



# Shaftesbury Town Council

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VAT Reg No 241 1307 58

To: All members of Shaftesbury Town Council's Full Council (FC), all other recipients for information only.

You are required to attend an extraordinary meeting of the Full Council for the transaction of the business shown on the agenda below.

To be held at 7.00pm on Tuesday 18 July 2017 in the Council Chamber, Shaftesbury Town Hall

Claire Commons, Town Clerk

Members are reminded of their duty under the Code of Conduct

## Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

## Agenda

- 1 APOLOGIES ..... 3**  
To receive and consider for acceptance, apologies for absence
- 2 DECLARATIONS OF INTEREST ..... 3**  
Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.
- 3 NEIGHBOURHOOD PLAN ..... 4**  
To determine the Council's position regarding the Neighbourhood Plan and designated area.
- 4 PLANNING APPLICATIONS ..... 6**  
To consider responses to Planning Applications
- 5 PAYMENTS ..... 8**  
To consider payments for authorisation
- 6 FINANCES – QUARTER 1 ..... 10**  
To receive the Town Council's accounts for the first quarter of the financial year 2017/18
- 7 POLICIES..... 20**  
To consider policies for Risk Management, Whistleblowing and Redundancy

<b>8</b>	<b>FINANCIAL MANAGEMENT .....</b>	<b>31</b>
	To determine the level of risk for investment and resolve signatories on the investment accounts	
<b>9</b>	<b>SHAFTESBURY BYPASS .....</b>	<b>33</b>
	To consider re-establishing the Councils support for the bypass	
<b>10</b>	<b>WESTMINSTER MEMORIAL HOSPITAL .....</b>	<b>34</b>
	To consider expenditure for advertising in relation to a public meeting	
<b>11</b>	<b>CONFIDENTIAL BUSINESS .....</b>	<b>35</b>
	To resolve to take the following items of business in confidential session	
<b>12</b>	<b>STAFFING MATTERS .....</b>	<b>37</b>
	To consider a recommendation from the Human Resources Committee	

(End)

**Administration for a meeting of the Full Council  
To be held at 7.00pm on Tuesday 18 July 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**1 Apologies**

To receive and consider for acceptance, apologies for absence

**1.1 Apologies received to date**

1.1.1 Councillor Lower due to a prior commitment.

**2 Declarations of Interest**

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.

**2.1 Declarations of Interest received to date**

2.1.1 There have been no declarations received at the point of papers being issued.

**Report 0717FC3 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 18 July 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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**3 Neighbourhood Plan**

To determine the Council's position regarding the Neighbourhood Plan and designated area.

**3.1 Recommendations**

- 3.1.1 That the Council resolves to apply to North Dorset District Council to change to the boundary of its neighbourhood plan area so that it is wholly contained within the Shaftesbury Parish boundary
- 3.1.2 That the Council resolves to disband the Shaftesbury, Melbury Abbas and Cann Neighbourhood Plan Group
- 3.1.3 That the Council resolves to create a Shaftesbury Neighbourhood Plan steering group, identification of the stakeholders and draft terms of reference to be resolved at a subsequent meeting of the Council.

**3.2 Background**

- 3.2.1 At its meeting on 27<sup>th</sup> June 2017, the Council received proposed Terms of Reference for the joint neighbourhood plan group. The Council acknowledged the differences of opinion within the group and requested that the group provide one or more sets of proposed terms of reference for consideration.
- 3.2.2 At its meeting on 28<sup>th</sup> June 2017, Melbury Abbas and Cann joint Parish Council resolved to withdraw from the joint neighbourhood plan and has submitted its minutes to the Planning Authority to start the process of separating off its neighbourhood plan.
- 3.2.3 The Council should consider if it wishes to produce a neighbourhood plan and what the opportunities and benefits are of doing so.
- 3.2.4 Locality have been approached in relation to the previously received grant and whether they will request a partial or full refund. , a response is awaited however the Clerk is anticipating that the Council can put a strong case to retain the grant due to the information that it has so far bought still being relevant and that the Council would be happy to share its information with Melbury Abbas and Cann Parish Council.
- 3.2.5 Where there is a town or parish council, that is the qualifying body for producing a Neighbourhood Plan. Although there is no need to put together a neighbourhood forum, parish or town councils may choose to put together a working or steering group of the community representatives to assist in the process. This helps to ensure that the Neighbourhood Plan is community-led and engages with a wide range of interests. But the parish council is the body ultimately responsible for consulting on the plan and submitting it for independent examination. (Chetwyn MA, MRTPI, IHBC, FInstLM, n.d.)
- 3.2.6 The Town Council is to lead and co-ordinate the process of producing a Neighbourhood Plan. It is up to the Town Council how it chooses to undertake the work and whether it commissions other organisations to work with it or on its behalf. (Chetwyn MA, MRTPI, IHBC, FInstLM, n.d.)

- 3.2.7 Local partners and stakeholders should be identified based on their knowledge, expertise, networks and ability to engage with wider groups of people, including minority groups.

### 3.3 Financial Implications

- 3.3.1 There are costs involved in producing a neighbourhood plan and these should be explored to determine the extent of the resources the Council is prepared to put towards the Neighbourhood Plan.

### 3.4 Legal Implications

- 3.4.1 North Dorset District Council as the local planning authority has the power “to modify designations already made includes power to (a) change the boundary of an existing neighbourhood area, (b) to replace an existing neighbourhood area with two or more separate neighbourhood areas”. (Neighbourhood Planning Act , 2017)
- 3.4.2 In determining an application the authority must have regard to—
- (a) the desirability of designating the whole of the area of a parish council as a neighbourhood area, and
  - (b) the desirability of maintaining the existing boundaries of areas already designated as neighbourhood areas (Town and Country Planning Act 1990 (as amended by the Localism Act 2011 Schedule 9), 2011)

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0717FC4 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 18 July 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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**4 Planning Applications**

To consider responses to Planning Applications

**4.1 Recommendation**

4.1.1 That the Council provides its observations on the below listed planning applications

**4.2 Background**

4.2.1 Shaftesbury Town Council is a statutory consultee which is provided the opportunity to make observations on planning applications within its parish boundary. These observations are reported back to the planning authority in order that it can make an informed decision when determining the applications.

4.2.2 The Committee may request that an application be considered by the planning authority's development management committee if there are matters of a particular concern or which would be better considered during debate.

4.2.3 Members are asked to consider for each application shown at Appendix A, whether they support the application or object to it. Consideration should be given to matters relating to planning law and also to local knowledge.

4.2.4 More guidance on how to comment on planning applications can be found at <http://planninghelp.org.uk/improve-where-you-live/how-to-comment-on-a-planning-application>. Applications can be viewed online at <http://planning.north-dorset.gov.uk/online-applications/>

**4.3 Financial Implications**

4.3.1 There are no financial implications arising from this report.

**4.4 Legal Implications**

4.4.1 The Council is a statutory consultee on planning applications and is thereby invited to provide observations but does not hold any power to determine the applications.

(End)

Report Author:  
Claire Commons, Town Clerk

Appendix A.

2/2017/1092/NLA - Shaftesbury Equestrian Centre Langdale Farm Mampitts Lane  
17/05951/CLE - Certificate of Lawfulness for the use of the land for an  
Equestrian Centre to include horse livery, training of horses, teaching  
riders and ancillary workshop.

2/2017/0905/HOUSE - The Priory 10 Church Lane  
Erect conservatory (demolish existing conservatory).

2/2017/0906/LBC - The Priory 10 Church Lane  
Demolish existing conservatory. Erect conservatory and carry out  
associated external alterations.

2/2017/0940/FUL - Blackmore Vale Farm Cream Ltd Wincombe Lane  
Widen existing drive and carry out hard surfacing works to existing  
footpath along south side of drive. Erect security entry gate and fencing.  
Install lighting and CCTV system

2/2017/0951/HOUSE - 1 Sweetmans Road  
Erect first floor side extension

Planning Consultation - 2/2017/0971/FUL - Land On The North West Side Of 6 Paddock Close  
Erect 4 No. dwellings and carports. Form vehicular and pedestrian  
access and create 12 No. parking spaces (revised scheme to  
2/2015/0425/FUL).

**Report 0717FC5 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 18 July 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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**5 Payments**

To consider payments for authorisation

**5.1 Recommendation**

- 5.1.1 That the Council approves the payments of £27,018.59 from the Town Council's current account and minutes the resulting bank balance as detailed in Appendix B

**5.2 Background**

- 5.2.1 A detailed list of payments is provided at Appendix B. An updated list may be provided to the Council prior to or at the meeting.

**5.3 Financial Implications**

- 5.3.1 Financial Regulation 5.2 requires the RFO to prepare a schedule of payments requiring authorisation to be presented to the council or finance committee. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of contract of employment) may be summarised to remove public access to any personal information. (Shaftesbury Town Council Financial Regulations, 2017)

(End)

Report Author:  
Claire Commons, Town Clerk



## Appendix B.

Printed on : 13/07/2017		Shaftesbury Town Council		Page No 1	
At : 15:51		NatWest Current A/c			
List of Payments made between 30/06/2017 and 18/07/2017					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/06/2017	Nat West Credit Card	Credit Car	401.10		Credit Card Payment
30/06/2017	Salaries- June	ONLINE	13,506.68		Salaries- June
30/06/2017	Telefonica Uk Ltd	dd	70.16		Purchase Ledger Payment
30/06/2017	Fuel Genie	dd	326.44		Fuel May
30/06/2017	Shaftes Tourism Association	ONLINE	8,000.00		Shaftes Tourism Association
01/07/2017	NDDC	Std Ord	207.00		Business Rates- Bell St Toilet
01/07/2017	NDDC	Std Ord	676.00		Rates Town Hall
01/07/2017	NDDC	Std Ord	251.00		Rates Unit 9C
01/07/2017	NDDC	Std Ord	41.00		Rates Cemetery
03/07/2017	Corona Energy	DD	369.42		Gas May
03/07/2017	Trinity Trust	SO	210.00		Car Park Space Trinity
06/07/2017	British Telecommunications	dd	106.20		Purchase Ledger Payment
10/07/2017	British Telecommunications	dd.	271.33		Line Rental - Broadband
11/07/2017	Trinity Trust	ONLINE	65.00		Correction to SO
11/07/2017	Hitachi	DD	849.29		Lawn Mower Payment
12/07/2017	Eon	d.d	179.02		Purchase Ledger Payment
13/07/2017	Fuel Genie	D.D	250.83		Purchase Ledger Payment
18/07/2017	Local World	012103	567.12		BVM Fringe- Pool advert
18/07/2017	Whitebridge Hire Services Ltd	013101	74.01		Cable Avoidance Tool
18/07/2017	ACE Plumbing and Heating	013102	153.00		Repairs to vandalism
18/07/2017	Clarity Copiers Ltd	online	130.67		Photocopying June
18/07/2017	Ben Johnson (Shaftesbury) Ltd	Online	271.32		Repairs to Kawasaki TJ35
18/07/2017	Ryan Baker	Online.	42.00		RLSS Membership Ryan
Total Payments			27,018.59		

**Report 0717FC6 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 18 July 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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**6 Finances – Quarter 1**

To receive the Town Council's accounts for the first quarter of the financial year 2017/18

**6.1 Recommendation**

- 6.1.1 That the Council receives and notes the report, noting the cleared bank balances as at 30<sup>th</sup> June 2017 held in each bank account; Nat West Current Account £, Nat West Reserve Account £, Town Hall Petty Cash £, Swimming Pool Petty Cash £

**6.2 Background**

- 6.2.1 Cleared bank balances and earmarked reserves are shown on the detailed balance sheet at Appendix C.
- 6.2.2 Shaftesbury Town Council's progress against budget is shown on the Income and Expenditure at Appendix D, this appendix provides a single page summary and then 6 pages which provide the detail.
- 6.2.3 Purchase and Sales Leger Balances are shown at Appendix E
- 6.2.4 The overall position of the budget is healthy, key points to note are;
- 6.2.4.1 The Swimming Pool budget shows over 25% spent due to the seasonal opening, the income is already exceeding the same period as last year and the Council can look forward to receiving a very positive report at the end of September.
- 6.2.4.2 The General Grounds budget line is high due to items such as the rent for the unit, service level agreement for maintaining Trinity and equipment repairs being front loaded for the first six months. There is also an increase in fuel for grass cutting which will tail off in the latter part of Q3 and through Q4.

**6.3 Legal Implications**

- 6.3.1 Financial Regulation 2.2 requires that at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 6.3.2 Financial Regulation 4.8 requires that the RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 10% of the budget. (Shaftesbury Town Council Financial Regulations, 2017)

(End)

Report Author:

Claire Commons, Town Clerk

## Appendix C.

Date :- 13/07/2017

Shaftesbury Town Council

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Time :- 11:08

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 3 30th June 2017

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	25,088
105	Vat Control	2,434
200	NatWest Current A/c	427,055
201	NatWest Reserve A/c	89,504
203	Petty Cash	150
204	Petty Cash- Swimming Pool	158
<b>Total Current Assets</b>		<b>544,389</b>
<u>Current Liabilities</u>		
500	Creditors	5,233
516	PAYE & NI Due	4,140
517	Superannuation Due	3,465
565	Holding Deposits	69
<b>Total Current Liabilities</b>		<b>12,908</b>
<b>Net Current Assets</b>		<b>531,481</b>
<b>Total Assets less Current Liabilities</b>		<b>531,481</b>
<u>Represented By :-</u>		
300	Current Year Fund	43,685
310	General Reserve	209,792
322	EMR CCTV	10,000
323	EMR Cycle Routes	11,500
324	EMR Playground Equipment	5,217
325	EMR Toilet Capital Re-build	30,500
327	EMR Town Hall Building Fund	58,325
329	EMR Town Hall Energy Fund	5,000
330	EMR Ground Works Equipment	2,000
332	EMR Heritage Style Lanterns	10,000
335	EMR Ground Planting/SIB	1,029
336	EMR Street Furniture	14,647
337	EMR Strategic Tree Works	5,273
339	EMR Swimming Pool	45,895
340	EMR Neighbourhood Planning	8,665
343	EMR Town Centre Enhancement	8,109
344	EMR Cemetery Enhancement	2,304
345	EMR Jubilee Park Enhancement	5,040
346	EMR Community Hall Cockrams	3,000
347	EMR Vehicles	24,000
348	EMR Replacement IT Equipment	2,500
349	A30 Allotment Site	25,000
<b>Total Equity</b>		<b>531,481</b>

# Appendix D.

13/07/2017

## Shaftesbury Town Council

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11:09

### Summary Income & Expenditure by Budget Heading 30/06/2017

Month No : 3

### Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
402 Staffing Costs	Expenditure	214,480	58,843	265,438	206,595		206,595	22.2 %
	Income	10,055	9,585	10,250	-665			93.5 %
301 Civic	Expenditure	5,656	1,659	6,240	4,581		4,581	26.6 %
	Income	0	55	0	55			0.0 %
302 Legal and Professional	Expenditure	34,638	8,764	46,250	37,486		37,486	18.9 %
	Income	1,075	0	0	0			0.0 %
303 Grants & SLA	Expenditure	33,482	26,135	30,000	3,865		3,865	87.1 %
304 Finance	Expenditure	17,532	0	500	500		500	0.0 %
	Income	464,744	235,344	470,719	-235,375			50.0 %
401 General Running Costs	Expenditure	12,696	3,553	13,756	10,203		10,203	25.8 %
101 Allotment	Expenditure	922	0	1,275	1,275		1,275	0.0 %
	Income	1,799	90	1,700	-1,610			5.3 %
102 Cemetery	Expenditure	744	128	2,803	2,675		2,675	4.6 %
	Income	2,839	528	2,300	-1,772			23.0 %
103 General Grounds	Expenditure	39,361	12,457	50,864	38,407	2,075	36,332	28.6 %
	Income	10,263	7,926	10,115	-2,189			78.4 %
105 Local Delivery services	Expenditure	9,853	1,994	13,588	11,594	58	11,536	15.1 %
	Income	8,246	2,561	7,999	-5,438			32.0 %
201 Town Hall	Expenditure	22,019	4,850	19,337	14,487		14,487	25.1 %
	Income	46,248	13,920	50,151	-36,231			27.8 %
305 Swimming Pool	Expenditure	39,499	11,726	40,500	28,774	309	28,465	29.7 %
	Income	18,383	7,447	40,500	-33,053			18.4 %
901 Reserves & Projects	Expenditure	81,559	10,090	210,931	200,841		200,841	4.8 %
	Income	6,153	0	0	0			0.0 %
902 Capital Replacement Reserve	Expenditure	0	0	76,683	76,683		76,683	0.0 %
<b>INCOME - EXPENDITURE TOTALS</b>								
	Expenditure	<b>512,439</b>	<b>140,198</b>	<b>778,165</b>	<b>637,967</b>	<b>2,441</b>	<b>635,526</b>	<b>18.3 %</b>
	Income	<b>569,805</b>	<b>277,456</b>	<b>593,734</b>	<b>-316,278</b>			<b>46.7 %</b>
	Net Expenditure over Income	<b>-57,365</b>	<b>-137,258</b>	<b>184,431</b>	<b>321,689</b>			

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>101</b>	<b>Allotment</b>							
4165	Water Rates	416	0	550	550		550	0.0 %
4250	Repairs & Maintenance	350	0	200	200		200	0.0 %
4265	General Supplies	156	0	175	175		175	0.0 %
4275	Equipment Hire	0	0	350	350		350	0.0 %
	Allotment :- Expenditure	<b>922</b>	<b>0</b>	<b>1,275</b>	<b>1,275</b>	<b>0</b>	<b>1,275</b>	<b>0.0 %</b>
1104	Allotment Rent Income	1,799	90	1,700	-1,610			5.3 %
	Allotment :- Income	<b>1,799</b>	<b>90</b>	<b>1,700</b>	<b>-1,610</b>			<b>5.3 %</b>
	<b>Net Expenditure over Income</b>	<b>-877</b>	<b>-90</b>	<b>-425</b>	<b>-335</b>			
<b>102</b>	<b>Cemetery</b>							
4150	Rates & Services	186	128	413	285		285	30.9 %
4165	Water Rates	82	0	90	90		90	0.0 %
4250	Repairs & Maintenance	207	0	2,000	2,000		2,000	0.0 %
4265	General Supplies	270	0	300	300		300	0.0 %
	Cemetery :- Expenditure	<b>744</b>	<b>128</b>	<b>2,803</b>	<b>2,675</b>	<b>0</b>	<b>2,675</b>	<b>4.6 %</b>
1105	Cemetery Income	2,839	528	2,300	-1,772			23.0 %
	Cemetery :- Income	<b>2,839</b>	<b>528</b>	<b>2,300</b>	<b>-1,772</b>			<b>23.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-2,095</b>	<b>-400</b>	<b>503</b>	<b>903</b>			
<b>103</b>	<b>General Grounds</b>							
4020	Sub Contract Labour	1,144	360	4,300	3,940		3,940	8.4 %
4150	Rates & Services	2,347	757	2,509	1,752		1,752	30.2 %
4155	Electricity	715	209	800	591		591	26.2 %
4165	Water Rates	2,048	0	2,600	2,600		2,600	0.0 %
4250	Repairs & Maintenance	1,956	272	2,200	1,928		1,928	12.3 %
4256	Treework & Fencing	3,330	0	4,000	4,000		4,000	0.0 %
4257	Plants	0	0	2,000	2,000		2,000	0.0 %
4261	Refuse Collection	2,537	418	3,500	3,082		3,082	11.9 %
4265	General Supplies	377	92	350	258		258	26.2 %
4270	Equipment Repairs	1,781	1,036	2,000	964		964	51.8 %
4271	Equipment Purchases	461	182	3,500	3,318		3,318	5.2 %
4272	Fuel for Equipment	1,861	759	2,500	1,741		1,741	30.3 %
4273	Memorial Bench	1,359	0	0	0		0	0.0 %
4274	Rent Unit 9C	7,111	3,625	7,250	3,625		3,625	50.0 %
4275	Equipment Hire	586	28	750	722		722	3.8 %
4278	Alarm Costs	68	55	230	175		175	23.9 %
4280	Fuel for Vehicles	1,983	391	2,200	1,809		1,809	17.8 %

Continued on Page No 2



		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4281	Motor Expenses	2,012	594	2,500	1,906		1,906	23.8 %
4282	Hitachi Payments Mower	1,748	2,548	0	-2,548		-2,548	0.0 %
4285	PPE	820	18	1,000	982		982	1.8 %
4290	Playground Inspections	300	350	750	400		400	46.6 %
4291	Playground Repair/Maintenance	3,393	53	4,500	4,447	2,075	2,373	47.3 %
4299	SLA-Trinity Grounds Maintainan	1,424	712	1,425	713		713	50.0 %
	General Grounds :- Expenditure	<b>39,361</b>	<b>12,457</b>	<b>50,864</b>	<b>38,407</b>	<b>2,075</b>	<b>36,332</b>	<b>28.6 %</b>
1102	Contribution to Services	1,273	0	1,200	-1,200			0.0 %
1103	Rents	2,982	563	3,220	-2,658			17.5 %
1300	Grass Cutting Income	5,695	5,994	5,695	299			105.3 %
1301	Miscellaneous Income	314	0	0	0			0.0 %
1302	Memorial Bench Income	0	1,369	0	1,369			0.0 %
	General Grounds :- Income	<b>10,263</b>	<b>7,926</b>	<b>10,115</b>	<b>-2,189</b>			<b>78.4 %</b>
	<b>Net Expenditure over Income</b>	<b>29,097</b>	<b>4,532</b>	<b>40,749</b>	<b>36,217</b>			
<b>105 Local Delivery services</b>								
4020	Sub Contract Labour	2,520	0	2,500	2,500		2,500	0.0 %
4150	Rates & Services	2,468	625	2,078	1,453		1,453	30.1 %
4155	Electricity	694	206	760	554		554	27.1 %
4165	Water Rates	1,787	0	2,200	2,200		2,200	0.0 %
4175	Car Parking Contribution	0	0	2,000	2,000		2,000	0.0 %
4177	Bus Shelters	0	0	250	250		250	0.0 %
4250	Repairs & Maintenance	1,510	1,014	2,700	1,686		1,686	37.5 %
4260	Cleaning Supplies	872	150	1,100	950	58	892	18.9 %
	Local Delivery services :- Expenditure	<b>9,853</b>	<b>1,994</b>	<b>13,588</b>	<b>11,594</b>	<b>58</b>	<b>11,536</b>	<b>15.1 %</b>
1501	Street Market Rents R'ved	8,246	2,561	7,999	-5,438			32.0 %
	Local Delivery services :- Income	<b>8,246</b>	<b>2,561</b>	<b>7,999</b>	<b>-5,438</b>			<b>32.0 %</b>
	<b>Net Expenditure over Income</b>	<b>1,607</b>	<b>-567</b>	<b>5,589</b>	<b>6,156</b>			
<b>201 Town Hall</b>								
4020	Sub Contract Labour	2,947	0	320	320		320	0.0 %
4150	Rates & Services	7,260	2,025	6,771	4,746		4,746	29.9 %
4155	Electricity	1,499	390	2,176	1,786		1,786	17.9 %
4160	Gas	2,753	899	1,800	901		901	50.0 %
4165	Water Rates	181	0	250	250		250	0.0 %
4200	Wedding Costs	516	353	550	197		197	64.1 %
4230	Trinity Car Park Space	420	0	450	450		450	0.0 %
4250	Repairs & Maintenance	2,984	851	4,000	3,149		3,149	21.3 %

Continued on Page No 3

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4260	Cleaning Supplies	361	74	370	296		296	20.0 %
4265	General Supplies	692	17	850	833		833	2.0 %
4271	Equipment Purchases	203	0	500	500		500	0.0 %
4278	Alarm Costs	2,203	240	1,300	1,060		1,060	18.5 %
	Town Hall :- Expenditure	<b>22,019</b>	<b>4,850</b>	<b>19,337</b>	<b>14,487</b>	<b>0</b>	<b>14,487</b>	<b>25.1 %</b>
1201	Hall Hire	24,177	7,932	28,691	-20,759			27.6 %
1203	Weddings	2,246	808	2,070	-1,262			39.1 %
1204	Shop Rents	18,000	4,500	18,000	-13,500			25.0 %
1220	Solar Panel Feed in Tariff	1,825	680	1,390	-710			48.9 %
	Town Hall :- Income	<b>46,248</b>	<b>13,920</b>	<b>50,151</b>	<b>-36,231</b>			<b>27.8 %</b>
	<b>Net Expenditure over Income</b>	<b>-24,229</b>	<b>-9,071</b>	<b>-30,814</b>	<b>-21,743</b>			
<b>301 Civic</b>								
4300	Mayors Allowance	1,375	859	2,100	1,241		1,241	40.9 %
4302	Councillor Allowances	2,160	630	3,240	2,610		2,610	19.4 %
4310	Councillor Training	630	155	420	265		265	36.9 %
4311	Councillor Travel/Subsistence	108	0	200	200		200	0.0 %
4315	Hospitality	281	15	280	265		265	5.4 %
4316	Civic Event Queens 90th	951	0	0	0		0	0.0 %
4390	Mayor's Charity Expenditure	150	0	0	0		0	0.0 %
	Civic :- Expenditure	<b>5,656</b>	<b>1,659</b>	<b>6,240</b>	<b>4,581</b>	<b>0</b>	<b>4,581</b>	<b>26.6 %</b>
1400	Mayor's Charity Income	0	55	0	55			0.0 %
	Civic :- Income	<b>0</b>	<b>55</b>	<b>0</b>	<b>55</b>			
	<b>Net Expenditure over Income</b>	<b>5,656</b>	<b>1,604</b>	<b>6,240</b>	<b>4,636</b>			
<b>302 Legal and Professional</b>								
4325	Audit	3,364	-1,300	2,750	4,050		4,050	-47.3 %
4326	Books & Subscriptions	1,603	210	1,500	1,290		1,290	14.0 %
4330	Insurance	12,590	14,058	13,000	-1,058		-1,058	108.1 %
4341	Professional Fees	9,081	3,390	25,000	21,610		21,610	13.6 %
4342	Election Costs	8,000	-7,594	4,000	11,594		11,594	-189.9 %
	Legal and Professional :- Expenditure	<b>34,638</b>	<b>8,764</b>	<b>46,250</b>	<b>37,486</b>	<b>0</b>	<b>37,486</b>	<b>18.9 %</b>
1301	Miscellaneous Income	1,075	0	0	0			0.0 %
	Legal and Professional :- Income	<b>1,075</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Net Expenditure over Income</b>	<b>33,563</b>	<b>8,764</b>	<b>46,250</b>	<b>37,486</b>			

Continued on Page No 4

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>303</b>	<b>Grants &amp; SLA</b>							
4350	Community Grants	33,482	26,135	30,000	3,865		3,865	87.1 %
	Grants & SLA :- Expenditure	<b>33,482</b>	<b>26,135</b>	<b>30,000</b>	<b>3,865</b>	<b>0</b>	<b>3,865</b>	<b>87.1 %</b>
	<b>Net Expenditure over Income</b>	<b>33,482</b>	<b>26,135</b>	<b>30,000</b>	<b>3,865</b>			
<b>304</b>	<b>Finance</b>							
4380	Bank Charges	32	0	500	500		500	0.0 %
4392	S106 Expenditure	17,500	0	0	0		0	0.0 %
	Finance :- Expenditure	<b>17,532</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0 %</b>
1301	Miscellaneous Income	176	0	0	0			0.0 %
1340	Bank Interest Received	31	2	36	-34			6.2 %
1350	S106 Income	17,500	0	0	0			0.0 %
1376	Precept	446,900	235,342	470,683	-235,342			50.0 %
1400	Mayor's Charity Income	138	0	0	0			0.0 %
	Finance :- Income	<b>464,744</b>	<b>235,344</b>	<b>470,719</b>	<b>-235,375</b>			<b>50.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-447,212</b>	<b>-235,344</b>	<b>-470,219</b>	<b>-234,875</b>			
<b>305</b>	<b>Swimming Pool</b>							
4008	Life Guard Salaries	18,773	3,891	21,000	17,109		17,109	18.5 %
4010	Staff Training	22	105	1,000	896		896	10.4 %
4150	Rates & Services	2,420	779	2,586	1,807		1,807	30.1 %
4155	Electricity	1,934	272	1,000	728		728	27.2 %
4160	Gas	2,011	310	2,500	2,190		2,190	12.4 %
4165	Water Rates	2,196	0	1,500	1,500		1,500	0.0 %
4250	Repairs & Maintenance	1,722	618	1,000	382		382	61.8 %
4260	Cleaning Supplies	228	133	260	127		127	51.0 %
4270	Equipment Repairs	0	0	350	350		350	0.0 %
4271	Equipment Purchases	1,884	1,168	1,050	-118		-118	111.2 %
4285	PPE	30	0	0	0		0	0.0 %
4360	Chemicals	4,030	1,395	4,000	2,605		2,605	34.9 %
4361	Pool Cleaning	800	0	0	0		0	0.0 %
4362	Plant Servicing/Repairs	1,221	1,414	1,600	186		186	88.4 %
4363	DBS Checks	133	50	200	150		150	25.0 %
4364	Uniforms	20	0	500	500	309	191	61.8 %
4365	Music Licences	120	122	249	127		127	49.0 %
4366	Confectionery	367	318	500	182		182	63.5 %
4370	Swimming Pool Advertising	1,289	859	700	-159		-159	122.8 %
4373	ATC Renewal	0	219	230	11		11	95.1 %

Continued on Page No 5



		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4410	Telephone	299	73	275	202		202	26.5 %
	Swimming Pool :- Expenditure	39,499	11,726	40,500	28,774	309	28,465	29.7 %
1220	Solar Panel Feed in Tariff	1,237	0	0	0			0.0 %
1365	Swimming Pool Income	17,146	7,447	40,500	-33,053			18.4 %
	Swimming Pool :- Income	18,383	7,447	40,500	-33,053			18.4 %
	<b>Net Expenditure over Income</b>	<b>21,116</b>	<b>4,279</b>	<b>0</b>	<b>-4,279</b>			
<b>401</b>	<b>General Running Costs</b>							
4265	General Supplies	124	10	150	140		140	6.6 %
4345	Advertising	1,155	565	1,000	435		435	56.5 %
4400	Printing	1,914	314	1,800	1,486		1,486	17.4 %
4401	Stationery	975	410	1,300	890		890	31.5 %
4402	Postage	906	215	850	635		635	25.3 %
4410	Telephone	2,259	661	2,400	1,739		1,739	27.6 %
4414	IT Software & Equipment	3,119	926	3,000	2,074		2,074	30.9 %
4415	IT Support	363	225	1,250	1,025		1,025	18.0 %
4417	Web Site	758	165	856	691		691	19.3 %
4420	Office Equipment	1,123	62	1,150	1,088		1,088	5.4 %
	General Running Costs :- Expenditure	12,696	3,553	13,756	10,203	0	10,203	25.8 %
	<b>Net Expenditure over Income</b>	<b>12,696</b>	<b>3,553</b>	<b>13,756</b>	<b>10,203</b>			
<b>402</b>	<b>Staffing Costs</b>							
4000	Salaries	153,927	38,130	202,682	164,552		164,552	18.8 %
4005	Employers NI	14,322	3,675	17,994	14,319		14,319	20.4 %
4006	Employers Superann	32,591	8,083	42,962	34,879		34,879	18.8 %
4010	Staff Training	3,678	60	1,500	1,440		1,440	4.0 %
4015	Staff Travel & Subsistance	739	44	300	256		256	14.7 %
4020	Sub Contract Labour	9,223	8,850	0	-8,850		-8,850	0.0 %
	Staffing Costs :- Expenditure	214,480	58,843	265,438	206,595	0	206,595	22.2 %
1360	Contribution Street Cleaning	10,055	9,585	10,250	-665			93.5 %
	Staffing Costs :- Income	10,055	9,585	10,250	-665			93.5 %
	<b>Net Expenditure over Income</b>	<b>204,425</b>	<b>49,258</b>	<b>255,188</b>	<b>205,930</b>			
<b>901</b>	<b>Reserves &amp; Projects</b>							
4902	Community Hall Cockrams	0	0	3,000	3,000		3,000	0.0 %
4904	Toilets	0	0	30,500	30,500		30,500	0.0 %
4905	Town Hall Building Fund	0	8,358	0	-8,358		-8,358	0.0 %

Month No : 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4906	Playground Equipment	31,770	0	5,217	5,217		5,217	0.0 %
4907	Grounds Equipment	6,089	0	2,000	2,000		2,000	0.0 %
4910	Street Furniture	5,979	200	14,847	14,647		14,647	1.3 %
4912	Energy System Town Hall	0	0	5,000	5,000		5,000	0.0 %
4913	Town Centre Enhancement	0	0	8,109	8,109		8,109	0.0 %
4914	Ground Cover Planting	2,110	672	1,700	1,029		1,029	39.5 %
4917	Cycle Route	0	0	11,500	11,500		11,500	0.0 %
4921	Swimming Pool	17,864	0	0	0		0	0.0 %
4922	Vehicles	0	0	24,000	24,000		24,000	0.0 %
4924	Heritage Lanterns	0	0	10,000	10,000		10,000	0.0 %
4926	Tree Planting	387	0	5,273	5,273		5,273	0.0 %
4927	Tree Removal	595	0	0	0		0	0.0 %
4928	Replacement IT Equipment	2,345	0	2,500	2,500		2,500	0.0 %
4929	Cemetery Improvements	7,496	0	2,304	2,304		2,304	0.0 %
4930	Jubilee Steps Enhancement	2,600	360	5,400	5,040		5,040	6.7 %
4931	Swimming Pool Running costs	0	0	45,895	45,895		45,895	0.0 %
4932	Neighbourhood Planning Group	4,325	501	8,686	8,185		8,185	5.8 %
4933	A30 Allotment Site	0	0	25,000	25,000		25,000	0.0 %
	Reserves & Projects :- Expenditure	<b>81,559</b>	<b>10,090</b>	<b>210,931</b>	<b>200,841</b>	<b>0</b>	<b>200,841</b>	<b>4.8 %</b>
1301	Miscellaneous Income	6,153	0	0	0			0.0 %
	Reserves & Projects :- Income	<b>6,153</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Net Expenditure over Income</b>	<b>75,406</b>	<b>10,090</b>	<b>210,931</b>	<b>200,841</b>			
<b>902</b>	<b>Capital Replacement Reserve</b>							
4905	Town Hall Building Fund	0	0	66,683	66,683		66,683	0.0 %
4918	CCTV	0	0	10,000	10,000		10,000	0.0 %
	Capital Replacement Reserve :- Expenditure	<b>0</b>	<b>0</b>	<b>76,683</b>	<b>76,683</b>	<b>0</b>	<b>76,683</b>	
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>76,683</b>	<b>76,683</b>			

## Appendix E.

Date :- 13/07/2017

Shaftesbury Town Council

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Time :- 11:21

Sales Ledger Aged Account Balances

User : TM

Outstanding Balances by Month as at : 30/06/2017

A/C Code	Customer Name	Balance	Jun 2017	May 2017	Apr 2017	Prior Months	On A/c Pymnts
AARON	AARON	207.00	207.00	0.00	0.00	0.00	0.00
CAMELOT	CAMELOT	340.00	340.00	0.00	0.00	0.00	0.00
COLE	COLE	360.00	360.00	0.00	0.00	0.00	0.00
DCC	DCC	7,193.16	7,193.16	0.00	0.00	0.00	0.00
FARMM	FARMERS MARKET	285.00	115.00	57.50	57.50	55.00	0.00
FOOD FEST	FOOD FEST	276.00	0.00	276.00	0.00	0.00	0.00
FOOTBALL	FOOTBALL	2,299.96	0.00	0.00	0.00	2,299.96	0.00
GUIDES	GUIDES	0.50	0.00	0.00	0.50	0.00	0.00
LUDOVICI	LUDOVICI	246.40	0.00	0.00	246.40	0.00	0.00
NDDC	NDDC	11,502.00	11,502.00	0.00	0.00	0.00	0.00
PIZZA	PIZZA	312.00	96.00	216.00	0.00	0.00	0.00
RIVER	RIVER	19.00	19.00	0.00	0.00	0.00	0.00
SCM	COUNTRY MARKET	727.00	57.50	402.50	230.00	37.00	0.00
SCOTD	SCOTTISH DANCE	29.50	0.00	0.00	29.50	0.00	0.00
TASK	TASK FORCE	1,290.00	0.00	0.00	0.00	1,290.00	0.00
Total Sales Ledger No 1		25,087.52	19,889.66	952.00	563.90	3,681.96	0.00
TOTAL SALES LEDGER BALANCES		25,087.52	19,889.66	952.00	563.90	3,681.96	0.00

**Report 0717FC7 to a meeting of the Full Council  
To be held at 7.00pm on Tuesday 18 July 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**7 Policies**

To consider policies for Risk Management, Whistleblowing and Redundancy

**7.1 Recommendation**

7.1.1 That Shaftesbury Town Council adopts the Risk Management Policy

7.1.2 That Shaftesbury Town Council adopts the Whistleblowing Policy

7.1.3 That Shaftesbury Town Council adopts the Redundancy Policy

**7.2 Background**

7.2.1 Local Councils must have in place safe and efficient arrangements to safeguard public money. Attached at Appendix F is a draft Risk Management Policy which the Council is recommended to adopt.

7.2.2 At its meeting on 4<sup>th</sup> July 2017, the HR Committee considered a Whistleblowing policy and recommended it to Full Council for adoption. A draft policy is attached at Appendix G.

7.2.3 At the same meeting of the HR Committee, a Redundancy policy was considered and recommended that a policy in line with ACAS guidelines be considered by Full Council for adoption. A draft policy is attached at Appendix H.

(End)

Report Author:  
Claire Commons, Town Clerk



## SHAFTESBURY TOWN COUNCIL

### RISK MANAGEMENT POLICY

#### 1. Introduction

1.1 Risk Management is an essential part of effective corporate governance. Therefore, the council has a statutory duty to have in place arrangements for managing risk as stated in the Accounts & Audit Regulations as amended: .

“The relevant body shall be responsible for ensuring that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body’s functions and which includes arrangements for the management of risk”.

#### 2. Definition

2.1 Risk is the chance or possibility of loss, damage, injury or failure to achieve the council’s policies and objectives caused by an action or event for which the council may be unprepared. Risk management will involve a process of identifying those risks which could either threaten the council financially or its well being, and wherever possible taking action or putting processes in place to mitigate those risks to the lowest possible level.

#### 3. Policy Statement

3.1 Shaftesbury Town Council has acknowledged, through its Policy Plan and Financial Standing orders that it has a responsibility to manage its risks effectively in order to protect its employees, assets, liabilities and community against potential losses and to minimise any impact which could present itself, thus preventing the council from achieving its vision.

3.2 Risk management will form part of the Council’s management process. The council is aware that not all risks can be eliminated fully, however through correct and careful procedures there will be a focussed approach to managing any risks.

3.3 The Council will expect all Councillors and employees at all levels to understand the nature of any risks and accept responsibility for risks associated with their area of authority, as follows:

**Councillors** To oversee effective management of risk by council staff

**Management Team** To ensure that the Council manages risk effectively through the development of a comprehensive risk management strategy

**Employees** To manage risk effectively in their job

#### **4. Objectives**

4.1 The Town Council will:

1. Ensure that Risk Management forms an integral part of the councils procedures
2. Manage any risk in accordance with best practice
3. Anticipate and respond to changing social, environmental and legislative requirements
4. Identify risks and the impact of those risks when adopting policies and making operational decisions
5. Positively and actively promote an awareness of risk management for all council services

#### **5. Achievement**

5.1 The Town Council will:

1. Establish clear roles, responsibilities and reporting lines within the Council
2. Inform relevant Committees of the Council, where applicable, of potential risks identified
3. Provide training of staff in risk management procedures
4. Carry out risk assessments in all areas of the council's activities
5. Continue to monitor procedures and assessments periodically and in any event at least each year
6. Prepare contingency plans for potential risks which could have a significant effect on the council and or the community

#### **6. Risk Assessments**

6.1 Risk assessments will be scored as either low, medium or high, based upon the impact of any risk and the likelihood of its occurrence. From the risk assessments an

Action Plan will be produced. The Risk Assessment and Action Plan will be reported to the responsible Committee, along with any mitigation proposals and financial consequences that may require funds to achieve.

6.2 Risk assessments will be monitored and reviewed throughout the year at appropriate points, either during the progress of a particular project, or in the case of services provided by the Town Council, at least annually.

6.3 Every report prepared for consideration by elected members will contain a paragraph entitled Risk Assessment, wherein the risk of any proposal will be assessed and mitigation proposals suggested where appropriate.





## SHAFTESBURY TOWN COUNCIL

### WHISTLEBLOWING

#### **Give misconduct the red card - Confidential reporting policy and procedure**

#### **DATE ADOPTED:**

#### **Review date:**

#### **BACKGROUND**

In accordance with best practice, the Council has adopted a Confidential Reporting (Whistleblowing) Policy and Procedure, as recommended by the Local Government Association and other bodies.

The aim of the policy is to enable employees to disclose allegations of malpractice internally, without fear of recrimination. All employees will be aware of the damage that can be caused to the Council's reputation by wrongful activities and behaviour. Employees are therefore, encouraged to report malpractice (whether by other employees, contractors, the public or Members of the Council), in the knowledge that reports will be taken seriously and swift action will be taken.

Employees should be aware of the Employee Handbook. The handbook outlines practices that are considered to be unacceptable during the course of employment with the Council. Whilst this is not an exhaustive list it does outline the key areas of behaviour the Council would find unacceptable and provides a template for appropriate behaviour. Managers are expected to regularly bring the employment handbook to the attention of their staff. New employees will be given a copy of the Handbook during their induction process. If you are asked to undertake something that you are unsure about please speak to your line manager in the first instance or the Clerk.

Normally, employees should raise concerns via the Town Clerk. However, where they perceive that such a course of action is not appropriate, they should raise the matter with the Mayor or Chair of the Human Resources Committee, either by telephone or in writing, marked "Private & Confidential".

#### *Confidentiality*

All concerns will be treated in confidence and every effort will be made to protect an employee's identity if that is their wish. This cannot be guaranteed however as they may need to be called as a witness, following a full factual investigation of the concerns raised.

#### *Anonymous Allegations*

In order to ensure that employees receive the protection of the Public Interest Disclosure Act 1998 employees should put their name to their concern. Concerns expressed anonymously are much less convincing. Anonymous concerns and allegations will therefore be investigated at the discretion of the Council.

In exercising the discretion, the factors to be taken into account would include:



- The seriousness of the issues raised
- The credibility of the concern; and
- The likelihood of confirming the allegation from factual evidence

Managers will be trained to ensure that they will be open to employees approaching them with concerns and are aware of how to act. Managers have an absolute duty to act on employees concern and failure to do so will be treated as misconduct.

Deterring an employee from raising a concern about fraud or abuse will be considered as Gross misconduct, as will any attempt to victimise employees for raising a genuine concern. Abuse of the system by making malicious allegations will be considered Gross Misconduct under the Staff Code of Conduct Policy.

Employees who have reported matters will be kept informed of the results of investigations or actions taken. However, care will be taken to protect the confidentiality of third parties or disclosure of information that might jeopardise ongoing investigations.

This policy is for dealing with concerns the Employee has with the proper operation or management of the Council. It is not an alternative to using the grievance policy for individual matters directly affecting the employee. If an issue has been investigated through a Grievance process it will not normally be reconsidered under this policy.

## **1. INTRODUCTION**

- 1.1. Employees are often the first to realise that there may be something seriously wrong within the Council. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Council. They may fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.
- 1.2. The Council is committed to the highest possible standards of openness, probity and accountability. In line with the commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of the Council's work, to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis.
- 1.3. This policy document makes it clear that you can do so without fear of victimisation, subsequent discrimination or disadvantage. This Confidential Reporting Policy is intended to encourage and enable employees to raise serious concerns within the Council rather than overlooking a problem or 'blowing the whistle' outside.
- 1.4. The policy applies to all employees and those contractors working for the Council on Council premises, for example, agency staff, builders, and drivers. It also covers suppliers and those providing services under a contract with the Council in their own premises.
- 1.5. These procedures are in addition to the Council's complaints procedures and other statutory reporting procedures, applying to some departments. You are responsible for making service users aware of the existence of these procedures.

## **2. UNTRUE ALLEGATIONS**

- 2.1. **If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation that is demonstrably frivolous, malicious or for personal gain, disciplinary action up to and including Gross Misconduct may be taken against you.**

### **3. HOW TO RAISE A CONCERN**

- 3.1. As a first step, you should normally raise concerns to a person you feel you can trust who is not directly involved in the issue which could include your immediate manager or their Superior. This depends, however on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach the Town Clerk or Mayor or Chairman of the Human Resources Committee.
- 3.2. Concerns may be raised verbally or in writing. Staff who wish to make a written report are invited to use the following format: -
- The background and history of the concern (giving relevant dates);
  - The reason why you are particularly concerned about the situation
- 3.3. The earlier you express the concern the easier it is to take action.
- 3.4. Although you are not expected to prove beyond doubt the truth of an allegation, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern.
- 3.5. Obtain service/guidance on how to pursue matters of concern, advice may be sought from:
- Town Clerk
  - Mayor / Chairman of the Human Resources Committee
- 3.6. You may wish to consider discussing your concern with a colleague first and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or concerns.
- 3.7. You may invite your accredited trade union representative, professional association representative or a colleague to be present during any meetings or interviews in connection with the concerns you have raised.

### **4. HOW THE COUNCIL WILL RESPOND**

- 4.1. The Council will acknowledge your concerns normally within 5 working days to let you know the anticipated timescale for an initial response, the outcome or provide an update report on the next steps as appropriate. Do not forget that testing out your concerns is not the same as either accepting or rejecting them.
- 4.2. Where appropriate, the matters raised may:-
- be investigated by management, internal audit, or through the conduct and behaviour process.
  - be referred to the police.
  - be referred to the external auditor.

- form the subject of an independent inquiry.

## **5. THE RESPONSIBLE OFFICER**

- 5.1. The Town Clerk has overall responsibility for the maintenance and operation of this policy. That officer maintains a record of concerns raised and the outcomes (but in a form which does not endanger your confidentiality) and will report as necessary to the Council.
- 5.2. If the matter involves the town Clerk, the Independent Internal Auditor will maintain records as required.

## **6. HOW THE MATTER CAN BE TAKEN FURTHER**

- 6.1. This policy is intended to provide you with an avenue within the Council to raise concerns. The Council hopes you will be satisfied with any action taken. If you are not, and if you feel it is right to take the matter outside the Council, the following are some possible contact points:-
  - Your local Council Member (if you live in the Council area)
  - The External Auditor
  - Relevant professional bodies or regulatory organisations
  - The monitoring officer
  - Public Concern at Work (PCAW), website: <http://www.pcaw.org.uk>, telephone: 020 7404 6609
  - Your solicitor
  - The Police
- 6.2. If employees do decide to take the matter outside the Council they must ensure that they do not disclose to a third party any of the Council's confidential information unrelated to the matter under consideration and keep within the provisions of the protocol entitled Relations with the Media.
- 6.3. If employees are in any doubt, they are strongly advised to seek the confidential advice of the Town Clerk before taking any action to ensure that they do not inadvertently put themselves in a position where they may breach procedures themselves.



## SHAFTESBURY TOWN COUNCIL

### REDUNDANCY

#### **Shaftesbury Town Council Redundancy Policy**

Date Adopted:

Date Amended:

Review Date:

#### **1. Introduction**

- 1.1. There may be times when Shaftesbury Town Council needs to adjust the number of employees required for the operation of its business for either economic or business-related reasons. Regrettably, there could be some employee redundancies as the organisational design alters in line with operational needs and to aid growth and sustainability in the future. This policy is designed to cover those situations.
- 1.2. This policy also applies to any situation where fewer employees are required due to reorganisation of work.
- 1.3. The purpose of this policy is to set out how Shaftesbury Town Council will manage impending employee redundancies and any decision to implement proposed redundancies.
- 1.4. The policy reflects the council's commitment to full employee consultation and to the provision of support to staff should redundancies prove necessary.
- 1.5. This policy is in line with all relevant employment legislation and requirements including:
  - Equality Act 2010
  - Employment Rights Act 1996
  - Part-time Workers (Prevention of less favourable treatment) Regulations 2000
  - Employment Act 2002 (Dispute Resolution) Regulations 2004

#### **2. Alternatives To Redundancy**

- 2.1. Before making redundancies Shaftesbury Town Council will first take all reasonable steps to identify a feasible alternative to meet the needs of the council's operations.
- 2.2. These may include:
  - Restriction of external recruitment
  - Reduction in hours for zero-hours employees
  - Introduction of flexible working hours/days
  - internal recruitment and redeployment to alternative work

#### **3. Consultation & Information**

- 3.1. Shaftesbury Town Council is committed to providing appropriate information to employees during the consultation process. Wherever practicable the council will endeavour to incorporate the views of employees into its management of the proposed redundancies.

### 3.2. Information provided will include the:

- Reason(s) for the possible redundancies
- Number of employees affected
- Proposed method of carrying out the redundancies
- Time period over which the redundancies will take place
- Proposed method of calculating redundancy payments (where non-statutory payments are to be made).

## 4. Individual Consultation

- 4.1. Shaftesbury Town Council will enter into individual consultation with all employees who may be affected by the process, including those who may provisionally be selected for redundancy and be considered “at risk”. Each employee will be given information about the selection criteria and will be invited to make representations to the Clerk (or in the event of the Clerk being “at risk”, the Chairman of the Staffing Committee) about their possible redundancy selection before any final decision is taken about who is to be given notice of redundancy dismissal.
- 4.2. Those finally selected will be invited to an individual meeting with the Clerk (or Chairman as above) where they will be informed of the decision and the appropriate time scales and redundancy payment that is available.

## 5. Alternative Work

- 5.1. Shaftesbury Town Council will make every reasonable effort to identify and offer suitable alternative work to those employees whom it proposes to make redundant. Any offer of suitable alternative work which is accepted by the employee will be subject to a statutory trial period of 4 weeks.
- 5.2. If the new position is subsequently deemed unsuitable by the council, the employee’s employment will be terminated at the end of the trial period. S/he will receive a statutory redundancy payment based on the date on which their original job became redundant. In these circumstances, should another suitable alternative be available, the employee will be offered that job and be subject to a further 4 week trial period.
- 5.3. Should the Council consider a vacancy to be suitable as an offer of alternative work but the employee unreasonably refuses that offer, or, having taken up the offer resigns from that position before the end of the trial period, the employee will forfeit their right to a statutory redundancy payment.
- 5.4. Any period of 4 weeks may be extended by the council because of the need for re-training or additional support, without affecting the employee’s right to a statutory redundancy payment.
- 5.5. Shaftesbury Town Council reserves the absolute right to make a decision about the employee’s termination of employment.
- 5.6. Shaftesbury Town Council reserves the right to select the best candidate for any job where there is more than one suitable candidate and may apply selection criteria. During a period of redundancies the council will “ring-fence” any vacancies as being open only to internal candidates unless there are circumstances where it reasonably believes there are no suitable internal candidates.

## 6. Time-off to seek work/undergo training

- 6.1. Any employee under notice of redundancy dismissal who has at least two years’ continuous service will be granted reasonable time off to look for alternative work with another employer. This will include reasonable time off to attend interviews or undergo training for alternative work. Appropriate

time off will be arranged with the Clerk (or in the case of the Clerk asking for time off, with the Chairman of the Council).

## **7. Support for Redundant Employees**

7.1. The Council will make every reasonable attempt to support any employee who is made redundant. Depending on resources available at the relevant time, outsourced support may be arranged and requests for financial support with training may also be considered.

## **8. Statutory Redundancy Payments**

8.1. Those employees with two or more years' continuous service with Shaftesbury Town Council will be entitled to receive a statutory redundancy payment. This will be calculated according to their age, length of service and final gross weekly pay subject to the statutory maximum.

## **9. Notice and Termination of Employment**

9.1. Shaftesbury Town Council may decide to waive its right for the redundant employee to work his or her contractual notice. If this is brought forward by the council, a payment in-lieu notice will be made. If this is brought about by the employee, the council will consider whether it is prepared to agree to a shorter notice period but is under no obligation to offer a payment in lieu of notice.

## **10. Additional information**

10.1. For further information, please contact the Clerk (or in the case of the Clerk requiring confirmation, please contact the staffing Committee).

**Report 0717FC8 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 18 July 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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## **8 Financial Management**

To determine the level of risk for investment and resolve signatories on the investment accounts

### **8.1 Recommendation**

8.1.1 That the Shaftesbury Town Council resolves the level of risk for investment in the CCLA Property fund.

8.1.2 That Shaftesbury Town Council resolves the signatories on the investment accounts

### **8.2 Background**

8.2.1 At its meeting on 13<sup>th</sup> June 2017 the General Management Committee resolved to invest in the CCLA property fund and the CCLA public deposit fund. One of the requirements of investing with the property fund was to seek independent financial advice for the council's investment.

8.2.2 The Council has sought the required independent advice and is asked to identify the Acceptable Investment Risk;

Does the corporation understand that all investment involves a degree of risk, if only due to inflation or other economic risk?

**Yes / No**

Does the corporation understand that investment returns are usually proportional to risk, volatility (ie fluctuating fund value) and to short, medium or long term losses?

**Yes / No**

What risk of investment loss has the corporation authorised as acceptable for the proposed investment?  
(Please delete all options that **don't apply**)

**No investment loss** is acceptable

Risk of <b>5% fall</b>	For up to 1 year	For 1–5 years	For 5-10 years	For 10+ years
Risk of <b>10% fall</b>	For up to 1 year	For 1–5 years	For 5-10 years	For 10+ years
Risk of <b>over 10% fall</b>	For up to 1 year	For 1–5 years	For 5-10 years	For 10+ years

Does the corporation understand and accept the possibility that market and economic conditions may cause investment losses in excess of the acceptable limit?

**Yes / No**

8.2.3 As a guide to identifying the acceptable investment risk, the Council may identify its Attitude to Risk (ATR), the maximum loss thresholds shown in the data capture can be translated into descriptive terms;

Acceptable investment loss	ATR
<b>Nil</b>	Defensive
<b>Up to 5%</b>	Cautious
<b>Up to 10%</b>	Moderately adventurous
<b>Over 10%</b>	Adventurous

8.2.4 It's not uncommon for ATR to be more adventurous in the short term, becoming more cautious in the long term. Many investors aren't overly concerned about early volatility if there's no intention to encash in the short / medium term. What matters more is that long term performance shouldn't present an unacceptable level of risk.

8.2.5 CCLA require signatories to be identified for the investment accounts. The Council has already resolved its signatories for the bank accounts as Claire Commons, John Lewer, Piers Brown, Lester Taylor, Phil Proctor. The Council may consider resolving the same signatories for the CCLA investments.

### **8.3 Legal Implications**

8.3.1 A relevant authority must ensure that it has a sound system of internal control which includes effective arrangements for the management of risk. (Accounts and Audit Regulations, 2015)

### **8.4 Risks**

8.4.1 Risk assessment and Internal controls must focus on the safety of the council's assets, particularly money. (Governance and Accountability for Local Councils, 2014)

(End)

Report Author:  
Claire Commons, Town Clerk



**Report 0717FC9 to a meeting of the Full Council  
To be held at 7.00pm on Tuesday 18 July 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**9 Shaftesbury Bypass**

To consider re-establishing the Councils support for the bypass

**9.1 Recommendation**

- 9.1.1 That the Council engages in talks with District and County Councillors and relevant Members of Parliament to press the need for the Shaftesbury Bypass

**9.2 Background**

- 9.2.1 Shaftesbury Town Council has maintained a constant position in regards to the reserved bypass corridor, pressing the need for its construction to be confirmed and brought forward to accommodate the increased population resulting from new developments in Shaftesbury.
- 9.2.2 At its meeting on 4<sup>th</sup> July 2017, the Planning and Highways Committee asked that the County Council be urged to cease the one way trial through Melbury Abbas and Cann as it considered the trial had demonstrated that it did not ease the burden of traffic.
- 9.2.3 The Council is now asked to consider engaging with the tier authorities and relevant Members of Parliament to press the need for the Shaftesbury Outer Bypass as defined in the North Dorset Local Plan as a reserved bypass corridor

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0717FC10 to a meeting of the Full Council  
To be held at 7.00pm on Tuesday 18 July 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**10 Westminster Memorial Hospital**

To consider expenditure for advertising in relation to a public meeting

**10.1 Recommendation**

10.1.1 That the Council authorises the expenditure for advertising a public meeting in relation to the Westminster Memorial Hospital

**10.2 Background**

10.2.1 Report to follow

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0717FC11 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 18 July 2017 in the Council**  
**Chamber, Shaftesbury Town Hall**

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**11 Confidential Business**

To resolve to take the following items of business in confidential session

**11.1 Recommendation**

- 11.1.1 That the Council resolves that the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of confidential information and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**11.2 Legal Implications**

- 11.2.1 “A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies”  
(Public Bodies (Admission to Meetings) Act 1960, 1960)

(End)

Report Author:  
Claire Commons, Town Clerk

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