

# Folkestone Town Council



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## AGENDA

Meeting: **Finance and General Purposes Committee**  
Date: **Thursday 5 September 2019**  
Time: **7.00 p.m.**  
Place: **Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone**

To: **The Finance and General Purposes Committee**

**YOU ARE HEREBY SUMMONED** to attend a meeting of the Finance and General Purposes Committee on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the Agenda which is not fully covered in these papers is requested to give notice prior to the meeting to the Town Mayor, the Committee Chairman or the Town Clerk.

**J L Childs**  
**Town Clerk**

1. **APOLOGIES FOR ABSENCE**  
To receive and approve any apologies for absence.
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of either personal or prejudicial interests that Members may wish to make.



**3. MINUTES**

- 1) To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 13 June 2019 and to authorise the Chairman of the Committee to sign them as a correct record.
- 2) To receive and note the Minutes of the meeting of the Personnel Sub Committee held on 13 June 2019.

**4. SCHEDULE OF PAYMENTS**

The attached schedule details payments made between 1 June 2019 and 31 July 2019.

**5. BUDGET MONITORING STATEMENT 2019/20**

The attached statement sets out details of the Town Council's expenditure/income up to the end of July 2019.

**6. CCTV – THE STADE**

Councillors Ray Field and Nicola Keen have received a request from residents of the Stade and local PSCOs for a CCTV camera to be placed opposite the toilets to help deal with the issue of drug dealing and anti-social behaviour. A quote of £2,670 to install a camera has been received. KCC permission will be required for use of a lamp column. The Committee's views are sought.

**7. MOTION ON NOTICE – SILVER SCREEN CINEMA**

The attached proposal has been received from Councillor Dylan Jeffrey.

**8. REVIEW OF FINANCIAL REGULATIONS**

Following receipt of the model financial regulations from NALC, the Committee is requested to approve the Town Council's Financial Regulations as attached.

**9. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES**

**i) Community Services Committee – 6 August 2019**

The following is taken from the Minutes of the above meeting:

*1064. BUS SHELTERS*

*The Town Clerk has applied to Kent County Council under its Parish Bus Stop Shelter Grant Scheme for 2019-2020. If the applications are successful, then match funding would be required. Councillor Belinda Walker recommended three shelters, one in Central Ward and two in Cheriton, which have been requested by members of the public and organisations which are supported by Stagecoach and Folkestone & Hythe District Council.*

*Members agreed that proposals should be considered at the next meeting with an update and additional information to be available further to the Town Clerk's current and ongoing research.*

Confirmation has now been received from KCC that the three grants of £3,000 each have been approved subject to match funding, evidence of consultation with residents and approval of the type of shelter. The works must be completed by December. Match funding up to £9,000 will therefore be required.

The Committee is asked to consider if it wishes to support the scheme prior to commencing the consultation process, etc.

**ii) Personnel Sub-Committee 13 June 2019**

Following assessment by a third-party HR Consultant, the following policies and procedures were reviewed by the Personnel Sub-Committee at the above meeting and are now attached for the Committee's adoption:

Dignity at Work - Bullying and Harassment Statement  
Disciplinary Procedure  
Sickness Absence Policy  
Grievance Procedure  
Working from Home Policy  
Annual Leave and Time Off Policy  
Time Off in Lieu Policy  
Overtime Policy  
Training Policy  
Health & Safety Policy  
Equal Opportunities Policy  
Councillor/Officer Relations Policy  
Flexitime Policy

**10. WARD GRANTS**

For the Committee's information, attached is a list of ward grants approved by the Town Clerk from 1 June to 31 July 2019.

**11. WARD GRANT BALANCES 2019/20**

For information, the attached shows ward grant balances available to each Councillor as at 25 August 2019.

**12. DATE OF NEXT MEETING**

**Thursday, 17 October 2019**

## **FOLKESTONE TOWN COUNCIL**

**MINUTES of the Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 13 June 2019 at 7.00 p.m.**

**PRESENT:** Councillors P Bingham, R Field, P Gane, D Jeffrey, N Keen, M Lawes, J Meade and T Prater.

**OFFICERS PRESENT:** J Childs (Town Clerk) and P Cross (Finance Officer).

### **1277. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors D Brook and C McConville.

### **1278. APPOINTMENT OF CHAIRMAN**

Nominations for the appointment of Chairman of the Finance and General Purposes Committee for 2019/20 were sought.

**RESOLVED: That Councillor M Lawes be appointed Chairman of the Finance and General Purposes Committee for the 2019/20 Municipal Year.**

Proposed: Councillor M Lawes

Seconded: Councillor J Meade

Voting: F:8, Ag:0, Ab:0

### **1279. APPOINTMENT OF VICE CHAIRMAN**

Nominations for the appointment of Vice Chairman of the Finance and General Purposes Committee for 2019/20 were sought.

**RESOLVED: That Councillor D Jeffrey be appointed as Vice Chairman of the Finance and General Purposes Committee for the 2019/20 Municipal Year.**

Proposed: Councillor N Keen

Seconded: Councillor J Meade

Voting: F:8, Ag:0, Ab:0

### **1280. DECLARATIONS OF INTEREST**

Councillor D Jeffrey declared a personal interest in item 12 – Transfer of Step-Short Arch.

**1281. MINUTES**

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 25 April 2019.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 25 April 2019 be received and signed as a correct record.**

Proposed: Councillor J Meade

Seconded: Councillor N Keen

Voting: F:5 Ag:0, Ab:3

**1282. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments for the period 1 April 2019 to 31 May 2019. It was requested that the names of all suppliers be added to the credit card reimbursement details at future meetings.

**RESOLVED: That the Schedule of Payments for the period 1 April 2019 to 31 May 2019 be approved.**

Proposed: Councillor P Gane

Seconded: Councillor J Meade

Voting: F:8, Ag:0, Ab:0

**1283. BUDGET MONITORING STATEMENT 2019/20**

The budget monitoring statement to 31 May 2019 was received by the Committee.

**RESOLVED: That the Budget Monitoring Statement to 31 May 2019 be approved.**

Proposed: Councillor P Gane

Seconded: Councillor M Lawes

Voting: F:8, Ag:0, Ab:0

**1284. INTERNAL AUDITOR'S REPORT**

The Internal Auditor's Report 2018/19 was presented for the Committee's information.

**RESOLVED: That the Internal Auditor's report be accepted.**

Proposed: Councillor J Meade

Seconded: Councillor N Keen

Voting: F:8, Ag:0, Ab:0

**1285. TERMS OF REFERENCE**

In line with the Town Council's adopted standing orders, the Committee was asked to consider its Terms of Reference.

**RESOLVED: That the existing Terms of Reference be re-adopted without any changes.**

Proposed: Councillor P Bingham

Seconded: Councillor P Gane

Voting: F:8, Ag:0, Ab:0

**1286. WORKING GROUPS 2019/20**

The Committee was asked to confirm the membership of the Folkestone & Hythe District Council/Folkestone Town Council Working Group for the 2019/20 Municipal Year. As Councillor R West is chair of both the Community Services and Grants Committees, it was agreed that he should be included as Chair of the Grants Committee and Community Services should be represented by its Vice-Chair, Councillor P Bingham. The Community Services Committee will need to elect a substitute at its next meeting.

**FHDC/FTC Partnership Working Group**

**RESOLVED: That the FHDC/FTC Partnership Working Group should comprise of the following:**

**Town Mayor (substitute Deputy Town Mayor)**

**Immediate Past Mayor**

**Chairman of Finance & General Purposes Committee (substitute Vice Chair)**

**Chairman of Grants Committee (substitute Vice Chair)**

**Chairman of Planning Committee (substitute Vice Chair)**

**Vice Chairman of Community Services Committee (substitute to be confirmed)**

Proposed: Councillor P Gane

Seconded: Councillor D Jeffrey

Voting: F:8, Ag:0, Ab:0

**1287. SECURITY – TOWN HALL**

Report F/19/250 outlined the security issues in the Town Hall, recommended a permanent uniformed security presence and suggested how this could be funded.

**RESOLVED: That a security officer be retained for the remainder of the financial year and a proposal for a growth item be considered at the December meeting.**

Proposed: Councillor T Prater

Seconded: Councillor M Lawes

Voting: F:7, Ag:0, Ab:1

**1288. TRANSFER OF STEP-SHORT ARCH**

The Town Clerk updated the Committee on the latest developments regarding Step-Short's request to transfer the Memorial Arch to the Town Council. Councillor A Berry was invited to speak and advised the Committee of the costs associated with the Arch.

**RESOLVED: That the matter be deferred to either the next Finance and General Purposes Committee meeting or Full Council, when a written report, including all costs, would be presented. In the meantime, Step-Short would be required to pay for any searches and other legal fees relating to the proposed transfer and provide a copy of their accounts relating to the Arch.**

Proposed: Councillor P Gane

Seconded: Councillor N Keen

Voting: F:4, Ag:0, Ab:4

**1289. GOVERNANCE AND ACCOUNTABILITY RISK ASSESSMENT AND INSURANCE REVIEW**

The Committee considered Report F/19/251 which provided an updated business risk assessment and insurance review. It was requested that a note of the fidelity guarantee be included in risk number 6, as well as 5.

**RESOLVED: That, subject to the above amendment, the Governance and Accountability Risk Assessment and Insurance Review be noted and approved.**

Proposed: Councillor P Gane

Seconded: Councillor M Lawes

Voting: F:8, Ag:0, Ab:0

**1290. WARD GRANTS**

There were no ward grants approved by the Town Clerk from 1 April to 31 May 2019.

**1291. WARD GRANT BALANCES 2019/20**

A list of ward grant balances available to each Councillor at 31 May 2019 was provided for the Committee's information and duly noted.

**1292. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES**

Community Services Committee - 4 June 2019

The following resolutions were approved at the above meeting:

*i) Climate Change - Minute 1047*

That Folkestone Town Council wishes to facilitate the reduction of carbon emissions by:

- Committing to becoming a carbon-neutral organisation by 2030.
- Seeking ways to encourage our community to reduce direct and indirect CO2 emissions and to become resilient to climate change.
- Taking active steps, wherever possible to encourage:
  - a) More sustainable transport
  - b) Reductions in energy use in homes and businesses
  - c) Use and development of renewable energy sources
  - d) Production, sale and consumption of locally sourced food
  - e) Any other methods of achieving the aims above
- Requesting that the Finance & General Purposes Committee release £5,000 from the New Services Reserve to support this initiative.

The Committee considered the above request.

**RESOLVED: That the Committee agrees to the request in principle but suggests that the list of requirements be adjusted to achievable aims based on the FTC Corporate Plan. Specific proposals and costings should be provided before the release of any funding from the New Services Reserve.**

Proposed: Councillor P Gane

Seconded: Councillor J Meade

Voting: F:8, Ag:0, Ab:0

ii) *Armed Forces Day - Minute 1050*

That the Finance & General Purposes Committee be requested to release funds as required from the New Services Reserve to cover the additional costs of Armed Forces Day, following the recommendations made by the Safety Advisory Group.

**RESOLVED: That the Committee agrees to underwrite the Armed Forces Day event by up to £10,000, to be taken from the New Services Reserve.**

Proposed: Councillor N Keen

Seconded: Councillor D Jeffrey

Voting: F:8, Ag:0, Ab:0

**1293. DATE OF NEXT MEETING**  
**Thursday, 5 September 2019**

Chairman.....

Date.....



**SCHEDULE OF PAYMENTS**  
**1/6/19-31/7/19**

<b>Date</b>	<b>Payee Name</b>	<b>Ref.</b>	<b>Exp. Code</b>	<b>Cost Centre</b>	<b>Amount not inc. VAT</b>	<b>Purpose</b>
03/06/2019	S.A.Friedrich	104727	5044	402	£180.00	Workshops - May 2019
03/06/2019	V.H.Seymour	104728	4255	103	£448.00	Normandy Veterans' Luncheon x 28
03/06/2019	Folk & Hythe Orchestral Society	104729	4255	103	£24.00	Civic Event 6/7/19
05/06/2019	Greenwood Audio Services	104730	4261	103	£160.00	PA re. Normandy Veterans 6/6/19
05/06/2019	Folk & Hythe Sea Cadets	104731	4255	103	£10.00	Civic Event 14/6/19
06/06/2019	V.H.Seymour	104732	4255	103	£64.00	Normandy Veterans' Luncheon x 4
06/06/2019	HM Revenue & Customs	E02051	4001	101	£5,560.85	PAYE/N.I. - May 2019
06/06/2019	S.Drew	E02052	5006	402	£156.60	Travel Reimbursement re. Heritage Show
06/06/2019	Opportunias Ltd	E02053	4884	301	£300.00	Trees at Holy Trinity Church
06/06/2019	Primary Times	E02054	4259	103	£356.00	Advertising re. AFD
06/06/2019	L.Todd	E02055	4180	103	£540.00	Buffet re Mayor's Installation
06/06/2019	Caboodle Office Supplies	E02056	4617	201	£21.08	Sundries
			4022	101	£13.34	Stationery
06/06/2019	ADM Computer Services Ltd	E02057	4060	101	£140.00	IT Cabling
06/06/2019	Ashford BC Collection Account	E02058	4255	103	£30.00	Civic Event 19/5/19
06/06/2019	HR Services Partnership	E02059	4713	401	£4,316.59	HR Services - April 2019
06/06/2019	W.Wallace	E02060	4183	103	£50.00	Traffic Mgt. re. W.Harvey Day
06/06/2019	Red Eagle Ltd	E02061	4005	101	£506.16	Reception Cover w/c 6/5/19
06/06/2019	Vaughtons	E02062	4255	103	£140.04	'For Merit' Badge
06/06/2019	Affinity For Business	E02063	4504	301	£148.57	Water to PFR Nov 2018-Apr 2019
06/06/2019	Strange Cargo	E02064	4876	301	£2,500.00	Town Grant 20/5/19
06/06/2019	Hell Fire Corner	E02065	4876	301	£1,000.00	Town Grant 20/5/19
06/06/2019	Living Words Arts	E02066	4876	301	£2,450.00	Town Grant 20/5/19
06/06/2019	Folkestone Fringe	E02067	4876	301	£2,250.00	Town Grant 20/5/19
06/06/2019	Folkestone Skabour Festival	E02068	4876	301	£1,000.00	Town Grant 20/5/19
06/06/2019	Musical Walkabout CIC	E02069	4876	301	£1,329.00	Town Grant 20/5/19
06/06/2019	Folkestone Festivals	E02070	4876	301	£3,000.00	3 x Town Grants 20/5/19
06/06/2019	Folkestone Sports Centre	E02071	4876	301	£600.00	Town Grant 20/5/19
06/06/2019	The Beacon Folkestone	E02072	4876	301	£700.00	2 x Town Grants 20/5/19
06/06/2019	HG Wells Short Story Comp	E02073	4876	301	£300.00	Town Grant 20/5/19
06/06/2019	Vaughtons	E02074	4170	103	£180.29	Ribbons for Mayoral Badges

**SCHEDULE OF PAYMENTS**  
**1/6/19-31/7/19**

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
06/06/2019	Red Eagle Ltd	E02075	4005	101	£506.16	Reception Cover w/c 13/5/19
06/06/2019	Folkestone Pride	E02076	4875	301	£632.00	Ward Grant 22/5/19
06/06/2019	ClearView Communications Ltd	E02077	4905	301	£5,592.00	CCTV Maint Contract 2019/20
06/06/2019	Infoaktiv Ltd	E02078	5010	402	£780.00	Museum Kiosk Controller
06/06/2019	LCR	E02079	4070	101	£54.00	LCR Magazine Subscription
06/06/2019	S.Gearey	E02080	5006	402	£127.40	Travel re. Heritage Show
10/06/2019	RBL Poppy Appeal	104733	4255	103	£220.00	10 x Wreaths
			4261	103	£66.00	3 x Wreaths
12/06/2019	Standard Life Assurance Co.	104734	4001	101	£750.00	AVC Pension - June 2019
12/06/2019	HM Courts & Tribunals Service	104735	4001	101	£90.00	Salary Ded'n re. Court Order
12/06/2019	St Peter's Folkestone PCC	104736	4255	103	£78.00	Civic Event 23/6/19
13/06/2019	Fuelgenie	DD130619	4250	103	£44.17	Fuel re. Civic Vehicle
17/06/2019	Cinque Ports Mayors' Assn.	104737	4255	103	£20.00	Bowls Tournament 3&4/8/19
17/06/2019	SSE Hydro-Electric	DD170619	4615	201	£747.10	Gas OTH - 27/2-30/5/19
18/06/2019	United Response	104738	4875	301	£240.00	2 x Ward Grants 17/6/19
19/06/2019	RBS PLC Mentor Services	DD190619	4006	101	£67.00	Health & Safety Management
19/06/2019	Daisy Communications	DD200619	4026	101	£227.73	Telephone Services - May 2019
21/06/2019	SSE Hydro-Electric	DD210619	4903	301	£4.60	Electricity to Phone Box - May 2019
24/06/2019	SSE Hydro-Electric	DD240919	4615	201	£384.78	Electricity OTH - May 2019
25/06/2019	Various	BP250619	4001	101	£15,911.12	Salaries - June 2019
25/06/2019	KCC re. Kent Pension Fund	BP250619	4001	101	£5,382.70	Pension Contribs - June 2019
25/06/2019	Leppard Cleaning	SO250619	4509	201	£653.00	Office Cleaning - June 2019
26/06/2019	Confederation of Cinque Ports	E02081	4071	101	£320.00	Confederation Cinque Ports Subscription
26/06/2019	Harmer & Sons Ltd	E02082	4504	301	£30.00	Grass-Cutting PFR 23/5/19
			4505	301	£30.00	Grass-Cutting TKL 23/5/19
26/06/2019	Rosehill Polymers Ltd	E02083	5030	402	£105.72	Coloured Polymer Granules
26/06/2019	Folkestone Fixings	E02084	4501	201	£17.40	Drill Bits
26/06/2019	Cleverley & Spencer	E02085	4901	301	£600.00	Cleaning W. Harvey Memorial
26/06/2019	Edgar's Water	E02086	4617	201	£140.25	Qtly Rent Water Boiler/Cooler
26/06/2019	Red Eagle Ltd	E02087	4005	101	£421.80	Reception Cover w/c 20/5/19
26/06/2019	Metroline Security Ltd	E02088	4501	201	£160.00	Annual Maint. Alarm System

# SCHEDULE OF PAYMENTS

1/6/19-31/7/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
26/06/2019	ADM Computer Services Ltd	E02089	4060	101	£801.60	Qty Back-Up & Office 365
26/06/2019	Burlington Hotel	E02090	4183	103	£300.00	Refreshments re. W. Harvey Day
26/06/2019	ClearView Communications Ltd	E02091	4905	301	£825.00	Repairs to CCTV Cameras
26/06/2019	Folk & Hythe DC	E02092	4950	102	£39,664.35	Local Election Fees 2019
26/06/2019	Springboard Supplies	E02093	5044	402	£117.84	Various Items re. Workshops
26/06/2019	Right Guard Security UK Ltd	E02094	4895	301	£1,749.30	Security OTH - May 2019
26/06/2019	Red Eagle Ltd	E02095	4005	101	£506.16	Reception Cover w/c 27/5/19
26/06/2019	National Car Parks Ltd	E02096	4620	201	£234.20	Parking Permit to 30/9/19
26/06/2019	W. Wallace	E02097	5042	402	£60.00	Exhibition Mounting
26/06/2019	Caboodle Office Supplies	E02098	4022	101	£152.47	Stationery
26/06/2019	David Buckett	E02099	4715	401	£877.00	Internal Audit 2018/19
28/06/2019	Veolia ES (UK) Ltd	DD280619	4615	201	£69.48	Waste Collection - May 2019
01/07/2019	Shane Record Ltd	E02100	5035	402	£770.00	77 x Art Catalogues
01/07/2019	Hawkinge Town Council	E02101	4255	103	£80.00	Civic Event 20/7/19
01/07/2019	Kent Ass. of Local Councils	E02102	4007	102	£120.00	Cllrs Conference 18/7/19 x 2
01/07/2019	Caboodle Office Supplies	E02103	4022	101	£53.50	500 x Envelopes
01/07/2019	Folkestone Division Guides	E02104	4875	301	£100.00	Ward Grant 10/6/19
01/07/2019	Home Start Shepway	E02105	4875	301	£200.00	Ward Grant 10/6/19
01/07/2019	Barry Lock	E02106	4875	301	£150.00	Ward Grant 10/6/19
01/07/2019	Pavement Pounders	E02107	4875	301	£150.00	Ward Grant 10/6/19
01/07/2019	Norman Bromley Partnership	E02108	6032	402	£570.00	Museum Defects Liability
01/07/2019	Church Street Project	E02109	4875	301	£500.00	Ward Grant 10/6/19
01/07/2019	HM Revenue & Customs	E02110	4001	101	£5,648.76	PAYE/N.I. - June 2019
01/07/2019	Nat Assn of Brit Market Auth	E02111	4895	301	£358.00	NABMA Subscription 2019/20
01/07/2019	Metroline Security Ltd	E02112	6007	402	£5,470.00	Security Locks for Doors OTH
01/07/2019	Red Eagle Ltd	E02113	4005	101	£506.16	Reception Cover w/c 3/6/19
01/07/2019	Caboodle Office Supplies	E02114	4022	101	£174.00	800 x Window Envelopes
01/07/2019	Sideways Media Ltd	E02115	4259	103	£199.00	AFD Advert 'Inside Kent'
01/07/2019	Cleverley & Spencer	E02116	4901	301	£378.35	Restoration of South Street Memorial
01/07/2019	HR Services Partnership	E02117	4713	401	£2,460.00	HR Services - May 2019
01/07/2019	Strange Cargo	E02118	4875	301	£300.00	Ward Grant 17/6/19

# SCHEDULE OF PAYMENTS

1/6/19-31/7/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
01/07/2019	Martello Centre	E02119	4875	301	£400.00	Ward Grant 17/6/19
01/07/2019	Metroline Security Ltd	E02120	6007	402	£350.00	5 x Panic Pendants
01/07/2019	ADM Computer Services Ltd	E02121	4060	101	£18.80	Office 365 Licence - 2 mths
01/07/2019	I. Bishop	E02122	Various		£62.23	Various Reimbursements
01/07/2019	Four Jays Group	E02123	4182	103	£257.50	Portable Toilets re. Canada Day
01/07/2019	M. of New Romney Charity Acct	E02124	4255	103	£47.50	Civic Event 27/7/19
01/07/2019	SLCC Enterprises Ltd	E02125	4072	101	£466.00	SLCC Membership 2019/20
01/07/2019	ALCC	E02126	4072	101	£40.00	ALCC Membership 2019/20
04/07/2019	Cinque Ports Mayors' Assn.	104739	4255	103	£25.00	CPMA Membership
04/07/2019	D. Quinney	104740	4182	103	£50.00	PA System re. Canada Day
04/07/2019	ABF The Soldiers' Charity	104741	4182	103	£50.00	Donation re. Canada Day Bugler
05/07/2019	Blue Falcons Gymnastic Display	104742	4259	103	£800.00	Gymnastic Display re. AFD
09/07/2019	Royal Mail Group	E02127	4259	103	£514.25	Delivery of AFD Notices
09/07/2019	Red Eagle Ltd	E02128	4005	101	£506.16	Reception Cover w/c 10/6/19
09/07/2019	Shred Station	E02129	4615	201	£50.00	Confidential Waste Collection
09/07/2019	Caboodle Office Supplies	E02130	4022	101	£38.42	200 x A4 Pouches
09/07/2019	St John Ambulance	E02131	4182	103	£76.80	First Aid re. Canada Day
09/07/2019	Riata Business Solutions Ltd	E02132	4712	101	£255.00	Omega Software Maint. 2019/20
12/07/2019	Standard Life Assurance Co.	104743	4001	101	£750.00	AVC Pension - July 2019
12/07/2019	HM Courts & Tribunals Service	104744	4001	101	£90.00	Salary Ded'n re. Court Order
12/07/2019	Crosskeys Coaches	E02133	4182	103	£1,000.00	Coach Hire re. Canada Day
12/07/2019	Alan F Taylor	E02134	4850	301	£914.80	WW1 Baseball Game 16/6/19
12/07/2019	D-Tech Systems	E02135	6004	402	£675.00	Temperature/Humidity Sensor
12/07/2019	Springboard Supplies	E02136	5044	402	£118.35	Various Items re. Workshops
12/07/2019	Red Eagle Ltd	E02137	4005	101	£421.80	Reception Cover w/c 17/6/19
12/07/2019	Sunflower House	E02138	4875	301	£250.00	Ward Grant 28/6/19
12/07/2019	Russell & Wheeler	E02139	4905	301	£120.00	Repair Power to CCTV Cameras
12/07/2019	Caboodle Office Supplies	E02140	4022	101	£62.52	Stationery
			4617	201	£32.32	Sundries
12/07/2019	Harmer & Sons Ltd	E02141	4504	301	£30.00	Grass-Cutting PFR 14/6/19
			4505	301	£30.00	Grass-Cutting TKL 14/6/19

# SCHEDULE OF PAYMENTS

1/6/19-31/7/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
12/07/2019	Folkestone Printing.com Ltd	E02142	4259	103	£1,743.57	Various Printing re. AFD
12/07/2019	Kent Ass. of Local Councils	E02143	4007	102	£30.00	Dynamic Cllr Training x 1
12/07/2019	Orbit Folkestone Ltd	E02144	5040	402	£175.00	Web Design
12/07/2019	BM Ambulance Service Ltd	E02145	4259	103	£5,389.50	First Aid re. AFD 2019
15/07/2019	Fuelgenie	DD150719	4250	103	£48.33	Fuel re. Civic Vehicle
16/07/2019	Hythe Venetian Fete Society	104745	4255	103	£40.00	Civic Event 21/8/19
17/07/2019	RBS PLC Mentor Services	DD170719	4006	101	£67.00	Health & Safety Management
18/07/2019	Paul Norris	104746	5041	402	£150.00	Punch & Judy Shows x 3
18/07/2019	Daisy Communications	DD180719	4026	101	£231.66	Telephone Services - June 2019
19/07/2019	SSE Hydro-Electric	DD190719	4903	301	£4.72	Electricity to Phone Box - June 2019
22/07/2019	T. Reene	104747	4249	103	£97.50	Driver Cover 7/7/19
22/07/2019	Best Western Clifton Hotel	104748	4259	103	£421.17	Storage re. AFD 27/6/19-1/7/19
22/07/2019	SSE Hydro-Electric	DD220719	4615	201	£378.87	Electricity OTH - June 2019
23/07/2019	SLCC Enterprises Ltd	E02146	4006	101	£80.00	Seminar 26/6/19 (Town Clerk)
23/07/2019	Royal British Legion	E02147	4255	103	£85.00	Civic Event 28/9/19
23/07/2019	Prepared Media	E02148	4259	103	£200.00	AFD Advert - 'South East Times'
23/07/2019	W. Wallace	E02149	4259	103	£111.11	AFD Support/Reimbursement
23/07/2019	Four Jays Group	E02150	4259	103	£1,329.00	Portable Toilets re. AFD
23/07/2019	Furniture Hire UK	E02151	4259	103	£985.79	Hire of Chairs re. AFD
23/07/2019	Red Eagle Ltd	E02152	4005	101	£506.16	Reception Cover w/c 24/6/19
23/07/2019	War & Peace B of B Experience	E02153	4259	103	£1,144.00	Great War Experience re. AFD
23/07/2019	AMP Productions Ltd	E02154	4259	103	£1,147.52	Various Fees re. Air Display
23/07/2019	SLCC Enterprises Ltd	E02155	4006	101	£111.01	Management Literature
23/07/2019	Sound Experience Disco	E02156	4259	103	£425.00	PA/Sound Engineer re. AFD
23/07/2019	Harmer & Sons Ltd	E02157	4615	201	£80.00	Waste Clearance OTH
23/07/2019	Right Guard Security UK Ltd	E02158	4895	301	£1,785.00	Security OTH - June 2019
23/07/2019	Payroll Service (UK) Ltd	E02159	4712	101	£52.50	Payroll Services Apr-Jun 2019
24/07/2019	Winchelsea Corporation	104749	4255	103	£123.00	Speaker's Day 2019
25/07/2019	Various	BP250719	4001	101	£18,498.43	Salaries - July 2019
25/07/2019	KCC re. Kent Pension Fund	BP250719	4001	101	£5,806.18	Pension Contribs. - July 2019
25/07/2019	HM Revenue & Customs	E02160	4001	101	£5,999.47	PAYE/N.I. - July 2019

# SCHEDULE OF PAYMENTS

1/6/19-31/7/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
25/07/2019	HR Services Partnership	E02161	4713	401	£2,626.40	HR Services - June 2019
25/07/2019	Right Guard Security UK Ltd	E02162	4259	103	£22,164.25	Security re. AFD 2019
25/07/2019	Red Eagle Ltd	E02163	4005	101	£98.42	Weekend Cover w/c 1/7/19
25/07/2019	Albane McGuinness	E02164	4259	103	£160.00	Photography re. AFD
25/07/2019	V.L.Bass	E02165	4259	103	£150.00	'Dulcettes' Performance AFD
25/07/2019	UK Printing Co Ltd	E02166	4501	201	£202.95	Folkestone Flag re. OTH
25/07/2019	Aero Legends Ltd	E02167	4259	103	£4,750.00	Spitfire/Dakota Air Display
25/07/2019	Kent Ass. of Local Councils	E02168	4007	102	£120.00	Planning Training x 2
25/07/2019	AMP Productions Ltd	E02169	4259	103	£1,037.40	FDD Fee & Expenses re. AFD
25/07/2019	Geographers' A-Z Map Co Ltd	E02170	4895	301	£77.34	20 x Maps for Resale
25/07/2019	Kent PA Hire	E02171	4259	103	£2,050.00	PA at The Grand re. AFD
25/07/2019	ADM Computer Services Ltd	E02172	4060	101	£480.00	Open DNS Subscription
25/07/2019	Kent County Council	E02173	4024	101	£970.88	Photocopier Charges to 30/6/19
25/07/2019	Leppard Cleaning	SO250719	4509	201	£653.00	Office Cleaning - July 2019
26/07/2019	Sunflower House	E02174	4875	301	£300.00	Ward Grant 16/7/19
26/07/2019	Folkestone Division Guides	E02175	4875	301	£250.00	Ward Grant 16/7/19
26/07/2019	Methodist Homes	E02176	4875	301	£300.00	Ward Grant 16/7/19
26/07/2019	Home Start Shepway	E02177	4875	301	£50.00	Ward Grant 16/7/19
26/07/2019	Granny Drops A Clanger	E02178	4875	301	£200.00	Ward Grant 16/7/19
26/07/2019	Water Direct	E02179	4259	103	£1,948.50	Water Tank re. AFD
26/07/2019	Window Cleaning Plus	E02180	4509	201	£84.00	Window Cleaning OTH Apr-Jun 2019
26/07/2019	Metroline Security Ltd	E02181	4501	201	£45.00	Reset Alarm System 3/7/19
26/07/2019	Red Eagle Ltd	E02182	4005	101	£84.36	Weekend Cover w/c 8/7/19
26/07/2019	Kent County Council	E02183	4884	301	£18,753.00	Tree Planting 2018/19
26/07/2019	Zurich Municipal	E02184	4031	301	£9,711.00	Insurance Premium to 28/7/20
			4252	103	£500.00	Vehicle Insurance to 28/7/20
26/07/2019	Russell & Wheeler	E02185	4501	201	£89.00	Repairs to Kitchen Lights OTH
26/07/2019	Kingfisher Media	E02186	4895	301	£1,575.00	Tourism Advert
30/07/2019	Cinque Ports Mayors' Assn.	104750	4255	103	£60.00	Bowls Tourn't Refreshments 3&4/8/19
31/07/2019	Veolia ES (UK) Ltd	DD310719	4615	201	£69.48	Waste Collection - June 2019

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020												
		ACTUALS	ORIGINAL		REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	INC/EXP		
CODE		2018/2019	2019/2020	2019/2020	BUDGET	TO 31 JUL	TO 31 JUL	TO 31 JUL	BUDGET	TO 31 JUL	REMAINING	RESERVE
		£	£	£	£	£	£	£	£	£	£	CODE(S)
<b>101 ADMINISTRATION</b>												
4001	SALARIES, PENSIONS & NI	360,871	389,000		389,000	113,658	129,667	-16,009	275,342			
4005	AGENCY STAFF	12,300	0		0	6,341	0	6,341	-6,341			
4006	TRAINING (Staff)	1,986	2,500		2,500	459	833	-374	2,041			
4008	RELOCATION COSTS	0	0		0	0	0	0	0			
4009	ADVERTISING FOR STAFF	0	0		0	0	0	0	0			
4010	EQUIPMENT/FURNITURE NEW	351	2,000		2,000	38	667	-629	1,962			
4012	INTERVIEW EXPENSES	0	0		0	0	0	0	0			
4013	BANK CHARGES	326	500		500	123	167	-44	377			
4021	PRINTING	0	500		500	0	167	-167	500			
4022	STATIONERY	922	1,000		1,000	580	333	247	420			
4024	PHOTOCOPYING	1,913	1,600		1,600	939	533	406	661			
4025	POSTAGE	1,568	1,800		1,800	240	600	-360	1,560			
4026	TELECOMMUNICATION SERVICES	2,942	2,700		2,700	697	900	-203	2,003			
4060	ICT SUPPORT	19,486	6,350		6,350	4,419	2,117	2,302	1,931	-1,004	340	
4070	MISCELLANEOUS SUBSCRIPTIONS	238	260		260	261	260	1	-1			
4071	CINQUE PORT FEDERATION SUB	310	250		250	320	250	70	-70			
4072	SOCIETY OF LOCAL COUNCIL CLERKS	469	460		460	506	460	46	-46			
4073	KENT ASSOC. OF LOCAL COUNCILS	1,976	2,050		2,050	2,008	2,050	-42	42			
4080	PUBLIC TRANSPORT & CAR PARKS	206	200		200	13	67	-54	187			
4103	SUBSISTENCE ALLOWANCES	143	250		250	45	83	-38	205			
4104	CAR ALLOWANCES (Staff)	1,641	1,500		1,500	413	500	-87	1,087			
4105	CAR ALLOWANCES (Volunteers)	0	100		100	0	33	-33	100			
4712	ACCOMMODATION SUPPORT	551	550		550	308	183	125	242			
4720	TO ALLOTMENTS ADMINISTRATION (4503)	-4,103	-4,100		-4,100	-1,367	-1,367	-0	-2,733			
	<b>TOTAL ADMIN. EXPENDITURE</b>	<b>404,096</b>	<b>409,470</b>	<b>0</b>	<b>409,470</b>	<b>130,001</b>	<b>138,503</b>	<b>-8,502</b>	<b>279,469</b>			
1190	INVESTMENT INTEREST	-2,170	-100		-100	0	0	0	-100			
1199	OTHER INCOME	-128	0		0	0	0	0	0			
	<b>TOTAL ADMIN. INCOME</b>	<b>-2,298</b>	<b>-100</b>	<b>0</b>	<b>-100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-100</b>			
	<b>NET ADMIN. EXPENDITURE/INCOME</b>	<b>401,798</b>	<b>409,370</b>	<b>0</b>	<b>409,370</b>	<b>130,001</b>	<b>138,503</b>	<b>-8,502</b>	<b>279,369</b>			
<b>102 DEMOCRATIC COSTS</b>												
4007	TRAINING/CONFERENCE EXPS (Cllrs.)	0	500		500	540	167	373	-40			
4081	CAR ALLOWANCES (Cllrs)	0	100		100	0	33	-33	100			
4950	FTC REF/ELECTION FEES	0	0		0	39,664	0	39,664	-39,664	-29,034	386	
4951	FOLK TO REF/ELECTIONS (TO RESERVE)	0	10,200		10,200	10,200	10,200	0	0			
	<b>TOTAL DEMOCRATIC COSTS EXP.</b>	<b>0</b>	<b>10,800</b>	<b>0</b>	<b>10,800</b>	<b>50,404</b>	<b>10,400</b>	<b>40,004</b>	<b>-39,604</b>			





FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020												
			ORIGINAL			REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	INC/EXP	
							TO 31 JUL	TO 31 JUL	TO 31 JUL	BUDGET	TO/(FROM)	
							2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	RESERVE
CODE	ACTUALS	BUDGET	VIREMENTS	BUDGET	ACTUALS	BUDGET	VARIANCE	REMAINING	FOR INFO.	CODE(S)		
	2018/2019	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	CODE(S)
201	PREMISES											
4501	BUILDING REPS/MAINT	13,380	14,000		404	4,667	-4,263	13,596				
4509	CLEANING	9,771	9,000		2,696	3,000	-304	6,304				
4601	RENT	0	0		0	0	0	0				
4602	RATES	20,520	21,000		20,990	21,000	-10	10				
4603	PWLB CAPITAL REPAYMENTS	21,361	21,100		0	0	0	21,100				
4604	PWLB INTEREST REPAYMENTS	17,940	18,200		0	0	0	18,200				
4615	SERVICES, HEATING & LIGHTING	8,430	8,500		3,387	2,833	554	5,113				
4616	MOVING COSTS	0	0		0	0	0	0				
4617	SUNDRIES	1,710	4,000		242	1,333	-1,091	3,758				
4620	HIRE OF FACILITIES (Inc. Garage)	6,325	4,500		689	1,500	-811	3,811				
	TOTAL PREMISES EXPENDITURE	99,437	100,300	0	28,408	34,333	-5,925	71,892				
1010	RENTAL INCOME	-15,765	-15,620		-8,160	-5,207	-2,953	-7,460				
1020	PWLB INCOME	0	0		0	0	0	0				
	TOTAL PREMISES INCOME	-15,765	-15,620	0	-8,160	-5,207	-2,953	-7,460				
	NET PREMISES EXPENDITURE/INCOME	83,672	84,680	0	20,248	29,127	-8,879	64,432				
301	SERVICES											
4030	NEWSLETTERS	0	500		0	167	-167	500				
4031	MISCELLANEOUS INSURANCES (Inc. Heritage)	9,020	9,500		9,711	9,500	211	-211				
4503	ALLOTMENTS - ADMINISTRATION	4,103	4,100		1,367	1,367	0	2,733				
4504	ALLOTMENTS - PER MAINTENANCE	3,023	3,000		605	1,000	-395	2,395				
4505	ALLOTMENTS - TKL MAINTENANCE	2,418	3,000		649	1,000	-351	2,351				
4840	MAINTENANCE OF BEACON	25	250		25	83	-58	225				
4850	LOCAL PROJECTS	69	5,500		915	1,833	-918	4,585				
4851	NOTICE BOARDS	0	2,000		0	667	-667	2,000				
4875	WARD GRANTS	26,379	19,800		4,572	6,600	-2,028	15,228			-632	383
4876	TOWN GRANTS	29,800	35,000		16,129	11,670	4,459	18,871				
4878	PARKS, GARDENS & RECS - FLOWERBEDS	36,515	32,500		0	0	0	32,500				
4879	CHRISTMAS LIGHTING	82,336	51,000		5,572	5,600	-28	45,428				
4880	CHRISTMAS FESTIVITIES	15,626	12,000		0	0	0	12,000				
4881	YOUTH FACILITIES	7,315	11,600		0	3,867	-3,867	11,600				
4884	PARKS, GARDENS & RECS - TREES	8,938	10,000		9,053	3,333	5,720	947			-7,390	350
4890	PARK BENCHES	0	200		0	67	-67	200				
4891	LITTER/SALT BINS, BOLLARDS & RAILINGS	0	4,000		0	1,333	-1,333	4,000				
4895	TOURIST INFORMATION	6,698	12,500		5,364	4,167	1,197	7,136				
4900	MAINTENANCE OF PUBLIC CLOCKS	0	500		0	167	-167	500				
4901	MAINTENANCE OF MEMORIALS	7,624	2,500		978	833	145	1,522				
4903	TELEPHONE BOX	57	150		13	50	-37	137				
4904	CCTV MONITORING	25,300	25,500		6,250	6,375	-125	19,250				
4905	CCTV MAINTENANCE	15,658	9,000		656	3,000	-2,344	8,344				
4998	CONTRIBUTION TO AIR SHOW	0	4,000	-4,000	0	0	0	0				
4999	CONTINGENCY	4,873	3,000		0	1,000	-1,000	3,000				
	TOTAL SERVICES EXPENDITURE	285,777	261,100	-4,000	257,100	61,859	63,678	-1,819	195,241			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020												
			ORIGINAL BUDGET			REVISED BUDGET	ACTUALS TO 31 JUL	BUDGET TO 31 JUL	VARIANCE TO 31 JUL	TOTAL BUDGET	INC/EXP TO/FROM)	
	ACTUALS	2019/2020	2019/2020	VIREMENTS	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	RESERVE CODE(S)
CODE												
1002	ALLOTMENT RENTS PER	-4,985	-4,950		-4,950	-4,820	-4,950	130	-130			
1003	ALLOTMENT RENTS TKL	-4,751	-4,700		-4,700	-4,785	-4,700	-85	85			
1004	OTHER INCOME (SERVICES)	-22,267	0		0	0	0	0	0			
	TOTAL SERVICES INCOME	-32,003	-9,650	0	-9,650	-9,605	-9,650	45	-45			
	NET SERVICES EXPENDITURE/INCOME	253,774	251,450	-4,000	247,450	52,254	54,028	-1,774	195,196			
401	FEES											
4713	CONSULTANTS FEES	3,740	0		0	9,097	0	9,097	-9,097			
4714	EXTERNAL AUDIT FEES	2,000	2,050		2,050	0	0	0	2,050			
4715	LEGAL & INTERNAL AUDIT FEES	1,293	1,500		1,500	877	880	-3	623			
4717	CARD RECEIPTS FEES	643	700		700	0	0	0	700			
	TOTAL FEES	7,676	4,250	0	4,250	9,974	880	9,094	-5,724			
402	MUSEUM/HERITAGE											
5006	M/H TRAINING	0	700		700	284	233	51	416			
5007	M/H SUBSCRIPTIONS	151	450		450	0	150	-150	450			
5009	M/H ADVERTISING FOR STAFF	526	0		0	0	0	0	0			
5010	M/H EQUIPMENT/FURNITURE	14,709	400		400	880	133	747	-480	-780	362	
5011	M/H EXHIBIT REPAIRS	300	200		200	0	67	-67	200			
5012	M/H HISTORIC COSTUMES	0	250		250	0	83	-83	250			
5030	M/H MATERIALS	1,227	1,500		1,500	20	500	-480	1,480			
5031	M/H PUBLICITY & PROMOTION	96	1,000		1,000	0	333	-333	1,000			
5032	M/H EVALUATION/PRESS COVERAGE	0	500		500	0	167	-167	500			
5033	M/H LEAFLETS/PUBLICATIONS	670	1,000		1,000	770	667	103	1,230			
5035	M/H MERCHANDISE	1,327	2,000		2,000	684	500	184	816			
5040	M/H SERVICES	7,390	1,500		1,500	740	1,667	-927	4,260			
5041	M/H EVENTS	1,390	5,000		5,000	117	1,333	-1,216	3,883			
5042	M/H EXHIBITIONS	3,668	4,000		4,000	0	167	-167	500			
5043	M/H EDUCATION RESOURCES	311	500		500	748	1,333	-585	3,252			
5044	M/H WORKSHOPS	0	4,000		4,000	0	0	0	0			
5070	M/H VOLUNTEERS EXPENSES	0	0		0	0	0	0	0			
5090	M/H HOSPITALITY	502	500		500	0	167	-167	500			
5091	M/H PROFESSIONAL FEES	10,390	6,000		6,000	0	2,000	-2,000	6,000			
5092	MUSEUM ASSN. PROJECT	-301	0		0	0	0	0	0			
5099	CONT. TO MUSEUM/HERITAGE RESERVE	0	0		0	0	0	0	0			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020												
		ORIGINAL								TOTAL	INC/EXP	
		BUDGET	VIREMENTS	REVISED	ACTUALS	BUDGET	VARIANCE	BUDGET	TO/(FROM)			
CODE		2018/2019	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	REMAINING	RESERVES	FOR INFO.
New Building Work:												
6001	M/H SUBSTRUCTURE	0		0	0	0	0	0	0	0		
6002	M/H SUPERSTRUCTURE	24,672	0	0	0	0	0	0	0	0		
6003	M/H INTERNAL FINISHES	0	0	0	0	0	0	0	0	0		
6004	M/H SERVICES, HEATING & LIGHTING	0	0	0	675	0	675	0	-675	0		
6005	M/H EXTERNAL WORKS	0	0	0	0	0	0	0	0	0		
6006	M/H FACILITATING WORKS	0	0	0	0	0	0	0	0	0		
6007	M/H GENERAL FITTINGS/FURNISHING	5,499	0	0	820	0	820	0	-820	0		
6008	M/H MAIN CONTRACTORS' PRELIMS. (15%)	0	0	0	0	0	0	0	0	0		
Other Capital Work:												
6010	M/H FIT OUT & DISPLAYS	7,677	0	0	0	0	0	0	0	0		
6011	M/H FIT OUT PRELIMS. (15%)	0	0	0	0	0	0	0	0	0		
6012	M/H WEBSITE / APP/IT	0	0	0	0	0	0	0	0	0		
Equipment & Materials:												
6020	M/H FOLK COLL'N CONSERVATION	0	0	0	0	0	0	0	0	0		
6021	M/H MASTERS COLL'N CONSERVATION	0	0	0	0	0	0	0	0	0		
6023	M/H CATERING EQUIPMENT	0	0	0	0	0	0	0	0	0		
Professional Fees												
6030	M/H MUSEUM EXHIBIT DESIGN FEES	1,082	0	0	0	0	0	0	0	0		
6031	M/H CDM-C	0	0	0	0	0	0	0	0	0		
6032	M/H STRUCTURAL ENGINEER	0	0	0	570	0	570	0	-570	0		
6033	M/H M&E ENGINEER	0	0	0	0	0	0	0	0	0		
6034	M/H QUANTITY SURVEYOR	0	0	0	0	0	0	0	0	0		
6035	M/H PROJECT MANAGER	0	0	0	0	0	0	0	0	0		
6036	M/H ARCHITECT/BUILDING SURVEYOR	0	0	0	0	0	0	0	0	0		
6037	M/H PROFESSIONAL FEES (NEW WORKS)	0	0	0	0	0	0	0	0	0		
6038	M/H CONTINGENCY	0	0	0	0	0	0	0	0	0		
6039	M/H INFLATION	0	0	0	0	0	0	0	0	0		
		0	0	0	0	0	0	0	0	0		
		0	0	0	0	0	0	0	0	0		
	TOTAL MUSEUM/HERITAGE EXPENDITURE	81,286	29,500	0	29,500	6,308	-3,525	9,833	23,192			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020												
		ACTUALS	ORIGINAL BUDGET	VIREMENTS	REVISED BUDGET	ACTUALS TO 31 JUL	BUDGET TO 31 JUL	VARIANCE TO 31 JUL	TOTAL BUDGET	INC/EXP TO/(FROM) RESERVES	RESERVE CODE(S)	
CODE		2018/2019	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020		
1030	M/H INCOME											
1031	M/H KCC CASH CONTRIBUTION HERITAGE	-6,214	-500		-500	0	-167	167	-500			
1032	M/H SDC CASH CONTRIBUTION TOURISM	-4,000	0		0	0	0	0	0			
1033	M/H HLF GRANT	0	0		0	0	0	0	0			
1034	M/H TRANSFERS FROM RESERVE	-68,268	-4,000		-4,000	-8,972	-4,000	-4,972	4,972			
1035	M/H RETAIL SALES	0	0		0	0	0	0	0			
1036	M/H DONATIONS	-3,229	-2,000		-2,000	-1,086	-667	-419	-914			
	TOTAL MUSEUM/HERITAGE INCOME	-1,845	-700		-700	-707	-233	-474	7			
		-83,356	-7,200		-7,200	-10,765	-5,067	-5,698	3,565			
	NET MUSEUM/HERITAGE EXP/INCOME	-2,070	22,300		22,300	-4,457	4,767	-9,224	26,757			
	SUMMARY											
	TOTAL EXPENDITURE	928,086	840,430		840,430	365,654	276,278	89,376	474,776			
	TOTAL INCOME	-155,917	-32,570		-32,570	-49,900	-19,923	-29,977	17,330			
	NET TOTAL	772,169	807,860		807,860	315,754	256,355	59,399	492,106			
1176	PRECEPT	-786,950	-807,860		-807,860	-269,287	-269,287	-0	-538,573			
	TRANSFER TO / (FROM) RESERVES	-29,604				-61,425		-61,425	61,425	-61,425		TOTAL
	NET (SURPLUS) / DEFICIT	-44,385	0		0	-14,958	-12,932	-2,026	14,958			
7001	TRANSFER TO RESERVES	44,385										
	Summary of Revenue Account:											
		Budget	Exp	Inc	Net	To/(From) Reserves		Total Net Exp/(Inc)				
	ADMINISTRATION	409,370	130,001	0	130,001	-1,004		128,997				
	DEMOCRATIC COSTS	10,800	50,404	0	50,404	-29,034		21,370				
	MAYORALTY	29,010	78,700	-21,370	57,330	-22,585		34,745				
	PREMISES	84,680	28,408	-8,160	20,248	0		20,248				
	SERVICES	247,450	61,859	-9,605	52,254	-8,022		44,232				
	FEES	4,250	9,974	0	9,974	0		9,974				
	MUSEUM/HERITAGE	22,300	6,308	-10,765	4,457	-780		-5,237				
	PRECEPT	-807,860	0	-269,287	-269,287			-269,287				
	TOTAL	0	365,654	-319,187	46,467	-61,425		-14,958				

Motion on notice for the next meeting of the Finance and General Purposes Committee:

Proposed by Councillor Dylan Jeffrey

Silver Screen Cinema, Folkestone

This Council notes that the Silver Screen Cinema, Folkestone, is currently required to temporarily cease operation when meetings of Full Council or the required statutory Annual Parish Meeting is held. In 2019, this is scheduled to occur on seven occasions, and in 2018 this occurred on eight separate occasions. Furthermore, during meetings there is no provision of any refreshments available for members of the public, guests or those in attendance invited to present or speak to the meeting. It has been observed and comments have been received about how inconvenient this is for local residents, families and visitors in our town who unknowingly have turned up to use our town's cinema only to find a notice on the door advising that the venue is closed for a Folkestone Town Council meeting, which are sadly less significantly well attended than screenings at the cinema. This is on accordance with the existing lease between Silver Screen Cinema, Folkestone and Folkestone Town Council which requires the cinema to be closed as a norm after 2pm on Thursdays.

It should also be noted, and Folkestone Town Council commended, for allowing the cinema to be open for considerably longer hours during the school holidays as part of a local agreement, and for allowing the cinema to open on Thursday evenings when the Town Council is not using the premises for meetings.

We welcome the District Council's commitment and actions on regeneration of our Folkestone town centre and encouragement of the night-time economy and wholeheartedly welcome actions or policies which seek to achieve economic benefits and develop our town centre further for residents and visitors to Folkestone where there is broad support for such measures. It is further noted that there is early discussion about the viability and possibility of a new cinema in our town centre once Debenhams vacates their premises later this year and we should be encouraging and championing the continued success of the Silver Screen Cinema, Folkestone. Furthermore, the closure represents a forced loss of income not only for the establishment but to the staff who are employed there who are unable to work on those occasions that it is closed for meetings and if the existing lease were to be fully enforced.

It is therefore proposed that the lease should be amended to ensure that there is no potential breach of any existing lease or contract and formally allow the cinema to open on Thursdays. It is also proposed that as a trial, the main screen of the Silver Screen Cinema, Folkestone, be allowed, if the tenants are in agreement, to remain open during Folkestone Town Council meetings which occupy the smaller chamber of the premises. That the concessions continue to be available to customers and to those attending the meetings of Folkestone Town Council and that any necessary

support for appropriate signage or temporary cordoning off or barriers within the venue be funded by Folkestone Town Council as a further signal of support for our local cinema in our town and the continued success and creation of a vibrant town centre and flourishing local economy.

## **FOLKESTONE TOWN COUNCIL**

### **FINANCIAL REGULATIONS**

These Financial Regulations were adopted by the council at its meeting held on 5 September 2019.

#### **1. General**

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Town Clerk has been appointed as RFO for this council and these regulations apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the Town Clerk shall be sufficient to show and explain the council's transactions and to enable the Town Clerk to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the Town Clerk shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the Town Clerk shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the Town Clerk and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;



- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils - a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. Accounting and audit (internal and external)**

2.1. All accounting procedures and financial records of the council shall be determined by the Town Clerk in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at the end of each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall verify bank reconciliations produced by the Town Clerk. The member shall sign the reconciliations as evidence of verification. This activity shall on conclusion be reported and noted by the Finance & General Purposes Committee.

2.3. The Town Clerk shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the Town Clerk, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;

- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The Town Clerk shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The Town Clerk shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. Annual estimates (budget) and forward planning**

3.1. Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals, no later than the end of November each year, for the following financial year including any proposals for revising the forecast. These proposals will then be considered by the Finance & General Purposes Committee.

3.2. The Town Clerk must each year, by no later than the end of October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance & General Purposes Committee.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The Town Clerk shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4. Budgetary control and authority to spend**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by the Town Clerk.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Town Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council or duly delegated committee, or by the Clerk following confirmation of third party funding or grant. During the budget year and with the approval of council, having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings ('virement') or to an earmarked reserve as appropriate.

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chairman of the Personnel Sub-Committee. The Town Clerk will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the Town Clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Town Clerk shall report such action to the chairman of Finance & General Purposes Committee and the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The Town Clerk shall regularly provide the Finance & General Purposes Committee 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 [15%] of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. Banking arrangements and authorisation of payments**

5.1. The council's banking arrangements, including the bank mandate, shall be made by the Town Clerk and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The Town Clerk shall prepare a schedule of payments forming part of the Agenda for the Meeting of the Finance & General Purposes committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise approval by a resolution. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the Town Clerk to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The Town Clerk shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Town Clerk shall take all steps to pay all invoices submitted, and which are in order.

5.5. The Town Clerk shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Finance & General Purposes Committee, and where the Town Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance & General Purposes Committee;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
- c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance & General Purposes Committee.

5.6. For each financial year the Town Clerk shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £2,500 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

## **6. Instructions for the making of payments**

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Town Clerk shall give instruction that a payment shall be made.

6.3. All payments shall be affected by electronic payment, cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council [or duly delegated committee].

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Town Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.14. Where internet banking arrangements are made with any bank, the Town Clerk and Finance Officer shall be appointed as the Service Administrators. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Town Clerk. A programme of regular checks of standing data with suppliers will be followed.

6.17. Any Debit Card issued for use will be specifically restricted to the Town Clerk and will also be restricted to a single transaction maximum value of £2,500 unless authorised by council or the Finance & General Purposes Committee in writing before any order is placed.

6.18. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance & General Purposes Committee. Transactions and purchases made will be reported to the committee and authority for topping-up shall be at the discretion of the committee.

6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Town Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.20. The Town Clerk may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Town Clerk with a claim for reimbursement.

- a) The Town Clerk shall maintain a petty cash float of £500 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. Payment of salaries**

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the personnel sub-committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

## **8. Loans and investments**

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Town Clerk.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the Town Clerk.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. Income**

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Town Clerk.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the Town Clerk and the Town Clerk shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Town Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the Town Clerk. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the Town Clerk considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.



9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The Town Clerk shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the Town Clerk shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

[9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).]

## **10. Orders for work, goods and services**

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the Town Clerk.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The Town Clerk shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Town Clerk shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. Contracts**

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £1000 (in excess of this sum the Town Clerk shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations .

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time) .

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders[ ], [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk or FO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Town Clerk or FO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## **12. Payments under contracts for building or other construction works**

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the Town Clerk upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the Town Clerk shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Town Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## **13. Stores and equipment**

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The Town Clerk shall be responsible for periodic checks of stocks and stores at least annually.

## **14. Assets, properties and estates**

14.1. The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The Town Clerk shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants)

together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The Town Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. Insurance**

15.1. Following the annual risk assessment (per Regulation 17), the Town Clerk shall effect all insurances and negotiate all claims on the council's insurers.

15.2. The Town Clerk shall give prompt notification to the FO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The Town Clerk shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The Town Clerk shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

## **16. Charities**

16.1. Where the council is sole managing trustee of a charitable body the Town Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **17. Risk management**

17.1. The council is responsible for putting in place arrangements for the management of risk. The Town Clerk and Finance Officer shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Town Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **18. Suspension and revision of Financial Regulations**

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.



**DIGNITY AT WORK – BULLYING AND HARASSMENT STATEMENT**  
**(to be used in conjunction with the Council's approved**  
**Grievance and Disciplinary Procedures)**

Adopted 26<sup>th</sup> April 2018 – Finance & General Purposes – Minute 1206

**1. Purpose and Scope**

**1.1.Statement:** In support of our value to respect others, Folkestone Town Council will not tolerate bullying or harassment by, or of, any of its officers, members, contractors, volunteers, visitors to the Council or members of the public from the community which we serve. The Council is committed to the elimination of any form of intimidation in the workplace.

This statement reflects the spirit in which the Council intends to undertake its business and outlines the specific procedures available to all employees to protect them from bullying and harassment. It should be used in conjunction with the Council's policies Equal Opportunities on grievance and disciplinary handling which are amended from time to time.

**1.2.Definitions:** Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress.

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This may be because of a single action or a series of multiple occasions over a period of time. This statement covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are derived from the ACAS guidance on the topic. Both bullying and harassment are behaviours which are unwanted by the recipient. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, lack of



respect for others, turnover, damage to the Council's reputation and ultimately, employment tribunal or other court cases and payment of unlimited compensation.

### **1.3.Examples of unacceptable behaviour are as follows:**

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, deliberately undermining a competent worker by overloading work and/or constant criticism, preventing an individual's promotion or training opportunities. Bullying and harassment may occur face-to-face, in meetings, through written communication; including email, by telephone or through automatic supervision methods and non-verbal communications. It may occur on work premises or during work related events. This list is not exhaustive.

**1.4.Penalties:** Bullying and harassment are considered examples of serious misconduct which will be dealt with through the disciplinary procedure at gross misconduct level and may result in summary dismissal from the Council for employees or as a contravention of the Member's Code of Conduct, which may result in action or penalties against the Councillor concerned. In extreme cases harassment can constitute a criminal offence. and the Council should take appropriate legal advice, sometimes available from the Council's insurers, if such a matter arises.

**1.5.The legal position:** The Council has a duty of care towards all its staff and liability under common law arising out of the Employment Rights Act 1996, the Equality Act 2010 and the Health and Safety at Work Act 1974.

**1.6. The Council's position on Bullying and Harassment:** The Council will not tolerate bullying or harassment in the workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that if a court or tribunal finds that you have bullied or harassed someone, in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment. We will take appropriate action if any of our employees or contractors are bullied or harassed by our stakeholders or suppliers. Allegations of bullying and harassment will



be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

## **2. Process for dealing with complaints of bullying and harassment**

**2.1. Informal approach:** Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwarranted behaviour that their conduct is unacceptable, offensive or causing discomfort.

2.2. If your complaint is resolved informally, the alleged perpetrator(s) will not be subject to disciplinary sanctions. However, in exceptional circumstances (such as a serious allegation of sexual or racial harassment or in cases where a problem has happened before) the council may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

### **2.3. Formal approach:**

**2.3.1. Staff:** Where an officer feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Town Clerk, or if this is inappropriate, the Town Mayor using the Council's Grievance procedure. It will be appropriate for the complaint to be put in writing after the initial discussion with the Town Clerk/Mayor, as this will enable the formal grievance procedure to be invoked.

**2.3.2. Councillors/Contractors/Consultants:** Any other party to the Council, other than a member of staff who feels he or she is being bullied or harassed should raise their complaint with the Town Clerk, where possible, or the Monitoring Officer at Folkestone & Hythe District Council, if an information notification to the Town Clerk/Mayor has been unsuccessful at eliminating the problem or where a member is directly involved in the bullying or harassment. The complaint should then be investigated, and a hearing held to discuss the facts





and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any members or officers of the Council should use the Council's official code of conduct or complaints procedures.

**2.4. Grievance – Staff only:** A meeting to discuss the complaint with the complainant will normally be arranged once a written complaint has been received and will be held under the provisions of the Council's grievance procedure.

2.5. The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible.

2.6. When carrying out any investigations, the Council will ensure that individuals' personal data is handled in accordance with the data protection policy.

**2.7. Disciplinary action:** In the event of any disciplinary action being required following investigation into allegations of bullying or harassment a full report will be made by the Grievance Panel or Personnel Sub-Committee ~~prior to any disciplinary action being taken against the perpetrator of the alleged action/behaviour.~~

For an employee found to have been bullying/harassing others this will follow the Council's Disciplinary Procedure and would normally be treated as gross misconduct.

For Councillors, who the Council reasonably believe have been bullying or harassing another person(s) whilst undertaking Council activities the action taken must be reasonable and in some cases counselling or training in appropriate skill areas e.g. interpersonal communication, assertiveness, chairmanship etc, may be more appropriate than a penalty. The range of disciplinary sanctions available to the Council, where a member has been involved in bullying/harassment include; admonishment to further harass/bully, banning from committees of the Council and representation on any outside bodies, or if appropriate invoking Councils adopted Code of Conduct procedure and/or referral to the aggrieved victim. There may also be a referral to the police under the Protection from Harassment Act 2010, in the most extreme cases.



**2.8.** False or malicious allegation of harassment or bullying which damage the reputation of a fellow employee/member will not be tolerated and will be dealt with under the disciplinary procedure and/or a referral to the Standards Committee.

### **3. Responsibilities**

**3.1.** All parties to the Council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed, then each individual can challenge the perpetrator and ask them to stop.



**Folkestone Town Council**



# **DISCIPLINARY PROCEDURE**

Adopted 26<sup>th</sup> April 2018 – Finance & General Purposes – Minute 1206

## **1. INTRODUCTION**

1.1. This procedure is designed to help and encourage all employees to achieve and maintain acceptable standards of conduct and job performance at all times, including the need to: -

- Fulfil the duties specified in their contract of employment.
- Be honest and act beyond suspicion of dishonesty.
- Maintain high standards of integrity and conduct.
- Protect the council's image and reputation with the public.

## **2. SCOPE**

1.1. The procedure applies to all employees of Folkestone Town Council.

## **3. PRINCIPLES**

- Informal coaching, supervision and training will be considered, where appropriate, to improve conduct and / or attendance
- No formal disciplinary action will be taken (i.e. a formal warning) until the case has been fully investigated
- For formal action the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made at a disciplinary hearing
- Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
- Employees have the right to be accompanied at a formal disciplinary hearing or interview by a work colleague or trade union official of their choice



- Employees will not ordinarily be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will usually be dismissal without notice or payment in lieu of notice
- An employee will have the right to appeal against any disciplinary action
- The procedure may be implemented at any stage if the employee's alleged misconduct warrants this

#### **4. STANDARD COUNCIL DISCIPLINARY PROCEDURE**

##### **4.1. Preliminary enquiries / investigation**

- 4.1.1. The Town Clerk may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
- 4.1.2. If the Town Clerk believes there may be a disciplinary case to answer, they may want a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct. You may be asked to meet an investigator as part of the disciplinary investigation. You may be accompanied by a work colleague or trade union official.
- 4.1.3. If the investigator (which could be a member of the Personnel sub-committee, the Town Clerk or an external person) suggests there has been misconduct, you may be invited to a disciplinary hearing.
- 4.1.4. Where minor concerns about conduct become apparent, the Town Clerk will raise this with you and clarify the improvements required. A file note will be made and kept on your file, you will be asked to read and sign the file note. Informal discussions like this are not part of the formal disciplinary procedure.
- 4.1.5. If the conduct fails to improve, or if further matters of conduct become apparent, The Town Clerk may decide to formalise the discussions and invite you to a first stage disciplinary hearing.

#### **5. SUSPENSION**

- 5.1. If allegations of gross misconduct or serious misconduct are made, the council may suspend you while further investigations are carried out.
- 5.2. Suspension will be on full pay; this does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.



- 5.3. While you are suspended you are required to be available during normal hours of work so that we can contact you if necessary.
- 5.4. You must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee without prior approval of the Town Clerk.
- 5.5. You must not attend or visit your place of work. If you wish to contact any employee who you feel could assist you in preparing an explanation for the allegations made against you, please contact the Town Clerk in order that arrangements can be made for the employee to be available for interview.

## **6. VERBAL WARNINGS**

- 6.1 Verbal Warnings are issued for most first instances of general misconduct, depending on the seriousness of the offence. If the employee is given a Verbal Warning he or she will be warned of the likely consequences of any further disciplinary offences or a failure to improve his or her conduct to the satisfaction of the council.
- 6.2 A note confirming the Verbal Warning will be placed on the employees personnel file and form part of the informal management of the employee. A copy will be provided to the employee. A Verbal Warning will remain in force for **6 months**. The Verbal Warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature and therefore warrants formal sanctions.

## **7. FORMAL SANCTIONS STAGE 1 - FIRST WRITTEN WARNING**

- 7.1. If the council has concerns about your conduct we will write to you explaining the concerns and invite you to a formal disciplinary hearing to discuss these concerns. This will give you an opportunity to give your perspective. You will have the right to be accompanied to the meeting.
- 7.2. Following a disciplinary hearing if your conduct has fallen beneath acceptable standards, a First Written Warning will be issued in writing by the Chair of the disciplinary hearing and will set out:
  - i. the nature of the misconduct and the improvement required (if appropriate) and over what period;
  - ii. the likely consequences of any further misconduct or failure to improve your conduct to an acceptable standard;



iii. any additional offences may result in further disciplinary action;  
and

iv. your right of appeal.

7.3. A first written warning will remain in force for **6 months**. The warning will be taken into account should any further misconduct occur (whether for similar circumstances or not) within a specified period of time.

7.4. While the warning will not remain active in relation to future disciplinary matters after the specified time, a record of what has occurred will be kept and may be referred to if relevant.

7.5. The First Written Warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

## **8. FORMAL SANCTIONS STAGE 2 - FINAL WRITTEN WARNING**

8.1. If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, we will write to you again explaining the concerns and invite you to a formal disciplinary hearing to discuss the concerns. This will give you an opportunity to give your perspective.

8.2. You will have the right to be accompanied to the meeting.

8.3. Following a disciplinary hearing if your conduct has fallen beneath acceptable standards, a final written warning may be issued.

This will be issued by the Chair of the disciplinary hearing and will set out:

i. the nature of the misconduct and the improvement required (if appropriate) and over what period;

ii. the likely consequences of any further misconduct or a failure to improve your conduct to an acceptable standard;

iii. any additional offences may result in more further disciplinary action up to and including dismissal; and

iv. your right of appeal.

8.4. Final Written Warnings may also be issued in circumstances where the misconduct does not amount to gross misconduct but is sufficiently serious enough to warrant a written warning.



- 8.5. A Final Written Warning will remain in force for **12 months**.
- 8.6. The warning will be taken into account should any further misconduct occur (whether for similar circumstances or not) within a specified period of time.
- 8.7. While the warning will not remain active in relation to future disciplinary matters after the specified time, a record of what has occurred will be kept and may be referred to if relevant.

## **9. FORMAL SANCTIONS STAGE 3 - DISMISSAL**

- 9.1. If there is still further misconduct, an offence equivalent to gross misconduct or a failure to improve sufficiently the council will write to you again explaining the concerns and invite you to a formal disciplinary hearing to discuss the concerns. This will give you an opportunity to give your perspective.
- 9.2. You must take all reasonable steps to attend the meeting. You will have the right to be accompanied to the meeting.
- 9.3. If the time or date proposed for the meeting is inconvenient (either for you or for your companion) you may ask to postpone the meeting by up to 5 working days.
- 9.4. The meeting may be adjourned to allow matters raised during the meeting to be investigated, or to afford the Panel time to consider their decision.
- 9.5. Following a disciplinary hearing, if your conduct remains beneath acceptable standards or if there has been insufficient improvement you may be dismissed.
- 9.6. The council will inform you of their decision and any applicable sanction within 5 working days. The meeting may be reconvened for this purpose.
- 9.7. If you are dismissed you will be provided in writing with;
  - i. Reasons for dismissal
  - ii. The date on which the employment will terminate
  - iii. The right of appeal
- 9.8. If you are accused of an act of gross misconduct, it is likely that you will be suspended from work on full pay while the alleged offence is investigated.



9.9. If, on completion of the investigation, the council is satisfied that gross misconduct has occurred, the result will normally be summary dismissal without notice or pay in lieu of notice.

9.10. Where a final written warning is given to an employee, the council may also impose on the employee:

- i. loss of seniority;
- ii. in line with any provision in the contract of employment, transfer to a job of a lower status

9.11. The above sanctions may be imposed in conjunction with other forms of disciplinary action, or as an alternative to dismissal.

## **10. APPEALS**

10.1. An employee who wishes to appeal against the decision must notify the Chair of the Personnel Sub Committee in writing within 5 days of receiving written notice of the decision.

10.2. Once you notify the council that you wish to appeal, you will be invited to attend a disciplinary appeal meeting.

10.3. You must take all reasonable steps to attend that disciplinary appeal meeting.

10.4. You have the right to be accompanied to a disciplinary appeal meeting by a fellow employee or by a representative of a trade union.

10.5. The council will consider any new evidence that the employee wishes to put forward will be considered, as well as any new evidence from the council. The original disciplinary sanction will be reviewed.

10.6. The disciplinary appeal sanction originally imposed cannot be increased upon appeal.

10.7. The disciplinary appeal meeting will not necessarily take place before any disciplinary sanction imposed by the council takes effect. If the employee's appeal is against dismissal and the appeal is successful, the employee will be reinstated, and continuity of employment will be preserved.

10.8. The meeting may be adjourned to allow matters raised during the meeting to be investigated, or to afford the panel time to consider its decision.





- 10.9. After the disciplinary appeal meeting the council will inform the employee of its final decision within 5 working days. The decision will be confirmed to the employee in writing by Chair of the appeal hearing.

## **11. GENERAL PROCEDURAL INFORMATION**

- 11.1. Meetings under each stage of the disciplinary process will be conducted by either the Town Clerk and/or members of the Personnel Sub-Committee.
- 11.2. Where disciplinary proceedings are instigated against the Town Clerk any investigations and any meetings will be carried out by the Town Mayor and the Council's Personnel Sub-Committee. Any disciplinary appeal meeting will be conducted by an approved panel with no prior involvement in the investigation and disciplinary hearing. The authority to dismiss the Town Clerk may only be taken by the full Council in accordance with written contracts of employment.

## **12. DATA PROTECTION**

- 12.1. The Council processes personal data collected during the investigation stage and any subsequent stages of disciplinary action in accordance with its data protection policy.
- 12.2. In particular, data collected as part of the investigation stage and any subsequent stages of disciplinary action is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the disciplinary procedure.
- 12.3. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.

## **13. DISCIPLINARY RULES**

- 13.1. The following is a list of the disciplinary rules. These are intended to set safe and efficient standards of performance and acceptable levels of conduct.
- 13.2. This list is not to be regarded as exclusive or exhaustive. Acts of misconduct not falling within one of these rules may also give rise to disciplinary action.
- 13.3. Who do these rules apply to?



These disciplinary rules apply to all employees regardless of their length of service or the length of their contract.

#### 13.4. Misconduct

The following is a list of examples of behaviour and conduct which is viewed as misconduct. They will normally lead to a disciplinary warning unless there are very exceptional mitigating circumstances. This list is not to be regarded as exclusive or exhaustive. Acts of misconduct not falling within one of these rules may also give rise to disciplinary action:

- i. Unsatisfactory time keeping, including repeated lateness, an unacceptable level of attendance or failure to follow absence reporting procedures
- ii. Absenteeism, including any absence from work during a working day without prior authorisation or instruction.
- iii. Unsatisfactory work performance (either repeated instances or poor work or one piece of very poor work)
- iv. Failure to comply with rules and regulations applicable to job requirements.
- v. Failure to use safe working practices and / or observe the requirements of the Health and Safety Policy and associated procedures
- vi. Failure by an employee to perform the duties and responsibilities of his or her post to the standard expected by the council.
- vii. Data protection breaches and misuse of the organisation's information
- viii. Breach of confidentiality - to an extent short of that specified under the relevant example given for Gross Misconduct
- ix. Insubordination and lack of respect for others.
- x. Placing inappropriate, derogatory or offensive comments on social networking sites, e.g. Facebook which affect the council, its staff, members or suppliers
- xi. Dishonesty; to an extent short of that specified under the relevant example given for Gross Misconduct
- xii. Behaviour liable to bring the council into disrepute; to an extent just short of Gross Misconduct



- xiii. Any other conduct that from time to time is defined by the council as amounting to misconduct.
- xiv. Incapability at work brought on by the use of alcohol or drugs
- xv. Negligence resulting in minor loss, damage or injury to the council, a fellow employee or client
- xvi. Impropriety or disorderly conduct whether within or outside working hours which the council reasonably considers to be detrimental to or conflicting with the interest of the council or its clients
- xvii. Failure to disclose a personal interest which conflicts with the council or its clients
- xviii. Unsatisfactory manner or / and appearance
- xix. Any act or omission which, after investigation and due consideration to the individual circumstances is believed to amount to misconduct

#### 13.5. Gross Misconduct

The following is a list of examples of behaviour and conduct which is viewed as extremely serious. They will normally lead to dismissal unless there are very exceptional mitigating circumstances. This list is not to be regarded as exclusive or exhaustive. Acts of gross misconduct not falling within one of these rules may also give rise to disciplinary action:

- i. Refusal or repeated failure by an employee to carry out his or her duties may result in disciplinary action.
- ii. Falsification of documents or information (including expense claims), or intentionally making false statements when incidents or accidents are being investigated, or when applying for employment or in connection with medical examination
- iii. Abandoning duty without permission
- iv. Possession, custody or control of illegal drugs on the organisation's premises
- v. Serious incapability at work brought on by the use of alcohol or drugs
- vi. Unauthorised disclosure of confidential information.



- vii. Assaulting a fellow employee or any other person whilst acting or purporting to act on behalf of the council.
- viii. Insulting, indecent or offensive behaviour towards a fellow employee or any other person whilst acting or purporting to act on behalf of the council.
- ix. Serious or repeated harassment (including sexual and racial harassment).
- x. Incapacity at work due to the influence of alcohol, unprescribed drugs or any other substance.
- xi. Wilful damage to council property.
- xii. Theft, unauthorised use or possession of council property or theft of the property of a fellow employee.
- xiii. Conduct bringing the council into disrepute.
- xiv. Serious infringement of any of the Council's policies and procedures including the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- xv. Any other conduct that from time to time is defined by the council as amounting to gross misconduct.



## **Sickness and Absence Policy & Procedure**

### **1. INTRODUCTION**

The aim of Folkestone Town Council's ("the Council") Sickness Absence Policy & Procedure is to minimise absence levels across the organisation whilst offering support to ill employees and ensuring the smooth running of the Council's services.

Whilst the Council must be in a position to provide a high level of service on a day to day basis, it recognises that from time to time it is not in the interest of the organisation or other employees for an individual to come to work whilst ill.

### **2. OBJECTIVES**

The objectives of this document are to:

- Provide employees with clear guidance on absence reporting and the processes to be followed
- Minimise absence and help employees to return to work at the earliest opportunity
- Highlight the consequences of failing to follow absence reporting procedures or taking unauthorised leave
- Provide clear guidelines on our absence cautions and the disciplinary procedures in place when cautions are exceeded.

Ensure that the Council acts fairly and consistently when dealing with any absence issues, whether they are long or short term.

### **3. POLICY SCOPE**

This document applies to all employees. The definition of "employee" in this instance is:-

*'any individual who is paid by the Town Council including full time, part time, temporary and fixed term work.'*

### **4. SICKNESS ABSENCE**

Absence levels for employees are recorded and monitored to assist in highlighting potential health problems.



## **4.1 Sickness Reporting**

If you are prevented from working due to illness or injury, you should notify the Town Clerk as soon as possible or, at the very latest, within one hour of their normal start time. If you are unable to contact the Town Clerk or your supervisor (if applicable), you must contact the office. You should **not** call in prior to your shift commencing only to leave an answer machine message. Every effort must be made to speak directly with the Town Clerk.

**Notification via text message or email is NOT acceptable.**

You should advise the likely duration of the illness and, if the absence continues, provide daily progress reports.

At the discretion of the Town Clerk your access to Councils network, email and social media will be temporarily disabled if you are going to be away from the office for more than a couple of days sick; an out of office message will be added to your mailbox and your incoming external email will be redirected to another officer to action in your absence.

The Town Clerk should be notified of a return to workday as soon as it is known (see Section 5).

### **4.1.1 Contact with Infectious Diseases**

If you are prevented from working because of an infectious or contagious disease, you should notify the Council following the procedure above.

In cases of contact with infectious or contagious diseases, you should not stay away from work, unless advised to do so by your doctor, but should report the matter to the Town Clerk.

## **4.2 Absence Certification**

### **4.2.1 Self Certification**

If you are absent for a period of up to 7 days (including weekends and non-working days), you must self-certificate on your return to work, (see Section 5).

Self-certification is made by the completion of a Self-Certification of Sickness Absence Form (*Appendix 1*). Failure to submit this form may result in a delayed sickness payment.

### **4.2.2 Doctors / Fit Note (Statement of Fitness for Work)**

Employees who are absent for more than 7 days (including weekends and other non-working days), must provide the Council with a fit note (statement of fitness for work) from their doctor without delay

If the absence continues beyond the dates covered by the first fit note, you should continue to obtain up to date fit notes covering your absence which you must forward to the Council.



You must advise the Town Clerk of your continued absence as soon as you become aware that you will be issued with a new fit note.

In some circumstances, you may be asked to provide a fit for work certificate you're your GP before returning to work.

An employee entering a hospital or similar institution should, in substitution for periodical certificates, submit a fit note at the entry and discharge stage.

No variation can be made in the requirement that sickness absence must be certified by a qualified medical practitioner.

#### **4.3 Sickness Payments**

You must notify sickness absence as detailed in Sections 4.1 & 4.2. Failure to do so may result in sickness payments being delayed or refused.

Full details on conditions of sickness payments and calculation of allowances can be found in Appendices 3 and 4.

##### **4.3.1 Sickness payments to victims of crimes or violence**

Where you are absent from work because of an injury in respect of which a claim will be made to the Criminal Injuries Compensation Board, and you are otherwise entitled to sick pay, you will receive the sick pay without being required to refund any proportion of it from the sum which the Compensation Board may award.

#### **4.4 Sickness during Annual Leave**

Annual leave may only be reclaimed if prior notification of sickness is reported in line with Section 4.1 and a fit note is produced on the employee's return to work.

#### **4.5 Cosmetic or Elective Surgery**

The Council realises that some employees may, for personal reasons, wish to undergo cosmetic or elective surgery. Absence arising from this type of surgery may not be covered by sickness payments unless there are complications after the surgery requiring sick leave for which you will be entitled to claim statutory sick pay.

### **5. RETURNING TO WORK**

In cases where the fit note covers a period exceeding fourteen days or where more than one fit note is necessary, the employee must, before returning to work, obtain a final fit note indicating their fitness to resume working.



**For absences of up to 7 days (including weekends)** employees should:

- record the period of absence on their annual leave form
- complete a Self-Certification of Sickness Absence Form (*Appendix 1*)
- take part in a Return to Work interview with their supervisor or the Town Clerk (*Appendix 2*)

**For absences of over 7 days (including weekends)** employees should:

- record the period of absence on their annual leave form
- provide the Town Clerk with a fit note if not already submitted
- take part in a Return to Work interview with their supervisor or the Town Clerk (*Appendix 2*)

The content of the return to work interview and the self-certification will remain confidential between the employee, their supervisor and the Town Clerk, unless there is sufficient concern to take further action e.g. referral to Occupational Health.

## **6. FAILURE TO COMPLY**

Employees may be subject to further investigation if the Council considers they have:

- frequently and persistently been absent from work
- failed to notify absences and keep the Town Council updated
- failed to complete self-certification documentation in line with this policy
- failed to provide a fit note in line with this policy
- failure to provide adequate or truthful reasoning for absence

## **7. FREQUENT AND PERSISTENT SHORT-TERM ABSENCES**

- Any employee having a) 5 or more days of absence, or more than 2 occasions of absence, in any rolling 13-week period or b) 5 or more periods of absence or more than 8 days absence in a rolling 52-week period will along with a work colleague or union representative if required, be asked to attend a meeting with their supervisor (if applicable) and the Town Clerk.
- During the meeting the employee will be invited to explain their absences and give any mitigating circumstances. The employee should provide a detailed explanation; it will not be sufficient merely to indicate that absences are genuinely due to sickness or injury.
- The explanation given and the likelihood of an improvement in the employee's attendance will be taken into consideration. Advice, expectations and requirements will be provided, and the employee may be warned that unless attendance improves their employment may be terminated with notice.





- The Town Clerk will continue to monitor the employee's attendance and if the attendance record continues to be unsatisfactory the Town Clerk will arrange a further meeting with the employee (with a work colleague or union representative). At this meeting the Town Clerk may warn the employee that if there is one or more further sickness absence during the following 13 week period they may be subject to disciplinary procedures.
  - Informal absence caution valid for six months
  - Level one absence caution valid for six months
  - Level two absence caution valid for six months
  - Level 3a the duration of this caution will be at management discretion
  - Level 3b absence caution valid for twelve months
  - Level 4 caution may lead to an employee's dismissal
- In the event that **one or more** sickness absence occurs the Town Clerk will give you the opportunity to attend a hearing (with a work colleague or union representative) before making a final decision on your employment.
- In the case where you have frequent absence due to an underlying long-term health condition then we will also request, with consent, a medical report either from an Occupational Health Physician or your G.P. or consultant to establish whether attendance is likely to improve and any advice or guidance they can give prior to making any decisions. We will in these circumstances consider any alternative employment options before making any decision about ending employment.
- Employees have the right to appeal within 5 days against any decision to dismiss.

## 8. LONG-TERM ABSENCE DUE TO ILLNESS OR INJURY

- During periods of long term absence, your supervisor or the Town Clerk will consult regularly with you to establish the length of time you expect to be absent from work.
- You will be expected to co-operate with the Council and either agree to the provision of medical reports by either your own GP or consultant, or one nominated by the Council. In either event the Council will meet any expenses incurred.
- Wherever possible you will be given reasonable time to recover. The length of time being dependant on the prognosis and the ability of the Council to minimise the effect of the absence through re-organisation or engagement of temporary staff. Any reorganisation would be subject to the financial constraints under which the Council operates.



- When you are declared fit to return to work the Town Clerk will contact you to discuss arrangements for your return. This may include consideration of working hours and workload for the return, to assess whether a phased return is appropriate and to make arrangements for any reasonable adjustments, training on new processes and updating you on news / changes within Council as a whole.
- Where you are able to return to work but subject to constraints, or are able to do alternative work, the Council will seek to continue your job in a varied form if it is reasonably possible to do so.
- If your employment is at risk, you will be fully informed. Before the employment is terminated (which will always be with notice) you will be notified of a time, date and place at which you may (with a work colleague or union representative) make submissions against that action being taken.
- You will have the right to appeal against any decision to dismiss you on grounds of long-term ill health.

## **9. Absence as a result of disability**

- 9.1** Where you experience sickness absence as a result of a disability it will be treated in line with the provisions contained within the Equality Act 2010 (formerly as part of the Disability Discrimination Act 1995). This will include considering whether any reasonable adjustments can be made.

The Council will treat personal data collected during the absence management process in accordance with its data protection policy on processing special categories of personal data. Information about how your data is used and the basis for processing your data will be provided in our employee privacy notice. When relying on legitimate interests as the legal ground for processing your data, you can object to the processing.

## **Appendices**

<b>Appendix 1</b>	Self Certification of Sickness Absence
<b>Appendix 2</b>	Return to Work Interview Form
<b>Appendix 3</b>	Sickness Payments: Conditions
<b>Appendix 4</b>	Sickness Payments: Calculation of Allowance

**Jennifer Childs – Town Clerk**

**Signed:**.....

**Date:**.....



*Approved at the meeting of the Personnel Sub-Committee on 14<sup>th</sup> June 2018  
Date of next review: April 2019 unless legislation or the size and nature of the Council changes.*

## **FOLKESTONE TOWN COUNCIL**

### **Sickness, Absence Policy and Procedure**

#### **ACCEPTANCE SLIP**

---

I have received, read and understood the Council's Sickness & Absence Policy and Procedure and I understand and accept the content.

Signed

.....

Name .....

Date .....



## FOLKESTONE TOWN COUNCIL SICKNESS SELF-CERTIFICATION FORM

PERSONAL DETAILS (Please use BLOCK CAPITALS):

<i>Surname:</i>	<i>Forenames:</i>
<i>Pay Ref. No.:</i>	<i>National Insurance No.:</i>

PERIOD OF SICKNESS:

<i>FROM (first day on which you were sick)</i>	<i>Day</i>	<i>Date</i>	<i>Month</i>	<i>Year</i>
<i>TO (final day on which you were sick or, if sickness is continuing, seventh consecutive calendar day sick)</i>	<i>Day</i>	<i>Date</i>	<i>Month</i>	<i>Year</i>

DETAILS OF SICKNESS:

<i>Please give a brief indication of the reason for your absence:</i>
---

<i>Was your sickness caused by an injury sustained at work? (Please tick appropriate box.) If YES you should also complete an Accident Report Form.</i>	<i>Yes</i>	<i>No</i>
---	------------	-----------

DECLARATION BY EMPLOYEE:

<i>I declare that the above information is correct and I understand that it will be used in the computation of my sick pay.</i>
<i>Signed: ..... Date: .....</i>

MANAGER:

<i>I certify that this certificate has been completed by the signatory, and that the signatory was absent from work for the period shown above.</i>
<i>Signed: ..... Date: .....</i>



**RETURN TO WORK INTERVIEW:** *to be completed by Town Clerk*

**Name & Job Title:**

**First Date of Absence:**

**Return to Work date:**

**No of days absent:**

**Areas to cover:**

- How is the employee feeling now?
- Are they fit enough to return to work?
- Were the correct notification procedures followed?
- Has the employee seen a doctor?
- Does the employee feel the illness could be linked to their working conditions?
- Discuss their cumulative absence record & impact this has on the team.
- If nearing 3 occasions or 7 days in a rolling 26 weeks period, inform the employee that this level of absence is approaching unacceptable. Review our company sickness and absence policy with the employee, informing them that any more sickness absences may result in a sickness and absence review meeting with the Town Clerk.

**Notes from Interview:** *Attach separate sheet if necessary*

**Further Action Necessary: YES / NO**

*please give details if appropriate*

**Employee Signature:**

**Date:**

**Town Clerk Signature:**

**Date:**

**Completed forms will be retained on the employees personnel file and handled in compliance of the General Data Protection Regulations.**



## CONDITIONS OF SICKNESS PAYMENTS

- Employees must notify sickness absence as detailed in Section 4.1. Failure to do so may result in sickness payments being delayed or in extreme circumstances refused.
- Any Employees, who, with written instruction from a Doctor or Occupational Health Advisor, are returning to work on an agreed phased return to work plan, will be paid at their current salary rate for the days in which they work. On those days where they are not working, the employee will continue to receive sick pay in accordance with the policy:

*Scale of Allowances:* The Council has a sickness benefit scheme providing payment to employees who are absent from work due to genuine sickness or injury. To be entitled to payment employees must fulfil certain requirements, attached in the Sickness Payments procedure, see Appendix 1 attached. Provided the procedures are adhered to, you will be immediately eligible for sickness benefit calculated on an hours worked basis, as follows: -

- During 1<sup>st</sup> year of service                      1 months full pay and 2 months half pay (after completing 4 months service)
- During 2<sup>nd</sup> year of service                      2 months full pay and 2 months half pay
- During 3<sup>rd</sup> year of service                      4 months full pay and 4 months half pay
- During 4<sup>th</sup> & 5<sup>th</sup> years of service              5 months full pay and 5 months half pay
- After 5 years' service                              6 months full pay and 6 months half pay

The Council shall have discretion to extend the application of the foregoing scale in exceptional cases and should review the position of employees at an early opportunity and before their entitlements to paid sick leave expires.

- The Council will give special consideration to cases of a serious nature where a period of sick leave on full pay in excess of the period of benefit to which an employee would normally be entitled would, by relieving anxiety, materially assist the employee's recovery.
- Unless the Council's Personnel Sub-Committee elects otherwise, enhanced sick pay allowances will not be paid in cases of an accident due to active participation in sport as a profession, nor in a case in which the absence arises from or is attributable to the employee's own misconduct. You will be entitled to claim statutory sick pay.



- Employees absent as the result of an accident will not be entitled to an allowance if damages may be receivable from a third party. In this event the Council may, having considered the circumstances, advance to the employee a sum not exceeding the sickness allowance provided under this scheme. An advance made would be subject to the employee funding the Council the total amount, or the proportion thereof represented in the amount of damages received.
- Any period of absence in instances where a refund of the advanced monies is made in full, shall not be recorded for the purposes of this scheme. However, where the refund is made in part only the Council may, at its discretion, decide to what extent, if any, the period of absence may be recorded.
- The Council may, at any time, ask an employee who is unable to perform their duties as a consequence of illness or injury to agree to an examination by a Council nominated medical practitioner or to be referred to an Occupational Health Physician (OHP). This will be subject to the provisions of the Access to Medical Reports Act 1988, where applicable. Any expenses incurred in connection with such an examination will be met by the Council.
- The provisions of sickness payments will cease to apply to an employee on the termination of their employment by reason of long term ill-health., but consideration will be given to the right of an employee to receive the period of notice provided by their contract of service.
- The Council may suspend the payment of a sickness allowance if they receive reports of an employee failing to observe the conditions of this scheme or taking part in activities which may harm their recovery. In such cases the suspension will be until the Council has considered the claim in detail and given the employee the opportunity to comment on the content of report either in person and in the presence of a representative if they wish, or via their representative.
- If the Council decides that an employee has failed without reasonable excuse to observe the conditions of the scheme or has been guilty of conduct which causes further harm to their recovery, then they shall forfeit their right to any further payment of allowance in respect of that period of absence.
- Any employee prevented from carrying out their duties because of contact with an infectious or contagious disease shall, providing they have correctly followed the reporting procedures in Section 4.1 be entitled to receive full pay less any state
- sickness benefits to which they are entitled. Periods of absence on this account will not be considered when calculating the employee's entitlement to sickness allowance.



## CALCULATION OF SICKNESS ALLOWANCES

a) The rate of sickness allowance and the period for which it will be paid will be calculated by deducting from the period of benefit appropriate to an employee's service on the first day of absence the aggregate of the periods of absence due to illness during the 12 months preceding the first day of absence. In aggregating the periods any unpaid absence on sick leave will not be taken into account.

b) The allowance payable to an employee under the scheme will not exceed the sum by which the total amount of benefits, allowances and payments referred to below fall short of full pay.

**Note:** Under the Social Security Contributions and Benefits Act 1992 (as amended) ("the Act") the Council is required, subject to the provisions set out in the Act, to pay statutory sick pay to employees. State sickness benefits will be payable from the DWP in accordance with the Social Security Acts and Regulations in force from time to time. Accordingly, the following will, as appropriate, be offset against an allowance equal to full pay:

- i. the gross amount of statutory sick pay receivable under the Act
- ii. the amount of any state sickness benefits receivable
- iii. the amount (if any) received as a treatment allowance from the DSS. The dependency element only of the treatment allowance shall be deducted from sickness allowance. The employee will, therefore, be allowed to retain the personal element of their treatment allowance.

c) In the case of half pay periods the allowance is a sum equal to half pay plus an amount equivalent to the statutory sick pay entitlement and other benefits receivable under i) to iii) so long as the total sum does not exceed full pay.

d) Where an employee is receiving sickness pay, they will continue to receive the pay if a public holiday occurs during the period of sick leave. If an employee has exhausted their period of entitlement to sickness pay, no payment will be made (other than SSP if applicable) if a public holiday occurs during the sick leave period.

e) For the purpose of assessing sickness pay, account shall be taken only of the state sickness benefits actually received as distinct from the normal benefits receivable subject to the employee complying with the regulations as to the payment of contributions and the claiming of such benefits to the extent to which they are so required by the Council.





f) Employees are under obligation to declare to the Council their entitlement to benefit under section b) and any subsequent alteration in the circumstances on which such entitlement is based, in default of which the Council shall be entitled to determine the benefit by reference to the maximum benefit obtainable.



## **Folkestone Town Council**

### **GRIEVANCE PROCEDURE**

Adopted [26/04/18] – Finance & General Purposes – Minute 1206

#### **1. Purpose and Scope**

The purpose of this procedure is to set out a framework for helping to resolve grievances quickly and effectively.

#### **2. Dealing with Grievances Informally**

If you have a grievance or complaint to do with your work or the people you work with you should, wherever possible, start by talking it over with your line manager as soon as possible. You may be able to agree a solution informally between you.

#### **3. Grievance and the disciplinary process**

Complaints that you may have about any disciplinary action taken against you should be dealt with as an appeal under the disciplinary procedure.

Grievances raised while you are subject to disciplinary proceedings will usually be heard only when the disciplinary process has been completed. Insofar as a grievance has any bearing on the disciplinary proceedings, it can be raised as a relevant issue in the course of those proceedings.

#### **4. Mediation**

It may be appropriate for the matter to be dealt with by way of mediation, depending on the nature of your grievance. This involves the appointment of a third-party mediator, who will discuss the issues raised by your grievance with all of those involved and seek to facilitate a resolution. Mediation will be used only where all parties involved in the grievance agree.

#### **5. Formal Grievance**

If the matter is serious and/or you wish to raise the matter formally you should set out the grievance in writing to your line manager, headed 'Formal Grievance' detailing clearly the nature of your complaint together with the resolution you seek.

Where your grievance is about your line manager and you feel unable to approach him or her you should raise it with the Town Clerk.

#### **6. Grievance Hearing**

The Council's Grievance Panel will hold the grievance hearing. The hearing will be held as soon as is reasonably practicable and, subject to any need to carry out prior investigations and to draft a grievance investigation report. At the hearing, you will be asked to explain the nature of your complaint and what action you feel should be taken to resolve the matter. Where appropriate, the meeting may be adjourned to allow further investigations to take place.

You should ensure that you attend the meeting at the specified time. If you are unable to attend because of circumstances beyond your control, you should inform the Chair of the Grievance Panel as soon as possible. If you fail to attend without explanation, or if it appears that you have not made sufficient attempts to attend, the hearing may take place in your absence. You will have the right to be accompanied at that meeting either by a trade union representative or a work colleague.

While you will be given every opportunity to explain your case fully, you should confine your explanation to matters that are directly relevant to your complaint. Focusing on irrelevant issues or incidents that took place long before the matters in hand is not helpful and can hinder the effective handling of your complaint. The Grievance Panel Chair will intervene if he/she thinks that the discussion is straying too far from the key issue and may intervene to ensure that the hearing can be completed within a reasonable timeframe, depending on the nature and complexity of your complaint.

Following the hearing, you will be informed in writing of the outcome as soon as is reasonably practicable.

## **7. Investigations**

Following the grievance hearing, it may be necessary to carry out further investigations of any allegations made by you, although the confidentiality of the grievance process will be respected, wherever possible. The Town Clerk, Town Mayor or nominated person will decide on who will carry out the investigation. Depending on the nature of the Grievance it may be necessary for the Council to appoint an external provider to investigate the grievance raised.

If any evidence is gathered in the course of these investigations, you will be given a copy, or a copy of the grievance investigation report, in advance of the hearing for you to consider your response. In exceptional circumstances, the evidence given by individuals may have to remain confidential. Where confidentiality is necessary, this will be explained to you and an appropriate summary of the evidence gathered will be given to you.

If you are invited to attend an investigation meeting relating to the grievance that you have raised, you will have the right to be accompanied by a work colleague or trade union official of your choice.

## **8. Appeals**

If you wish to appeal against the outcome you must do so in writing to the Chair of the Grievance Panel within 5 working days. You should clearly state the grounds of your appeal, i.e. the basis on which you say that the result of the grievance was wrong or that the action taken as a result was inappropriate.

The Personnel Sub Committee will either hear the appeal or appoint another Councillor or person or panel to hear the appeal. The appeal will be heard by someone who is unconnected with the original complaint. The person hearing the appeal will arrange to meet with you before making a decision. You will have the right to be accompanied at that meeting either by a trade union representative or a work colleague.

The outcome of the appeal will be final.

## **9. Data protection**

Folkestone Town Council processes personal data collected during informal complaints and the formal grievance procedure in accordance with its data protection policy. In particular, data collected as part of informal complaints and the grievance procedure is held securely and accessed by, and disclosed to, individuals only for the purposes of responding to the complaints or conducting the grievance procedure. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Folkestone Town Council's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the Council's Disciplinary Procedure.



## **Working from Home**

Working from home is a very different way of working, which requires you to work independently using technology to remain in contact with the Town Clerk and colleagues. It requires trust, openness and transparency to ensure that homeworking is appropriate, not excessive, and not detrimental to performance or service delivery.

There is no absolute right to work from home and it is at the discretion of the Town Clerk to limit or prevent home working in specific individual cases where trust or performance has been compromised.

Therefore, subject to approval in advance by the Town Clerk, ad hoc home working is only supported by Council when it is appropriate or beneficial to do so, this would typically be on occasions when the diary is clear, and work requires concentration and no need to interact face-to-face with others. Another example might be where there is travel disruption due to adverse weather preventing the home to work journey being made.

Ad hoc home-working is most likely undertaken by 'office-based flexible workers' as long as it is irregular in nature. In this category, adopting a regular pattern of home working – for example assigning a set day each week as 'my working from home day' – does not fit within the principles of flexibility as it is too rigid an arrangement and as such will not be approved.

It is important that you make it clear to your colleagues when you are working from home and maintain good and regular communications via email or telephone. When working from home this must be in accordance with the core hours to ensure communication and completion of projects within set deadlines.

If you work from home you will need to access the Council's IT systems using your own equipment (or a Council laptop if you have been provided with one) via a secure VPN gateway.

The council is not responsible for the maintenance, replacement, or repair of any personal equipment that is used, including telephones and broadband lines and no costs incurred as a result of ad hoc home working will be reimbursed.

You must ensure that information and equipment are kept securely and comply with all Council's policies particularly the Information Security Policy.

If you are unable to work at home due to failure of personal equipment you should return to the office at the earliest opportunity.



## **Folkestone Town Council**

### **Annual Leave and Time off Policy**

#### **1. Introduction**

This policy details the annual leave, bank and public holidays staff are entitled to. It gives the entitlements for full time and part time employees. Arrangements for carrying forward annual leave, compassionate leave and requesting unpaid leave are also included. All employees must maintain a staff leave/absence record which will be issued on commencement of employment and must be submitted at least bi-monthly to the Town Clerk for authorisation.

#### **2. Annual Leave Entitlement**

The annual leave year runs from 1 April to 31 March.

##### **Full Time Staff:**

- The minimum paid annual leave entitlement is 21 days for full time staff.
- This increases to a maximum of 25 days after 5 years' continuous service.
- Only by agreement can leave be carried forward to the next leave year.
- In addition, subject to approval, Council awards 2 "Statutory Days" and 1 "Concessionary Day" to permanent staff which must be taken in the Christmas and New Year period.
- In addition to paid annual leave, staff are also entitled to annual bank and public holidays and any extra statutory, bank and public holiday days.

##### **Part Time Staff**

- Part time staff cannot be treated less favourably than comparable full-time staff and therefore receive the same holiday entitlement as detailed above for a full-time worker but on a pro-rata basis. Similarly, they receive a pro-rata entitlement to the annual bank and public holidays. This pro-rata entitlement will apply even if they are rostered to work the public/bank holidays.

#### **3. Bank holiday entitlement**

In England there are six annual bank holidays and two public holidays which are:

- New Year's Day
- Good Friday
- Easter Monday
- First Monday in May
- Last Monday in May
- Last Monday in August
- Christmas Day
- Boxing Day



Staff receive paid leave for these bank and public holidays either on the day itself or if their roster requires them to work on this day they will be offered an alternative day off in lieu or a pro-rata entitlement if they work part time. If additional public holidays are declared e.g. royal occasions specific guidance will be issued at the time.

#### **4. Legal Requirement under the Working Time Amendment Regulations**

If staff are on the starting contractual annual leave entitlement of 24 days (21 days annual paid leave, 2 Statutory and 1 Concessionary Days) then by including the 8 bank and public holidays they exceed the statutory 28 days holiday entitlement as required under the working time amendment regulations 2007. The council exceeds the 28 days minimum annual leave required under the working time amendment regulations 2007 with a combination of annual leave and bank holidays. It is a statutory requirement that you take 28 days as paid annual leave each year.

#### **5. Timing of Annual Leave**

The timing of leave is by mutual agreement with the Town Clerk. Under the working time regulations, you must give the Town Clerk advance notice of your intention to take leave which is at least twice the period of leave you wish to take. For example, if you want to take two weeks annual leave you should seek approval at least four weeks before you want to take the leave.

The Town Clerk, may refuse a request to take time off but will notify you of this within the correct time limit. This is a period which is at least as long as the holiday requested. For example, to refuse a request for a week's leave the Town Clerk will inform you at least a week in advance or if you have given notice to take two weeks annual leave the Town Clerk will inform you two weeks before the leave starts. The Town Clerk may refuse a request for holiday for operational reasons.

Should you fail to return to work on the expected date of return and cannot provide a satisfactory explanation for this, an investigation will look into the circumstances and reasons and may result in the disciplinary procedure being followed.

#### **6. Carrying annual leave forward**

You may carry forward a maximum of 5 days (pro rata for part time employees) into the following leave year. This must be approved by the Town Clerk and signed off on your leave form at the end of each leave year.

Any leave beyond five days, which you have had an opportunity to take but have not taken, will be lost.

#### **7. Sickness during Leave**

If you become ill during a requested period of paid leave, you must comply with the requirements of the sickness reporting and certification procedure, if you wish to have this sickness period discounted from the period of paid leave taken. It is important that you contact the Town Clerk on the first day of sickness and keep your them up to date during the period of sickness.



## **8. Leavers**

If an employee leaves the council during the annual leave year they will receive a pro-rata entitlement to annual leave. They should arrange to take any outstanding holiday entitlement before leaving the council. If in exceptional circumstances the Town Clerk confirms that operational reasons prevent them from doing this, then payment in lieu is allowed. If they leave the council and have taken more than the proportion of holiday entitlement accrued a deduction will be made from final salary equivalent to the excess holiday pay already received.

## **9. Unpaid Leave**

The Town Clerk may authorise unpaid leave up to the amount of the annual leave entitlement in any one leave year. Before requesting unpaid leave, employees will need to have booked their annual leave entitlement for the year. Requests for unpaid leave need to be approved by the Town Clerk.

## **10. Medical appointments**

Every effort should be made to attend medical appointments (i.e. Doctor / Dentist appointments) in your own time. If this is not possible, how this time is taken should be agreed with the Town Clerk.

## **11. Dependency / Emergency Leave**

You can take unpaid time off work to deal with an emergency or unforeseen circumstance involving a dependent. This could be a husband, wife, partner, child, parent or anyone living in the household as a member of the family (excluding tenants, boarders or someone you employ). A dependent may also be anyone who reasonably relies on you for help in an emergency.

An emergency could be any unexpected or sudden problem involving someone who depends on you for your help or care. The right to time off for dependents could apply to a wide range of different circumstances and you should discuss your situation with the Town Clerk.

When you make a request for dependency / emergency leave, the Town Clerk will process any personal data collected in accordance with the council's data protection policy. The Town Clerk will record only the personal information required to deal with your request for dependency / emergency leave and keep this information only for as long as necessary to deal with the request.

## **12. Compassionate Leave / Bereavement Leave**

The purpose of compassionate leave is to help employees to come to terms with the death of a loved one.

Immediate family is defined as your spouse, civil partner, partner, parent, child, sibling, grandparent or grandchild.





If you need to take time off for bereavement, you will need to speak with the Town Clerk.

At the Town Clerk's discretion, it may be decided that you are entitled to paid leave. When making this decision the Town Clerk will ensure they are fair and consistent and will take into consideration what the custom and practice has been in the past for all employees. The Town Clerk may authorise:

- Unpaid time off up to 3 days, and in exceptional circumstances more than 3 days.
- Pay for up to 3 days in the event of the death of or serious injury to a child, partner or parent.
- Paid time off beyond 3 days in the event of the death of or serious injury to a child, partner or parent will be approved in consultation with the Town Mayor.

When you make a request to the Town Clerk for compassionate leave, the Town Clerk will process any personal data collected in accordance with the council's data protection policy. In particular, the Town Clerk should record only the personal information required to deal with your request for compassionate leave and keep this information only for as long as necessary to deal with the request

### **13. Jury Service**

If you are called to do jury service the Council will allow you time off for this. You will need to show the confirmation of jury service letter received from the court prior to going on jury absence.

You will receive from the court a "certificate of loss of earnings form or Benefit" which must be given to the Town Clerk for completion. The Town Clerk will return the completed form to take to the court on your first day of jury service. At the end of jury service, the court will pay for loss of earnings and expenses and will give you a statement which contains this information. This statement must be given to the Town Clerk.

You will receive normal pay, but any money obtained from the courts to cover loss of earnings must be either deducted from salary OR paid back to the Council. It is your responsibility to claim for allowances that you are entitled to in order to mitigate costs incurred by the Council. During periods where attendance is not required, and it is practical, the employee should return to work. If this is not possible they should discuss the situation with the Town Clerk.

### **14. Administration**

All employees will be issued with an annual leave form upon their employment commencement date and the 1<sup>st</sup> April each year. Leave will be calculated for the full year or duration of your employment for those on fixed term contracts. The entitlement will be indicated on the form.



Jennifer Childs – Town Clerk



LOCAL COUNCIL  
AWARD SCHEME  
QUALITY GOLD

Signed .....

Dated .....



## **Time off in lieu (TOIL) Policy**

### **Introduction**

Time off in lieu (TOIL) is time taken off work to recompense for additional hours worked outside of normal working hours.

This policy applies to all Folkestone Town Council officers who may accrue time off in lieu if authorised in advance by the Town Clerk.

### **Accruing TOIL**

1. TOIL is accrued when hours are worked outside of normal working hours for operational reasons.
2. Employees who wish to work flexitime may only accrue TOIL when additional hours are worked outside their core contractual hours.
3. Employees who work specific hours, not subject to the flexitime scheme, may accrue TOIL for hours worked outside their normal working hours.
4. Time off in lieu is accrued at different rates depending on when the work is done. Between Monday to Friday it is accrued at a rate of one hour of time off for every hour worked. On weekends and Bank holidays it is accrued at 1 and a half hours of time off in lieu for every hour worked. All TOIL must be authorised in advance by the Town Clerk to ensure working hours do not exceed those stipulated by the Working Time regulations and adequate resource is available during core business hours of 10am to 4pm.

### **Using TOIL**

5. TOIL should be taken within one month of accrual.
6. TOIL must be booked in advance with the Town Clerk to ensure adequate resources are maintained.

### **Exemptions:**

7. Employees who choose to work outside of normal working hours through personal choice cannot accrue TOIL except in exceptional circumstances if approved by the Town Clerk.
8. TOIL should not be built up and accrued on a regular basis. If employees are routinely expected to work more than their normal working hours an alternative solution should be considered.



9. Excess hours accrued by flexitime may not be transferred to TOIL.

10. TOIL, flexitime and overtime must be agreed in advance with the Town Clerk.

TOIL may be more appropriate when undertaking a project or particular piece of work which requires additional working hours or for attending evening or weekend meetings or events, as this is short term and where there will be an opportunity to take TOIL once it is complete.

Overtime is more appropriate where additional working is a more regular feature of the job and it is unlikely that there will be opportunity to take time off in lieu due to the nature of the work.

Equal Opportunities this policy is linked to our Equality Opportunities Policy to identify opportunities to promote equality and mitigate any negative or adverse impacts on groups.



## Overtime Policy

### Introduction

This policy outlines the payments made by Folkestone Town Council to employees who may work overtime, and it applies to all employees regardless of service.

Generally, employees working additional hours must accrue this as TOIL, as outlined in the council's time off in lieu policy. However, if you participate in the flexitime scheme any additional hours worked during the flexitime scheme operating hours should be recorded as a credit in line with the council's TOIL policy and not claimed as overtime.

### What are the main points?

1. All overtime must be agreed in advance with the Town Clerk and may not be claimed retrospectively.
2. All claims must be made using the appropriate overtime payment form.
3. Overtime will be paid for complete half hours worked and you are therefore not able to claim for less than 30 minutes overtime.
4. Overtime payments will be paid for all authorised overtime worked that exceeds your core weekly contractual hours.
5. Overtime rates are:
  - Overtime between Monday and Friday is paid at basic rate if included in the 37 hours per week and time-and-a-half for over 37 hours per week.
    - Overtime worked on Saturday is paid at time-and-a-half (except where contract includes weekend working).
    - Sunday and Bank Holiday working is paid at time-and-a-half if included in the 37 hours per week or double-time if in addition to the 37 hours (except where contract includes weekend working).
6. An overtime payment may only be made to recognise additional hours worked in the following situations:
  - In exceptional circumstances,
  - When proper control in determining the extent of additional hours is exercised,
  - When the requirement to work additional hours is planned in advance, or are expected requirement of your role, and there is a business case clearly demonstrating that it is in the interest of the council.



7. Where the above criteria are met the Town Clerk should approve the payment.
8. You are not expected to work overtime on a routine basis.
9. Hours outside the flexitime scheme period should normally be recorded as TOIL.
10. Working hours are contractually fixed, and additional hours are voluntary overtime or TOIL that is subject to approval and not compulsory variances; therefore they do not qualify for additional holiday entitlement to be accrued.

#### **Employee responsibilities**

- To be aware of the working time regulations and take responsibility for ensuring that you take required breaks and do not exceed working hours.
- To accurately complete the overtime claim form and submit it to the Town Clerk prior to accruing overtime or TOIL. You should be aware that "over claiming" will potentially be treated as misconduct and could result in disciplinary action being taken.

#### **Town Clerk responsibilities**

- To ensure that all overtime has been agreed in advance.
  - To ensure that any overtime authorised is in the interests of the council and that the benefit outweighs the costs.
  - To review and confirm any overtime claim forms and ensure they are processed in line with payroll cut-off dates
- To be aware of the working time regulations and take responsibility for ensuring that staff are taking required breaks and do not exceed working hours.



## **Frequently asked questions**

### **I have been asked to work some overtime. Can I say no?**

*The council would only ask you to work overtime if it was required. We understand that you have different responsibilities and commitments outside of work and you are able to say no if it is not convenient for you.*

### **Can I work overtime for another service area?**

*Yes, there may be occasions where employees from across the council may be asked to support activities which do not fall under their normal role.*

### **My normal working hours include Saturdays, Sundays and Bank Holidays. I also do extra hours – sometimes on a bank holiday or Sunday. Do I get double time if I work overtime on these days?**

*Yes, but you will only be paid the overtime rate for the additional hours worked on those days.*



## **TRAINING & DEVELOPMENT POLICY**

Folkestone Town Council (FTC) is committed to offering and encouraging continuous professional development for both its staff and members. It recognises that to be well trained and informed promotes good practice in its organisation and increases and encourages the activities for community work.

FTC values the time given by its members to their community and this policy is aimed at maximising the rewards from that time by ensuring that its members understand and enjoy the role they undertake in the community.

FTC will identify training needs in the light of the overall objectives of the Council and the requirements of the individual by means of staff appraisals, interviews and formal and informal discussions. Decisions regarding training needs of individual councillors or members of staff are made by the Town Clerk and the Personnel Sub-Committee.

FTC will encourage its officers and all members to attend training relevant to their specific roles and the needs of the Council.

FTC will ensure that the training offered to the Town Clerk and her officers will be no less than the minimum requirement of Continuous Professional development relevant to the post as defined by the Institute of the Society of Local Council Clerks.

FTC will ensure that all new employees and members receive an appropriate induction and health and safety training at the earliest opportunity. For all councillors an in-house induction and training to meet specific needs will be arranged where possible to enable all councillors to attend. If this is not possible and it is deemed that training is necessary, then all approved training costs will be met by FTC.

FTC will ensure its members and officers receive relevant training to ensure compliance with the General Data Protection Regulations.

FTC will ensure that training for both officers and members is adequately covered as a training item in the annual budget. Also that membership fees for associated organisations are included in the budget.

FTC will maintain a selection of current publications offering advice concerning all aspects of local government.

FTC is committed to networking with other councils as an effective means of information gathering and where possible to link in with training events held by others.

Adopted 26<sup>th</sup> April 2018 – Finance & General Purposes – Minute 1206



**Individual requests for training and development**

You can request training and development at any time but this will usually be done within the performance review process, as outlined above. You should channel requests through the Town Clerk.

**Coaching and mentoring**

FTC encourages line managers to provide coaching and mentoring support for employees who are undergoing training and development. Managers have a responsibility to ensure that the skills and knowledge of more experienced employees are shared with more junior employees to ensure that learning occurs in a planned way.

**Equal opportunities**

Decisions relating to training and development should be made fairly and consistently, and equality of opportunity should be provided for all staff in this area. Please refer to the Council's Equal Opportunities Policy.



## Health and Safety Policy

Folkestone Town Council aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974. To ensure the principles of health and safety are clearly understood throughout the council, we will be committed to:

- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the council subscribes;
- setting and monitoring of health and safety objectives for the council;
- effective communication of and consultation on health and safety matters throughout the council;
- assessing the risks to the safety and health of our employees and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe equipment and implementing safe systems of work;
- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for employees;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the council;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate.



## Health and Safety Policy

### **Responsibility for health and safety**

Overall responsibility for health and safety rests with the Town Clerk who will review any accidents or other incidents relating to health and safety at full council meetings.

You are expected and encouraged to be proactive on health and safety issues. You are required to cooperate with the council and your colleagues in implementing the policy and shall ensure that your own work is without risks to yourself and others as far as reasonably practicable.

### **Responsibilities of the employer**

The council is responsible for ensuring that its employees' health and safety is protected in all activities at work. In particular, the council is responsible for the following:

- **Ensuring that there is safe and adequate equipment**

The council will ensure that all equipment used by employees is regularly inspected and maintained and that repairs will be carried out at the earliest opportunity. If any equipment is judged to be damaged or unsuitable for use for any reason it will be put out of action.

- **Competent and safe employees**

The council will ensure that all employees receive the appropriate training so that they are competent in all their duties e.g. induction and job specific training. If any employee acts in a manner that is likely to put others in danger appropriate disciplinary action will be taken.

### **Responsibilities of the employee/ volunteer**

Employees are responsible for ensuring that their actions do not cause danger to themselves or to anyone else. The primary responsibilities of the employee include the following:

- **Not to tamper with any equipment**

Employees should not carry out any alterations to equipment which might compromise health and safety



## Health and Safety Policy

- **To take reasonable care of their own health and safety**

Employees are expected to act responsibly and to take care of their own health and safety. This includes wearing any necessary protective clothing and not acting in a dangerous manner. All employees must take care that their actions do not endanger any other employees or the public.

- **To use equipment appropriately**

Employees should use equipment for the purpose for which it is provided, and no other purpose. If any equipment is damaged or unfit for purpose in any way the employee is required to inform the council immediately.

- **To follow appropriate practices of work**

All employees should follow the systems and practices of work that have been specified by the council e.g. recording information, reporting concerns. There should be no deviation from these practices without prior permission from the council.

### **Risk assessments**

Organisational risk assessments will be undertaken by the Town Clerk annually or as reasonably requested by employees or management and presented to the Finance and General Purposes Committee.

Action required to remove or control risks will be approved by the Finance and General Purposes Committee. The Town Clerk will then be responsible for ensuring the action required is implemented and the Finance and General Purposes Committee will check that the implemented actions have removed or reduced the risks and prevent recurrence.

Risk assessments can be summarised in the following six steps:

- Look for potential hazards;
- Evaluate the risk, the severity of a possible outcome, and the likelihood of the hazard causing harm;
- Search for preventative measures, deciding whether existing precautions are adequate;
- Advise you of the findings of the assessment;
- Create local codes of practice and put them into effect; and
- Check the measures work - review and if necessary, revise, especially if there has been significant change in working practices.



## Health and Safety Policy

### Manual handling

All employees who are involved in any lifting or carrying must attend training in relation to manual handling. This training must be renewed every two years. The line manager is responsible for ensuring that all employees requiring this training attend the training course at the appropriate time.

### Accidents

Although every effort will be made to ensure a safe environment it is accepted that accidents can occur.

If an accident does occur this must be reported immediately to the Town Clerk and must also be recorded in the accident book.

If any of the following occur, the Town Clerk will report to the Health and Safety Executive under the RIDDOR procedures (see [www.riddor.gov.uk](http://www.riddor.gov.uk)):

- Fatal accidents
- Major injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they have to be taken to hospital.

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

Following any accident the situation will be investigated to determine whether changes need to be made to equipment, training or systems to work so that a similar situation can be prevented in the future.



## **Equal Opportunities Policy**

Adopted 26/04/18 – Finance & General Purposes – Minute 1206

### **1. Policy Statement**

- 1.1. Folkestone Town Council recognises the diversity of its local community and the value which this diversity brings to community life. The Council will aim to provide each member of the community with fair and equal treatment in all its activities.
- 1.2. Folkestone Town Council is committed to pursuing an equal opportunities approach in the employment of its staff and the way in which services are provided for the public.
- 1.3. Folkestone Town Council recognises its statutory duties under legislation in terms of service provision and employment and is committed to meet them by complying with this policy.
- 1.4. Folkestone Town Council is committed to promoting equal access to services and facilities and equal treatment for all employees or job applicants irrespective of:
  - age
  - disability
  - gender reassignment
  - race (includes colour, nationality, cast and ethnic or national origins)
  - religion/belief
  - sex
  - sexual orientation
  - marriage/civil partnership
  - pregnancy/maternity

which are protected characteristics under the Equality Act 2010 and that this commitment is managed in such a way that Folkestone Town Council complies with Equal Opportunities legislation and Codes of Practice.

### **2. Scope**

- 2.1. All employees, whether full-time, part-time, fixed term contract, agency workers or temporary staff, and all job applicants. This policy has relevance to those concerned with recruitment, training and promotion.

### **3. Links with other Council Policies and Strategies**

- 3.1. This policy is one of Council's most important policies and underpins other corporate policies, procedures and strategies, therefore providing a strong foundation for Equality of Opportunity in the Council and the services it provides.



3.2. This policy links to the Council's other Human Resources Policies and should be read in conjunction with them.

#### 4. The Law

- 4.1. It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".
- 4.2. Employees should not discriminate against or harass a member of the public or service user in the provision of services or goods.
- 4.3. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services.
- 4.4. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

#### 5. Types of Unlawful Discrimination

- 5.1. **Direct discrimination** is where a person is treated less favourably than another because of a protected characteristic.  
In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.
- 5.2. **Indirect discrimination** is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.
- 5.3. **Harassment** is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating



an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

5.4. **Associative discrimination** is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic (although it does not cover harassment because of marriage and civil partnership, and (according to guidance from the Government and ACAS) pregnancy and maternity).

5.5. **Perceptive discrimination** is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic (other than marriage and civil partnership, and pregnancy and maternity).

5.6. **Third-party harassment** occurs where an employee is harassed and the harassment is related to a protected characteristic (other than marriage and civil partnership, and pregnancy and maternity), by third parties such as service users.

5.7. **Victimisation** occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

5.8. **Failure to make reasonable adjustments** is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

## 6. Equality of Opportunity in Service Delivery

6.1. Folkestone Town Council is committed to equality of opportunity in the provision of services and access to its facilities.

6.2. The Council will achieve this by:

- recognising and accepting that individuals or groups are denied equality through direct or indirect discrimination either intentional or unintentional
- providing regular training for all Councillors and employees, so that they have a good understanding of the diverse needs of different people





- delivering services which are relevant, of the highest possible quality and accessible
- providing clear information about our services and facilities and where necessary making them available in a variety of formats
- ensuring that our complaints and feedback procedures are accessible and effective
- assessing the impact of and monitoring our services to ensure that they do not discriminate and identify where improvements can be made
- ensuring that all employees understand what their roles and responsibilities are in relation to equality in service provision.

## **7. Equality of Opportunity in Employment, Training and Organisational Development**

- 7.1. Folkestone Town Council is committed to providing equality of opportunity. All employees will have a part to play in achieving this and the Council will ensure that individuals are aware of their personal responsibility to follow and support the Equal Opportunities Policy.
- 7.2. No employee or prospective employee should receive unfair or unlawful treatment due to age, disability, gender reassignment, race, religion/belief, sex, sexual orientation, marriage/civil partnership, and pregnancy/maternity. Folkestone Town Council will seek to identify and act upon all unlawful discrimination which denies individual opportunity on any of the criteria mentioned above. Employees and applicants have the right to complain about unfair discrimination through the appropriate procedures.
- 7.3 Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.
- 7.4 The Council will achieve this by:
- ensuring that its recruitment and selection policies and procedures are equitable and fair so that the best people are appointed to deliver its services
  - only considering applicants for jobs based on their relevant experience, skills and abilities unless a genuine occupational qualification exists for specific posts. This will be communicated clearly within the recruitment pack for that post.
  - ensuring that all employees receive fair and equal treatment in relation to their employment, regardless of whether they are part-time, full-time, fixed term, or a casual worker.



- ensuring that employment opportunities are of the highest possible quality, therefore equality, equity and consistency are embedded in practices, pay and conditions
- making sure that equal consideration is given to people's needs and develop flexible and responsive employment opportunities to tackle those needs
- encouraging and supporting employees to reach their full potential within the resources the Council has available to it
- taking appropriate action against incidents of harassment, bullying or discrimination and offering support and advice to victims or witnesses to incidents
- taking disciplinary action against employees who discriminate against people who work for the Council or who seek employment with the Council.

## **8. Contractors and Suppliers**

Folkestone Town Council will ensure, so far as is reasonably practicable, that all contractors and suppliers carrying out work on behalf of the Council have the appropriate policies and working practices in place to ensure Equality of Opportunity and to comply with the requisite equality legislation and guidance.

8.1. The Council will ensure, so far as is reasonably practicable, that:

- contractors and providers have employment policies, procedures and practices that do not discriminate
- monitor whether contracts and commissioning arrangements meet these equality commitments.

8.2. You should report any bullying or harassment by service users, suppliers, visitors or others to the Town Clerk who will take appropriate action.

## **9. Management and Supervision of this Policy**

### **9.1. Council and Committees**

Strong leadership is essential to ensure that this policy is embedded at both strategic and service delivery levels of the Council. Whilst the Full Council will be ultimately responsible for implementation of this policy, ongoing review of the policy will be the responsibility of the Personnel Sub-Committee with day to day implementation, management and monitoring being the responsibility of the Town Clerk.

### **9.2. Councillors**

Councillors as a corporate body have overall responsibility for the direction and scrutiny of this policy and will ensure that the principles of fairness and equality guide the decision-making process.



### 9.3. Line Managers

It is the responsibility of line managers to:

- i. ensure that within their areas of responsibilities, the standards established within this policy are followed
- ii. contribute to the development of equal opportunities action plan
- iii. review the effectiveness of the policy and all related action plans and communicate their views to the Town Clerk.

### 9.4. Employees

All employees must:

- i. co-operate with any measures introduced to ensure equal opportunity
- ii. report any suspected discriminatory acts or practices
- iii. not persuade or attempt to persuade others to practice unlawful discrimination
- iv. not victimise anyone because of them having reported or provided evidence on discrimination
- v. not harass, abuse or intimidate others because of their race, gender etc
- vi. not pressurise job applicants in an attempt to discourage them from applying or taking up a post.
- vii. Employees can be held personally liable as well as, or instead of the council for any act of unlawful discrimination.
- viii. Employees who commit serious acts of harassment may be guilty of a criminal offence.

### 9.5. Breaches of Policy

Any breach of the Equal Opportunities Policy will be dealt with through the disciplinary procedure. Serious offences, such as harassment and victimisation, will be treated as gross misconduct.

## 10. Complaints

10.1. Any employee who has a concern regarding the application of this policy should make use of the Council's grievance procedure.

10.2. Existing Employees – employees wishing to raise a grievance alleging unlawful discrimination during an internal selection procedure should discuss this with the Town Clerk in the first instance. If the problem persists then a grievance should be made via Council's adopted Grievance Procedure.



- 10.3. Prospective Employees – any prospective employee wishing to raise a complaint should do so, in writing, to the Town Clerk within 15 working days, at the latest, of the alleged incident. An investigation will then be conducted by the Finance Officer who was not involved in the selection procedure, the Finance Officer will report to the Finance and General Purposes Committee. The Finance and General Purposes Committee's ruling will be final. The individual will receive written notification as to the outcome.

## **11. Information and Training**

- 11.1. Employees will be provided with appropriate training regardless of age, disability, gender reassignment, race, religion/belief, sex, sexual orientation, marriage/civil partnership, and pregnancy/maternity.
- 11.2. The Council will:
- seek to ensure that all employees are developed by the provision of appropriate and accessible learning opportunities in line with organisational needs
  - provide training that complies with the Council's Equal Opportunities Policy
  - include a copy of the Council's Equal Opportunities Policy as part of the induction programme
  - provide equalities awareness training as part of its corporate leaning and organisational development programme
  - include equalities training as part of its Member development programme

## **12. Monitoring Arrangements**

- 12.1. The Town Clerk will establish appropriate information and monitoring systems to assist the effective implementation of this Policy. Where monitoring identifies an under-representation of a particular group(s), the Town Clerk will advise Council of the need to develop an action plan to address the imbalance.
- 12.2. Committee responsibility for monitoring is detailed in para 7.1 above

## **13. Alternative Formats**

- 13.1. The Equality Act 2010 – copies of this document in large print or font size, can be made available for those with sight impairment on request by emailing [jennifer.childs@folkestone-tc.gov.uk](mailto:jennifer.childs@folkestone-tc.gov.uk) or telephoning 01303 257946.



13.2. The Council can also arrange to provide versions in other languages.

#### **14. Freedom of Information**

14.1. In accordance with the Freedom of Information Act 2000, copies of this document will be available for inspection on deposit in the Council Office and posted on the Council's website <http://www.folkestonetc.kentparishes.gov.uk>



## **COUNCILLOR/OFFICER RELATIONS POLICY**

Adopted 26/04/19 – Finance & General Purposes – Minute 1206

### **1. Introduction**

- 1.1. The relationship between Members and Officers is an essential ingredient that is necessary for the successful working of the organisation. This relationship within the Town Council is characterised by mutual respect, informality and trust. Members and Officers should feel free to speak to one another openly and honestly.
- 1.2. Nothing in this policy is intended to change this relationship. The purpose of this policy is rather to help Members and Officers to perform effectively by giving guidance on their respective roles and expectations and on their relationship with each other. The policy also gives guidance on what to do on the rare occasions when things go wrong. Responsibility for the operation of this policy lies with the Town Clerk.
- 1.3. Given the variety of such relationships, this policy does not seek to be prescriptive or mandatory. It seeks simply to offer guidance on most of the issues that arise. Hopefully this will promote greater certainty and clarity.
- 1.4. The policy must be read and operated in the context of any relevant legislation and national and local Codes of Conduct, together with any procedure for confidential reporting.

### **2. Roles of Members and Officers**

- 2.1. The respective roles of Members and Officers can be summarised as follows:

Members and Officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.

Members are responsible to the electorate and serve only so long as their term of office lasts.

Officers are responsible to the whole Council. Their role is to carry out the Council's work under the direction and control of the Town Clerk providing advice when appropriate.

*Mutual respect between Members and Officers is essential to good local government.*



### Members

2.2. Members as Councils corporate body have four main areas of responsibility:

- a. defining Council's mission and determining strategic policy;
- b. monitoring the performance of the Council in delivering services;
- c. representing the Council externally; and
- d. acting as advocates on behalf of their ward residents.

It is not the role of Members to involve themselves in the day to day management of the Town Hall or officers; this is delegated to the Town Clerk.

2.3. Councillors appointed to specific roles of the Town Mayor, Deputy Town Mayor and Chairman and Vice-Chairman of Committees, have some additional responsibility. Because of this, their relationships with officers may be different from, and more complex than those of other members. However, such Members must still respect the impartiality of Officers, and must not ask them to undertake any work or to do anything which would affect their impartiality and put them in difficulty in the event of a change in the political composition of the Town Council.

2.4. Similarly, the Town Council cannot delegate authority to any individual Councillor to take decisions or commit the Council to any expenditure or legal commitments. This can only be done through Committees or Sub Committees, or by Full Council itself. However, Council can delegate any such actions to the Town Clerk under delegated powers. Any such decisions then taken may be taken in consultation with the Town Mayor, or Chair of the Committee if necessary.

### Officers

2.5. Under the directive of the Town Clerk, officers provide advice and information to Members upon which they may determine policy issues and to implement the policies determined by the Council. This includes advice to Members as to how this might properly be done.

2.6. In preparing and presenting reports, the overarching responsibility lies with the Town Clerk, however, Officers should express his/her own professional views and recommendations. Whilst an Officer may report the views of individual Members on an issue, if the Member wishes to express a contrary view he/she should not seek to pressure any Officer to make a recommendation contrary to the Officer's professional view.



2.7. The Town Clerk is the interface between Councillors and Officers; and manages all officers. The Town Clerk ensures that the objectives of the Council are achieved and reports to Council as a whole.

2.8. The Town Clerk as Proper Officer and Responsible Finance Officer has responsibilities in law over and above their obligations to the Council and to individual Members. Members must respect these obligations, must not obstruct the Town Clerk in the discharge of these responsibilities and must not victimise them for discharging these responsibilities.

### **3. Expectations**

3.1. Members can expect from Officers:

- a. a commitment to the Town Council as a whole, and not to any political group;
- b. a working partnership;
- c. an understanding of and support for respective roles, workloads and pressures;
- d. timely response to enquiries and complaints;
- e. professional impartial advice not influenced by political views or preference, which does not compromise the political neutrality of Officers;
- f. regular, up to date information on matters which can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities that they have and positions that they hold;
- g. awareness of and sensitivity to the political environment;
- h. respect, dignity and courtesy;
- i. training and development in order to carry out their role effectively;
- j. integrity, mutual support and appropriate confidentiality;
- k. not to have personal issues raised with them by Officers outside the agreed procedures;
- l. that staff will not use their relationship with Members to advance their personal interests or to influence decisions improperly;
- m. support for the role of Members as the local representatives of the authority, within any scheme of support for Members, which may be approved by the Town Clerk.

3.2. Officers can expect from Members:

- a. a working partnership;
- b. an understanding of and support for respective roles, workloads and pressures;





- c. policy leadership and direction;
- d. respect, dignity and courtesy;
- e. integrity, mutual support and appropriate confidentiality;
- f. not to be subject to bullying or to be put under pressure. Members should have regard to the seniority of Officers in determining what are reasonable requests, having regard to the power relationship between Members and Officers, and the potential vulnerability of Officers, particularly at junior level;
- g. that Members will not use their position or relationship with Officers to advance their personal interests, or those of others, or to influence decisions improperly;
- h. that Members will at all times comply with the adopted Code of Conduct;
- i. a member should not raise matters relating to the conduct or capability of an Officer at meetings held in public. This is a long-standing convention in the public service. An Officer has no means of responding to such criticism in the public. If appropriate the matter should be raised with the Town Clerk who will investigate the facts and if appropriate invoke the Disciplinary Procedure. Similarly, an Officer who may have complaints against a Councillor should raise such matters with the Town Clerk.

#### Limitations upon Behaviour

3.3. The distinct roles of Members and Officers necessarily impose limitations upon behaviour. By way of illustration, and not as an exclusive list:

- a. close personal relationships between Members and Officers can confuse these separate roles and get in the way of the proper discharge of the Authority's functions, not least in creating the perception in others that a particular Member or Officer may secure advantageous treatment;
- b. the need to maintain the separate roles means that there are limits to the matters on which they may seek the advice of Officers, both in relation to personal matters and party-political issues;
- c. relationships with a particular individual or party group should not be such as to create public suspicion that an employee favours that Member or group above others. The issue of Officer attendance and advice to political groups is specifically covered below.

#### **4. Political Groups**

4.1. The operation of political groups and balance is now an integral feature of local government, and as such plays an important part in the development of policy. It is in the interests of the Council to support the



effective operation of political groups, but their operation should not pose dangers in terms of impartiality of Officers.

#### Reports:

- 4.2. The Town Clerk supported by the officers prepares written reports for the Council and should not be influenced by any Political Groups.

#### Officer Attendance:

- 4.3 No Officer of the Council should be asked to attend or lobby Political Groups or undertake any work for them.

### **5. Members' Access to Information and to Council Documents**

- 5.1. Members are free to approach Officers to ask for information in accordance with the Code of Conduct. This right extends to such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as a Member of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a ward resident.
- 5.2. As regards the legal rights of Members to inspect Council documents, these are covered partly by statute and partly by common law.
- 5.3. Members have a statutory right to inspect any Council document that contains material relating to any business which is to be transacted at a Council or other meeting. This right applies irrespective of whether the Member is a member of the committee which is meeting and extends not only to reports which are to be submitted to the meeting, but also to any relevant background documents. This right does not, however, apply to background documents relating to certain items that may appear as an exempt item on the agenda for a meeting, e.g. information relating to employees or criminal investigations. Staff personal information, contracts, salaries and related health records are protected by the General Data Protection Regulations and not available to members, although there may be instances where matters need to be reported to the Mayor or an appropriate Committee.
- 5.4. The common law right of Members is based on the principle that any Member has a prima facie right to inspect Council documents so far as his/her access to the document is reasonably necessary to enable the Member to properly perform his/her duties as a Member of the Council. This principle is commonly referred to as the "need to know" principle.



5.5. The exercise of this common law right depends, therefore, upon an individual Member being able to demonstrate that s/he has the necessary "need to know". In this respect a Member has no right to a "roving commission" to go and examine documents of the Council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know".

5.6. Any Council information provided to a Member must only be used by the Member for the purpose for which it was provided, i.e. in connection with the proper performance of the Member's duties as a Member of the Council. This point is emphasised in paragraph 3 of the Code of Conduct for Members.

## **6. Officer/Chairman Relationships**

6.1. It is important that there should be a close working relationship between the Chairman of a meeting and the Officers who report to or interact with the meeting. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the Officer's ability to deal impartially with other Members and other political groups.

6.2. In relation to action between meetings, it is important to remember that the Council's political decision-making structure only allows for decisions relating to the discharge of any of the Council's functions to be taken by a meeting or the Town Clerk. There is no allowance for such decisions to be taken by a Chairman or indeed by any other single Member.

6.3. At some meetings, a resolution may be passed which authorises the Town Clerk to act between meetings in consultation with the Chairman and/or specified Member(s). It must however, be recognised that it is the Town Clerk, rather than the Chairman and/or Member(s), who takes the action and it is the Officer who is accountable for it.

6.4. Finally, it must be remembered that all Officers are accountable to the Town Clerk and that, whilst Officers should always seek to assist a Chairman (or indeed any Member), they must not, in so doing, go beyond the bounds of whatever authority they have been given by the Town Clerk.

## **7. Correspondence**

7.1. Official letters on behalf of the Council should be sent in the name of the appropriate Officer, normally the Town Clerk, not the name of a Member. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter to appear in the name of a Member, but



this should be the exception rather than the norm. Letters that, for example, create obligations or give instructions on behalf of the Council should never be sent out in the name of a Member.

7.2. Letters of thanks or in respect of civic engagements would normally be signed by both the Town Mayor and the Town Clerk who is the Chief Executive Officer of the Council.

## **8. Communication with Press and Media**

8.1. The Council's preferred method of communication is via its own websites, newsletter and official press statements. Members are free to provide information to the press and media on an individual basis but should never release exempt or confidential information. The Council's established procedure is that official communications should be made via the office of the Town Clerk, particularly with regard to matters relating to Council policy.

## **9. When Things Go Wrong**

### Procedure for Officers

9.1. From time to time the relationship between Members and Officers may break down or become strained. Whilst it will always be preferable to resolve matters informally, through conciliation by the Town Clerk, Town Mayor or Group Leaders. Officers will have recourse to the Council's Grievance Procedure or to Folkestone & Hythe District Council's Monitoring Officer, through the Town Clerk, as appropriate to the circumstances. In the event of a grievance or complaint being upheld, the Town Clerk who, having advised the Town Mayor, may have recourse to appoint an 'Independent Person' under section 28(7) of the Localism Act 2011 in line with Council's adopted Code of Conduct Procedure.

### Procedure for Members

9.2. In the event that a Member is dissatisfied with the conduct, behaviour or performance of an Officer, the matter should be raised with the Town Clerk. Where the employee concerned is the Town Clerk, the matter should be raised with the Town Mayor. If the matter cannot be resolved informally, it may be necessary to invoke the Council's Disciplinary Procedure.

9.3. Copies of the Council's approved policy will be issued to all Councillors on election and all Officers on appointment.



## **Flexitime**

Flexible working time is now commonplace in many organisations and may improve working conditions for staff at the same time as improving efficiency in the organisation.

Any scheme should allow for staff to work at times which may better allow for personal circumstances, at the same time as ensuring the organisation is serviced at all key times.

The number of staff employed by Folkestone Town Council has increased and the demands of the roles undertaken are varied and there is a requirement of staff to work flexibly to meet with the operational requirements of the Council. However, given the small number of staff employed by the Town Council, we aim for the scheme to be simple to understand and administer.

Requests for Flexitime can only be made by employees with the statutory right to make a flexible working request i.e. those that have 26 weeks continuous service.

## **Scope**

There is a requirement for appropriate staff to be available at the following times:

- Public opening of the Town Council offices weekdays from 10:00 to 16:00
- Public opening of the museum Monday - Saturday from 10:00 to 16:00
- Committee or Council meetings Tuesdays & Thursdays from 19:00 to 22:00
- Ad hoc meetings of committees at other times.
- During civic, community or museum events at weekends or evenings.
- In addition, any flexitime procedure should aim to minimise lone working.

## **Policy**

Each employee who is covered by a flexitime arrangement can vary his/her hours around the core working periods. Individual staff members must take responsibility for recording their start and finish times, lunch breaks and total hours of work on a monthly basis and submitting their form to the Town Clerk, who will monitor the scheme and only act if problems are encountered (e.g. an individual working significantly more or less than their contractual hours).

- a) The period of time to be calculated 4 weeks with any time owed or accrued to be made up or taken within the next 4-week period, up to a limit of 30 hours credit and 7.5 hours debit.
- b) You cannot carry over surplus hours from one flexitime period to the next. Any surplus hours worked in any one flexitime period will be lost if they are not taken as time off within that 4 week flexitime period.



- c) The flexi-time scheme should be used within agreed limits which meet operational requirements – The earliest that you can start work is 8.00am and the latest that you can start work is 10.00am.
- d) The earliest that you can finish work is 4:30pm and the latest that you can finish work is 7.00pm. This will involve only starting work before 8.30am in exceptional circumstances.
- e) Any flexitime must be agreed in advance with the Town Clerk as with all leave to ensure operational requirements are met.
- f) You should be aware that misuse of the flexitime scheme would be considered a potential disciplinary matter.

Certain roles may not be appropriate for flexitime working due to their specific tasks. If a new role is proposed to or recommended by the Town Clerk and she does not wish it to form part of the flexitime process, then this must be made clear in any proposal, otherwise it will be assumed that the post can work within the rules of this scheme

### **Working time limits**

The council has to comply with working time limits and ensure that employees who do flexitime do not exceed reasonable working hours. The council is committed to ensuring that employee's working patterns do not compromise their health.

### **Monitoring of flexitime**

The Town Clerk will monitor your flexitime to ensure that:

- it does not result in overtiredness or underperformance;
- it continues to fit into the council's operational needs;
- it does not place too much extra burden on your colleagues; and the flexitime systems is not being misused.

**WARD GRANTS APPROVED BY THE TOWN CLERK**  
01/06/19 to 31/07/19

DATE	RECIPIENT	PURPOSE	AMOUNT	WARD	POWER
APPROVED			AWARDED	CLLR	
10/06/2019	Folkestone Division Girlguiding	Browsea Island Camptrip 2020	£100.00	P. Bingham	LGA 72, Sec 145
10/06/2019	Enhanced New Beginnings Domestic Abuse Project	Summer Activities for Families	£200.00	A. Akuffo-Kelly	LGA 72, Sec 145
10/06/2019	Barry Lock	National Youth Theatre Summer School	£150.00	A. Berry	LGA 72, Sec 145
10/06/2019	Pavement Pounders	Folkestone Under Attack	£150.00	A. Berry	LGA 72, Sec 145
10/06/2019	Church Street Project	Sunnysands Sandcastle Competition	£50.00	D. Horton	LGA 72, Sec 145
10/06/2019	Church Street Project	Sunnysands Sandcastle Competition	£50.00	B. Walker	LGA 72, Sec 145
10/06/2019	Church Street Project	Sunnysands Sandcastle Competition	£50.00	J. Meade	LGA 72, Sec 145
10/06/2019	Church Street Project	Sunnysands Sandcastle Competition	£50.00	M. Lawes	LGA 72, Sec 145
10/06/2019	Church Street Project	Sunnysands Sandcastle Competition	£50.00	N. Keen	LGA 72, Sec 145
10/06/2019	Church Street Project	Sunnysands Sandcastle Competition	£50.00	P. Bingham	LGA 72, Sec 145
10/06/2019	Church Street Project	Sunnysands Sandcastle Competition	£50.00	R. Field	LGA 72, Sec 145
10/06/2019	Church Street Project	Sunnysands Sandcastle Competition	£50.00	C. McConville	LGA 72, Sec 145
10/06/2019	Church Street Project	Sunnysands Sandcastle Competition	£50.00	A. Akuffo-Kelly	LGA 72, Sec 145
10/06/2019	Church Street Project	Sunnysands Sandcastle Competition	£50.00	M. Dorrell	LGA 72, Sec 145
10/06/2019	Community Donation Station	Summer Uniform for Volunteers	£125.00	J. Graham	LGA 1972 Sec 133
10/06/2019	Strange Cargo	Charitvari/Martello	£150.00	A. Berry	LGA 72, Sec 145
10/06/2019	Strange Cargo	Charitvari/Martello	£150.00	R. Wallace	LGA 72, Sec 145
10/06/2019	The Martello Learning and Lifeskills Centre	Charitvari Workshops	£250.00	M. Lawes	LGA 72, Sec 145
10/06/2019	The Martello Learning and Lifeskills Centre	Charitvari Workshops	£150.00	M. Dorrell	LGA 72, Sec 145
17/06/2019	Community Network	Eco Garden Club	£115.00	P. Bingham	LGA 1972 Sec 133
28/06/2019	Sunflower House	Town Sprucer	£250.00	M. Lawes	LGA 72, Sec 137
16/07/2019	Sunflower House	Town Sprucer	£50.00	D. Horton	LGA 72, Sec 137
16/07/2019	Sunflower House	Town Sprucer	£50.00	B. Walker	LGA 72, Sec 137
16/07/2019	Sunflower House	Town Sprucer	£50.00	A. Akuffo-Kelly	LGA 72, Sec 137
16/07/2019	Sunflower House	Town Sprucer	£50.00	J. Graham	LGA 72, Sec 137
16/07/2019	Sunflower House	Town Sprucer	£50.00	M. Dorrell	LGA 72, Sec 137
16/07/2019	Sunflower House	Town Sprucer	£50.00	C. McConville	LGA 72, Sec 137
16/07/2019	Folkestone Division Girlguiding	Browsea Island Camptrip 2020	£100.00	A. Akuffo-Kelly	LGA 72, Sec 145
16/07/2019	Folkestone Division Girlguiding	Browsea Island Camptrip 2020	£50.00	B. Walker	LGA 72, Sec 145

**WARD GRANTS APPROVED BY THE TOWN CLERK**  
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16/07/2019	Folkestone Division Girlguiding	Brownsea Island Camptrip 2020	£50.00	D. Horton	LGA 72, Sec 145
16/07/2019	Folkestone Division Girlguiding	Brownsea Island Camptrip 2020	£50.00	C. McConville	LGA 72, Sec 145
16/07/2019	MHA Live at Home Scheme	Chair Based Exercise Scheme	£50.00	C. McConville	LGA 72, Sec 137
16/07/2019	MHA Live at Home Scheme	Chair Based Exercise Scheme	£100.00	A. Akuffo-Kelly	LGA 72, Sec 137
16/07/2019	MHA Live at Home Scheme	Chair Based Exercise Scheme	£100.00	N. Keen	LGA 72, Sec 137
16/07/2019	MHA Live at Home Scheme	Chair Based Exercise Scheme	£50.00	J. Graham	LGA 72, Sec 137
16/07/2019	Enhanced New Beginnings Domestic Abuse Project	Summer Activities for Families	£50.00	D. Horton	LGA 72, Sec 145
16/07/2019	Granny Drops a Clanger	a.dress Women, Fashion and Eco-Action	£100.00	A. Akuffo-Kelly	LGA 72, Sec 137
16/07/2019	Granny Drops a Clanger	a.dress Women, Fashion and Eco-Action	£100.00	B. Walker	LGA 72, Sec 137
16/07/2019	Granny Drops a Clanger	a.dress Women, Fashion and Eco-Action	£50.00	C. McConville	LGA 72, Sec 137
23/07/2019	Little Acorns	Develop Outside Classroom	£300.00	J. Meade	LGA 72, Sec 137
23/07/2019	Merchant Navy Association	Replacement of Stolen Charity Money	£100.00	M. Dorrell	LGA 72, Sec 137
23/07/2019	Merchant Navy Association	Replacement of Stolen Charity Money	£100.00	J. Meade	LGA 72, Sec 137
23/07/2019	Merchant Navy Association	Replacement of Stolen Charity Money	£100.00	R. West	LGA 72, Sec 137
23/07/2019	FTC Reserve	Armed Forces Day	£100.00	A. Berry	LGA 72, Sec 145
23/07/2019	FTC Reserve	Armed Forces Day	£150.00	N. Keen	LGA 72, Sec 145
23/07/2019	FTC Reserve	Armed Forces Day	£200.00	J. Meade	LGA 72, Sec 145
23/07/2019	FTC Reserve	Armed Forces Day	£100.00	T. Prater	LGA 72, Sec 145
23/07/2019	Granny Drops a Clanger	a.dress Women, Fashion and Eco-Action	£150.00	J. Meade	LGA 72, Sec 137



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