	7040
DD170415BD CPOOP	18/04/17	12987		£2,125.81	£354.30	£1,771.51	5. OS	Blaby District Council	Poop bin waste - OCT - DEC 2016	5440
DD170415BD CPOOP1	18/04/17	12988		£2,125.81	£354.30	£1,771.51	5. OS	Blaby District Council	Poop bin waste - JAN - MARCH 2017	5440
DD170417ENT RANETCC	24/04/17	12937		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 289393973 14.04.2017 - 13.05.2017	1400
DD170419TG PCCELE	19/04/17	12866		£2,646.23	£441.04	£2,205.19	2. CC	Total Gas & Power	Electric CC	2430
		12989/1		£29.40	£4.90	£24.50	2. CC	Global Payments	01.03.2017 - 31.03. 2017	2580
		12989/2		£50.70	£0.00	£50.70	2. CC	Global Payments	01.03.2017 - 31.03. 2017	2580
DD170420GL OBALPAYME N	20/04/17	12989		£80.10	£4.90	£75.20		Global Payments	01.03.2017 - 31.03. 2017	2580
DD170424CN H	24/05/17	13050		£2,870.87	£478.48	£2,392.39	5. OS	CNH Capital Europe Ltd	MCCONNEL HEDGECUTTER	5650
DD170424CN H1	24/05/17	13051		£9,129.13	£1,521.52	£7,607.61	5. OS	CNH Capital Europe Ltd	NEW HOLLAND TRACTOR	5650
DD170424TG PELEAVON	24/04/17	13009		£60.49	£10.08	£50.41	5. OS	Total Gas & Power	Electric - Avon Road	5430
DD170424TG PELEAVONR D	24/05/17	13088		£14.99	£0.72	£14.27	5. OS	Total Gas & Power	Electricity AVON ROAD	5430
DD170424TG PTAELE	24/04/17	13010		£116.50	£19.42	£97.08	3. TA	Total Gas & Power	Electricity TA	3430
DD170424TG PTAELE	24/05/17	13089		£329.31	£54.88	£274.43	3. TA	Total Gas & Power	Electricity TA	3430
DD170425PE RSONALADVI	25/04/17	12941		£120.00	£20.00	£100.00	1. CM	PERSONAL ADVICE	PERSONNEL ADVICE SERVICES FOR APRIL 21170	
		13011/1		£141.21	£23.54	£117.67	3. TA	ESPO	INV 4384786	3330

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		13011/2		£151.37	£0.00	£151.37	2. CC	ESPO	INV 4389024 2330
		13011/3		£106.80	£17.80	£89.00	2. CC	ESPO	INV 4371415 2330
		13011/4		£106.80	£17.80	£89.00	3. TA	ESPO	INV 4370734 3330
		13011/5		£106.80	£17.80	£89.00	5. OS	ESPO	INV 4371418 5440
		13011/6		£93.97	£15.66	£78.31	1. CM	ESPO	INV 4373461 1300
DD170427ES PO	27/04/17	13011		£706.95	£92.60	£614.35		ESPO	ASS 3330
DD170427TG PELCTA	19/04/17	12867		£1,219.01	£203.17	£1,015.84	3. TA	Total Gas & Power	TA ELECTIC 3430
		12934/1		£29.40	£4.90	£24.50	2. CC	Global Payments	01.04.2017 - 28.04.2017 2580
		12934/2		£43.84	£0.00	£43.84	2. CC	Global Payments	01.04.2017 - 28.04.2017 2580
DD170430GL OBALPAYME N	14/05/17	12934		£73.24	£4.90	£68.34		Global Payments	01.04.2017 - 28.04.2017 2580
		13119/1		£29.40	£4.90	£24.50	2. CC	Global Payments	28.04.2017 - 31.05.2017 2580
		13119/2		£37.52	£0.00	£37.52	2. CC	Global Payments	28.04.2017 - 31.05.2017 2580
DD170430GL OBALPAYME N	16/06/17	13119		£66.92	£4.90	£62.02		Global Payments	28.04.2017 - 31.05.2017 2580
DD170501BD C1	02/05/17	12770		£1,829.00	£0.00	£1,829.00	2. CC	Blaby District Council	Rates - N030002639 2460
DD170501BD CTRADE	15/05/17	12791		£1,483.96	£0.00	£1,483.96	2. CC	Blaby District Council	TRADE WASTE RPLACED CONTRA 12790 2440
DD170502BD CTRADE	02/05/17	12790		£1,438.07	£0.00	£1,438.07	2. CC	Blaby District Council	TRADE WASTE 2440
DD170502BD CTRADE	15/05/17	13027		-£1,438.07	£0.00	-£1,438.07	2. CC	Blaby District Council	Contra 12790, TRADE WASTE incorrect amount 2440
DD170503ENT RANETVOIP	10/05/17	12938		£93.70	£15.62	£78.08	1. CM	Entanet International Ltd	0116 2160508 - VOIP 1400
DD170508BT Q027 TT	22/05/17	12933		£45.47	£7.58	£37.89	3. TA	British Telecom	EM 2285 4032 - 01162892108 - ALARM LINE TA3400
DD170508BT Q046 4N	22/05/17	12931		£45.47	£7.58	£37.89	2. CC	British Telecom	EM 1957 2346 - 0116 2893973 - ADSL PHONE 2400
DD170508BT Q081 G0	22/05/17	12932		£56.99	£9.50	£47.49	2. CC	British Telecom	EM 1663 1367 - 0116 2824785 - FAXLINE 2400
DD170510TG PCCGAS	24/05/17	12929		£3,006.38	£501.06	£2,505.32	2. CC	Total Gas & Power	GAS CC 2430

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD170510TG PTAELE	24/05/17	12928		£329.31	£54.88	£274.43	3. TA	Total Gas & Power	Electricity TA 3430
DD170512ENT RATA	22/05/17	13028		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893973 - ADSL 14.05.2017- 13.06.2017 1400
DD170515ENT RATA	15/05/17	13026		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893834 - ADSL 05.05.2017-04.06.2017 1400
DD170519BT Q099 DC	21/05/17	12930		£63.11	£10.52	£52.59	2. CC	British Telecom	EM 1536 9632 - 01162 824968 - ALARM LINE 2400
DD170519KIN GS	10/05/17	12939		£83.46	£13.91	£69.55	2. CC	Kings Armoured Security Serv	Cash in Transit 2580
DD170522TG PGASCC	22/05/17	13047		£92.92	£15.49	£77.43	2. CC	Total Gas & Power	gas cc 2430
		12986/1		£30.50	£5.08	£25.42	1. CM	Amazon UK	Replenishment of stock of cash bags 1300
DD170524BC ARD	18/04/17	12986	2325	£30.50	£5.08	£25.42		Amazon UK	400 anti tamper cash bags 1300
DD170524BT MMQ116 ER	24/05/17	13090		£112.02	£18.67	£93.35	5. OS	British Telecom	EM 1313 0189 Mossdale Meadows - 01162 6300 5400
DD170525PE RSONALADVI	23/05/17	13031		£120.00	£20.00	£100.00	1. CM	PERSONAL ADVICE	PERSONNEL ADVICE SERVICES FOR MAY 20 1170
DD170526WA TER1	23/05/17	13048		£276.67	£0.00	£276.67	5. OS	Water Plus/STW	MM - WATER 5430
DD170526WA TERAVON	26/05/17	13045		£241.56	£0.00	£241.56	5. OS	Water Plus/STW	Avon Road - WATER 5430
DD170526WA TERTA	30/05/17	13046		£1,307.20	£0.00	£1,307.20	3. TA	Water Plus/STW	TA - WATER 3430
		12924/1		£103.93	£17.32	£86.61	1. CM	ESPO	INV 4413987 1300
		12924/2		£37.14	£6.19	£30.95	5. OS	ESPO	INV 4405790 5440
		12924/3		£52.66	£8.78	£43.88	1. CM	ESPO	INV 4403078 1300
		12924/4		£62.02	£10.34	£51.68	1. CM	ESPO	INV 4397477 1300
		12924/5		£46.70	£7.78	£38.92	1. CM	ESPO	INV 4399512 1300
		12924/6		£226.12	£37.69	£188.43	1. CM	ESPO	INV 4405789 1300
DD170531ES PO	31/05/17	12924		£528.57	£88.10	£440.47		ESPO	ASS. SUPPLIES 1300
DD170601BD CCC1	01/06/17	12771		£1,829.00	£0.00	£1,829.00	2. CC	Blaby District Council	Rates - N030002693 2460
DD170601BD CLICENCE	15/06/17	13019		£295.00	£0.00	£295.00	2. CC	Blaby District Council	Premises Licence:BLPR0081 2460

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD170601BD CTA	01/06/17	13112		£648.00	£0.00	£648.00	3. TA	Blaby District Council	N030084745 3460
DD170601ENT RA	09/06/17	13029		£95.75	£15.96	£79.79	1. CM	Entanet International Ltd	0116 2160508 1400
DD170601ENT RA	09/06/17	13030		£32.10	£5.35	£26.75	1. CM	Entanet International Ltd	01162824785 ADSL 01.06.17 - 30.06.17 1400
DD170606ENT RATA	13/06/17	13040		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893834 - ADSL 05.06.17 - 04.07.17 1400
DD170623ENT RATA	23/06/17	13123		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893834 - ADSL 14.06.2017- 13.07.2017 1400
DD170625PE RSONALADVI	22/06/17	13122		£120.00	£20.00	£100.00	1. CM	PERSONAL ADVICE	PERSONNEL ADVICE SERVICES FOR MAY 20 1170
		13187/1		£140.40	£23.40	£117.00	3. TA	ESPO	Shelves 3990
		13187/2		£202.21	£33.71	£168.50	2. CC	ESPO	Cleaning 2330
		13187/3		£59.45	£9.91	£49.54	1. CM	ESPO	Office Supplies 1300
		13187/4		£39.37	£6.56	£32.81	1. CM	ESPO	Office supplies 1300
		13187/5		£167.40	£27.90	£139.50	3. TA	ESPO	Cleaning supplies 3330
		13187/6		£2.04	£0.34	£1.70	1. CM	ESPO	Office Supplies 1300
		13187/7		£36.63	£6.11	£30.52	1. CM	ESPO	Office Supplies 1300
		13187/8		£31.07	£5.18	£25.89	5. OS	ESPO	Parks supplies 5990
DD170629ES PO	29/06/17	13187		£678.57	£113.11	£565.46		ESPO	3990
DD170629WA TER1	29/06/17	13185		£159.03	£0.00	£159.03	5. OS	Water Plus/STW	MM - WATER 5430
DD170629WA TER2	26/06/17	13186		£2,039.41	£0.00	£2,039.41	2. CC	Water Plus/STW	CC - Water - 0583085823 2430
DD170710ENT RA	10/07/17	13198		£32.10	£5.35	£26.75	1. CM	Entanet International Ltd	01162824785 ADSL 01.07.2017 - 31.07.2017 1400
DD170710ENT RANETVOIP	10/07/17	13199		£103.64	£17.27	£86.37	1. CM	Entanet International Ltd	0116 2160508 - VOIP 1400
DD170716TG PCCELE	16/07/17	13194		£2,373.03	£395.50	£1,977.53	2. CC	Total Gas & Power	Electric CC 2430
DD170716TG PELCTA	16/07/17	13197		£241.82	£11.52	£230.30	3. TA	Total Gas & Power	TA ELECTIC 3430
DD170716TG PELEAVONR D	16/07/17	13195		£32.87	£1.56	£31.31	5. OS	Total Gas & Power	Electricity AVON ROAD 5430

Paid Expenditure Transactions

between 01/04/17 and 15/08/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
DD170716TG PELEMM	16/07/17	13196		£682.54	£113.76	£568.78	5. OS	Total Gas & Power	Electric Pavillion MM	5430
DD170731KIN GS	30/07/17	13193		£83.46	£13.91	£69.55	2. CC	Kings Armoured Security Serv	Cash in transit	2580
DD170804DAT APROTECTI	04/08/17	13188		£35.00	£0.00	£35.00	1. CM	Data Protection Registration	Renewal	1350
POSTSHOP	07/04/17	12815		£58.99	£0.50	£58.49	1. CM	Post Office Shop	ORDER NO 2331	1300
Total				£254,720.19	£10,006.90	£244,713.29				