



Dorchester Town Council

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16 November 2022

Agenda for the meeting of the **Policy Committee**, which will be held in the **COUNCIL CHAMBER** at **THE MUNICIPAL BUILDINGS, HIGH EAST STREET, DORCHESTER** on **MONDAY 21 NOVEMBER 2022** at **7.00pm**.

Steve Newman
Town Clerk

Public Attendance and Speaking at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please **contact the Clerk by 9.00am on the morning of the meeting**. We ask speakers to confine their comments to the matter in hand and to be as brief as possible.

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose interests where appropriate. A Member who declares any interest must leave the room. A Member who declares a registerable interest as a Council nominee to a partner organisation may first address the meeting as a member of the public.

Membership of the Committee

Councillors B. Armstrong-Marshall, R. Biggs, S. Biles, A. Chisholm, T. Harries, F. Hogwood, S. Hosford (Chair), G. Jones and The Mayor ex-officio.

Agenda

1. Apologies

2. Declaration of Interests

3. Minutes

To read, confirm and sign the Minutes of the meeting of the Committee held on 18 July 2022 (adopted by Council on 25 July 2022). A copy of the Minutes can be found at <https://www.dorchester-tc.gov.uk/Committees/Management+Committee/Minutes>

4. Financial Update – Page 3

To consider a report by the Financial Controller (enclosed).

5. Management Committee Extracts – Page 6

To consider the extracts from the Management Committee meeting held on 14 November 2022 (enclosed).

6. Financing the Municipal Buildings Project – Page 7

To consider a report by the Financial Controller (enclosed).

7. Municipal Buildings Non Domestic Rates – Page 9

To consider a report by the Town Clerk (enclosed).

8. Corporate Plan Update – Page 10

To consider a report by the Town Clerk (enclosed).

9. Dorchester Business Awards – Page 18

To consider whether to sponsor the Dorchester Business Awards (information attached).

10. Strategic and Operational Risk Registers – Page 21

To consider a report by the Town Clerk (enclosed).

11. Office Staff - Flexi Scheme – Page 32

To consider a flexi scheme policy for office staff (enclosed).

12. Public Bodies (Admission to Meetings) Act 1960

To resolve “That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and representatives of the press be excluded from this meeting during their discussion”.

13. Staffing – Page 34

To consider a report by the Town Clerk (enclosed).

FINANCIAL UPDATE AT 31 OCTOBER 2022

1. Financial Position

- Month 7 spend (Appendix 1) £44k under:
 - £12k under on Outdoor Staff (due to current vacancies)
 - £34k under on Office Staff (due current vacancies)
 - £28k over on payment to ex staff
 - £14k up on Cemetery income
 - £8k up on Treasury Interest (increase in interest rates and balance of reserve)
 - £3k over on parks electric (BGH electricity & Fountain)
 - £3k loss on hire from BG House being closed
 - All other under and overspends net £5k under
- Cash Position **£000**

| | | |
|----------------------------------|--------------|--------------------------------|
| Lloyds Bank | 153 | Nil interest |
| National Savings and Investments | 7 | 0.5% interest |
| CCLA Deposit Account | 1,800 | 2.1368% interest (1.03% 30/06) |
| Total Cash | 1,960 | (30 June £1,814k) |

Notes:

- Payden & Rygel shares sold for £887,969, shortfall of £12,030 on investment covered by Treasury Reserve. Balance of Treasury Reserve (£2,969) returned to revenue account under Treasury Interest.
- September Precept received, £600,000 transferred to CCLA deposit fund.
- To date, £426k Corporate Projects Reserve covering MB Development.
- Debt over 30 days = £0, 0 debtors (31 Jan £0, 0 debtors)
- Payments list 1 July to 31 October on website. Supporting vouchers available from Financial Controller
 - **RECOMMENDED** that the Payments list, totalling £878,787.03 is approved.

2. Pay Offer

- NJC agreed pay award of £1,925 per employee (pro-rata), backdated to 1 April 2022.
- Employer NI contributions budgeted at 15.05%. Now reduced by 1.25% from November.
- 22/23 Budget allowed for 2% pay award based on all staff top of scale and all vacancies filled. The pay award would add £25,304 to the budget.
- Due to the NI reduction, staff not at top of scale and vacancies, forecast to finish £24k under budget on salaries.

3. External Audit Report 2021/22

- Audit completed with no amendments, certificate and certified AGAR on our website.
- **RECOMMENDED TO COUNCIL** that the certified Annual Governance and Accountability Return for the year ended 31 March 2022 is approved and accepted.

4. Internal Audit Report 2022/23

- First Audit report, with officer responses attached at Appendix Two

- **RECOMMENDED** that the report and officer response is noted.

Nigel Hayes
Financial Controller

APPENDIX ONE

MANAGEMENT REPORT AT 31 OCTOBER 2022

| By Spend Type | Budget £000 | Profile £000 | Actual £000 | -Under/Over £000 |
|----------------------|----------------|-----------------|----------------|---------------------|
| Staff | 820 | 492 | 470 | -22 |
| Capital Financing | 28 | 26 | 26 | -0 |
| Other Payments | 539 | 363 | 366 | 2 |
| To Specific Reserves | 316 | 316 | 316 | 0 |
| Income | -121 | -52 | -76 | -24 |
| Net Budget | 1,582 | 1,145 | 1,101 | -44 |

| By Service | Budget £000 | Profile £000 | Actual £000 | -Under/Over £000 |
|----------------------|----------------|-----------------|----------------|---------------------|
| Allotments | -10 | 2 | 4 | 2 |
| Parks & Open Spaces | 119 | 84 | 89 | 5 |
| Cemeteries | -12 | 1 | -18 | -19 |
| Corp. & Dem. Manage. | 38 | 19 | 19 | -0 |
| Cultural & Twinning | 56 | 30 | 33 | 2 |
| Municipal Buildings | 356 | 335 | 330 | -5 |
| Other Services | 127 | 130 | 121 | -9 |
| Office Team | 452 | 269 | 264 | -5 |
| Outdoor Services | 457 | 275 | 259 | -15 |
| Net Budget | 1,582 | 1,145 | 1,101 | -44 |

| Earmarked Reserves with budgeted Expenditure In Year | Budget £000 | Profile £000 | Actual £000 | -Under/Over £000 |
|---|----------------|-----------------|----------------|---------------------|
| Cemeteries | 30 | 0 | 0 | 0 |
| Municipal Buildings | 428 | 428 | 484 | 56 |
| Parks Premises | 0 | 0 | 0 | 0 |
| Play Equipment | 23 | 20 | 22 | 2 |
| Public Realm | 278 | 0 | 2 | 2 |
| Vehicles & Equipment | 20 | 0 | 0 | 0 |
| Arts & Cultural | 5 | 5 | 7 | 2 |
| Christmas Lights | 0 | 0 | 0 | 0 |
| Corporate Projects | 0 | 0 | 426 | 426 |
| Planning Advice | 10 | 2 | 2 | 0 |
| Climate Emergency | 20 | 9 | 11 | 2 |
| Treasury | 15 | 15 | 15 | 0 |
| Net Budget | 829 | 479 | 969 | 490 |

APPENDIX TWO

Darkin Miller Chartered Accountants
2022/23 INTERNAL AUDIT OF DORCHESTER TOWN COUNCIL - FINAL REPORT VISIT 1 OF 3: 5th OCTOBER 2022
Appendix 1 – Recommendations and Action Plan

| Recommendation number | Detail | Pr | Management Response | Resp Off | Due Date |
|---|---|----|------------------------|----------|----------|
| 2.1 – Formal list of staff who can approve invoices | <p>I checked a sample of payments in the cashbook to confirm that they were supported by invoices, authorised and minuted. I noted that one invoice had been authorised a member of staff other than the Clerk. The Financial Controller confirmed that the member of staff is an authoriser on the Council's bank account, and noted that a formal approvals list is due to follow after the Policy Committee reviews the staff structure. The list should note the type and value of expenditure which can be approved by each member of staff, and should allow for separation of duties where possible.</p> <p>I recommend that a formal list of officers who can approve invoices is drawn up in order to ensure that there is certainty over which staff can approve invoices, and to improve the audit trail for approvals.</p> | M | Agreed | SN | Nov-22 |
| 5.1 – Ensure charges for quarter allotment plots set by Council | <p>I checked to see that prices charged with those set by Council. I found that the charges for quarter plots (allotments) had been increased by £2 each year (£1 fee and £1 water) from a base charge of £17 in 2018. The charges for quarter plots are not currently included in the allotment charges approved by the Council each year.</p> <p>I recommend that all allotment charges are approved by Council each year, in order to ensure that prices agree with those set by Council.</p> | M | Agreed | SN | Nov-22 |
| 5.2 – Ensure cemetery income is invoiced when the service is provided | <p>I checked to see that income is properly recorded and promptly banked. I found that invoices are rarely raised for service relating to the Council's cemetery, with income normally being recognised only on receipt. This risks understating income and debtors, and may make it harder to ensure that all income due is collected.</p> <p>I recommend that invoices are raised for all cemetery income when the service is provided, in order to ensure that a complete record of income and debtors is held.</p> | M | Agreed and implemented | NH | 01/10/22 |
| 5.3 – Ensure income is received when it is due | <p>I found that the income from the kiosk was due to be paid monthly in arrears but that no income was received for the April to August 2022 period until September 2022. A delay to payment increases the risk that part or all of the income due will not be received.</p> <p>I recommend that payment terms are enforced in order to ensure that all income is received when it falls due.</p> | M | Agreed | NH | 01/10/22 |

The following areas were reviewed during this audit visit: 1. Proper book-keeping 2. Payments 3. Risk Management 4. Income 5. Bank Reconciliation 6. Exemption (confirm not covered as the Council has an external audit last year) 7. Public Rights 8. Publication

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 21 NOVEMBER 2022

MANAGEMENT COMMITTEE - EXTRACTS FOR CONSIDERATION

30. Extension to Borough Gardens Staff Accommodation

Members had before them a report on the staff accommodation and facilities at the Borough Gardens. The Committee felt that the existing building was not suitable in its present form and that a small extension to the side would create sufficient additional space. This would also mean that the Borough Gardens House would once again become available for community hire.

Crickmay Stark Architects already had plans and details of the building due to them being the Architects appointed as part of the Lottery refurbishment of the Gardens. If agreed it was proposed to appoint them to design the extension and seek the necessary approvals for a fixed fee of £3,000. The anticipated cost of the extension was £40,000.

Resolved

(1) That the extension to the Gardeners staff accommodation building be agreed and **that the Policy Committee be requested to agree to fund the project from the Parks Premises Reserve.**

(2) That, subject to funding, Crickmay Starks be appointed to design the extension and seek all the necessary approvals for it on a fixed fee as reported to the Committee.

31. Coronation of HM King Charles III

The Committee noted that the Coronation of HM King Charles III was to take place on Saturday 6 May 2023 with a bank holiday on Monday 8 May 2023.

Members felt that a task and finish group should be established to consider whether an event should be held and if so what type of event it should be.

Resolved

That Councillors J. Hewitt, S. Jones, R. Major and M. Rennie, **plus a representative from Policy Committee**, form a task and finish group to consider whether an event should be held and if so what type of event it should be.

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 21 NOVEMBER 2023

FINANCING THE MUNICIPAL BUILDINGS WORKS

1. The MB works have completed, expenditure to date is £2,185,659 with a further £115,000 held back in retainment's (due 2023) and £250,000 set aside for the next phase (front of house, no earlier than 2024). This leaves a shortfall of £650,000.
2. At September 2021 Policy Committee, Members reaffirmed their preference to fund the Municipal Building (MB) works with a PWLB loan rather than from earmarked reserves (mainly Corporate Projects).
3. At the July 2022 Policy Committee an application to the Department for Levelling Up, Housing and Communities (DLUHC) for permission to apply for a loan of up to £700,000 over a period of no more than 30 years was agreed. Permission to apply for a loan is in process, however, questions have been raised in respect of the need to borrow due to the levels of reserves held by the Council and the fact that the works have already been completed and paid for without a loan.
4. If permission to apply for a loan is received, and this seems in no way guaranteed, the interest rates on any loan will now be (as at 29/10/2022):

| Term (Years) | Rate % | Annual Repayment (£) | Interest Payable (£) | Total Cost (£) |
|---------------------|---------------|-----------------------------|-----------------------------|-----------------------|
| 3 | 4.18 | 250,696 | 35,971 | 735,971 |
| 5 | 4.34 | 157,247 | 86,233 | 786,233 |
| 10 | 4.53 | 87,825 | 178,245 | 878,245 |
| 15 | 4.55 | 64,898 | 273,474 | 973,474 |
| 20 | 4.61 | 53,955 | 379,096 | 1,079,096 |
| 25 | 4.71 | 47,941 | 498,529 | 1,198,529 |
| 30 | 4.76 | 44,064 | 621,930 | 1,321,930 |

(Table 1: PWLB Fixed Rate Loan Estimated Costs, UK Debt Management Office)

5. The 2022-23 budget contained a £79,600 contribution to the MB Reserve and a one off contribution of £195,000 from funds previously set aside for Dorset Council services handed down. These funds could be used to service any future loan.
6. At the end of the 2021-22 financial year the Corporate Projects Reserve held a balance of £661,000, with a further £34,000 contributed from CIL receipts this financial year.
7. Given the interest rates now applicable to a PWLB loan, the possibility that a loan application would be rejected and the high level of funds held in reserves, Members are asked to consider whether they wish to:-

- Continue with a loan application up to a maximum of £700,000 over a maximum period of 30 years, or
- Use the Corporate Projects or other earmarked reserves to cover the total cost of the works and thereby not incurring any additional interest charges. A summary of the earmarked reserves is set out below. The Committee is reminded that should a future project come forward that requires significant funding then a loan request made at the start of the project is much more likely to be approved.

8. The Committee is asked to give consideration as to whether it still wishes to take out a loan or to continue to fund the project from existing resources.

Nigel Hayes
Financial Controller

| | Balance 1 Apr 22 | Contribution | Income | Expenditure | Balance 15/11/22 |
|----------------------------------|---------------------|----------------|---------------|----------------|---------------------|
| | £ | £ | £ | £ | £ |
| Municipal Buildings | 3,795 | 274,600 | 47,213 | 809,626 | -484,018 |
| Vehicles & Equipment Replacement | 69,557 | 19,900 | | | 89,457 |
| Parks Premises | 47,329 | 5,300 | | 261 | 52,368 |
| Cemeteries | 63,936 | 6,100 | 12,000 | 225 | 81,811 |
| Play Equipment Replacement | 28,467 | 10,000 | | 21,615 | 16,852 |
| Climate Emergency Reserve | 88,427 | | | 8,666 | 79,761 |
| Public Realm | 400,758 | 54,700 | | | 455,458 |
| Christmas Lights | 3,607 | | | | 3,607 |
| Arts & Cultural Reserve | 29,874 | | | 7,230 | 22,644 |
| Apprenticeship Reserve | 9,815 | | | 2,250 | 7,565 |
| Planning Advice Reserve | 21,844 | | | 2,055 | 19,789 |
| Development Reserve | 75,002 | | | | 75,002 |
| Dorchester West Railway Access | - | | | | 0 |
| Tourist Information Reserve | 18,603 | | 100 | 5,096 | 13,607 |
| Treasury Restatement | 15,000 | | | 15,000 | 0 |
| Corporate Projects Reserve | 661,192 | | 33,848 | | 695,040 |
| Graves in Perpetuity | 14,092 | | | | 14,092 |
| Total | 1,551,298 | 370,600 | 93,161 | 872,023 | 1,143,035 |

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 21 NOVEMBER 2022

NON-DOMESTIC RATES – MUNICIPAL BUILDINGS

1. The Committee will be aware that the lease agreement with Dorchester Arts for occupation of the Municipal Buildings was agreed and signed with effect from October 2021.
2. The Council has paid the business rates on the building up to 31 March 2022. The business rates are £12,000 per year.
3. The signed lease passes the responsibility for paying business rates to Dorchester Arts. When the lease was agreed it was envisaged that Dorchester Arts would apply for discretionary rate relief, and that this would be granted, meaning that DA would only pay 20% of the business rates.
4. Dorchester Arts has applied for the discretionary rate relief but this has been rejected because Dorset Council do not consider Dorchester Arts to be the 'paramount rating occupiers' of the building. So far as Dorset Council is concerned the business rates are still payable at the full rate by the Town Council. When this was queried the reason was that the Town Council is due to occupy the office space and still has some control over the use of the Council Chamber.
5. Further investigations will need to take place with regard to appealing the decision and / or what other action might be taken to prevent the Town Council from being the 'paramount rating occupier'.
6. In the meantime the Council is responsible for paying the rates. Although it is the Council's responsibility Dorchester Arts has agreed to contribute 20% of the cost - £2,400, as this is the amount it had expected to be paying this financial year. This leaves a sum of £9,600 to be paid by the Council and which will have to be found from within existing budgets as it was not taken into account in this year's agreed budget.

Steve Newman
Town Clerk

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 21 NOVEMBER 2022

CORPORATE PLAN UPDATE

1. The Committee last reviewed its high level 2019 -2024 Corporate Plan at its March 2022 meeting.
2. Attached to this report is the latest review. Depending on the funding arrangements agreed for the Municipal Buildings works, the current economic situation and the climate emergency, Members may wish to give some consideration to the priorities attached to the projects.

Poundbury Cemetery

3. Members visited Poundbury Cemetery during the early summer site visits. At that time it was noted that the office space and garages were in use and were also the base for the burial equipment and machinery to be stored alongside other materials such as the spoil from the graves which is put out of site in the designated compound.
4. Poundbury Cemetery is Dorchester's only open cemetery with the vast majority of burials taking place at the site. To have to bring equipment and machinery from Louds Mill depot and return it after any activity at the cemetery is not an efficient way of working.
5. Those Members that attended the site visit made a recommendation to the Management Committee, which was subsequently agreed, that the site should be removed from the possible list of sites identified for affordable housing due to the fact that it was in operational use and would be for some years to come. The Policy Committee is asked to agree to the removal of Poundbury Cemetery from the list of sites which might accommodate affordable housing in the lifetime of the 2019-24 plan.

Cornhill Project

6. At the November 2021 Policy Committee it was reported that the designers of the Cornhill scheme had reached the stage where ideas had been generated and received by the Council. It was also reported that the above ground element of the proposals would cost significantly more than the budget set aside for them (at that time £278,000 had been budgeted), and it was not clear to the designer what formal process they needed to go through should the Council wish to pursue the design further.
7. In an attempt to clarify the matter the designers submitted a planning pre application and the response has now been received, the key issues identified are set out at Appendix 1.
8. Taking into account the likely increase in costs and the advice received in respect of planning requirements the Committee is asked to consider its next steps for this project.

Development Trust

9. Thinking to the future Members might like to consider whether they feel it appropriate to investigate whether there is a community appetite to establish a Development Trust in the town.
10. Development Trust are:-
 - Community based, owned and led
 - Engaged in the economic, environmental and social regeneration of a defined area or community
 - Independent but seek to work in partnership with other private, voluntary and public sector organisations.
 - Self-sufficient or aiming for self-sufficiency, and not for private profit.
11. Development Trusts are already established in Weymouth, Bridport, Swanage and Lyme Regis with the aim of working in partnership to identify, plan and deliver projects that meet local needs and provide long-term economic, environmental, social and cultural benefits to the town.
12. If the Committee does wish to look at this matter further it is suggested that, as a first step, a representative of a local Development Trust be invited to attend a future meeting of the Committee to explain the benefits of forming a trust.

Steve Newman
Town Clerk

HIGH LEVEL FOCUS OF THE CORPORATE PLAN

| High Level Focus | Projects | Milestone | Current Progress | 😊😊😊 |
|---|---|------------------------------------|--|-----|
| Affordable Housing | | | | |
| Deliver sites | Tennis Courts | Planning Application agreed Jul 21 | Awaiting DC decision | 😊 |
| | 19 North Square | Feasibility Study rec'd Sep 21 | Decision not to proceed made at Council Nov 21 | - |
| | Poundbury Cemetery | Preliminary evaluation Nov 21 | Request removal from the site list. | 😊 |
| | Other Sites | New site identified Jan 22 | Management Cttee agreed to consider possible site Jan 22 – Further consideration (on receipt of information) due to be given November 2022 or January 2023 | 😊 |
| Community Culture Health & Wellbeing | | | | |
| Understand residents needs | Residents feedback | Comments received Apr 21 | Completed. | - |
| | Review Community Register of Projects | New Register of Projects Dec 21 | Delays continue due to focus on specific project work and difficulties holding meetings. Review to be commenced at the Community Lunch in December 2022 | 😊 |
| Maintain and adapt our services | Programme of Revenue Projects | Special Items in Budget Jan 21 | Completed | - |
| | The Great Field | Support infrastructure Dec 21 | Play Equipment installed March 22 Lease signed and completed April 22 | 😊 |
| | Kings Road & Lubbecke Way Open Spaces Project | GAP Project at Lubbecke Way Oct 21 | Planning application submitted, revised budget produced. Awaiting s106 | 😊 |

| | | | | |
|--|--|---|---|---------------------------------|
| | | Park ideas developed Mar 22 | funding release following planning approval. Prelim. Discussions with DC re s106/CIL and EA re bridge. Initial request for s106/CIL funding for a bridge rejected. Tree planting completed | - ☹️ |
| Municipal Buildings | Refurbish Municipal Buildings Work with Dorchester Arts to develop use of the site | Phase 1-4 works completed Jan 22 Operating Agreement signed Sep 21 First review meeting Mar 22 | Ph1 (Roof) completed Ph2/3 (Biomass/Offices) commenced, due Jun 22, Ph4 (Corn Ex) completed Sept 2022 Lease signed. First review meeting due Jun 22 – meeting being arranged for Nov/Dec 22 | ☺️ ☺️ ☺️ - |
| The Environment | | | | |
| Climate Emergency Programme | Municipal Buildings Vehicles & Equipment Partner Programme New project Borough Gardens Hse / Greenhouses | Phase 1 – 4 works completed Jan 22 Grounds equipt purchased Mar 22 Identify new partner project Mar 22 Weymouth Ave Pav - Jan 23 Investigate options for ground or air source / solar | Ph2(Biomass) commenced, completed Sept 22 No new purchases made Major grant rec'd from Forestry Commission for Tree Planting in Kings Road, completed Contract let – 50% grant received from ECB Report to Management Committee – November 2022 | ☺️ - ☺️ |
| Local Economy Transport and Parking | | | | |

| | | | | | |
|--|---|--|--------|---|---|
| Tourism | Implement Tourism Development Strategy | App launched | Jun 21 | Completed | - |
| | | Website launched | Sep 21 | Completed Dec 21 | 😊 |
| | Opportunities to improve Markets | Front Desk training | Dec 21 | Training package under development | 😊 |
| | | Present options to Panel | Jan 22 | Monthly Fairs supported by Markets Panel Feb 22. To be developed Tender process for new market operator to be developed Early 2023 | 😊 |
| Future Growth of Dorchester | | | | | |
| Local Plan DOR13 | Respond to Local Plan consultations | Response to Options | Mar 21 | Completed | 😊 |
| | | Monitor next phase | Mar 22 | Dorset Council Local Plan process formally set back two years | - |
| Town Centre Masterplan – Improvements, Transport, Economy, Parking | Prepare the ground for a new master plan to be recognised as part of the Local Plan or as a separate Neighbourhood Plan | Finalise scheme for Cornhill | Dec 21 | Awaiting pre-app discussions with DC and budget review by FERIA – pre-app information now received. Next steps to be considered. | 😊 |
| | | Develop Plan for Masterplan | Aug 21 | Completed | - |
| | | Consult on Masterplan ideas | Jan 22 | Partner consultation complete and final version of the vision to be agreed at Nov 22 Council | 😊 |
| Internal Governance Arrangements | | | | | |
| Communications | Improve use of Social Media | Develop Social Media Policy | Oct 21 | Delayed by other projects. Social media presence increased significantly | 😊 |
| | New – Develop a new Town Council website | Style and content protocols to be agreed - | Aug 23 | | |

| | | | | |
|------|---|---|--|---|
| | | Decide on style, content, accessibility standards etc – August 2023 | Policy Committee to consider funding during 2023-24 budget setting process | |
| MTFS | Ability to respond to new threats and opportunities | Review MTFS Jan 22 | Review completed. MTFS remains in strong position Due to national and international events it is suggested that the MTFS be reviewed again in Jan 23 | 😊 |

Cornhill Project – Pre-Application Advice

Advice

Key planning issues identified:

Principle of development

The proposed seating is considered Permitted Development under Part 12, Class A of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). Therefore, planning permission is not required. The only part of the proposal that requires consent is the works proposed surrounding the pump and directly adjacent. This element alone requires Listed Building Consent.

In principle, we are supportive of the proposals put forward. The reinstatement of the Pump as a landmark feature within a more defined space, as opposed to something you happen to pass on a thoroughfare, and also its association with a source of water, is to be welcomed and could contribute to enhancing its significance. However, it should be noted that the latter should still be fully established (including the contribution made by its setting) in a comprehensive and objective Heritage Statement to ensure that designs make the most of heritage-related opportunities and constraints.

Impact on the character of the area/Heritage assets

Where works are proposed immediately surrounding the Town Pump, a Listed Building Consent application will be required. It is understood from the submitted information and verbal conversations that the pump itself will remain unaltered and the plinth surrounding the pump will be constructed in such a way that it will not be affixed to the pump. This is acceptable but should any fixtures be required, precise details of this should be included within the Listed Building Consent application. All new infrastructure required for the working of the water feature and new pump need to be clearly outlined and details also submitted when Listed Building consent is applied for. From a conservation point of view, there is no in-principle objection to the proposed works based on the submitted information to date.

Other material planning issues that will be considered in the event that an application is submitted

Lighting- it was discussed that lighting is not to be added as part of this application. If this changes, separate permissions from landowners will be required where any lighting is proposed to be affixed to any building. Please be aware this would also be subject to separate LBC where buildings might be listed.

Further information/statements/professional reports required to accompany an application:

- Design and Access Statement
- Heritage statement

Please note that the complete list of requirements for validation is set out in the [Council's validation checklist](#).

Response to other questions raised:

Highways

As previously discussed, due to the majority of the proposal falling under Permitted Development, we will not be able to apply conditions for Highways related matters or consult with highways. However, the proposal will require approval under the Highways Act 1980. I recommend that the necessary approvals are obtained prior to a Listed Building Consent application being submitted and **prior to the installation of any of the plinths**. There are several points to be discussed with Highways:

1. Surfacing material. This will require the approval of the Conservation Officer also but must be to Highways Specification first. We cannot give advice on surfacing materials until they are considered suitable by Highways. Given the range of materials at present, I suggest that the proposal to re-surface in one homogenous material would be favourable from a conservation point of view.

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2. Provision for access alongside the proposed development by emergency vehicles, refuse collectors, loading vehicles. This will also need to take into account licenced market stalls. If the proposal is implemented, access must be maintained during market days. From my knowledge of the site and current location of existing licenced market stalls, there would be no means of access by vehicles on market days, if the plinths were to be arranged as planned. Both would prevent free movement of vehicles.

Dorset Highways

The applicant should contact Dorset Highways by telephone at 01305 221020, by email at dorsethighways@dorsetcouncil.gov.uk, or in writing at Dorset Highways, Dorset Council, County Hall, Dorchester, DT1 1XJ, before the commencement of any works on or adjacent to the public highway, to ensure that the appropriate licence(s) and or permission(s) are obtained.

Health and Safety

These matters fall outside of the remit of planning. However, care should be taken in assessing trip hazards etc. where there are low plinths. The applicant (Town Council) should be aware of what guidance is available for public seating etc.

Next steps:

Making an application- you will need to apply for Listed building Consent.

We encourage you to discuss your proposal with neighbours (and the parish/town council) prior to the submission of a planning application.

In the event that a planning application is received we would consult with the listed building/conservation officer who may require further information.

The Council endeavours to determine applications within 8 weeks. Consideration of the application would be delegated to officers but could be referred to the Planning Committee for consideration under the Council's scheme of delegation. Committee meetings for the area are held approximately once per month.

DORCHESTER
AND
POUNDBURY
BUSINESS
AWARDS 2023
Promoting local business



Background

We believe local businesses are the backbone of an area's economy, helping drive recovery and prosperity. They generate employment, they innovate, they open new markets and bring money into the local area.

Until recently there have been limited ways to promote the range and quality of these local businesses. Business awards have been county wide focusing on larger businesses with evening black tie events and high-priced tickets.

Dorchester and Poundbury Business Awards*

*Rebranding to Dorchester Business Awards this month

The Dorchester and Poundbury Business Awards are completely different. The idea emerged during the lockdown, when local businesses were being damaged by the economic effects of COVID.

To start with they are held at lunchtime rather than in the evening. Entry is free and businesses can enter as many categories as they want. The judging is independent with a panel of online judges, who don't know who the other judges are. They submit their votes online and the entries with the highest number of votes are the winners.

Even the cost of attending the awards ceremony is simply the cost to us.

The Dorchester and Poundbury Business Awards ran in 2021 and 2022 and it was clear from the start that there was a big demand from local businesses. To date the awards have received 378 entries/nominations, while over 80 local businesses leaders attended the lunchtime awards ceremony in April 2022.

The awards also have their own website: www.dandpbusinessawards.co.uk. To date the website has had (as of today) 1,303 viewings. The awards video updates and the recording of the 2022 awards ceremony have had over 400 viewings. That shows the demand for what we are trying to deliver.

Key Dates

Entries are now open and local businesses have until Monday, 30th January to enter or be nominated. The awards ceremony is at lunchtime on Thursday, 30th March 2023

Funding

The funding of the awards comes from category sponsorship. The concept of the awards has proved beneficial to local businesses throughout Dorset and we have received many testimonials (copies available) from local businesses saying how our local awards have helped and boosted their businesses.

We run similar awards in Sherborne and in Bridport and in both cases the town councils have backed the awards and become one of the awards category sponsors. Having this support in each of these areas has been a great help in the success of the awards in that area.

Our category sponsorship rate is £475 plus VAT, but, as with Sherborne and Bridport, this is reduced to £325 plus VAT for local councils.

Sponsors Benefits

1. The sponsor chooses a category to sponsor (subject to availability).
2. We publicise their category and sponsorship on our social media (approx. 3.5k followers across the three main platforms).
3. The sponsor's logo is put on the awards website with a link to their website.
4. Their logo is placed close to the streamed awards on the awards website to maximise profile (www.dandpbusinessawards.co.uk).
5. We produce a short video of the sponsor wishing all entrants success, which is played at the beginning of the awards ceremony.
6. Sponsors receive two VIP places for the awards ceremony. They announce, then present their category winner before presenting their award.
7. Sponsors can bring up to two roller banners to the awards ceremony.
8. The awards have a clear table policy, but sponsors can supply promotional materials to be handed out at the end of the awards.
9. The sponsor's logo will be in the ceremony programme.
10. The sponsor's logo will be on the screens around the venue and at the start of the streaming. Also, the logo will be on the welcome backdrop as the ceremony guests arrive.
11. The sponsor's name on the winner's framed certificate.
12. The sponsor will be photos presenting their award which will go on the awards website.

Available Categories (as of 8th November 2022)

New Business of the Year
Best Place to Work
Cafe, Pub, Casual Dining
Excellence in Customer Service

Examples of Feedback

"The Dorchester Business Awards are a significant marker of our local post-Covid recovery, a really encouraging and optimistic event that I was honoured to be part of."

Lord Fellowes of West Stafford

"The Business Awards are the best thing to happen in Dorset for many years. It is so rewarding to see how businesses across the County recognise their value and have responded by entering the various categories. Onwards and upwards!"

Barry White, Retired Solicitor, Poundbury

"We entered the Dorchester and Poundbury Awards thinking nothing ventured nothing gained. It was so nice to see businesses networking together during the awards. Not only did we win our category, but the overall best business as well! We could not believe it, We would like to say to all the businesses out there enter as you have a lot to gain!"

Neil Strudwick, Goldcrest Jewellers, Dorchester

"There is a perfect balance struck between the ceremony and the sense of occasion. There's a formula that produces a uniquely accessible, friendly format. I was inundated with messages from friends of friend, distant family and past colleagues who had seen the coverage. There remains today a clear spike in our website traffic."

James Heart, Purple Office

Nigel Reeve
8th November 2022.

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 28 NOVEMBER 2022
STRATEGIC AND OPERATIONAL RISK REGISTERS – ANNUAL REPORT

1. The Council manages its risks through a process that concludes in an annual risk review report presented to Policy Committee. The Council’s adopted Risk Management Policy, which details the methodology used to assess the risks being faced by the Council, is attached at Appendix 1.
2. The Council’s Risk Registers currently hold 11 risks classified as ‘high’ and 91 risks classified as ‘medium’, as assessed in accordance with the Council’s adopted Risk Policy. The whole register is available from the Town Clerk.
3. Following comments made by the Committee last year two high level risk relating to a ‘poor transition from the (then) Town Clerk to his successor’ and also ‘the consequences to the town of a poorly developed Local Plan’ (Risk Nos- S055 and 57) have been added to the Strategic Register. One medium score risk was also added in respect of ‘staff working from home having insufficient training’.
4. The past two years have seen the issues related to Covid-19 dominate. Whilst the virus is still circulating and causing the occasional staffing issue the Council’s work has generally returned to pre-Covid working with staff back in the office, the office open to the public and a full 2022 summer events programme. This year has also seen the completion of the significant works to the Corn Exchange.
5. The risk registers have been amended to take into account 3 above and can be found in Appendix 2. Members are invited to review these and the remaining high strategic and operational risks included within the appendix.
6. As well as reviewing the highest risks the Committee is asked to identify any new risks it feels should be included within the Registers, with an appropriate score. In this regard Members may wish to include new risks associated with the cost of living crisis, high inflation, energy price rises etc.
7. Previous Risk Management Plans have referenced a structured approach to taking advantage of Opportunities. The Council’s current financial position allows it to adopt a more flexible approach to the taking of opportunities as they arise, rather than needing to manage them in a structured way. The Plan is therefore focused on the management of negative risk.
8. It is **RECOMMENDED TO COUNCIL**
 - i) That the assessed high level strategic and operation risks be approved.
 - ii) That any new risks identified at the Committee be included within the registers.
 - iii) That the strategic, operational and opportunity risk registers, as a whole, be approved.

Steve Newman
Town Clerk

1. INTRODUCTION

Risk can be defined as the ‘uncertainty of an outcome’, primarily relating to a negative threat to business plans or activities. The effective management of risk is a key issue for the success of any organisation or activity, for in many cases it is only by taking risks that progress is made. The importance is to understand the risks that are inherent in a decision. A structured approach to risk management can achieve this by enabling the decision to be made against a background of better information about the potential outcome of a particular course of action. The Town Council has adopted a structured approach to Risk Management.

2. AUDIENCE

This Policy is intended as the primary guidance to the Council and senior management but is made available to all employees.

3. STAKEHOLDERS

It is important to involve stakeholders in the risk management process as this will give access to the widest possible range of views about the potential threats and opportunities affecting the Council and its services. A stakeholder in this context is an organisation or individual who can affect, or is affected by decisions of the Council. Stakeholders will change depending on whether the risk is project-related or more general, but Councillors and senior management will always be involved.

4. AIMS & BENEFITS

The aim of this policy is to develop an awareness of the benefits of risk management within the Council. It also encourages everyone involved to adopt an open and structured approach to risk management. The Council hopes that effective risk management will help to deliver –

- Increased certainty and fewer surprises.
- Better management of threats to cost, time and performance, leading to improved service delivery.
- Better grasping of opportunities to improve our services.
- More effective management of change.
- Better management at all levels through improved decision making.
- Clear ownership and accountability for risk and its management.
- Better value for money for the Council Taxpayer.
- Easier achievement of Key Performance Indicators by enabling effort to be targeted.

5. PROCESS

The overall process for the management of risk is set out at Annex A.

6. OWNERSHIP

The Risk Policy is owned by the Council and implemented through the offices of the Town Clerk.

7. ASSESSMENT OF RISK

Each risk will be assessed in terms of its probability of occurrence and the potential impact on the Council. The following are the criteria by which each risk will be assessed:

Probability of Occurrence:

| Category | Probability | Possible Indicators |
|--------------------|-------------------|-----------------------|
| Almost Certain (4) | >90% ¹ | Frequent Occurrence |
| Likely (3) | >60% | Regular Occurrence |
| Possible (2) | >10% | Occasional Occurrence |
| Unlikely (1) | <10% | Has Never Occurred |

¹Risks that are almost certain to happen should be addressed as an issue

Evaluation of Impact:

| Impact on Performance | Risk Threat |
|-----------------------|---|
| Major (4) | Financial Impact >£25,000 Fatality / disabling injuries to public or staff / Adverse national media attention / external intervention / total service disruption / extensive legal action against the Council |
| Serious (3) | Financial Impact >£15,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to meet key performance targets / service disruptions / injuries to public or staff / legal action against the Council |
| Significant (2) | Financial Impact >£5,000 Adverse service user complaints / service disruption / minor injuries and near misses to staff and public |
| Minor (1) | Financial impact less than £5,000 / isolated complaints / minor service disruption |

Priority Ranking:

The ranking of an individual risk is calculated by a simple combination of its probability and impact.

Risk Matrix:

The risk, using the above impact and likelihood ratings, can then be plotted onto the risk matrix and its classification identified:

8 – 16 = High Risk 3-6 = Medium Risk 1-2 = Low Risk

| | | | | | |
|--------------------|---|---------------|---|----|----|
| Probability | 4 | 4 | 8 | 12 | 16 |
| | 3 | 3 | 6 | 9 | 12 |
| | 2 | 2 | 4 | 6 | 8 |
| | 1 | 1 | 2 | 3 | 4 |
| | | 1 | 2 | 3 | 4 |
| | | Impact | | | |

8. ROLES AND RESPONSIBILITIES

Risk management is only considered to be truly embedded when it functions as part of the Councils day to day operations. In order for this to be achieved it is vital that clarity exists to determine the various roles and responsibilities of individuals involved throughout the Council in the risk management process.

To ensure that this level of clarity exists, the Council has established a structure that depicts how Members, Officers and the various Committees, Panels and individuals contribute to the overall risk management process.

Organisational Structure and Summary of Key Roles

| | |
|-------------------------|--|
| Council | <ul style="list-style-type: none"> • Monitor annual report on risk management activity (via Policy Committee) • Certification of the Council's annual Statement on Internal Control |
| Policy Committee | <ul style="list-style-type: none"> • Approve risk management policy and strategy and related documents • Approve content of risk registers and proposed risk mitigation plans and monitor implementation via regular monitoring reports • Monitor annual report on risk management activity |
| | <ul style="list-style-type: none"> • General oversight of the Councils risk management process • Receiving regular reports to review/scrutinise/challenge current and proposed risk management procedures and processes • Give initial consideration to the annual report on the Councils risk management activity • To recommend a risk management framework, strategy and process • Identify, analyse and prioritise risks • Determine responsibilities and actions to control risks • Monitor progress on managing risks against action plans • Review implementation of the of the risk management framework, strategy and process |

| | |
|-------------------------------------|---|
| Town Clerk | <ul style="list-style-type: none"> • Report to Members and external stakeholders on the framework, strategy and process • Provide advice and support on risk management matters • Maintain the risk management policy, strategy and framework • Produce an annual report on overall risk management activity • Identifying, analysing and prioritising risks • Determining risk management action plans and delegating responsibility for control • Monitoring progress on the management of risks |
| Staff and other stakeholders | <ul style="list-style-type: none"> • Maintaining awareness of risks, their impact and costs and feeding these into the formal risk management process • Controlling risks in their every-day work • Monitoring progress in managing job related risks |

9. RISK REGISTERS

The Council will maintain computer based Strategic and Operational Risk Registers which will be developed further so as to link in with the Council’s other corporate documents such as the Performance and Policy Plan.

ANNEX A

RISK MANAGEMENT PROCESS

RISK IDENTIFICATION

Risks and opportunities may be identified at any stage and should be included in the Risk Register. Nevertheless, in order to capture as many of the risks and opportunities facing an activity or project methods used for identification could include:

- Brainstorming sessions with individuals, committees or panels and various levels of management. It will be important to include as many stakeholders as possible in these sessions.
- Check lists.
- Questionnaires.
- Learning from other projects, councils and auditors.

As risks are identified they will be recorded in the Risk Register. Each risk must be described in terms of the source of the risk, the consequences if it happens and the effect it would have on the Council’s activities or project as the case may be.

RISK OWNERSHIP

Once a risk has been identified, it will be given an owner who is the person best able to manage the risk. The owner will be responsible for all aspects of the management of the risk or opportunity.

RISK EVALUATION

Each risk will be evaluated in accordance with the evaluation rules laid down within this Plan. This information will be entered in the Risk Register and will enable prioritisation of the risks within a certain area.

RISK PLANNING

Once each risk has been identified and evaluated actions for dealing with it will be developed. These are known as risk responses and fall into one of four areas:

- **Terminate:** An action that allows the risk to be avoided.
- **Treat:** An action that will reduce the impact and/or the probability of a risk.
- **Transfer:** Is there a stakeholder or another organisation better able to manage the risk?
- **Tolerate:** Accept the consequences if the risk occurs.

The Risk Register will identify the option selected to deal with each risk together with any actions that might be required.

Once the risk responses have been developed the risk owner must then decide which option to adopt. In reaching decisions as to which response should be used, a cost/benefit comparison should be made. For mitigation activities attracting significant cost (> £5,000) results will need to be recorded. It may be that external help is required to help decide the appropriate course of action, in which case the risk owner should record the date by which a decision must be made and the potential consequences if the decision is not taken by that date.

Following the decision to adopt a particular risk response, the owner must ensure that:

- The secondary risks associated with implementing the risk response are assessed and recorded.
- Where one exists the project plan is updated to include the activities associated with the risk response.
- Entries are made in the fields on the risk register detailing the predicted probability and impact evaluation, once the response activities are completed.
- A fallback/contingency plan is developed to address the consequences of the risk happening despite the response activities.

Risk owners must monitor the progress and success of their chosen response to risk on a regular basis. They should review all their risks and provide an evaluation of probability and impact on a regular basis.

REVIEW

The highest priority risks are to be reviewed by the Policy Committee. Risk monitoring will be regularly reported to the Policy Committee.

The effectiveness of the process will be reviewed by the Policy Committee periodically.

STRATEGIC RISKS SCORED 'HIGH'

Appendix 2

| Risk | Risk No | Responsible Officer | Impact and Effect of Deliverables | Probability | Impact | Total | Controls in Place | Risk response | Notes |
|--|---------|---------------------|--|-------------|--------|-------|---|-----------------|--|
| The future policy direction and management arrangements of Dorset Council present risks on which the town's residents rely | S047 | TC | Pressure on the TC to take on additional services or fund services/ voluntary organisations, reduced partnership working, loss of DC staff with experience and knowledge of issue important to Dorchester resulting in significant financial and political implications. | 4 | 3 | 12 | DC Members to monitor and advise the TC of any emerging risks. The TC to input into consultations. Robust Corporate Plan with flexible financial provision to be put in place. Relationships with new / changed DC officers to be cultivated. | Treat / Monitor | This risk also presents an opportunity to the Council to impact on services not previously within its remit. |
| Poor future management of the Market operation post LGR in April 2019 | S050 | TC | Reduced income, poor visitor experience, reputational damage | 2 | 4 | 8 | Representation on Markets Panel, negotiations to take place with Dorset Council in respect of future management. | Treat / Monitor | |
| The Climate Emergency <i>(This risk replaces the 'Climate Change' risk (SO25) which</i> | S051 | TC | Being ill prepared for weather related incidents/changes – TC facilities not equipped to cope. Reputational damage if the Council does not fulfil its carbon | 2 | 4 | 8 | The Council to develop its own response to the Climate Emergency based on operational interventions (eg Biodiversity plan, | Treat / Monitor | |

| | | | | | | | | | |
|---|------|----|--|---|---|---|---|-----------------|--|
| <i>was previously on the register)</i> | | | neutral, plastic free and biodiversity pledges. | | | | biomass, GSHP, Electric Vehicles) and close collaboration with the town's community partners (facilitated by the Development Assistant and Member T&FGp, eg, tree planting, promoting local activity) | | |
| The Town Council extending its service offer into wholly new activities | S052 | TC | Providing a poor service, financing significantly higher than anticipated, service failing resulting in significant financial damage and reputational damage | 2 | 4 | 8 | Members to carefully consider detailed costed action / business plans prior to entering into any new service – robustness of plans to be tested by an independent specialist if felt necessary | Treat / Monitor | |
| Covid-19 or other pandemic | S053 | TC | The Town Council not being able function due to absence of staff, significant pressure points on particular key services, not in a position to support the community, staff not equipped to be able to work from home, democratic process unable to function, possible financial implications through loss of income or the need to spend outside of the agreed budget resulting in a moribund Council | 4 | 2 | 8 | Business Continuity Plan backed up by Risk Assessments for revised working practices and Covid safe workspaces, with appropriate technology. Develop relationships with other organisations to help with key functions such as grave digging. | Treat / Monitor | NOTE the legislation that allowed for virtual Council meetings has now ended which means the Council is back to face to face meetings. |

| | | | | | | | | | |
|---|-----------|----|--|---|---|---|---|-----------------|--|
| | | | with significant reputational damage | | | | | | |
| The reputational damage to the Council should it not play its part in any co-ordinated response to the longer term impact of Covid 19 lockdowns | S053 A | TC | The Town Council's reputation severely reduced in the eyes of the electorate resulting in complaints regarding lack of action and ineffectiveness in the face of any emerging Covid 19 lockdown impacts. | 2 | 4 | 8 | Members and the Town Clerk to identify any emerging issues and action that might be taken. The Council to work in partnership with other organisations to respond to any emerging issues. | Treat / Monitor | |
| The future use and management relationship (with Dorchester Arts) of the Municipal Buildings | S054 | TC | Confusion over responsibilities for buildings maintenance / staff, lack of opportunity for public hire, ongoing sustainability of Dorchester Arts | 4 | 2 | 8 | The Council has been fully involved with and approved agreements in respect of the lease, maintenance, staff provision and financial support. A new Group is being set up to monitor performance v. the Partnership agreement | Treat / Monitor | Note – although a risk this is also a fantastic opportunity to maximise the use of the building and to create a fit for purpose and vibrant arts and cultural hub at the northern end of town. DA has also secured funding for improvements to the front end of the building and theatre infrastructure. |

| | | | | | | | | | |
|---|------|---------|---|---|---|---|--|-----------------|---|
| Poor transition from the existing Town Clerk his successor | S055 | Members | Poor staff morale, legal duties not completed, important knowledge not handed over, poor service to Members and residents | 2 | 4 | 8 | Member support to successor Town Clerk. Existing Town Clerk to be available during an agreed handover period. Experienced Deputy Town Clerk in post and available to help if need be. | Treat / Monitor | Interviews for TC to be held 19 November 2021 |
| The consequences to the town of a poorly developed Local Plan | S057 | TC | Potential significant damage to the town and its rural surrounds, particularly in respect of development north of Dorchester. | 2 | 4 | 8 | Formal objection to particular policies in the Local Plan. Establish an agreed vision for the town. Employ specialist planning consultant to help with any objections. Monitor Local Plan process with care. | Treat / Monitor | Formal objections to north Dorchester proposals submitted. Planning consultant engaged. Dorchester vision being prepared. |

OPERATIONAL RISKS SCORED 'HIGH'

Other

| | | | | | | | | | |
|---|------------|----|--|---|---|---|--|-------------------|--|
| Serious incident at Council run outside event | OTH 010 | TC | Loss of life/injury to public/staff. External criticism. Negative local and national press coverage. Increased insurance premiums. | 2 | 4 | 8 | PLI. Risk assess prior to event. Take note of 'purple book guidance'. | Treat/ Monitor | Note – due to Covid-19 there were only a limited number of larger events during 2021 |
| Failure to insure or secure (where appropriate) public art/civic assets | OTH 011 | TC | Loss or damage. Significant unexpected expenditure. Criticism for lack of care/civic pride. Loss of irreplaceable public art. | 2 | 4 | 8 | Assets identified and those in the ownership of the Council to be insured or the Council self-insures - Council decision. Additional security measures to some assets. Annual review of insurances and three yearly assessments of re-build costs. | Treat/ Monitor | |

DORCHESTER TOWN COUNCIL

FLEXI TIME POLICY – OFFICE BASED STAFF

1. Introduction

The intention of the flexi time policy is to enable staff to balance their work and personal commitments and to manage workflow more effectively.

Flexi time allows employees to choose, within agreed limits, when to begin and end work, and may be planned to enable individuals to attend to domestic or other responsibilities. Employees will generally (unless there is a valid reason not to) be required to work during some essential periods (known as core hours).

2. Operation

- a. A working day is determined as 7am to 7pm, Monday to Friday and contracted hours must be undertaken within these hours. Core hours are between 10am -12pm and 2.15pm – 4pm.
- b. Additional time worked for meetings, attending council events or representing the council outside of the flexi time scheme times are to be recorded separately as lieu time.
- c. Flexi time periods run for four weeks (the accounting period) and staff must keep a record of their hours either by way of spreadsheet or flexi form. The flexi time record must be completed daily and be available for review by the Town Clerk at any time.
- d. Staff have the right to one uninterrupted 20 minute rest break during their working day if they work for more than 6 hours. Rest breaks are normally to be taken between 12 noon and 2.15pm.
- e. The maximum number of excess or deficit hours that can be carried forward per accounting period is 20 hours.
- f. Authorised absences, due to sickness, annual leave, public holidays, day release or course attendance, should be recorded as standard contracted hours.
- g. Unless by prior approval by their line manager, visits to the Doctor, Dentist, Optician etc, should be during the member of staff's own time.
- h. Each employee is responsible for recording their start and finish times (including rest breaks) on a daily basis and for calculating their total hours worked.
- i. Employees are not allowed to work compressed hours and are expected to work their contracted hours Monday through to Friday.
- j. No more than one flexi time day off is permitted per accounting period.

k. No payment shall be made in lieu of accrued flexi hours.

5. **Failure to comply with the operation of the scheme**

Any member of staff who fails to comply with the rules of the scheme will be excluded from it and will be required to work normal hours. Abuse of the scheme / improper certification of working hours will be treated as a disciplinary matter.

Flexi time is not a contractual right and can be removed at any time.

6. **Agreed Minimum Staffing levels**

Flexible working arrangements must not impact on the provision of services provided by the Town Council and staff must work together to ensure that there is appropriate office cover between 9.00am and 5.00pm Monday to Thursday and 9.00am to 4.30pm on Friday.

Steve Newman
Town Clerk