

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 13th JUNE 2024

Item 11 – Review of Climate Change & Environmental Strategy

Purpose

To review the Climate Change & Environmental Strategy, including undertaking a consultation, to ensure that it is relevant, fit for purpose and that the Council has a framework for delivering its commitments.

Background

On 23rd September 2021, the Town Council adopted a Climate Change and Environmental Strategy (Council Minute 5966). Due to the nature of the Climate crisis, it is vitally important that the Town Council focuses its efforts and has a clear deliverable plan to respond. This Strategy provides that focus, recognising the Council already has a track record of delivering on the environment and therefore is able to build upon those achievements.

Underpinning the Strategy is the need to act and Chapters 7 and 8 set out details of the annual action planning and monitoring process, including the need to set appropriate timescales for review, depending upon the size and scale of the actions to be delivered.

Due to timescales and the need to deliver some large Capital Projects, the first Climate Change & Environmental Action Plan, approved in 2022, covered a period of 22 months. This Action Plan was developed following a Carbon Audit of the Council's activities and included 9 of the 11 recommendations of the Carbon Audit.

The second Action Plan was approved on 7th March 2024 and covers the financial year April 2024 to March 2025. The intention is to review the Action Plan on an annual basis alongside setting the Business Plan, Capital Plan and annual budget and precept.

Review of the Strategy

Section 8, Monitoring and Review, sets out that the Strategy should be reviewed by Policy & Resources Committee at least every three years, which includes in 2024, 2027 and 2030. This is particularly important to ensure that the Council is on track to deliver its commitment for all its activities to be "carbon neutral" by 2030.

A draft of the proposed revisions to the Climate Change & Environmental Strategy is attached at Appendix 1 for consideration. Proposed additions, amendments and deletions are highlighted in red.

The main areas proposed for change are as follows:

- a) Section 2 – The Journey To Date; to include the achievements since the

Strategy was adopted in 2021.

- b) Clarification that the carbon neutral target date is before the end of 2030; this is considered prudent given the delay to commissioning the next carbon audit. The Strategy will be reviewed again in 2027 and if the beginning of 2030 looks to be a realistic target then the date can be considered for amendment at that point.
- c) Inclusion of new commitments, which recognise that the Council not only has to take action to address its impact on the climate but that the climate is changing and that it needs to adjust its operations and services to respond:
 - Section 3, commitment (i);
 - Section 4, commitment (f); and
 - Section 6, commitment (f).
- d) Section 3 – Corporate Activities of Braunstone Town Council; updated to recognise that first Carbon Audit has been completed and that the second Carbon Audit will now take place in 2025.
- e) Section 5 – Procurement; updated to include principles adopted in the Statement of Sustainable Procurement Objectives.
- f) Appendix 1 – Policy and Strategy Links; updated to align with the focussed Strategic Aims adopted in 2022 and updated Service Objectives.
- g) Appendix 2 – Parish Carbon Calculator; updated to include 2024 figures (retaining 2021 for comparison). Note: *the system was producing an error when requested to produce the National figures for the Territorial Footprint in 2024; these will be included when the figures become available.*

Consultation

It is proposed to make the proposed amendments to the Strategy (highlighted red at Appendix 1) available for consultation for a minimum of six weeks during July and August 2024. The dates proposed are Monday 1st July until 9am on Monday 12th August 2024.

The consultation will be open to anyone who wishes to comment; however, it is primarily aimed at Councillors, staff, partners, stakeholders and residents.

Amendments to the Strategy

Following the end of the consultation, a report will be drafted setting out the consultation comments and responses, along with proposed revisions to the Strategy.

It is proposed that the report and post consultation version of the Strategy is submitted to:

- Citizens' Advisory Panel – 5th September 2024; and
- Policy & Resources Committee – 12th September 2024.

Given that the Strategy will form part of the Council's Strategic Policy approach alongside the Medium Term Priorities and Financial Planning process, informing the budget, Capital Plan and Council Priorities and Objectives; it will need to be considered and adopted by the Full Council, scheduled for 26th September 2024.

Recommendation

That the proposed revisions to the Climate Change and Environmental Strategy (highlighted red at Appendix 1) be approved for consultation, as set out in the *Consultation* section of the report, with the post-consultation version being submitted to Policy & Resources Committee, scheduled for 12th September 2024, for consideration and recommendation to Council for adoption.

Reason

The Climate Change & Environmental Strategy provided the framework for the Town Council's response to Climate Change; therefore, it was important to ensure that it was fit for purpose, met the needs and aspirations of residents', and would be deliverable.



BRAUNSTONE TOWN COUNCIL

Climate Change and Environmental Strategy

23rd SEPTEMBER 2021
(Updated 26th September 2024)

DATE ADOPTED	23 rd September 2021	FREQUENCY OF REVIEW	3 years or legislative changes
REVISED DATE/S	26 th September 2024		

BRAUNSTONE TOWN COUNCIL

Climate Change and Environmental Strategy

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1. FOREWORD

From the Leader of Braunstone Town Council

Human influence on climate has been the dominant cause of observed warming since the mid-20th century. Global temperatures have already increased by 1° Celsius from pre-industrial levels. Atmospheric CO₂ levels are above 400 parts per million (ppm). This far exceeds the 350 ppm deemed to be a safe level for humanity.

The Intergovernmental Panel on Climate Change (IPCC) Special Report on Global Warming of 1.5°C, published in 2018, describes the enormous harm that a 2°C rise is likely to cause compared to a 1.5°C rise. The report informs us that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector and local communities.

The UK has, at international level, signed into the Paris Accord 2015 and to the commitments agreed in 2018 at the Conference of Parties to the UN Framework Convention on Climate Change (COP24) which amongst other things recognise the need to limit by 2030 temperature rises to between 1.5° C and 2° C above the internationally recognised preindustrial baseline. As a consequence, the UK has set targets into law under the Climate Change Act 2008.

Braunstone Town and the surrounding area have experienced the impact of climate change, such as increased flooding, in recent years. Individuals cannot be expected to make the required changes on their own. Nations and society need to change their sources of energy, laws, taxation policies and infrastructure to make low carbon living easier and the new norm.

A 'Climate Emergency' has been declared and we all have a part to play.

This Climate Change and Environmental Strategy sets out the framework for Braunstone Town Council to deliver its pledge to make its activities carbon neutral and embed climate and environmental awareness in its decision making.

The Strategy also provides the framework for the Town Council to:

- promote and encourage awareness and action on climate change, environmental protection and recycling by local residents, businesses and community organisations;
- put climate change at the heart of its procurement policies including moving to the use of renewable energy sources for its activities and encourage its customers and suppliers to do likewise; and
- protect and enhance the town's Green spaces, promote and encourage tree planting, and seek to increase and enrich biodiversity.

*Councillor Nick Brown
Leader of Braunstone Town Council*

2. THE JOURNEY TO DATE

Due to the nature of the Climate crisis, it is vitally important that the Town Council focuses its efforts and has a clear deliverable plan to respond. This Strategy provides that focus, recognising the Council already has a track record of delivering on the environment and therefore is able to build upon our achievements to date.

1. Rainwater harvesting reducing surface water run-off and reducing demand for treated clean water; used at:
 - Thorpe Astley Community Centre to supply water to the toilets, and
 - Shakespeare Park Pavilion to supply water to the toilets and irrigation for the bowling green.

2. LED Lighting use 70 to 80% less energy compared to traditional incandescents; the Town Council has installed LED lighting at:
 - Braunstone Civic Centre (including car park)
 - Thorpe Astley Community Centre (including car park)
 - Shakespeare Park Pavilion (including car park)
 - Mossdale Meadows Parks Depot
 - Thorpe Astley Park
 - Franklin Park

3. The Council commissioned a carbon audit of our activities in 2021 to provide both data on the Council's carbon footprint along with recommended actions to reduce our carbon footprint. As a result, the Council adopted its first Action Plan in June 2022 by installing solar panels, electric vehicle charging points and an air source heat pump during 2023, the Council has reduced its carbon footprint by 40%. At Thorpe Astley Community Centre the initiatives reduce the carbon footprint of the building by approximately 90%.

4. Photovoltaic (PV) Panels harness the sun's natural power and convert it into electricity reducing the amount of electricity needed from the national grid; PV Panels have been installed at:
 - Braunstone Civic Centre (2023)
 - Braunstone Town Library (2023)
 - Shakespeare Park Pavilion (2021)
 - Thorpe Astley Community Centre (2023)

5. Bonded rubber mulch is a durable long lasting playground safety surface that is made from recycled rubber; Braunstone Town Council has installed these surfaces at:
 - Holmfield Park (2015)
 - Franklin Park (2017)
 - Shakespeare Park (2023)

~~the proposals for the refurbishment of Shakespeare Park Play area also include all safety surfaces being bonded rubber mulch;~~ and as existing wet pour surfaces wear out, they are replaced with bonded rubber mulch.

6. Air source heat pumps (sometimes referred to as an air-to-water heat pumps) transfers heat from the outside air to water. This in turn heats rooms in buildings via radiators or underfloor heating. It can also heat water stored in a hot water cylinder for hot taps and showers. Braunstone Town Council has installed an Air Source Heat Pump at Thorpe Astley Community Centre.
7. With a ban on sales of new petrol and diesel cars nationally by 2035, the uptake of electric vehicles is forecast to rapidly increase over the next decade. The UK Government's electric vehicle infrastructure strategy, published in March 2022, predicts that a minimum of 300,000 public charging points will be needed nationally by 2030 to meet the expected demand - currently there are around 50,000. In 2023 Braunstone Town Council installed:
 - 4 Electric Vehicle Charging Points at Braunstone Civic Centre overflow car park;
 - 4 Electric Vehicle Charging Points at Thorpe Astley Community Centre and Park car park.
8. Bike2Work Scheme is a free employee benefit approved by the UK Government, designed to get more people cycling to work, reducing their carbon footprint and living healthier lives. Braunstone Town Council joined the Bike2Work Scheme in 2022 and to date two employees have purchased bikes through the scheme.
9. In 2024, the Council adopted a Working Time Policy & Procedure, setting out how staff can submit flexible working (including home working) requests, alongside flexible arrangements for working time and annualised hours. Not only do the arrangements foster a positive, healthy, productive and flexible working environment built upon employees' work-life balance and equal opportunities, but they provide for both less journeys to be made and for journeys to be made when there is less congestion, reducing the Council's travel to work carbon footprint.
10. Consumers in the UK can purchase electricity from a specialist green energy company, or can ask their current supplier to increase the amount of energy from green sources by switching to a green tariff. These tariffs guarantee that the company source the equivalent of the energy the consumers on the tariff use from ecologically-friendly sources. However, green energy tariffs typically cost more. When renewing the Council's contracts for electricity in 2023, the Council switched to renewable energy tariffs.
11. From April 2023, the Council implemented Sustainable Procurement Objectives for considering all new contracts and suppliers with a value of £5,000 or more. The objectives will take effect for existing and ongoing contracts from April 2025.
12. Action on the climate and the environment is everyone's responsibility; however, it is important to ensure that as a Council we provide for both leadership and delivery:
 - the Council's Resources and Facilities Manager acts as the Council's Officer Energy Champion and raises awareness of energy efficiency and sustainable energy issues; and ensures we work towards increasing the Council's organisational energy performance and reducing our consumption of energy;

- the Council's Communications and Events Officer is responsible for setting up, delivering and administering community initiatives in accordance with the Council's priorities and objectives.

3. CORPORATE ACTIVITIES OF BRAUNSTONE TOWN COUNCIL

OBJECTIVE: To make the activities of Braunstone Town Council carbon neutral by 2030 by embedding climate and environmental awareness in all our decision making.

Being "carbon neutral" means that through its activities, the Council will emit no more than the same amount of carbon dioxide into the atmosphere that it removes by some other means.

The Council's activities are all its services, operations and corporate governance; and includes the people whose role it is undertake those activities, be they Councillors, staff or volunteers. The baseline footprint encompasses the entire value chain, including purchased goods and services, commuter mileage and leased assets.

To ensure that the Council becomes carbon neutral by **the end of 2030**, we will:

- (a) ~~commission a carbon audit of our activities to provide both data on the Council's carbon footprint along with recommended actions to reduce our carbon footprint;~~
- (b) prioritise Capital Plan Projects, which wholly or significantly deliver towards achieving this objective;
- (c) recommission **a carbon audit of our activities** in ~~2024~~**2025** and **2027** to provide **both data on the Council's carbon footprint along with recommended actions to reduce our carbon footprint** ~~the audit to~~ ensure that all possible actions are being taken and that new and emerging technologies and approaches are utilised;
- (d) ensure that our resources (finance and people) are prioritised to delivering actions identified by the **carbon** audit;
- (e) undertake an annual review of progress;
- (f) prioritise emission reduction initiatives, where emission reduction is not practical then removal, and then offsetting, will be considered as alternatives;
- (g) identifying **further** measures to increase opportunities and the effectiveness of remote working for both staff and councillors;
- (h) continue to reduce our waste and recycle more;
- (i) **future proof our buildings to ensure they are fit for purpose and resilient to the effects of climate change**
- (j) developing an on-going programme of investment in energy efficiency, carbon reduction, removal and offset initiatives beyond 2030.

The ultimate aim of Braunstone Town Council will be to reach "net-zero" by 2050. "Net-zero" means that through our activities, the Council will emit no carbon dioxide into the atmosphere. This is an ambitious target, but it is critical to ensuring that we protect our environment for future generations.

4. SUPPORTING THE LOCAL COMMUNITY

OBJECTIVE: Promote and encourage awareness and action on climate change, environmental protection and recycling by local residents, businesses and community organisations.

Braunstone Town Council actively supports the objective of Blaby District Council and Leicestershire County Council for the Town, District and County to become carbon neutral no later than 2050.

Being "carbon neutral" means that the carbon dioxide emitted by all the activities in the community, be they individual, domestic, commercial, industrial or transport related, are removed by some other means.

The Council will seek to provide leadership at a local level, including in partnership with the principal Councils (including the City Council) and other organisations, to support our community to respond to the climate change agenda; this includes:

- (a) raising awareness of and promoting "local"; be it local businesses and retail or local producers;
- (b) raising awareness of existing cycling and walking routes around the Town, particularly to community facilities, leisure facilities, employment locations, schools and neighbourhood parades;
- (c) supporting and facilitating initiatives to improve cycling and walking routes in order to provide sustainable transport connections between the various communities, facilities and services in our Town and also between the Town and the City Centre, Fosse Park, railway stations, bus stations and other surrounding retail and employment areas;
- (d) support and promote initiatives to improve air quality, recognising the importance of also preventing a deterioration in air quality in the context of the new developments at Lubbethorpe and in and around the Motorway Retail and Employment Area;
- (e) supporting and promoting initiatives which help residents make sustainable life style choices, such as using low or zero carbon energy and transport;
- (f) **support the community to be resilient to the effects of climate change;**
- (g) support and promote efforts by the principal Councils for the Town to reduce its waste and recycle more; and
- (h) provide opportunities for residents to recycle more of their waste when visiting the Town's parks & open spaces and community facilities and work with the District Council to increase provision across the Town.

The long term aim will be for Braunstone Town to reach "net-zero". "Net-zero" means that all activities in the Town emit no carbon dioxide into the atmosphere.

In the medium term the Town Council will need to assess where and how its residents access services, employment and education. The Town Council will need to work with the District and County Council's, as well as with the City Council, to either ensure this can be accessed by sustainable transport or alternatively can be provided for in the community.

5. PROCUREMENT

OBJECTIVE: Put climate change at the heart of our procurement policies including moving to the use of renewable energy sources for its activities and encourage its customers and suppliers to do likewise.

The Organisation for Economic Co-operation and Development (OECD) background paper “The Role of Public Procurement in Low-carbon Innovation” for the 33rd Round Table on Sustainable Development (12-13 April 2016) identifies that public procurement expenditures amount to 13% of OECD countries’ gross domestic products. The report states that “no occasion should be missed to guide public procurement expenditures towards efficient low-carbon choices in products, services and public works”. The report sets out how government spending decisions are important for the emergence and diffusion of new products and services.

The Council’s aim will be to reduce dependence on resources; then to source low carbon and environmentally sustainable resources.

The Council’s Sustainable Procurement Objectives will be to:

- (a) initially prioritise implementation for new contracts and suppliers;
- (b) reduce our energy use and increase our energy efficiency;
- (c) reduce dependence on chemicals;
- (d) reduce dependence on carbon technology;
- (e) both minimise and reuse waste and maximise recycling;**
- (f) meet more of our own energy needs, for example through installation of new technologies such as PV Panels, reducing dependence upon the national grid;
- (g) obtain best value in terms of all costs when sourcing energy suppliers; this means balancing financial cost with the cost to the environment and the planet;
- (h) critically assess the short term, medium term and long term benefits of procuring new technologies;
- (i) source the provision of goods, services and works “locally” where possible;
- (j) use suppliers who source their products or goods “locally”;
- (k) source materials, which are durable and long lasting, made from sustainable sources and compliments the natural environment;**
- (l) use suppliers who have obtained either government or independent industry accreditation and recognition for sustainable practices;**
- (m) use “fairly” traded products; and
- (n) require the submission of an environmental statement when inviting tenders for the provision of goods, services and works in order to assess the overall impact on the environment in terms of carbon and waste.

The Council ~~will commission a through either a carbon audit or other form of audit/review will examine of our activities to provide both data on the Council’s carbon footprint, including that of its supply chains, along with recommended actions to reduce our carbon footprint.~~ This report will inform the Council’s procurement action plan, which will prioritise the products, services and works to be procured, based on the medium and long term impact of reducing the Council’s carbon footprint and protecting the environment.

6. PROTECTING AND ENHANCING GREEN SPACES

OBJECTIVE: To protect and enhance the town's Green spaces, promote and encourage tree planting, and seek to increase and enrich biodiversity.

The Town Council is responsible for most of the Town's Parks and Open Spaces. These urban green spaces not only provide for sport, recreation and play but also for an enriched natural environment protecting the Town from and mitigating the effects of climate change and air pollution.

The Council will:

- (a) help fight pollution and climate change by planting trees on our parks;
- (b) produce an Environment and Biodiversity Strategy for our Parks and Open Spaces, which will set out the Council's approach to tree planting and maintenance, along with the Council's commitment to enhancing and enriching biodiversity;
- (c) reuse more of the waste generated from the maintenance of our parks and open spaces (e.g. tree and hedge clippings and grass cuttings) to enhance the biodiversity and environmental aspects of our parks and open spaces;
- (d) where we cannot reuse the waste ourselves, develop arrangements where the waste could be reused by others, composted or recycled;
- (e) identify measures for the management of our land and assets, which reduce the likelihood of flooding and provide for a rolling programme of water course maintenance as part of the annual winter works programme;
- (f) **take measures to future proof our parks facilities to ensure they remain fit for purpose and resilient to the effects of climate change;**
- (g) encourage the involvement of local residents, particularly young people and schools, in projects and initiatives to enhance the natural environment; and
- (h) source materials, including play equipment, which is durable and long lasting, made from sustainable sources and compliments the natural environment.

In the medium term the Council will consider reviewing access to and provision of green space across the Town. In the long term the Council, in partnership with the District and County Councils, will need to develop plans to enhance the built environment across the Town, including tree planting, protecting hedgerows and encouraging wild flower and biodiversity.

7. ACTION PLANNING

Underpinning this strategy is the need to take action. The Council will need to consider the deliverability of each identified action and its impact, along with available resources, when deciding which actions will be a priority.

~~Upon adoption of this Strategy,~~ Policy & Resources Committee will develop and approve an annual action plan to deliver the Strategy's Objectives.

The Policy & Resources Committee will seek the input of the Council's Community Development Committee, Planning & Environment Committee and Citizens' Advisory Panel, particularly in respect of

- (a) Supporting the Local Community
- (b) Protecting and Enhancing Green Spaces.

In approving the annual action plan, Policy & Resources Committee may delegate responsibility for delivering and monitoring particular actions to either the Community Development Committee or the Planning & Environment Committee where the identified action falls within that Committee's Terms of Reference and delegated responsibility.

The Action Plan will set out:

- Nature of Action to be delivered;
- Reason for inclusion, i.e. why is it needed;
- Benefits to the Council and the Community;
- Resources Required;
- Potential Barriers to Delivery;
- Summary of steps and sub-actions required to deliver;
- Timescales for Delivery; short-term, medium-term, long-term; and
- Priority Level.

The Council's Management Team will allocate responsibility for delivery of the individual actions to the appropriate Manager, depending upon which Service will be primarily responsible for implementation.

8. MONITORING AND REVIEW

Policy & Resources Committee is responsible for the development **and review** of this Climate Change and Environmental Strategy and ensuring adequate input from Councillors, Staff, Partners, Stakeholders and Residents.

The Strategy **will-forms** part of the Council's Strategic Policy approach alongside the Medium Term Priorities and Financial Planning process, informing the budget, Capital Plan and Council Priorities and Objectives; therefore, the Strategy will **need-to** be adopted by the Full Council.

Most of the Council's policies are reviewed at least every three years with reviews earlier if there are legislative or other significant changes. **Following its adoption in 2021 and its review in 2024**, it is intended that this Strategy will be **adopted-in-2021-and** reviewed by Policy & Resources Committee at least every three years, which includes in **2024**, 2027 and 2030. This is particularly important to ensure that the Council is on track to deliver its commitment for all its activities to be "carbon neutral" by **the end of** 2030. Any proposed changes to the Strategy will be submitted to Full Council for consideration and adoption.

The Strategy is supported by an annual action planning process, which will include appropriate timescales for monitoring and review, depending upon the size and scale of the actions to be delivered.

APPENDIX 1 – Policy and Strategy Links

This Strategy forms part of and compliments the Council's Strategic Policy Framework as a whole.

In particular, the Strategy will form the basis for delivering Aim 1 of the Council's Mission: *“to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town”.*

The Strategy sets the overarching approach to deliver **Strategic Aim 4 of the Council's Business Plan – Respond to Climate Change and champion sustainable development.** The aim being *“To embed climate and environmental awareness in our decision making and actions and play our part in supporting the community to do the same”.* ~~key priority 10, Responding to Climate Change: *“In recent years the impact of climate change has become increasingly visible and public awareness more widespread. During 2021/22, the Town Council will develop a Strategy and an Action Plan in order to address the impact of its own activities on the climate. In addition, the Town Council will seek to provide leadership, including in partnership with the principal Councils and other organisations, to support the community to respond to the climate change agenda”.*~~

~~The Strategy also compliments part of key priority 3 on Quality of Life Services *“The Town Council continues to provide and support important quality of life initiatives..... The Town Council also seeks to play its part on tackling climate change and poor air quality, recognising the importance of air quality in the context of the new Lubbethorpe development, which could result in an increase in air pollution in Blaby District.....”.*~~

In addition, the Strategy will shape the delivery of the following Service Objectives:

Planning and Environment Objectives

1. To ensure sustainable development, which meets the needs of the present generation without prejudicing the **existing built environment and the** needs of future generations.
2. To improve the environment, in pursuit of which, objectives 3 to 7 below are contributors.
3. To seek high standards of design and construction within planning applications and to ensure all developments are consistent with environmental objectives.
5. To work with others to minimise the impact from:
 - (a) traffic; and
 - (b) air and light pollution.
8. To monitor the New Lubbethorpe development and to respond to any implications of that development for the environment of the Town.

Open Spaces & Parks Objectives

1. To provide and maintain parks and open spaces to a high standard
4. To help fight pollution and climate change by planting trees on our parks

APPENDIX 2 – Parish Carbon Calculator

Nottingham City Council and The Midlands Energy Hub have developed a carbon calculator specifically designed for Parish and Town Councils.

The Carbon Calculator can be found at: <https://impact-tool.org.uk/>

The Carbon Calculator has been designed for small communities so that parish and town councils can understand their main 'collective' sources of carbon emissions, which would then give the community a better idea of where to target their climate response efforts for the greatest impact.

Figure A – Territorial Footprint 2021



Figure B – Territorial Footprint 2024

Note the National Figures were not available (producing an error message). These will be included once obtained.

Blaby



EMISSIONS BREAKDOWN (t CO₂e)



Braunstone



EMISSIONS BREAKDOWN (t CO₂e)



8285% of the Town's carbon emissions are made up from Road Transport (**3738%**), Housing (23%) and Industrial and commercial (**2224%**).

Figure BC – Consumption Footprint 2021



*CO₂e stands for "carbon dioxide equivalent" and is a standard unit of measurement in carbon accounting. It expresses the impact of a number of different gases collectively as a common unit.

Figure D – Consumption Footprint 2024



7998% of the Town’s carbon consumption emissions are made up from Consumption of goods and services (3430%), Food and diet (2321%), Travel (23%) and Housing (2223%).

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 13th JUNE 2024

Item 12 – Blaby District Council Parish Charter

Purpose

To consider signing up to the Blaby District Council Parish Charter.

Background

A joint Working Group made up of Leicestershire & Rutland Association of Local Councils, officers from Blaby District Council and representatives from Parish and Town Councils in Blaby District was set up in September 2023. The aim of the group was to create and develop a Parish Charter for Blaby District.

The idea originated from former Strategic Director John Richardson's experience of implementing a Parish Charter at North West Leicestershire District Council, which had been a positive step by both Parishes and North West Leicestershire District Council to agree principles on how they were going to work together.

The Charter, attached at Appendix 1, sets out the relationship and expectations between Blaby District Council and Town and Parish Councils within Blaby District to work together to provide high quality and efficient public services for the benefit of residents and communities.

The Charter was considered by the Parish Liaison meetings on 13th March and 15th May 2024.

Parish and Town Councils are being invited to become signatories.

Recommendations

1. That Braunstone Town Council support and endorse the provisions of the Blaby District Council Parish Charter, attached at Appendix 1; and
2. that the Town Mayor and Chief Executive & Town Clerk be authorised to sign the Blaby District Council Parish Charter on behalf of Braunstone Town Council.

Reasons

1. To enshrine the working relationship and expectations on partnership working between Blaby District Council and Braunstone Town Council, alongside other Parish Councils within Blaby District.
2. To formally indicate the Town Council's formal endorsement of the Charter and its principles.

Blaby District Council Parish Charter



**Working Together to
Benefit Communities**

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1 Foreword



We are delighted to be supporting this first ever Blaby District Council – Town/Parish Council Charter which has been developed through our valued Parish Liaison Group. The aim of this Parish Charter is to enshrine the working relationship and expectations on partnership working between Blaby District Council and the Parishes within the District. The Charter aims to ensure that residents are put first, by ensuring that effective relationships and communication exists at all levels and throughout all interactions. Local Government is constantly changing and as the closest two tiers to our communities it is essential, we work well together and deliver services that residents need and value.

The District Council has just refreshed its 4-year Corporate Plan which aligns well with the intent of this

Parish Charter through, the following strategic aims:-

- Enabling our communities and supporting our vulnerable residents.
- Enhancing and maintaining our natural built environments.
- Growing and supporting our economy.
- Keeping you safe and healthy.
- Ambitious and well managed Council valuing our people.

We look forward to developing and continuously improving our relationships for the benefit of residents and thank everyone involved in developing this Parish Charter and its operational principles.

Handwritten signature of Julia Smith in black ink.

Julia Smith
Chief Executive, Blaby District Council

Handwritten signature of Terry Richardson in black ink.

Councillor Terry Richardson
Leader, Blaby District Council

2 Introduction

This document sets out the relationship and expectations between the Blaby District Council (BDC) and Town and Parish Councils within Blaby District as we work together to provide high quality and efficient public services for the benefit of our residents and communities. A list of key partners can be found in Appendix 1 . All references to Parish Councils, Parish Councillors and Parish Clerks shall be taken to include Town Councils, Town Councillors and Town Clerks. The overarching Parish Charter commitment is under-pinned by a set of operational considerations.

The Parish Charter is supported by the Parish Liaison Group (PLG), their terms of reference can be found in Appendix 2.

The Parish Charter aims to:-

- Promote better communication between the different tiers of local government.
- Enhance the role and influence of Parish and Town Councils in local decision making and service delivery.
- Recognise the strategic role of Blaby District Council (BDC) and the need to be responsive to identified need and delivery on BDC's strategic priorities.
- Set out clear expectations of all parties.

To support this approach a Working Group was set up in September 2023 to consider the Parish Charter. The Working Group is made up of Leicestershire & Rutland Association of Local Councils (LRALC), Town and Parish Clerks who kindly offered their time to be involved in the creation and development of the Parish Charter and Officers of the District Council.

3 Parish Charter

The Parish Charter sets out how the District Council, and the Town and Parish Councils within Blaby District will work in partnership to benefit the communities they serve.

Together we commit to:-

- Supporting and promoting the local economic, social, and environmental wellbeing of our community.
- Recognising the importance of on-going liaison and communication to continuously improve relationships between the tiers of local government for the benefit of residents.
- Recognising the current and future financial challenges and where appropriate work together to access funding, transfer assets or provide services to our communities.
- Respecting the constraints and acknowledge the spectrum, variety and diversity of roles delivered by Blaby District Council's elected Members and Officers, and Town and Parish Councils, Clerks, and elected Members.

4 Operational Considerations

4.1 Consultation and Engagement

This section covers general consultation and communication between BDC, Parish and Town Councils, it excludes any statutory consultations.

Blaby District Council commit to:-

- Consulting with Town and Parish Councils on issues that may have an impact on them.
- Following the principles of consultation as set out in government guidance¹
 1. Consultation will occur when proposals are still at a formative stage.
 2. Consultation will give sufficient reasons for any proposal to permit intelligent consideration. Documents will be made accessible in different formats (where appropriate) and provided in plain, jargon free English.
 3. Consultation will occur where there is adequate time for consideration and response. The Council will provide a minimum four-week consultation (excluding statutory consultations).
 4. Consultation responses will be conscientiously considered in the decision making and fed back to the Town and Parish Councils.
- Including Lead Officer contact details in any consultations. The Town and Parish Councils can approach this person with any questions and clarifications. This may be different to community response contact details.
- Making available key officers to meet Town and Parish Clerks when requested.
- Engage with LRALC or other key partners as required.
- Sharing information on services available to support our most vulnerable residents.
- Encourage District Councillors to engage with Town and Parish Councils in their capacity as District Councillors.

Town and Parish Councils commit to:-

- Responding within the timescale of the consultation period. If they are unable to respond within time to contact the Lead Officer as early as possible to discuss their needs.
- Responding to all BDC consultations by representing the views of their organisations and not as individuals.
- Consulting BDC on issues that could have an impact on the District.
- Supporting consultation through engaging with Task and Finish Working Groups² as required).
- Engaging with BDC if they are coming up against barriers at the Council.
- Responding to surveys from BDC where appropriate.
- Encouraging their Councillors to access information made available by BDC digitally only requiring hard copies where necessary.

¹ [Consultation principles: guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultation-principles)

² Task and Finish Working Groups – A select number of Town and Parish Councils who wish to be involved in a group to review a specific piece of work or be involved in a pilot and who can share the views of other Town and Parish Councils perhaps of similar size or structure.

4.2 Planning and Licensing

This section covers statutory consultations in planning, development control and licensing.

Blaby District Council commit to:-

- Publish on Blaby District Council's website a list of weekly planning applications and monthly planning enforcement cases.
- Publishing and signpost to the formal public consultation documents.
- Publish on Blaby District Council's website decisions taken on planning applications.
- Investigating, responding to, and giving feedback on alleged planning enforcement cases raised by Town and Parish Councils.
- Informing the Town and Parish Councils of any new, renewal or variations to licence applications received (including Premises Licence, Club Premises Certificated, Gambling Premises Licence and Sexual Entertainment Venue Licence).
- Informing the Town and Parish Councils of any new, renewal or variations to Street Trading Consents received.

Town and Parish Councils commit to:-

- Considering and responding to all new and amended relevant planning applications within the defined consultation period (normally 21 days for new and 14 days for amended).
- Considering and responding to all licensing and consent applications within the agreed timeframe, normally 28 days.
- Supporting and working in partnership to respond to emergency planning incidents in their locality.
- Sharing key communication messages with their communities.
- Reporting any witnessed planning breaches as soon as practicable.
- Reporting any witnessed licensing breaches as soon as practicable.

4.3 Elections, Governance, Standards, and Training

This section outlines how the partners will work together to ensure that elections, governance democratic standards, and training will be maintained and managed.

Blaby District Council commit to:-

- Ensuring the Returning Officer notifies of a forthcoming election.
- Ensuring the Returning Officer shares the statement of persons nominated to the Town or Parish Clerk.
- Ensuring following either a contested or uncontested Parish election, the Returning Officer will give notice to the Town or Parish Clerk, the name of each candidate elected. In the absence of a Town or Parish Clerk, the Notice will be given to the Chair of the Town or Parish Council.
- Maintaining a register of members' interests and publishing the register on the Council's website.
- Notifying Town or Parish Clerks of non-receipt of declaration of interest forms.

- Providing a reasonable estimate for costs of an election prior to budget setting (typically in December).
- Supporting Town and Parish Councils and Parish Meetings if they become inquorate and are unable to conduct statutory business.
- Supporting training for Parish and Town Councillors on the Code of Conduct, standards and ethics following an election.
- Supporting training for Parish and Town Councillors on development control, planning and licensing matters.
- Supporting training to new and existing Town, Parish Councillors and Clerks, including training from LRALC.
- Highlighting training that helps the Clerk achieve outcomes from their communities.
- Advertising internal training courses that may be of interest to Town and Parish Councils, at an appropriate cost.

Town and Parish Councils commit to:-

- Encourage local people to stand as Parish Councillors.
- Reminding and encouraging each individual Member to provide details to the Monitoring Officer for Members' pecuniary and non-pecuniary interest within 28 days of their election or appointment to office.
- Reminding Members of the need to provide an update of any changes to their declaration of pecuniary or non-pecuniary interests.
- Notifying the Democratic Services team when a casual vacancy occurs to ensure that the correct procedure for filling the vacancy is followed.
- Arranging and encouraging Members to attend Code of Conduct, standards and ethics training.
- Promoting and encouraging new and existing Councillors to attend training when provided by BDC, LRALC and other partners.
- Encouraging the Clerk and Councillors to embrace relevant technology.
- Promoting any other training to the community and community groups.

4.4 Delegating Responsibility for Service Provision (this section applies to Town/Parish Councils only)

Local Government at all levels is facing unprecedented change and challenges. All parties agree to work together to seek opportunities provided by devolution and delegation so that decision making is at the most local level practicable and appropriate.

If Town and Parish Councils wish to carry out functions (excluding statutory) on behalf of Blaby District Council a delegation will be considered based on:

- Cost
- Quality
- Local preferences
- Practicality

To discuss the delegation of a service please contact the Democratic Services Team at democratic.services@blaby.gov.uk.

Conversely BDC may approach the Town and Parish Councils to discuss the transfer or management of land or services.

4.5 Parish Charter Review

The PLG will review the Parish Charter document 12 months following adoption and then every 4 years to ensure it continues to meet the needs and aspirations of all parties.

4.6 Community Governance

BDC will follow government guidance which suggests it is good practice to undertake Community Governance Reviews every 10-15 years or where there have been significant changes to an area. Town and Parish Councils will be advised if there is a request for a Community Governance Review of their Parish area.

4.7 Performance Review

Delivery of the Parish Charter requires openness, transparency, honesty, and willingness by all parties so we can see what is working well and what needs to be improved.

Blaby District Council, Town and Parish Councils commit to:-

- Review performance against the charter every 12 months at the PLG meetings.
- Each year agree a shared action plan of areas to improve.
- Raise issues and concerns at the lowest level and only escalate issues if these cannot be resolved.

4.8 Dispute Resolution

We always aim to provide a good quality service to all our residents; however, we don't always get things right first time.

We would encourage all parties to try and resolve any issues with the relevant department in the first instance and then if not resolved, contact the Parish Liaison Officer/Lead Parish Charter Officer, but if the issue cannot be resolved via this route, it can be escalated via the Council's Corporate Complaints process.

If you wish to make a formal complaint against the Council, you can do so by telephoning Council's Complaints Team on 0116 2727592 or email Feedback@blaby.gov.uk.

Appendix 1 – Parish Charter Signatories

Council	Chair Signature	Clerk Signature	Date
Blaby District Council			
Aston Flamville Parish Meeting		N/A	
Blaby Parish Council			
Braunstone Town Council			
Cosby Parish Council			
Countesthorpe Parish Council			
Croft Parish Council			
Elmesthorpe Parish Council			
Enderby Parish Council			
Glen Parva Parish Council			
Glenfield Parish Council			
Huncote Parish Council			
Kilby Parish Council			
Kirby Muxloe Parish Council			
Leicester Forest East Parish Council			
Leicester Forest West Parish Meeting		N/A	
Lubbesthorpe Parish Council			
Narborough Parish Council			
Potters Marston Parish Meeting		N/A	
Sapcote Parish Council			
Sharnford Parish Council			

Council	Chair Signature	Clerk Signature	Date
Stoney Stanton Parish Council			
Thurlaston Parish Council			
Whetstone Parish Council			
Wigston Parva Parish Meeting		N/A	
Leicestershire & Rutland Association of Local Councils			

APPENDIX 2 – PARISH LIAISON GROUP TERMS OF REFERENCE

PARISH LIAISON GROUP (PLG)

Purpose and Responsibilities

The Parish Liaison Group (PLG) is the forum for the partners to discuss issues of common interest. The PLG responsibilities include:-

- Updates, briefings, and presentations on work being undertaken.
- Sharing best practice.
- Considering funding and spending opportunities.
- Considering the impact of changes to government legislation and guidance.
- Identifying and co-ordinating responsibility for areas of joint working.
- Promote cohesiveness between the parties to benefit our communities.

Representation and Accountability

Each member of the PLG is required to represent their organisation, providing a clear position on all issues from their respective organisation's perspective.

BDC will chair, take the minutes and host in person and online meetings.

Meeting Frequency

Quarterly.

Membership

The core membership of the liaison group is:-

- Chair – Executive Director Communities, Blaby District Council.
- Town and Parish Clerks.
- Representative of Leicestershire and Rutland Association of Local Council (LRALC).
- Parish Chairs will be invited to two meetings per year.

Additionally, the Chair will invite representatives from BDC corporate services functions to meetings on an as required basis.

Agenda items

The meeting agenda and supporting documents will be circulated at least a week prior to the meeting.

Informed by the above Terms of Reference, the standing agenda items for the quarterly meetings are as follows:

- Blaby District Update (topical and current issues).
- LRALC Update – Parish issues locally and nationally.
- Parish Update – Opportunity for Parishes to share issues of best practice/interest to attendees.
- Future agenda items.
- Date of next meeting.

The Chair will ask for and agree additional agenda items three weeks prior to the next meeting.

Items of relevance are likely to be those:

- That have a direct impact on all or a significant number of Parish/Town Councils.
- That support an effective working partnership between tiers of local government.
- Relating to the Parish Charter.
- Where a collective view from local Councils would be helpful.

Items that are not likely to be relevant are:

- Those that relate to a single, or small number of Parish/Town Councils.
- Those for which other effective channels of communication exist (including issues that are already the subject of detailed consultation).

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 13th JUNE 2024

Item 13 – Improvements to Walking and Cycling Routes

Purpose

To receive an update on the delivery of proposals for improvements to the connections between walking and cycling routes.

Background

The Town Council is working with Leicester City Council and others to provide enhanced walking and cycling connectivity between existing networks along the Great Central Way through to Braunstone Town, Meridian and Thorpe Astley and on to New Lubbethorpe. The routes will enable residents to access local facilities by non-motorised methods of transport.

A map showing the route and improvements is attached at Appendix 1.

An updated schedule is attached at Appendix 2.

Mosssdale Meadows

Outstanding snagging work includes some additional drainage work and addressing a small trip hazard on the link to Meridian Leisure. The contractor is due to complete these works when on site to undertake the improvements along Kingsway (see below).

Kingsway

A new footpath is due to be installed across the centre of the Kingsway opposite Mosssdale Meadows. Blaby District Council have agreed for the works to be carried out on their land, subject to technical approval and a Section 8 Highways Agreement with the County Council is awaited.

Works are currently scheduled to commence in January 2025.

Thorpe Astley

In terms of the footpath widening in Thorpe Astley, designs are due to be finalised by July and will need to be signed off by the County Council.

Once these have been signed off, the lanes will be coned off for a trial before final approval is given and the works commence. It is anticipated that works will begin in January 2025 and be completed by the spring of 2025.

County Highways are potentially interested in helping deliver the Meridian Way and Murby-Foxon Way sections of the scheme, which may mean it can be delivered earlier, but will need the detailed designs before committing to this.

Aylestone Meadows

Work on Aylestone Meadows is now complete except for the new boardwalk access from Kingsway.

The designs and plans for the new boardwalk from Kingsway are complete; however, a contractor needs to be appointed to undertake the installation, which is anticipated in the autumn.

The Town Council has made a request to the City Council to install on site notices and issue a statement (which the Town Council can share) informing residents and users of the anticipated programme and timescales for delivering the new boardwalk.

Route Signage

The Project Group are now looking further at the direction signage proposals. Further to the report received by Committee in September and November, a site visit took place on 9th November 2023 to review the proposals. The site visit included relevant signage professionals from both the City and County Councils, as well as Sustrans.

The signing schedule has now been updated and shared among the Project Group members. 20 x-height is used for the text on the signs. The County and City Councils will need to agree a route number and colour, which will be added to the signs. The proposed location for each sign will also need to be approved by the relevant highway's authority or landowner.

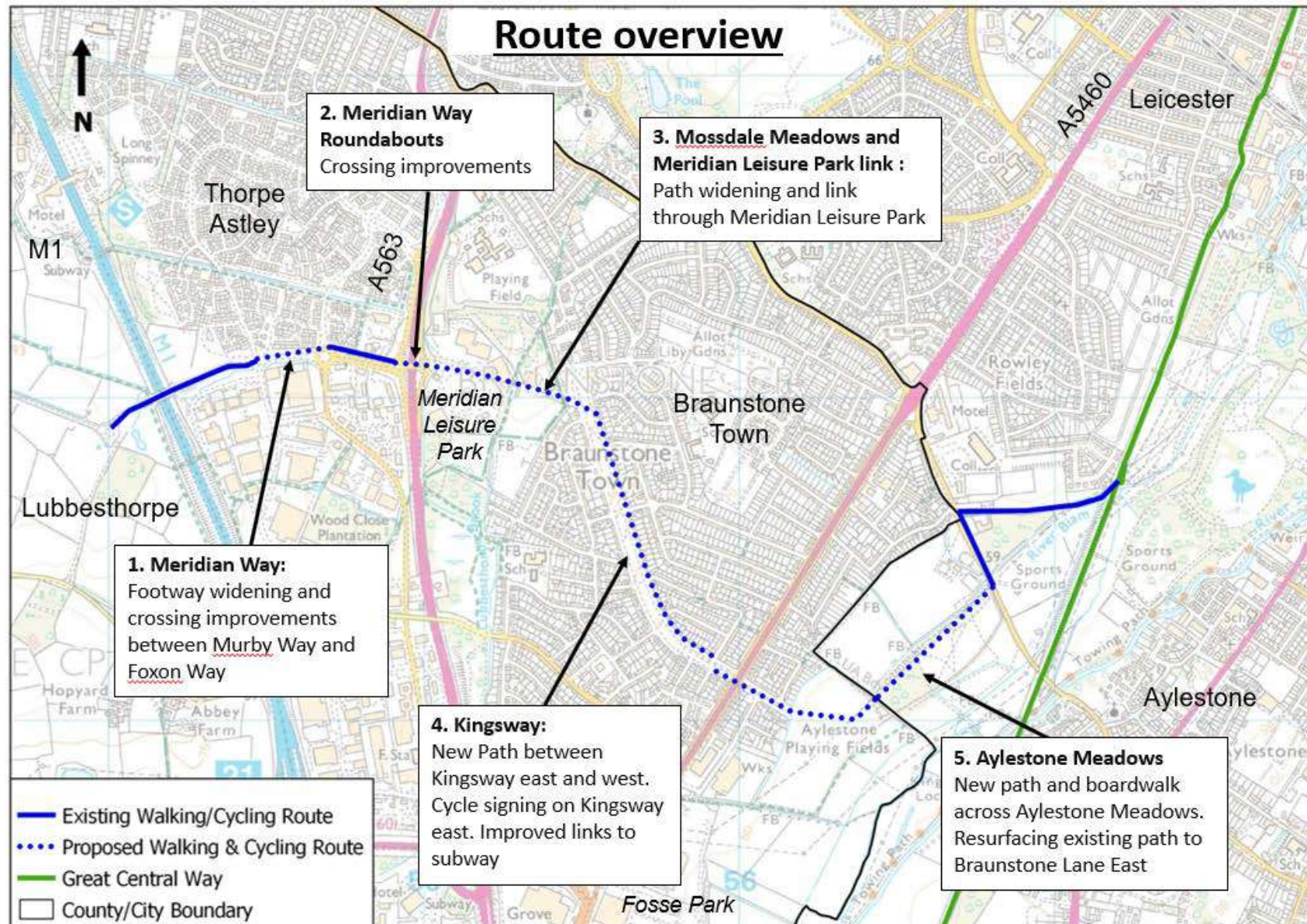
Recommendations

1. That progress on the delivery of proposals for improvements to the connections between walking and cycling routes (as shown at Appendix 1), and detailed in the report and schedule (attached at Appendix 2), be endorsed; and
2. that delegated authority be given to the Chief Executive & Town Clerk to act on behalf of Braunstone Town Council in respect of inputting into and agreeing to route signage proposals and post locations.

Reasons

1. The scheme would provide improvements for pedestrians and cyclists connecting facilities, amenities and communities across Braunstone Town, Meridian and Thorpe Astley.
2. To ensure that the sign posts would be suitably located and that the destinations used on the signs catered for by both longer distance and local pedestrians and cyclists.

APPENDIX 1 – ROUTE OVERVIEW



APPENDIX 2

Date: May 2024

RE: Great Central Way Programme

**These dates are provisional until the detailed design is finalised and a full construction work package issued to City Highways (contractor). No scheme will be booked in the contractors programme until this has been issued

Programme

PHASES	DETAILED DESIGN	CONSTRUCTION *(EARLIEST GAP IN CONTRACTORS PROGRAMME, ACTUAL START DATE WILL DEPEND ON PROVISION OF FULL WORKS PACKAGE DATE)	STATUS & TASKS
MURBY WAY TO FOXON WAY	Start: June 2022 Finish: July 2024 subject to further amendments following on from LCoC feedback	*Start: Jan 2025	In detailed design stage (LCC) Next steps- LCoC review Section 8
MERIDIAN WAY ROUNDABOUT	Start: June 2022 Finish: July 2024 subject to further amendments following on from LCoC feedback	*Start: Jan 2025	In detailed design stage (LCC) Tasks- LCoC review Section 8 On site trial
MOSSDALE MEADOWS	Completed	Completed	Works complete
KINGSWAY NORTH (BDC LAND)	Completed	*Start: Jan 2025	Design Complete Next steps- Dropped kerbs both sides need approval from LCoC as part of Kingsway south agreement

KINGSWAY SOUTH	Completed	*Start: Jan 2025	Design Complete Next steps- Section 8 agreement RSA 2 (requires Meridian Way designs) Lighting Assessment
GILMORTON AVENUE	Completed	Completed	
AYLESTONE MEADOWS	Completed	Completed	
AYLESTONE MEADOWS BOARDWALK	Current anticipated programme September 2024	Anticipated new programme Start: October 2024 Finish: December 2024	Continue project under new structures framework

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 13th JUNE 2024

Item 14 – ROSPA Reports

Purpose

To receive a report concerning the annual ROSPA inspections on Parks and Open Spaces and to determine any action to be taken.

Background

Each year in May, ROSPA are requested to undertake annual inspections of all Braunstone Town Council play areas including Multi Sports areas, teenage areas, skate park area, outdoor gym equipment/trim trails and tennis courts

Four high priority items were noted at four of the Town Council's areas as follows:

Mossdale Meadows Skate park surface transition points uneven High Risk 14
(Repair kit purchased and work to be undertaken as soon as possible)

Shakespeare Park Rocking Horse Footplates requires replacement High Risk 14
(Replacement equipment purchased and work to be undertaken as soon as possible)

Thorpe Astley Gym – overhead bars – decayed timber High Risk 14
(Estimated cost £3000 - £4000 – quotations to be obtained)

Lakin Drive, Swing - rubber surface worn through to the base High Risk 14
To top up with bark as soon as possible

Items of medium priority with a risk of 9 or above would be attended to by the ground staff during the summer programme of work.

Recommendation

That it be noted that repairs to the High-Risk items listed in the report be under taken as soon as possible and a work programme for other medium priority items with a risk factor of 9 in Braunstone Town (Appendix 1) and Thorpe Astley (Appendix 2) be approved for completion during the summer; with medium priority items with a risk factor of 8 and below to be included in the Winter Works Programme 2024/2025.

Reason

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

BRAUNSTONE TOWN ROSPA REPORT 2024

ITEMS WITH RISK SCORE 9 AND ABOVE FOR ACTION DURING SUMMER

MOSSDALE MEADOWS

Carousel	Surface needs repair	Medium Risk	Score 10
Carousel	Item is cracked – replace damaged section	Medium Risk	Score 10
Fencing	Missing or loose bolts – replace	Medium Risk	Score 9
Rotator Bowl	Surface is compacted – rack over and top up	Medium Risk	Score 9
Slide	Timber is decayed – Replace affected parts	Medium Risk	Score 8
Junior Swing	Chain links worn – replace	Medium Risk	Score 9
Toddler Swing	Decay to timber post – recommend resistance test	Medium Risk	Score 10
MUGA	Wheeled Sport – Surface is cracking – repair	Medium Risk	Score 10
Gym Pull Down	Bearings Worn – replace	Medium Risk	Score 8
Gym Skier	Loose bolts on footplate – secure	Medium Risk	Score 9
Gym Rower	Bearings worn – replace	Medium Risk	Score 8
Signage	Appropriate sign to be installed	Medium Risk	Score 8

FRANKLIN PARK

Carousel	Surface is damaged – to repair	Medium Risk	Score 8
Fencing	Loose or missing bolts	Medium Risk	Score 10
Gate	Has violent action – adjust	Medium Risk	Score 9
Multiplay	2 x net connectors damaged – replace	Medium Risk	Score 9
Rocker Horse	Footplate loose – tighten	Medium Risk	Score 8
Junior Swing	Surface wearing – repair	Medium Risk	Score 9
Toddler Swing	Fixtures loose or missing – replace and tighten	Medium Risk	Score 8
Multiplay	Bolt missing – replace	Medium Risk	Score 10

HOLMFIELD PARK

Carousel	Arm bent and cracks forming in weld – repair	Medium Risk	Score 8
Gate	crushing point on side of gate – provide padlock for access side	Medium Risk	Score 9
Swing	Surface needs repair	Medium Risk	Score 9
MUGA	Glass present – remove	Medium Risk	Score 12

SHAKESPEARE PARK

Gate	Shearing point – install new rubber buffer	Medium Risk	Score 9
Surface	Trip points – consider painting to highlight	Medium Risk	Score 9
Multiplay	Bolt sheared off – replace	Medium Risk	Score 9
Rocker	Surface protruding concrete and stones - remove hard surface	Medium Risk	Score 9

THORPE ASTLEY ROSPA REPORT 2024

ITEMS WITH MEDIUM RISK SCORE 9 AND ABOVE FOR ACTION DURING SUMMER

OUTDOOR GYM

Balance beam	Timber decayed support posts decayed	Medium Risk	Score 9
Overhead bars	Loose in ground – reset item	Medium Risk	Score 10

LAKIN DRIVE

Multitplay	Post connector rubber is damaged – replace	Medium Risk	Score 10
Climber	Chain fixing pins worn – replace	Medium Risk	Score 9
Swings	Surface is damaged – rubber worn to stone	Medium Risk	Score 12
Swings	Swing seats damaged – replace 2	Medium Risk	Score 9
Swings	Chain links worn – replace	Medium Risk	Score 10
Rotator Bowl	Item is damaged – replace	Medium Risk	Score 10

THORPE ASTLEY MUGA

Fence	Fixtures loose or missing	Medium Risk	Score 9
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IMPEY CLOSE

Swing	Wear to chains – replace	Medium Risk	Score 9
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MARSHALL CLOSE

Play Train	Timber is decayed	Medium Risk	Score 9
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BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 13th JUNE 2024

Item 15 – Grievance Policy & Procedure

Purpose

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

Background

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

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

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

Review of Grievance Policy & Procedure

On 25th April 2024, the Committee considered proposed amendments to the Grievance Policy & Procedure and approved these for consultation (Minute 126).

Proposed changes, highlighted in red (Appendix 1), include reference to vexatious or malicious grievances, to recognise that grievance processes are difficult for all involved and that all parties should see to cooperate with the process, and provisions relating to grievances made by staff about the conduct of an individual Councillor in the light of the Ledbury case.

Consultation

To enable staff, Councillors and the Council's HR Advisor to input into the proposed changes to the Grievance Policy & Procedure to ensure that it would be practical and fit for purpose, a consultation was held from Monday 29th April until 9am on Monday 20th May 2024.

Three responses to the consultation were received.

One respondent indicated their support for the proposed changes and did not suggest any other changes.

Two respondents made suggestions, which are set out in the table below.

Consultation Response	Comment
When an employee receives a letter stating that a grievance has been submitted against them and the outcome is unfounded, the complainant should also receive a letter stating the outcome is unfounded etc.	This is covered by paragraphs 30 and 35j of the Policy & Procedure (attached at Appendix 1)
Clarification that Paragraph 8 refers to an Employee's Formal Grievance against a Town Councillor, where that complaint concerns an allegation that the Councillor has breached the Code of Conduct.	Recommended revisions to the text at paragraph 8 (Principles) and paragraph 24 (Formal Grievances); red text highlighted yellow.

Revised Grievance Policy & Procedure

The proposed changes to the Grievance Policy & Procedure are shown in red text, along with changes as a result of the consultation in red text highlighted yellow, at Appendix 1.

Should the Committee wish to adopt the proposed changes to the Grievance Policy & Procedure, it is recommended that the decision take effect from Monday 17th June 2024.

Recommendation

That the proposed Grievance Policy & Procedure, attached at Appendix 1 of the report, be approved and implemented on 17th June 2024.

Reason

To provide a framework to assist employees to raise individual complaints and to have those complaints resolved quickly and fairly, and to guide managers through the process.



BRAUNSTONE TOWN COUNCIL

GRIEVANCE POLICY AND PROCEDURE

Purpose and Scope

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

Principles

4. Grievances should be raised, **investigated** and dealt with promptly and meetings, decisions or confirmation of those decisions should not be unreasonably delayed.
5. **It is important to recognise that the grievance process can be difficult for both those raising complaints and for those who are the subject of the complaint. Therefore, all parties should co-operate with the process, act consistently and treat information associated with grievance proceedings in the strictest confidence.**
6. The representative of the employer dealing with the grievance will seek the advice of the Town Council's HR Advisor at all stages and ensure that any necessary investigations are carried out to establish the facts of the case. Notes should be kept of all meetings.
7. Whether the issue is addressed formally or informally, Employees should set out the basis of their grievance and, where possible, their proposed solution. The employee will have the chance to put their case before any decisions are made and to be accompanied at any formal grievance hearing.
8. **This Council will not address the Employee's Formal Grievance against a Town Councillor, if that complaint concerns an allegation that the Councillor has breached the Code of Conduct. If Allegations that a Councillor has failed to comply with the Code will be addressed by the Monitoring Officer (see paragraph 24).** The Council will comply with its obligations under the ACAS Grievance Guidelines and provide the employee with all necessary support in making their complaint, and ensure that the employee is kept fully updated with its progress.

9. In applying the procedure, the Town Council will promote fairness and transparency and apply relevant codes of good practice as set out by Acas.

Grievances relating to Bullying and Harassment

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

16. Complaints which are found to have been vexatious or malicious could result in disciplinary action.

Raising Initial (Informal) Grievances

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

Mediation

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

Formal Grievances

23. In the case of grievances not being fully resolved by the informal / mediation approach, or if the nature of the grievance is serious, a formal grievance can be raised.

24. Any Formal Grievance complaint which concerns the conduct of a Councillor, will be addressed as a Code of Conduct complaint by the Council and will be referred to the District Council's Monitoring Officer. The Code requires Councillors to demonstrate:
 - a) selflessness;
 - b) integrity;
 - c) objectivity;
 - d) accountability;
 - e) openness;
 - f) honesty; and
 - g) leadership.

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

Appeal Procedure

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

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

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

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 13th JUNE 2024

Item 16 – Modifications to the Leave Entitlement and Working Time Policies & Procedures

Purpose

To consider updating both the Leave Entitlement and Working Time Policies & Procedures following an update to the Terms and Conditions of employment.

Background

On 7th March 2024, the Committee, following consultation, adopted a new Leave Entitlement Policy & Procedure and a new Working Time Policy & Procedure.

Both policies support the Council's commitment to foster a positive, healthy, productive and flexible working environment, while ensuring that requests and entitlements are managed fairly, support work-life balance and maintain equal opportunities.

It was reported to Committee in March that new legislation surrounding flexible working was due to be implemented in April and that the Council's HR Advisor was working through the detail. As a result, it may be that minor amendments/adjustments would be needed to be made to the adopted Policies & Procedures to comply with legislative changes.

As a result of legislative changes, on 25th April 2024, the Committee received updated Terms and Conditions of employment.

This report seeks to align updated provisions in the model Employment Contract with the provisions in both the Leave Entitlement Policy & Procedure and Working Time Policy & Procedure.

Leave Entitlement Policy & Procedure

Proposed amendments to the Leave Entitlement Policy & Procedure are highlighted in red text at Appendix 1.

Clause 9, sets out how holiday pay is calculated following the Committee's decision to continue with the existing arrangements.

Clause 52 and 54 on Paternity Leave clarifies the triggering of the entitlement and the notice period.

Carer's Leave (clauses 66 to 70) sets out a new statutory requirement, not included in the previous policy. When the model employment contact was drafted it set out

that the entitlement was four weeks instead of one. HR Advice is that the legislation changed at last minute.

While the entitlement is a minimum and the Council could opt to offer more, it is recommended that the Council stick with the statutory entitlement, since employees who would like more time off could utilise the Council's Unpaid Leave provision (clauses 77 – 79). While both entitlements are unpaid, Carer's Leave is an entitlement, whereas unpaid leave has to be agreed.

The updated terms and conditions are due to be issued to staff shortly and if the Committee agree the change, then this will be highlighted in the covering letter.

Working Time and Flexible Working Policy & Procedure

Proposed amendments to the Working Time and Flexible Working Policy & Procedure are highlighted in red text at Appendix 2.

All changes relate to Flexible Working following the adoption of new legislation.

Originally the Council's HR Advisor advised that employees were entitled to a hearing, at which they could be represented, to consider and determine their flexible working request.

Interpretation of the adopted legislation is that this is not required provided the Line Manager engages in a period of consultation and the employee has the right of appeal. There is also a limit on the number of formal requests that can be submitted.

Clause 26 already provided for flexible working through annualised hours to meet both the demands of the Council and staff on a weekly and monthly bases. The formal flexible working request is a change to the employee's terms and conditions.

There is also a minor amendment to the reasonable reasons for refusal to clarify that the generic term customers used in the guidance refers to your circumstances; i.e. the Council, its Members and the public (clause 41b).

Recommendations

1. That the proposed amendments to the Leave Entitlement Policy & Procedure, attached at Appendix 1 of the report, be approved and implemented on 17th June 2024;
2. that the entitlement for Carer's Leave be set at 1 week per annum and that the Model Employment Contract be updated accordingly; and
3. that the proposed amendments to the Working Time & Flexible Working Policy & Procedure, attached at Appendix 2 of the report, be approved and implemented on 17th March 2024..

Reason

1. To update the Leave Entitlement Policy & Procedure to include new statutory entitlements, requirements and notice periods.
2. To align the entitlement to Carer's Leave with the legislative requirement, recognising that the Council also offered a general Unpaid Leave provision, which could be utilised, if required, subject to agreement.
3. To update the Working Time & Flexible Working Policy & Procedure to avoid unnecessary administrative and bureaucratic processes, given the flexibilities introduced into the legislation.



BRAUNSTONE TOWN COUNCIL
Serving the communities of Braunstone Town and Thorpe Astley

LEAVE ENTITLEMENT
POLICY & PROCEDURE

Purpose and Scope

1. This Policy and Procedure sets out details of the holiday and other types of leave staff are entitled to, and how leave requests are managed to ensure fairness and maintain a work-life balance.
2. The Policy and Procedure applies to all employees of Braunstone Town Council, whether full or part time, permanent or fixed term. The Policy & Procedure does not apply to agency workers or employees of contractors.

Principles

3. Braunstone Town Council is committed to fostering a positive, healthy, productive and flexible working environment built upon employees' work-life balance and equal opportunities.
4. The Town Council will maintain working arrangements that strike a balance between delivering high and efficient standards of service while enabling employees to achieve a work-life balance.
5. Braunstone Town Council will comply with legal requirements in respect of working time and statutory time off. The Town Council will consider all other requests for paid or unpaid leave in line with our policies and procedures.

Holiday Entitlement

6. Full time staff, i.e. those who are contracted to work 37 hours per week, are entitled to 24 days paid leave per annum, increasing to 29 days after five years continuous local government employment.
7. Part-time staff entitlements are pro-rata those of full time staff.
8. Where a role includes opportunities for additional hours to be worked; then holiday entitlements will be based on average weekly earnings over a 52 week period.
9. **Holiday pay is calculated on the basis of an Employee's average earnings over a 52 week period. Employees are required to take 6.4 weeks increasing the 7.4 weeks after 5 years continuous service, paid leave per annum, during which they will be paid holiday pay based on their average weekly earnings for the 52 weeks leading up to the start of their leave.**

10. The Council's holiday year runs from 1st April to 31st March each year. Employees are expected to use all their entitlement during the year. Only five unused days (full-time staff, pro-rata for part-time staff) can normally be carried over and used within the month of April, with permission. Any additional unused holiday entitlement cannot be paid.
11. Employees who leave or join the Council during the holiday year are entitled to a pro-rata holiday allowance, based on how much of the year they work for the Council.
12. Where an employee leaves the Council's service during the holiday year and, with the agreement of their Line Manager, does not use the outstanding pro-rata holiday allowance, then the balance will form part of the final salary calculation.

Bank Holidays

13. Full time staff are entitled to 8 Bank Holidays (Spring Bank Holiday, Good Friday, Easter Monday, May Day, August Bank Holiday, Christmas Day, Boxing Day and New Year's Day).
14. If full-time staff are required to work on a Bank Holiday they will be entitled to Time Off in Lieu.
15. Part-time staff have their Bank Holiday entitlement included in their annual leave allowance.
16. Where part-time staff normally work, but will take the bank holiday off, they should include the equivalent hours on their annual leave form. If part-time staff are required to work on a Bank Holiday, it should not be booked as annual leave.
17. Where a part-time employee joins or leaves the Council's service during the holiday year, the bank holiday element of the pro-rata holiday allowance will be adjusted according to the number of bank holidays which fall within the period.

Leave and Time Off Requests

18. All holiday and time off in lieu requests will be considered by the line manager, depending upon:
 - a. How many other Employees have already approved time off during the same period.
 - b. Whether it is essential to service delivery that the employee, because of their role, is required to be at work during the period.
 - c. No more than a maximum of three weeks are requested at any one time.
 - d. The request is made with at least as much notice as the amount of time requested for the period of paid leave
19. Staff may have an agreed working pattern with their Line Manager. This does not mean they will not be required to work at other times and on other days covered by their employment contract. Therefore, to guarantee a particular day off work (irrespective of whether the staff member normally works on that date),

leave or time-off in lieu should be booked in accordance with the provisions of this Policy & Procedure.

Medical Appointments

20. Staff are required to make GP and Dentist appointments outside of normal working hours. Staff attending hospital appointments are required to show an appointment card to their line manager prior to attending the appointment and will be entitled to paid time off if the appointment is during their normal working hours.

Parental Leave

21. All Employees who are parents of children aged under eighteen years old, are entitled to 18 weeks unpaid leave; pro rata for part time staff.
22. This entitlement can be taken as a minimum of one week per annum, up to a maximum of four weeks per annum per child.
23. When taking Parental Leave, the employee must submit their request to their Line Manager giving the same period of notice as for holidays, and inform their Manager that it is specifically for Parental Leave.

Time off for Dependants

24. Employees have the right to take a reasonable period of unpaid time off during working hours to deal with unexpected or sudden problems affecting dependants and to make any necessary longer-term arrangements for their care, for example:
 - if a dependant falls ill or has been involved in an accident or assaulted, including where the dependant is hurt or distressed rather than injured physically;
 - to make longer term care arrangements for a dependant who is ill or injured;
 - to deal with an unexpected disruption or breakdown in care arrangements for a dependant; for example, when a child minder or nurse fails to turn up;
 - to deal with an incident involving your child during school hours; for example, if the child has been involved in a fight or is being suspended from school.
25. A dependant is an employee's spouse, child, parent, or someone who lives with them as part of the family (other than an employee, tenant, lodger or a border), for example, this could be an elderly aunt or grandparent who lives in the household, or anyone who reasonably relies on the employee either for assistance or to make care arrangements in the event of illness or injury.
26. The Council recognises that most of these events can occur without a great deal of warning; however, employees must tell their Line Manager as soon as possible about the absence, the reason for it and how long they expect to be away from work.

27. In most cases, the amount of leave required will normally be 1 or 2 days at the most, but this will depend on individual circumstances. You may be able to take a longer period of leave if this is agreed with your Line Manager.
28. This right is intended to cover unforeseen circumstances. If you know in advance that you are going to need time off, you may be able to arrange to take this time as part of your annual leave entitlement or under another leave entitlement detailed in this policy.
29. Line Managers will hold an informal return to work meeting with employees who have taken time off for dependants to establish the reason and that the circumstances were unforeseen. Notes of the meeting should be signed by both the Employee and the Manager.

Bereavement Leave

30. All Employees are entitled to up to four weeks Bereavement Leave in the event of the death of a dependent child aged from week 24 of the pregnancy up to 18 years old.
31. For those with 26 weeks continuous employment payment will be in full.

Compassionate Leave

32. Sympathetic consideration will be given to any employee requesting absence from work on compassionate grounds. Such grounds might include bereavement or serious illness of a close relative, partner or family member.
33. To deal with the death of a dependant; for example, to make funeral arrangements and to attend a funeral; paid leave will be granted of up to 5 days for a spouse, parent (including in-law) or a child. Paid leave will be granted to attend the funeral of a close relative or family member.
34. Paid absence may be granted for up to 5 working days in any leave year (1 April to 31 March) for serious illness of a spouse, parent (including in-law) or a child.
35. Leave will be granted by the relevant Manager who is at Service Manager level or above after consideration of the merits of the request, which should be set out by the employee in writing.
36. Further periods of unpaid Compassionate Leave may be granted by the relevant Manager.
37. Compassionate Leave will be recorded on the employee's leave entitlement form.
38. Compassionate Leave is not available if it coincides with another pre-arranged period of holiday or time off in lieu. Further guidelines and definitions are available from the Line Manager.

Maternity Leave

39. All female Employees are entitled to 52 weeks Maternity Leave, which consists of 9 months ordinary paid leave (if eligible) and an optional 3 months additional unpaid leave.
40. All female Employees are entitled to 9 months paid Maternity Leave, and will receive Statutory Maternity Pay (SMP) if their average weekly wage exceeds the National Insurance lower earnings limit and have been employed for a period of 6 months at the 15th week prior to the due date of the birth of their child. Employees need to discuss all arrangements with their line manager prior to beginning this leave.
41. Braunstone Town Council cannot permit a mother to work during the period of 2 weeks, which commences on the day of childbirth.
42. Employees on Maternity Leave will be able to arrange up to 10 'Keep in Touch Days' with their Line Manager, to return to work for short periods during their leave and receive their normal rate of pay on these working days, without damaging their entitlement to Maternity Pay.

Notice Requirements

43. Pregnant women must give notice in writing to their Line Manager no later than the end of the 15th week before the expected week of childbirth, (or as soon as reasonably practicable), stating:
 - that the employee is pregnant;
 - the expected week of childbirth;
 - the date on which the employee intends to start taking their ordinary maternity leave period (and additional maternity leave, if eligible), which must be a date no earlier than the beginning of the 11th week before the expected week of childbirth.
44. Employees will need to give their Line Manager 8 weeks prior notice if they wish to return to work early from Maternity Leave.
45. Employees are required to give their Line Manager twenty eight days' notice prior to their intended return date from ordinary Maternity leave. No notice is required from Employees who have taken 12 months Maternity Leave.

Maternity Pay

46. Payments for employees who have less than 1 year's continuous local government service at the beginning of the 11th week before the expected week of childbirth shall be the employee's entitlement to Statutory Maternity Pay (SMP), where eligible.
47. Payments for employees who have completed 1 year's continuous local government service at the 11th week before the EWC shall be as follows:-

- a) For the first eight weeks of absence an employee shall be entitled to nine-tenths of a week's pay offset against payments made by way of SMP or Maternity Allowance (MA) for employees not eligible for SMP.
- b) An employee who declares in writing that she intends to return to work will for the subsequent 12 weeks' absence receive half a week's pay plus SMP, where eligible, without deduction except by the extent to which the combined pay and SMP (or MA and any dependant's allowances if the employee is not eligible for SMP) exceeds full pay. Alternatively the equivalent amount (i.e. 6 weeks' pay) may be paid on any other mutually agreed distribution. For the remainder of the maternity leave period the employee will receive their entitlement to SMP currently 39 weeks in total, where eligible.
- c) Payments made by the authority during maternity leave under (b) above shall be made on the understanding that the employee will return to local authority employment for a period of at least three months, which may be varied by the Chief Executive & Town Clerk, or the Employing Committee in relation to the Chief Executive & Town Clerk, on good cause being shown and, in the event of her not doing so, she shall refund the monies paid, or such part thereof, if any, as the above, acting on behalf of the Council, may decide. Payments made to the employee by way of SMP are not refundable.
- d) For employees not intending to return to work payments during their maternity leave period following the first 6 weeks will be their entitlement to SMP (currently 39 weeks in total), where eligible.

Time off for Antenatal Care

- 48. Pregnant women are entitled to take a reasonable amount of paid time off during your normal working hours to keep appointments for antenatal care, made on the advice of a registered medical practitioner, midwife or health visitor.
- 49. Employees should, wherever possible, try to arrange appointments at the start or end of your working day. Antenatal care may include relaxation and parent craft classes as well as medical examinations.
- 50. Employees will be required to show their Line Manager the antenatal appointment card if requested (other than for the first appointment).
- 51. All time off for antenatal care will be paid at the normal rate of pay.

Paternity Leave

- 52. New Fathers, **with more than six months continuous employment**, are entitled to two weeks paternity leave, as follows:
 - a) new fathers with less than 1 year's continuous local government service, paid at the same rate as SMP;

- b) new fathers who have completed 1 year's continuous local government service, nine-tenths of a week's pay for each week offset against payments made by way of SMP;
 - c) leave can be taken in one block of two weeks, or two separate one week periods.
53. This leave must be taken within fifty two weeks of the child's birth.
54. Employees are required to show their Line Manager a relevant MAT B1 when making a request to take this leave **and must provide at least 28 days prior notice.**

Shared Parental Leave Entitlement

55. Parents who both have 26 weeks or more continuous employment, and who earn above the National Insurance Lower Earnings Limit, can take Shared Parental Leave (SPL).
56. Both Parents can share a total of 37 weeks paid at the same rate as Statutory Maternity Pay and 12 week's unpaid leave, following their child's birth.
57. Mothers must take two weeks compulsory Maternity leave immediately after the birth, (four weeks for manual workers). Following that compulsory period, both Parents can request dates to take leave totalling 37 weeks paid (35 for manual workers) and 12 weeks unpaid.
58. Leave can be taken by both Parents at the same time, or in alternating periods.
59. Employees wishing to take SPL should submit a written eight week notice to their Line Manager, specifying the dates they wish to take.
60. To take leave:
- a) Both Parents must qualify in terms of earnings and length of service. An Employee's partner must have been an employed or self-employed earner in Great Britain for a total 26 weeks (not necessarily continuously) in the period of 66 weeks leading up to the week in which the child is due.
 - b) The Mother must give her Employer eight weeks' notice that she is ending her Maternity Leave.
 - c) The following evidence that an Employee's Partner/Spouse is also entitled to SPL should be submitted to the Line Manager:
 - The Partner/Spouse's name.
 - Their National Insurance number.
 - Copies of the Partner/Spouse's pay slips for the past eight weeks.
 - A letter from the Partner/Spouse's Employer to confirm that they are entitled to SPL.
61. Requests for just one continuous period of leave will be granted.
62. If an Employee requests two or more separate/discontinuous periods of SPL, the Line Manager, during the first two weeks of the eight week notice, will discuss dates with the Employee, which are unacceptable for business reasons.

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

Adoptive Leave

64. Employees who are in the process of becoming adoptive parents are entitled to take leave around the time of the placement of a child. Adoption Leave and Adoption Pay is a statutory entitlement for adoptive parents, similar to statutory maternity leave provisions. The entitlement applies to either parent (but not both).
65. In all cases the current statutory provisions will apply. Employees are advised to contact their Line Manager to obtain full details regarding current legislation and procedures.

Carer's Leave

66. Employees are entitled to up to 1 week's unpaid leave per annum to care for a Dependent with long term care needs.
67. Request can be for the whole 1 week at one time or as individual or half days.
68. Requests to take this leave must be made in writing to the Line Manager, giving the Council at least twice as much notice as the amount of leave requested.
69. If the Line Manager is unable to accommodate the dates requested, the Employee will be informed before it was due to begin and it will be rescheduled by mutual agreement within one month of the initial Employee request.
70. The Council recognises a dependent for the purposes of this leave as an Employee's child, partner, parent or other member of the immediate family who has long term care needs.

Jury Service

71. An employee who receives a summons to serve on a jury, must report the fact to the Line Manager as soon as possible.
72. Braunstone Town Council will in accordance with the law release you for jury service when required to do so.
73. Employees will be paid in full for the first week of Jury Service; then at half-pay for any days served during the second week. From week three, Jury Service will be unpaid.

Study Leave

74. Staff may be granted paid time off to study for and attend examinations during normal working hours, where the study and qualification relates to their employment.

75. Staff may be granted unpaid time off to study for and attend examinations during normal working hours, which are unrelated to their employment. This entitlement will be granted at the discretion of the relevant Manager who is at Service Manager level or above.
76. Entitlement will be detailed in a separate column on your leave entitlement form and absence will require prior authorisation from the relevant Line Manager.

Unpaid Leave

77. In addition to the entitlements set out in this Policy & Procedure, employees can request unpaid leave for whatever reason. This can range from a career break to wanting time off work but the employee does not have enough annual leave or accumulated hours available to use. Except where another entitlement in this policy applies, the process for making and determining requests will be the same.
78. An employee requesting unpaid leave under this provision should submit their request in writing to their Line Manager, with at least as much notice as the amount of time requested for the period of unpaid leave, setting out:
 - a) the reason for the request,
 - b) the date or period requested,
 - c) the likely impact on their workload and how they propose to address/mitigate this.
79. A request will be considered at the discretion of the relevant Manager who is at Service Manager level or above. The relevant Manager will take into account:
 - a) whether it is essential to service delivery that the employee, because of their role, is required to be at work during the period,
 - b) whether there are other employees, with suitable skills, who can cover the role in the employees' absence,
 - c) whether it is possible to cover the absence using existing staff, agency staff, seconding staff or recruiting on a fixed term contract,
 - d) whether the cost of covering the role can be offset by the employees' salary saving, and
 - e) whether there are any other additional costs to the Council.

Complaints and Grievances

80. Any employee who has a complaint concerning how their leave has been handled should in the first instance raise the matter directly with their Line Manager. If the matter remains unresolved, employees have the option of raising their concern by submitting a Grievance in accordance with the Grievance Policy & Procedure.

Review of the Policy

81. This Policy will be reviewed by the Policy & Resources Committee every four years following consultation with staff.

DATE ADOPTED	11 th March 2024	REVIEW DATE	March 2028
REVISED DATE/S			



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

WORKING TIME AND FLEXIBLE WORKING **(including Home / Hybrid Working)** **POLICY & PROCEDURE**

Purpose and Scope

1. This Policy and Procedure sets out details of how flexible working requests, working time and annualised hours are managed to ensure fairness and maintain a work-life balance.
2. The Policy and Procedure applies to all employees of Braunstone Town Council, whether full or part time, permanent or fixed term. The Policy & Procedure does not apply to agency workers or employees of contractors.

Principles

3. Braunstone Town Council is committed to fostering a positive, healthy, productive and flexible working environment built upon employees' work-life balance and equal opportunities.
4. The Town Council will maintain working arrangements that strike a balance between delivering high and efficient standards of service while enabling employees to achieve a work-life balance.
5. The Council fully recognises its obligations under the Working Time Directive and Flexible Working Regulations and will ensure that employees take appropriate rest from work and are able to work flexibly where this supports the employee and avoids any detriment on the Council's ability to undertake its business and deliver its services efficiently and effectively.
6. Due to the nature of the Council's work all staff are expected to be flexible and supportive of one another. It is a condition of employment for all Employees that everyone is expected to co-operate with Management to ensure work is completed within the necessary time scales and to the required standard.

Hours of Work

7. The Law requires the Council to ensure its employees working hours do not exceed those set out in the Working Time Directive:
 - a) no more than 11 consecutive hours can be worked on any working day, and
 - b) no employee can work more than 48 hours in any one week.
8. Any employee who wishes to exceed the limits set out in 7 above must notify their Line Manager in writing in advance to confirm agreement to opt out of the Working Time Regulation limits. Any employee who exercises this option must not exceed 12 hours on any working day or 60 hours in any week.

9. Staff must not work over 6 hours without taking a break of at least 20 minutes.

Annualised Hours

10. Employee working hours are annualised to facilitate flexible working. This pattern is based on calculating the employees total contracted working hours in a year and then allowing them to work in a way that means that more than the average weekly hours are worked at some times of the year and less than the average weekly hours at other times. For example, a member of staff is contracted to work 37 hours per week for 40 weeks of the year; therefore, the total annual hours would be $40 \times 37 = 1480$. This employee could agree with their Line Manager to work for 20 weeks of the year at 45 hours per week and 20 weeks at 29 hours per week.
11. This pattern is generally suitable where work has predictable peaks and troughs; e.g. Duty Officer – Community Centres and Cleaner & Premises Operative. The benefit to the Employee is that they aren't spending 'down time' at work, but can organise their working hours over the year to spend 'down time' outside work. Therefore, there may be a motivational benefit to the Employee that would in turn benefit Braunstone Town Council. Other benefits to the Employee include spending more time with the child or dependant, less money spent on child or nursing care, more work life balance to spend time with family members.
12. Employment Contracts detail each employees' core hours over a period. The working pattern within and outside these core hours is flexible and will be determined by the Line Manager in consultation with the member of staff.

Recording Working Hours

13. All staff must record their actual working hours on their timesheet for the period.
14. The exception to the above is where employees are entitled to claim for additional hours payment where Management require them to work additional shifts to cover for holidays, sickness and for vacant establishment hours. Additional hours for which payment is being claimed should only be filled in on the Additional Hours Claim form and submitted no later than the timesheet for the same period.
15. Where the employee takes annual leave, the total number of leave hours approved by the Line Manager on the employees' leave card should be inserted into the appropriate column on the timesheet for that date. The employee must not enter the hours they would have worked.
16. Where an employee takes a day off in lieu of additional hours worked (i.e. they are in credit of hours); then "Toil" should be entered in the appropriate column. The employee must not enter either the total number of hours or the hours they would have worked.
17. Completed four-weekly timesheets should be signed and dated by the employee at the end of the period and submitted to the Line Manager for approval.

Time off in Lieu

18. All requests for time off in lieu against accrued annualised hours will be considered by the Line Manager, depending upon:
 - a. How many other Employees have already approved time off during the same period.
 - b. Whether it is essential to service delivery that the employee, because of their role, is required to be at work during the period.
 - c. No more than a maximum of three weeks are requested (including leave requests) at any one time.
 - d. The request is made with at least as much notice as the amount of time requested for the period of paid leave

Managing Annualised Hours

19. Timesheets provide a running total of hours the employee has in credit (i.e. over their equivalent contracted hours for the period) or in deficit (i.e. under their equivalent contracted hours for the period).
20. Both staff and managers have a duty to manage hours efficiently and effectively and plan working hours according to service requirements and workloads.
21. Staff should use their average weekly hours as a guide to the number of hours credit and deficit they should hold in any one period; without an agreed working pattern, e.g. term time only working, in place. For example, an employee whose annualised hours averages at 20 hours per week should avoid being in credit by more than +20 hours or deficit by more than -20.
22. Line Managers should assess an Employees' working hours over a three month period taking into account paragraph 21 above. Where a Manager finds that a staff member has significantly exceeded or alternatively underworked their hours within a period, the Manager will take the following action:
 - a) *End of first period:* hold an informal one-to-one session with the member of staff to advise them that their hours need to be effectively managed and to agree actions to do this; the actions should be agreed and signed by both the manager and employee;
 - b) *End of second period:* establish if the employee's hours are back on track; if not then a further meeting should establish a new working pattern for the next period and agreed and signed by both manager and employee; and
 - c) *End of third period:* establish if the employee's hours are back on track; if not then a further meeting should be held in which the Manager will inform the employee of their working hours so that the balance of hours worked are back on track (with regard to paragraph 21 above) within the following three months.
23. Employees who are not happy with the outcome at paragraph 22 above have the option of challenging this under the Grievance process. Management has the option of using the Disciplinary Procedure to address a failure to comply with the outcome at paragraph 22 above.

Flexible Working (including Home/Hybrid Working)

24. ~~The Flexible Working Regulations 2014, allows employees with six months (due to be day one of employment from July 2024) or more continuous employment to be~~ All Employees are able to request a change to:
- their total weekly working hours;
 - their start and finish times;
 - where they work, either at home, or the Council offices, or both.
25. ~~Employees are able to submit up to two requests within a rolling twelve month period. Requests must be submitted to the Line Manager. Requests to change working hours must be made in writing.~~
26. Employee hours are annualised to enable flexible working to meet the needs of both the Council and staff; therefore, on a weekly and monthly basis, Managers may agree to staff:
- a) adjusting their weekly hours and their start and finish times within the annualised hours framework, and
 - b) working at home and different locations.
- Such arrangements are informal and are aimed to deal with predictable peaks and troughs in work throughout the year and for staff to able to deal with matters outside work and attend appointments.
27. Further to the arrangement in paragraph 25; Braunstone Town Council fully recognises its obligations under the Flexible Working Regulations and any employee, regardless of length of service, can submit a formal flexible working request to be considered in accordance with the section below.

Considering Flexible Working Requests

28. All Flexible Working requests must be given due consideration. Failure to respond to an employee's request as below, can result in them making a complaint to the Employment Tribunal for loss of statutory rights. The claim can be based on either the Council's failure to address the request, or if the reasons for rejecting it were based on incorrect facts.
29. An employee wishing to request flexible working should submit their request in writing to their Line Manager.
30. Upon receipt of a written request from an employee, the Line Manager will
- a) ~~initiate a two to three week consultation period with the Employee to assess how their request impacts on the six points detailed in paragraph 41 below, and~~
 - b) invite the employee to an informal meeting to discuss.
31. Advice will be sought from the Council's HR Advisor. The request will be considered by the relevant Manager who is at Service Manager level or above.

~~Where the relevant Manager is able to accept the request in full; then this will be granted.~~

~~Where the relevant Manager is unable to accept the request in full; then employee will be invited at a Formal Hearing so that the Council can fully investigate and respond to it.~~

~~The Formal Hearing will be conducted by the Chief Executive & Town Clerk or the Employing Committee in the case of a request from the Chief Executive & Town Clerk. The Hearing will be supported by the Council's HR Advisor. The Employee is entitled to be accompanied by a colleague or Trade Union representative.~~

32. All points raised by the employee during the ~~Hearing consultation period~~ will be considered and a written response will be provided to the employee ~~within five working days~~ to inform them of the Councils' response to their request.
33. ~~Should the outcome of the consultation process be to reject the Employee's request for one or more of the six statutory reasons (set out in paragraph 41),~~ the employee will also be informed of their right to appeal against the outcome if they wish to do so.
34. ~~The process of addressing a request and providing a written response should take no more than two months.~~

Appeal Procedure

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

- i. The parties withdraw and the Committee reaches its decision (if a point of clarification is necessary, both parties will be invited back).
- j. Once the Committee has reached its decision it will invite both parties back to inform them of the decision, this will be confirmed in writing within 7 working days.

39. The Appeals Committee's decision is final.

Determining a Flexible Working Request

40. The Council is not obliged to accept a flexible working request; nevertheless, it will demonstrate that it has treated the request seriously, and fully investigated whether or not it could be implemented.
41. Refusal of a flexible working request ~~can only occur following a Formal Hearing~~ (paragraphs ~~3228 – 3432~~) ~~and~~ will be based on one or more of the following:
- a) the additional costs to the Council;
 - b) reduced ability to meet the needs of ~~the Council, its Members and the public customers~~;
 - c) inability to share the person's workload amongst other staff;
 - d) potentially damaging effects upon the quality of work produced;
 - e) potentially damaging effects upon performance;
 - f) inability to recruit extra staff to provide cover.
42. Where the Council wishes to reject an employee's flexible working request for any of the above reasons, it will provide evidence to support its case.

Homeworking

43. Home based working, or a combination of home and office (hybrid) working may be the latest thing for many employees, but Councils have been doing it for a long time. It is estimated that 80% of Parish Council staff conduct some, if not all, of their working activities from their home address.
44. Following lockdown in 2020 and 2021 the benefits of this working arrangement have been widely accepted and it has proven to be very popular as a means of balancing work and domestic obligations.
45. An employee who wishes to work from home or have a combination of home and office (hybrid) working; should formally submit a "Flexible Working Request", which will be considered and determined in accordance with this policy & procedure.
46. According to the Health and Safety Executive, there are four key areas for a Council to address to ensure that their Employees are working safely from home:
- a) Risk Assessments;
 - b) Stress;
 - c) Video Display Units; and
 - d) Lone Working Arrangements.
- The Council's Health & Safety Policy Statement sets out further details of the arrangements for assessing the above.

Review of the Policy

47. This Policy will be reviewed by the Policy & Resources Committee every four years following consultation with staff.

DATE ADOPTED	11 th March 2024	REVIEW DATE	March 2028
REVISED DATE/S			

APPENDIX 1 - Home Working Checklist

1.	Does the Employment Contract clearly state all locations where the Employee is required to work? Home, Office, Community Centre. Plus a requirement to visit other locations such as District and County Council offices?	YES	NO
2.	Does the Employment Contract include details of the Employees' entitlement to request flexible working, including requesting home working?	YES	NO
3.	Does the Employment Contract set out details of Home Working expenses the Employee can claim (where applicable), and how to submit their claim?	YES	NO
4.	Is the Employee able to claim a PAYE deduction for Home Working expenses - see Appendix 1	YES	NO
5.	Does the Council require Employees to complete weekly/ monthly timesheets to ensure that working hours are compliant with the Working Time Regulations, and the Council can account for the hours that they pay for?	YES	NO
6.	Does the Employee's Home/Buildings contents insurance cover home working, to protect all Council assets that are kept at the Employee's home?	YES	NO
7.	Has the Employee signed a stand-alone agreement with the Council to enable deductions to be made from pay/final salary for non-return, or damage to, any Council property or assets – see Appendix 2	YES	NO
8.	Has the Council conducted risk assessment and checks to satisfy itself that all sensitive personal data is stored and managed securely in the Employees home, such as locked filing cabinets and password protected software?	YES	NO
9.	Has the Council set up a cloud storage data base for the Employee to store all emails, electronic documents and other information that is also stored on computers? Who has access to that data – passwords?	YES	NO
10.	What arrangements does the Council have in place to allow the public to have access to the Employee if necessary. For example a separate telephone line, or mobile number, set visiting times at Council offices, village hall, community centre?		
11.	Is the Employee's home address confidential? Is all post and other correspondence sent to the Council Office/Community Centre? Alternatively does the Council have a PO Box address for the Employee?	YES	NO
12.	Does the Council have a public notice on its website and other locations that state what type of behaviour towards Employees is unacceptable, and what action will be taken by the Council in the event of such conduct?	YES	NO
13.	Has the Council spelt out what travelling costs / expenses can be claimed by the Employee for journeys between their home and other work locations, if the home is the principal place of work?	YES	NO
14.	Does the Employee's car insurance include business use if it is used for travelling on Council business?	YES	NO

The above is not an exhaustive list and professional advice should be sought where necessary before implementing any changes to current working arrangements.

APPENDIX 2

HMRC Home Working Tax Allowance

It may be difficult for home working Employees to calculate the exact amount of the allowance additional costs that they have incurred as a result of working at home. For ease of administration, from 6 April 2012 you may accept that employees who satisfy the conditions for relief (see EIM32760) are entitled to a deduction of £6 per week, or £28 per month for monthly paid employees, (exclusive of the cost of business telephone calls) for each week that they are required to work at home, without having to justify that figure. Employees who wish to deduct more than £6 per week/£28 per month will be expected to keep records and to be able to show how their figure has been calculated.

The statutory conditions imposed by Section 326 ITEPA 2003. HMRC accept that those conditions are met where the following circumstances apply:

- the duties that the employee perform at home are substantive duties of the employment. “Substantive duties” are duties that an employee has to carry out and that represent all or part of the central duties of the employment (see EIM32780)
- Those duties cannot be performed without the use of appropriate facilities.
- no such appropriate facilities are available to the employee on the employer’s premises (or the nature of the job requires the employee to live so far from the employer’s premises that it is unreasonable to expect him or her to travel to those premises on a daily basis).
- at no time either before or after the employment contract is draw up is the employee able to choose between working at the employers’ premises or elsewhere.

The examples in EIM32790 illustrate how those conditions will apply in a range of different circumstances.

If one or more of those conditions are not met it is likely that the employee will not satisfy the statutory tests.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 13th JUNE 2024

Item 17 – Review of Absence Management Policy & Procedure

Purpose

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

Background

On 26th October 2017, the Committee, following consultation, adopted the current Absence Management Policy & Procedure.

The Policy & Procedure explains what is expected from managers and employees when handling absence.

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

Review of Absence Management Policy & Procedure

Attached as Appendix 1 are proposed revisions to the Absence Management Policy & Procedure, adopted in October 2017.

Proposed changes, highlighted in red, seek to clarify the obligations of employees to keep in touch and cooperate with management to ensure that sickness absence is resolved and the Council is able to maintain service delivery and minimise disruption.

Amendments are also proposed to the Return to Work Form (Appendix B) to explicitly cover health assessment advise and the employee's fitness.

There are no other proposed changes to the Policy & Procedure which is considered to be working well and fit for purpose.

Timescales and Implementation

It is proposed to hold a consultation with staff, Councillors and the Council's HR Advisor to ensure that the proposed Policy & Procedure would be practical and fit for purpose.

The consultation is proposed to run from Monday 1st July until 9am on Monday 12th August 2024. The post consultation version of the Absence Management Policy & Procedure will be submitted to Policy & Resources Committee, proposed for 12th September 2024. At this stage it is proposed the decision take effect from Monday 16th September 2024.

Recommendations

1. That the proposed revisions to the Absence Management Policy & Procedure, attached at Appendix 1 of the report, be approved for consultation with staff, Councillors and the Council's HR Advisor, as detailed in the *Timescales and Implementation* section of the report; and
2. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for 16th September 2024 for consideration and approval.

Reasons

1. To ensure that staff, Councillors and the Council's HR Advisor could input into the proposed changes to the Absence Management Policy & Procedure to ensure that it would be practical and fit for purpose.
2. To set out the Council's approach to managing absence recognising that while employees may be prevented from attending work through ill health, the Council had a duty to maintain service delivery and minimise disruption.



BRAUNSTONE TOWN COUNCIL

ABSENCE MANAGEMENT POLICY & PROCEDURE

Purpose and Scope

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

Principles

4. As a responsible employer we undertake to provide payments to employees who are unable to attend work due to sickness (NJC National Agreement 'The Green Handbook').
5. Regular, punctual attendance is part of employment contracts. Each employee should take responsibility for achieving and maintaining good attendance.
6. The Town Council will support employees who have genuine grounds for absence for whatever reason. This support includes:
 - a) 'special leave' for necessary absences not caused by sickness;
 - b) reasonable unpaid time off for dependents; and
 - c) a flexible approach to taking annual leave and time off in lieu.

Full details are set out in the Council's Leave Entitlement Policy & Procedure.
7. Consider suggestions made in any Fit Note submitted by an employee's GP to facilitate, where possible, the ongoing employment, or the prompt return to work of the employee.
8. Medical advice (including a consultant) will be used, where appropriate, to:
 - a) help identify the nature of an employee's illness;

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

Procedures for Notification of Absence

12. Employees should report all accidents immediately, or as soon as possible, to the line manager; or whoever is deputising in their absence.
13. In the event of time off due to illness notification should be given ideally before the start time, or as soon as possible during the first day of incapacity.
14. Notification should be given, in accordance with paragraph 17, by telephoning Reception/Customer Service Desk at Braunstone Civic Centre (an answerphone is available). The Duty Officer / Customer Service Advisor will inform the employee's Line Manager.
15. Text messages, **WhatsApp**, or posts on Social Media does not count as notification and will not be acceptable.
16. Employees on a shift rota for the first shift of the day will need to contact the responsible manager on the telephone number issued to them (an answerphone is available).
17. In notifying their absence, an employee should:
 - a) give a clear indication of the nature of the illness (symptoms, injury or other incapacity),
 - b) **the anticipated period of absence**, and
 - c) a likely return date.

The employee, having notified their absence, may choose to provide this information **directly** to their Line Manager; the employee should indicate this and either call back to speak to their Manager or the Manager will call the employee to discuss.
18. If, due to an emergency, you are unable to telephone the Town Council personally, you should ensure that someone telephones on your behalf.

19. Failure to notify the Council of absence without good reason, or to follow the procedure set out above, may lead to the absence from work being considered as unauthorised, resulting in loss of pay and possible disciplinary action.
20. If after your initial contact, it becomes apparent that you will not be able to return as you originally indicated, you should contact your Line Manager as early as possible to inform them that your absence is likely to be prolonged.
21. If an employee or Manager believes that ill health or injury has been caused at work, the employee should complete the Council's Accident Report Form as soon as possible.

Evidence of Incapacity

22. Employees need to complete a Council Sickness Self-Certification Form from day one of the period of sickness absence.
23. If an employee or Manager believes that ill health or injury has been caused at work, the employee should complete the Council's Accident Report Form as soon as possible.
24. For any absence of up to seven days (including Saturday, Sunday and Bank Holidays) you are required to complete an Absence Declaration and Return to Work Form.
25. A GP's Statement of illness is required after seven consecutive day's absence.
26. Any period of absence not certified by a self-certificate or a Doctor's Fit Note will be treated as unauthorised absence.
27. The Council may ask Employees who have been absent for six weeks or more through sickness, or whose health is a cause for concern ~~for the Council~~, to attend a consultation with a Doctor appointed by the Council. The Employee will be asked to give their consent to this request; however, failure to provide consent may be seen as a deliberate act to prevent a reasonable investigation by the Council's Management.
28. There is a shared responsibility for **Line Managers on behalf** of the Council and the employee to maintain contact at **regular ~~agreed~~** intervals. **For example, Line Managers will need to contact employees to discuss support and arrangements to facilitate the employee's return to work. Employees will need to contact their Line Manager to advise of any outstanding work, progress with their recovery, and whether or not their absence is likely to be prolonged. Such cooperation is a condition of employment and is necessary for the Council to maintain service delivery and minimise disruption.**

Sick Pay and Leave

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

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

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

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

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

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

Return to Work Discussions

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

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

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

Disability

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

Access to Work

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

Withholding Sick Pay

39. If the Council’s Management has legitimate reasons to doubt whether or not an Employee is genuinely off work due to sickness, a decision may be taken to suspend or stop Sick Pay altogether and a disciplinary investigation undertaken in accordance with paragraph 42 and 43 below.
40. Legitimate reasons which would give rise to such doubts could include, but are not limited to:
 - a) an Employee refusing to give their consent to either attending a medical examination, or allowing the Council to contact their doctor to get a medical report;
 - b) Evidence of the Employee working elsewhere whilst on sick leave;
 - c) Evidence that the Employee is not unable to work;
 - d) **Lack of cooperation with Management;**
 - e) **Failure to keep in touch (paragraph 28).**
41. Should an Employee have their Sick Pay either suspended or stopped, they are entitled to ask HMRC for a formal decision regarding the Council’s actions.

Grounds for Formal Disciplinary Action

42. The following will be addressed as potential misconduct and addressed through the formal disciplinary procedure:
- a) Providing false and misleading information to the Council's Management regarding sick leave.
 - b) Unauthorised absence
 - c) Unacceptable levels of sick leave, evidenced by trigger points and for reasons not associated with a chronic health problem, where the agreed action plan targets have not been met
 - d) **Failure to cooperate with attempts to address and resolve sickness absence.**
43. Any member of staff who is accused of one or more of the above will:
- a) Have an informal meeting with a member of the management team, during which they will be given an opportunity to provide their account of the alleged misconduct.
 - b) If the Manager feels that the allegation needs to be pursued further, the Employee will be invited to a formal disciplinary hearing.
 - c) The invitation letter will provide details of the allegation, the evidence to be used to support it, and inform the Employee of their right to be accompanied by a colleague or Union Representative. The letter will also provide a minimum of two days prior notice.
 - d) During the Disciplinary Hearing, the Employee will be given an opportunity to respond in full to the allegation, and also provide any witnesses or other evidence they feel may help their defence.
 - e) If the Manager conducting the Hearing believes that the allegation is proven against the Employee, they may issue a Formal Written Warning as a first course of action.
 - f) If the Employee's misconduct continues, or fails to improve during the live period of the Written Warning, further disciplinary action may be taken which could result in a Final Written Warning and ultimately dismissal.

DATE ADOPTED	30th October 2017	REVIEW DATE	September 2028
REVISED DATE/S	16 th September 2024		

Appendix A Managing Absenteeism and Sickness

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

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

Overall Strategy

Advice from organisations such as ACAS and the DWP is:

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



Objectively assess and measure employees' levels of attendance

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

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



Investigate those Employees whose absenteeism stands out

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

The purpose of this interview is to discuss:

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



If the Employee doesn't have any health problems -
An action plan will be agreed between the employee and manager, if their absenteeism figures don't improve, management can take formal disciplinary action, based on the Employee's unacceptable attendance. This can include Formal / Final Written Warnings, and ultimately Dismissal



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

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



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

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

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

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

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



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

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

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



BRAUNSTONE TOWN COUNCIL

**ABSENCE DECLARATION, SELF-CERTIFICATION
AND RETURN TO WORK FORM**

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

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

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

Date of discussion:			
Method of Discussion:		Face to Face <input type="checkbox"/>	Telephone <input type="checkbox"/>
Full Name of Employee:			
First Day of Absence:		Last Day of Absence:	
Total Number of consecutive Days' Absence			
I attach a GP's Fit Note <i>(For periods of Absence exceeding 7 days only)</i>		<input type="checkbox"/> <i>(please tick)</i>	
I attach a Statement of Fitness to Resume Work <i>(For periods of Absence exceeding 14 days only)</i>		<input type="checkbox"/> <i>(please tick)</i>	
Absence due to not being able to cover shift for work		<input type="checkbox"/> <i>(please tick)</i>	
Reason for Absence: <i>(please state any illness or symptoms, or describe any injury or other incapacity)</i>			
Was employee referred for an Occupational Health assessment? Yes/No			
If yes, provide details of the guidance provided:			
Is the employee fit to return to work? Yes/No			
Is the employee on any medication which may affect performance? If yes, give details of medication and details of adjustments.			

Has the employee been updated on any issues that occurred during his/her absence?	<input type="checkbox"/>
If the period of absence has been long term does the employee require any retraining?	<input type="checkbox"/>
Was your sickness caused by an accident at work or an industrial disease? YES / NO	
If YES, please indicated date that reported to Town Council	
Are any actions to be taken under sickness absence policy? Yes/No. Give details	
<p><i>I declare that during the period of sickness absence, which I have stated above, I have not worked or taken part in any activities not consistent with the reason(s) for absence, and that the information given by me is correct.</i></p> <p><i>I hereby agree to the Town Council recording the reasons for my sickness absence which will be treated confidentially and will not be disclosed to any third party without my specific permission.</i></p>	
SIGNED (Member of Staff)	DATED
COUNTERSIGNED (Responsible Manager/Executive Officer)	DATED

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

Has the employee met the Council's trigger points in the last rolling 12 month period?
YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, arrange an Absence Review Meeting with the Executive Officer & Town Clerk
<p>The Council will use trigger points to indicate that a particular employee's pattern of absence has reached a point where there may be a cause for concern and need to investigate. This is necessary to ensure consistency. The triggers may be reviewed and amended if considered appropriate by the Council. The triggers will be as follows:-</p> <p>Where, in any rolling 12 months, any of the following criteria are met:</p> <ul style="list-style-type: none"> • 10 days or more absence due to illness (even if certified or medically certified) • 3 or more separate periods of absence • A pattern of absence (eg regular Fridays and Mondays)
DATE / TIME OF ABSENCE REVIEW MEETING <i>(Employees must be given five days' notice)</i>



BRAUNSTONE TOWN COUNCIL

**ABSENCE FORMAL REVIEW MEETING
AND ACTION PLAN**

To be carried out by the Line Manager.

This form will be filed on employee's personal record and a copy provided to the employee and line manager.

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

where there is no underlying medical condition)

- i) A further meeting will be arranged to review progress at the end of the agreed timescales. If there has been an improvement, no further action will be taken.
- j) Monitor future absence
- k) Inform the employee that absence is being monitored
- l) If there is insufficient improvement in the employee's sickness absence record, a final review meeting will be held by the Executive Officer & Town Clerk – The employee will be given at least 10 days' notice of the meeting.
- m) Take no action if appropriate
- n) File record of interview to be kept on file

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

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

SIGNED (Member of Staff)		DATED	
COUNTERSIGNED (Line Manager)		DATED	

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



BRAUNSTONE TOWN COUNCIL

ABSENCE INVESTIGATORY MEETING

To be carried out by the Line Manager.

This form will be filed on employee's personal record and a copy provided to the employee and line manager.

Date of discussion:		
Full Name of Employee:		
Position:		
Dates of Absence Review Meetings:		
Date of Occupational Health Service or GP's Report		
Dates of absences since the previous Absence Review Meeting:		
Review Actions Agreed at last meeting:		
a) Have offers of alternative types of employment for the employee been considered by management, whether or not an offer has been made?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b) Have reasonable adjustments been made to facilitate the ongoing employment of the employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
c) Has the employee been sufficiently consulted about his/her problem and prospects in the light of his/her interest and the Council's interests, including the possibility of dismissal?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
d) Has the information received from the Employee's GP and / or Occupational Health Advisor been considered?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
e) Has the employee been consulted and given an opportunity to give his/her own views on the matter since medical advice has been received?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
f) Have all aspects of the matter relevant to a decision to dismiss been investigated and considered?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
g) Can a reasonable employer be expected to wait any longer for the employee's attendance record to improve, bearing in mind the interests of the Council, the position of the employee holds and the need to be fair to him/her?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
h) Has the employee been consulted as the final step in the procedure?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
i) In the instances of ill health dismissal, the employee has the right of appeal in accordance with the Council's Disciplinary Procedures.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
j) An employee may choose to be represented by a work colleague, friend or recognised employee representative without or be without representation at any or all stages of the Grievance Procedure.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
k) Any employee who feels aggrieved at the way their absence has been dealt with may follow the Town Council's Grievance Procedures.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ACTIONS AGREED To be notified to the employee within five working days of the meeting.		
Dismissal		

Other (Please give details)

SIGNED (Member of Staff)		DATED	
COUNTERSIGNED (Line Manager)		DATED	

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 13th JUNE 2024

Item 18 – Incident Response – Tuesday 4th June 2024

Purpose

To report on actions taken under the Council's Business Continuity Incident Response Procedure to provide an Evacuation Centre for residents affected by the Police Incident on Tuesday 4th June 2024 at The Glade and surrounding streets.

Background

Shortly before 10am on Tuesday 4th June 2024, police were called to The Glade, following a report that a firearm had been discharged.

In the interest of public and police safety, armed officers were deployed. A 25-year-old man was arrested on suspicion of possession of a firearm. No injuries were reported.

Following further enquiries an abandoned vehicle was located by police officers. A cordon was put in place, roads closed and several properties were evacuated. An evacuation centre was provided for residents at Braunstone Civic Centre.

The Fire and Rescue Service and the Explosive Ordnance Disposal team attended the incident. In a media statement, Leicestershire Police later said reports of noises in the area on Tuesday afternoon were linked to the bomb squad's activity at the scene.

The cordon was lifted just after 6pm and residents were allowed to return to their homes.

Incident Response

The Chief Executive & Town Clerk was contacted by one of Blaby District Council's Executive Directors mid-morning to advise of the incident and ask if Braunstone Civic Centre could be used as an evacuation centre for residents, if it was decided that residents should be evacuated for their safety.

In accordance with the Council's Business Continuity Plan, the Chief Executive & Town Clerk declared an incident and the Leader of the Council was informed. The Plan provides for "Types of Incidents", which includes "Use of a Community Centre as an Evacuation Centre", and for staff roles and responsibilities.

As a result, staff (including Civic Community Lounge staff) were notified and arrangements put in place should the venue be needed as an evacuation centre.

Notification was received from Blaby District Council shortly after 12.45pm that the Centre would be needed as an evacuation centre for up to 100 residents from 1.30pm.

Immediately, staff were mobilised to ensure that the Millfield Hall was ready and all arrangements were in place just after 1pm to receive residents. The first residents arrived shortly after 1.15 and were welcomed and received by Town Council staff. Staff from Blaby District Council arrived shortly after to manage the venue and the evacuation arrangements. The Chief Executive & Town Clerk liaised closely with Mark Greenwood, Executive Director at Blaby District Council, who was in charge of the arrangements, to ensure that they had all the support and resources they needed. A number of Town Council staff remained on hand throughout the operation of the evacuation centre to support and signpost residents, ensure that District Council officers, police and the red cross were supported in their roles, and with providing refreshments. The Leader and Deputy Leader also attended the Centre later in the afternoon to support residents and staff.

At its height, it is estimated that there were around 20 residents being supported in the Millfield Hall. In addition, some residents located themselves in the Civic Community Lounge.

In total, 11 members of staff either assisted directly with the incident response or backfilled roles to support the continuation of normal service.

In accordance with the Business Continuity Plan, Councillors and staff were updated on the incident and the response. Where information was provided by the police and in the public domain, this was shared on the Council's website and social media.

The Millfield Hall was vacated around 7.30pm and the Town Council incident response was declared over.

Mark Greenwood, Executive Director at Blaby District Council, contacted the Chief Executive & Town Clerk to formally thank the Town Council for its collaboration and the staff involved for their support and hard work.

Incident Review

The Business Continuity Plan sets out that "once the initial critical stages have been dealt with, the Council's Policy & Resources Committee, and any other relevant Standing Committee, should be convened at reasonable notice to receive a report on the action taken, to consider the current position, options available for ongoing management of the incident and restoring the Council's Services, and to determine a recovery plan, including further actions, staffing required (including whether enhanced payments are required), finance and timescales".

Given the incident is now over, there is no further decisions to be taken on managing the incident. The impact on the Council's services was minimal, given there was only one booking in the Millfield Hall (early evening), which was relocated to the Council Chamber (which was available). The hirer was notified and will be refunded

the difference in room hire costs.

There were no costs to the Council; therefore, no emergency spending to review and endorse.

Some staff committed a number of additional hours to supporting the incident response. The Council operates an Annualised Hours system and many staff will be able to manage the additional hours worked within this arrangement. However, potentially some staff may be over their limits on the number of additional hours carry over and therefore, the subject of review. In these circumstances it is considered sensible to offer these staff members the opportunity to claim payment for the additional hours, should they wish to do so. It is proposed to give delegated authority to the Chief Executive & Town Clerk, in consultation with Service Managers, to determine whether to offer a one-off additional payment for any extra hours worked on a case by case basis. Maximum additional costs (including on-costs) would be early hundreds.

Finally, it is important to recognise the response to the wider incident from the Police, County Council, District Council, Resilience Partnership and red cross. No doubt, others were also involved. It is recommended that the Town Council formally thank the bodies involved and their staff for their response and for supporting residents.

Recommendations

1. That the Incident declared by the Chief Executive & Town Clerk on 4th June 2024 to provide an emergency response centre for residents affected by the incident on The Glade and surrounding streets, as detailed in the Background and Incident Response sections of the report, be supported;
2. that the Town Council staff involved be thanked for their contribution and support;
3. that the agencies and the people involved in the response to the wider incident be thanked for their response and hard work; and
4. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with Service Managers, to determine whether to offer a one-off additional payment for any extra hours worked by staff supporting the incident on a case by case basis.

Reasons

1. To support the action taken to ensure that the Town Council supported the effective response to the incident at The Glade while minimising the impact on service delivery.
2. Staff called upon responded and acted swiftly and professionally to provide an efficient and effective response to the incident.
3. To recognise the complexities of the incident and that the collaborative approach delivered effective support for residents.
4. To ensure that the additional hours worked by staff supporting the Council's response to the incident would not be included in any amounts beyond the limit on the number of additional hours that could be carried over.

Paid Expenditure Transactions

paid between 17/04/24 and 04/06/24

Start of year 01/04/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD240401OP US0727	17/04/24	19834		£3,174.64	£529.11	£2,645.53	2. CC	Opus Energy	Account 1465822 04.03.2024 - 01.04.24 2430/1
DD240401OP US5159	18/04/24	19807		£842.84	£140.47	£702.37	5. OS	Opus Energy	MM Acc 1465825 04.03.24 - 02.04.24 5430/1
DD240401OP US5158	18/04/24	19835		£2,720.47	£453.41	£2,267.06	3. TA	Opus Energy	TA Acc 1465824 04.03.2024 - 02.04.2024 3430/1
BACS240210 WALKER0273	19/04/24	19837		£36.00	£6.00	£30.00	5. OS	Walkers Tyre Service Ltd	Puncture & Rebalance Van 5650
BACS240412J AAAK012	19/04/24	19838	4590	£48.00	£8.00	£40.00	7. CD	JAAAK LTD	Drink for Town Mayors Awards Night 7750
BACS240412J AAAK011	19/04/24	19839	4589	£230.00	£0.00	£230.00	7. CD	JAAAK LTD	Food for Town Mayors Award Night 7750
BACS240401I TSOLU4517	19/04/24	19840		£610.20	£101.70	£508.50	1. CM	IT Solutions	1 x Service & Maintainance Agreement PC's Apr - Jun inc 3 x Service & Maintenance Agreement VoIP Apr - Jun inc 1420/2
BACS240403I MPROV5335	19/04/24	19841		£561.60	£93.60	£468.00	1. CM	Improvement & Development Agency	Employer Link - subscription April 2023 - March 2025 1350
BACS240415A MAZOABEY	19/04/24	19842	4587	£14.65	£2.44	£12.21	2. CC	Amazon UK	2 Extension leads 2610/1
BACS240411B CLIFE	19/04/24	19854	4583	£200.00	£0.00	£200.00	7. CD	Braunstone Community Life	Grant for D-D Landings Braunstone Community Life 7880
DD240415ENT A4952	22/04/24	19843		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL 192354 14.04.24 - 13.05.24 2400
BACS240422P ERSON6018	22/04/24	19929		£120.00	£20.00	£100.00	1. CM	PERSONNEL ADVICE	Provision of Retained Personnel Services for April 2024 1170/2
BACS240424A ██████████	23/04/24	19880		£1,603.10	£0.00	£1,603.10	1. CM	██████████	Salary April 2024 1010
		19867/1		£8.40	£0.00	£8.40	1. CM	██████████	Mileage 1015
		19867/2		£2,836.19	£0.00	£2,836.19	1. CM	██████████	Salary 1010
BACS240424S ██████████	24/04/24	19867		£2,844.59	£0.00	£2,844.59		██████████	Salary April 2024 1015
BACS240424K ██████████	24/04/24	19868		£2,040.93	£0.00	£2,040.93	1. CM	██████████	Salary April 2024 1010
		19869/1		£4.20	£0.00	£4.20	1. CM	██████████	Mileage 1015
		19869/2		£2,734.79	£0.00	£2,734.79	1. CM	██████████	Salary 1010
BACS240424A SSI	24/04/24	19869		£2,738.99	£0.00	£2,738.99		██████████	Salary April 2024 1015

Paid Expenditure Transactions

Start of year 01/04/24

paid between 17/04/24 and 04/06/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS240424 ██████	24/04/24	19870		£1,485.11	£0.00	£1,485.11	1. CM	████████████████████	Salary April 2024 1010
BACS240424H ██████	24/04/24	19871		£1,185.57	£0.00	£1,185.57	1. CM	████████████████████	Salary April 2024 1010
BACS240424J ██████	24/04/24	19872		£2,061.53	£0.00	£2,061.53	1. CM	████████████████████	Salary April 2024 1010
BACS240424T ██████	24/04/24	19873		£2,884.69	£0.00	£2,884.69	1. CM	████████████████████	Salary April 2024 1010
BACS240424S ██████	24/04/24	19874		£1,717.84	£0.00	£1,717.84	1. CM	████████████████████	Salary April 2024 1010
BACS240424F ██████	24/04/24	19875		£175.30	£0.00	£175.30	1. CM	████████████████████	Salary April 2024 1010
BACS240424J ██████	24/04/24	19876		£635.13	£0.00	£635.13	1. CM	████████████████████ ████████████████████	Salary April 2024 1010
BACS240424 ██████	24/04/24	19877		£1,558.97	£0.00	£1,558.97	1. CM	████████████████████	Salary April 2024 1010
BACS240424 ██████	24/04/24	19878		£488.86	£0.00	£488.86	1. CM	████████████████████	Salary April 2024 1010
BACS240424H ██████	24/04/24	19879		£979.74	£0.00	£979.74	1. CM	████████████████████	Salary April 2024 1010
BACS240424P ██████	24/04/24	19881		£1,124.48	£0.00	£1,124.48	1. CM	████████████████████	Salary April 2024 1010
BACS240424C ██████	24/04/24	19882		£608.66	£0.00	£608.66	1. CM	████████████████████	Salary April 2024 1010
BACS240424S ██████	24/04/24	19883		£488.86	£0.00	£488.86	1. CM	████████████████████	Salary April 2024 1010
BACS240424T ██████	24/04/24	19884		£794.91	£0.00	£794.91	1. CM	████████████████████	Salary April 2024 1010
BACS240424P ██████	24/04/24	19885		£414.63	£0.00	£414.63	1. CM	████████████████████	Salary April 2024 1010
BACS240424H ██████	24/04/24	19886		£1,113.94	£0.00	£1,113.94	1. CM	████████████████████	Salary April 2024 1010
BACS240424 ██████	24/04/24	19887		£1,672.38	£0.00	£1,672.38	1. CM	████████████████████	Salary April 2024 1010
BACS240424V ██████	24/04/24	19888		£1,058.38	£0.00	£1,058.38	1. CM	████████████████████	Salary April 2024 1010
BACS240424C ██████	24/04/24	19889		£423.42	£0.00	£423.42	1. CM	████████████████████	Salary April 2024 1010

Paid Expenditure Transactions

Start of year 01/04/24

paid between 17/04/24 and 04/06/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS240422L ██████████	24/04/24	19896		£338.35	£0.00	£338.35	1. CM	████████████████████	Salary April 2024 1010
DD240410WA TER6427	24/04/24	19932		£7.16	£0.00	£7.16	5. OS	Water Plus/STW	MM 0583085823 09.03.24 - 01.04.24 5430/3
DD240418ENT A5164	25/04/24	19866		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL 364266 17.04.2024 - 16.05.2024 2400
DD240425ESP O	25/04/24	20052	4554	£83.10	£13.85	£69.25	3. TA	ESPO	Toilet rolls 3330
		20053/1		£50.40	£8.40	£42.00	1. CM	ESPO	STATIONARY 1300
		20053/2		£41.16	£6.86	£34.30	5. OS	ESPO	PARKS SUPPLIES 5620/1
		20053/3		£68.64	£11.44	£57.20	1. CM	ESPO	STATIONARY 1300
DD240425ESP O01	25/04/24	20053		£160.20	£26.70	£133.50		ESPO	1300
BACS240424L CCPENSION	26/04/24	19892		£9,615.78	£0.00	£9,615.78	1. CM	Leicestershire County Council Pensions	Pension April 2024 1020
BACS240424U NISON	26/04/24	19893		£34.00	£0.00	£34.00	1. CM	Unison	Union fees April 2024 1010
BACS240419 ONLINE8105	26/04/24	19894	4594	£135.40	£22.57	£112.83	5. OS	Online Playgrounds	1 x toddler cradle swing for MM 5610/2
BACS240424S ██████████	26/04/24	19897		£18.90	£0.00	£18.90	1. CM	████████████████████	Mileage 1015
BACS240424A ██████████	26/04/24	19898		£9.45	£0.00	£9.45	1. CM	████████████████████	Mileage 1015
BACS240419 GRIFFI7018	26/04/24	19909	4595	£77.50	£12.50	£65.00	5. OS	Griffin Designs	1 x replacement tennis banner for TA 5990
BACS240501B LIFEMAY24	26/04/24	19910		£752.40	£0.00	£752.40	1. CM	Braunstone Life	May 2024 2 pages 1360
BACS240419R ATBYCOOP	26/04/24	19911	4596	£200.00	£0.00	£200.00	7. CD	Ratby Co Op Band	Community Grant for D-Day £200 7880
BACS240426B DCPRECEIN	26/04/24	19997		£146.99	£0.00	£146.99	1. CM	Blaby District Council	Interest payment on short-term loan (9th April to 26th April) 1800
DD240426EO N0002	26/04/24	20051		£527.77	£87.96	£439.81	3. TA	E.ON Next	Gas 19.03.2024-31.03.2024 3430/2
DD240414LEX AUTO5558	29/04/24	19895		£526.13	£87.69	£438.44	5. OS	Lex Autolease Limited	BJ67 OWM 076 15.03.2024 - 14.04.2024 & BT17 GHH 082 14.03.2024 - 13.04.2024 5650
DD240415BRI TGAS9884	29/04/24	20013		£215.29	£10.25	£205.04	6.LS	British Gas	BGL401803 12.03.2024-12.04.2024 6430/1

Paid Expenditure Transactions

Start of year 01/04/24

paid between 17/04/24 and 04/06/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD240416BRI TGAS6520	30/04/24	19865		£219.82	£10.47	£209.35	6.LS	British Gas	BGL401801 10.03.24 - 16.04.24 6430/1
110885	30/04/24	20054		£200.00	£0.00	£200.00	7. CD	Earl Shilton Town Council	Donation for lending sandpits 2023 which was not claimed in 2023 but have now claimed 7715
DD240501BD CMAYCC	01/05/24	19845		£2,058.00	£0.00	£2,058.00	2. CC	Blaby District Council	N030002639 Rates 2460
DD240501BD CMAYTA	01/05/24	19856		£1,022.00	£0.00	£1,022.00	3. TA	Blaby District Council	N030084745 Rates 3460
DD240501SLC C	01/05/24	19900		£41.60	£0.00	£41.60	1. CM	Society Of Local Council Clerks	Darren Tilley SLCC Membership: 1st March 2024 to 28th February 2025 1350
BACS240423F LEXPR5329	01/05/24	19912	4600	£260.76	£0.00	£260.76	1. CM	Flexpress	Customer Service pads 1300
BACS240430A MAZO4718	03/05/24	19913	4611	£6.49	£1.08	£5.41	7. CD	Amazon UK	Table cloths and accessories for Dday Civic Service refreshments 7750
BACS240430A MAZO2443	03/05/24	19914		£32.91	£5.49	£27.42	7. CD	Amazon UK	Table cloths and accessories for Dday Civic Service refreshments 7750
BACS240501A MAZO4720	03/05/24	19915		£6.49	£1.08	£5.41	7. CD	Amazon UK	Table cloths and accessories for Dday Civic Service refreshments 7750
BACS240423A MAZO5182	03/05/24	19916	4601	£9.40	£1.57	£7.83	2. CC	Amazon UK	C Batteries 2610/1
BACS240424A MAZOABEY	03/05/24	19917	4602	£18.98	£3.16	£15.82	7. CD	Amazon UK	Red filters for spot lights D-Day 7750
BACS240425A MAZOABEY	03/05/24	19918	4604	£12.49	£2.08	£10.41	3. TA	Amazon UK	AAA Batteries 3610/1
BACS240426A MAZO0067	03/05/24	19919	4606	£20.99	£3.50	£17.49	7. CD	Amazon UK	Buckets and spades for TA sand pit 7715
BACS240427A MAZO2250	03/05/24	19920		£47.42	£7.90	£39.52	7. CD	Amazon UK	Buckets and spades for TA sand pit 7715
BACS240427A MAZO4386	03/05/24	19921		£13.97	£2.33	£11.64	7. CD	Amazon UK	Buckets and spades for TA sand pit 7715
BACS240427A MAZO4XC9	03/05/24	19922		£13.49	£2.25	£11.24	7. CD	Amazon UK	Buckets and spades for TA sand pit 7715
BACS240428A MAZO2027	03/05/24	19923		£18.98	£3.16	£15.82	7. CD	Amazon UK	Buckets and spades for TA sand pit 7715
		19924/1		£60.00	£10.00	£50.00	2. CC	NPS NIGEL SUMMERFIELD	Service Boiler 2600
		19924/2		£60.00	£10.00	£50.00	3. TA	NPS NIGEL SUMMERFIELD	Service Boiler 3600

Paid Expenditure Transactions

Start of year 01/04/24

paid between 17/04/24 and 04/06/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS240426N PS2517	03/05/24	19924	4607	£120.00	£20.00	£100.00		NPS NIGEL SUMMERFIELD	Service Boilers at TA & CC 2600
BACS240425S ISSON2177	03/05/24	19925		£94.50	£15.75	£78.75	2. CC	Sissons & Allen Ltd	Investiage & Repair Lighting in Corridor 2600
BACS240423B ARTON1176	03/05/24	19926	4592	£871.85	£41.52	£830.33	5. OS	Barton Petroleum	1000 litre Red Diesel 5670
BACS240430 GPR4942	03/05/24	19927		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan - Year 3 month 4 1420/5
BACS240430P TI2154	03/05/24	19928	4585	£480.00	£80.00	£400.00	2. CC	PTI Building Services LTD	Service of Air conditioning units in MH 2610/1
BACS240424S AMMET2468	03/05/24	19935	4598	£960.00	£160.00	£800.00	5. OS	Sam Metcalf Trees & Landscaping	Removal of two large trees TA Vyner Close overhanging residents drive way and roof Large tree on path at TA overhanging and over garage roof of resident 5620/2
BACS240501B DCMAYSP	03/05/24	19936		£346.00	£0.00	£346.00	5. OS	Blaby District Council	9252050537 Rates 5460
BACS240411B RHERITAGE	03/05/24	19937	4582	£200.00	£0.00	£200.00	7. CD	Braunstone Heritage Archive Group	Grant to Braunstone Heritage Group for D- Day Landings Ann 7880
BACS240501C IAFIR1115	03/05/24	19938	4613	£747.60	£124.60	£623.00	5. OS	CIA Fire and Security	Annual maintenance contract for Thorpe Astley Tennis Court gate 5550
BACS240502L QUILTERS	03/05/24	19939	4614	£211.67	£0.00	£211.67	7. CD	Leicestershire Quilters	Net proceeds from POE event 7700
BACS240422X EROX0343	03/05/24	19940		£251.94	£41.99	£209.95	1. CM	Xerox	Altalink C8155v 3774436331 01/06/23 - 31/08/24 1410
BACS240429B ANANA0624	03/05/24	19941	4609	£400.00	£0.00	£400.00	7. CD	Banana Brain Fun Shows	Balance of children's entertainment for TA on the Beach 7715
		19943/1		£20.00	£0.00	£20.00	1. CM	Petty Cash	postage 1300
		19943/2		£20.00	£0.00	£20.00	1. CM	Petty Cash	postage 1300
		19943/3		£40.00	£0.00	£40.00	1. CM	Petty Cash	postage 1300
		19943/4		£2.50	£0.00	£2.50	1. CM	Petty Cash	postage 1300
		19943/5		£7.40	£1.23	£6.17	5. OS	Petty Cash	fuel for lawn mower 5670
		19943/6		£20.00	£3.33	£16.67	5. OS	Petty Cash	fuel for lawn mower 5670
		19943/7		£20.00	£3.33	£16.67	5. OS	Petty Cash	tyre repair for ride on 5650
		19943/8		£15.00	£2.50	£12.50	1. CM	Petty Cash	Libray supplies for levelling up visit 1990
110905	03/05/24	19943		£144.90	£10.39	£134.51		Petty Cash	1300

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			20055/1	£30.62	£0.00	£30.62	1. CM	Co operative Bank	Commision 1990
			20055/2	£10.00	£0.00	£10.00	1. CM	Co operative Bank	Service Charge 1990
BACS240503C OOP	03/05/24		20055	£40.62	£0.00	£40.62		Co operative Bank	1990
			20056/1	£4.80	£0.80	£4.00	1. CM	ESPO	STATIONARY 1300
			20056/2	£406.56	£67.76	£338.80	5. OS	ESPO	PARKS SUPPLIES 5550
			20056/3	£46.44	£7.74	£38.70	1. CM	ESPO	STATIONARY 1300
			20056/4	£41.16	£6.86	£34.30	5. OS	ESPO	PARKS SUPPLIES 5620/1
			20056/5	£60.30	£10.05	£50.25	5. OS	ESPO	PARKS SUPPLIES 5610/1
			20056/6	£23.88	£3.98	£19.90	1. CM	ESPO	STATIONARY 1300
DD240425ESP O01	03/05/24		20056	£583.14	£97.19	£485.95		ESPO	1300
BACS240424H MRC	08/05/24		19891	£6,854.92	£0.00	£6,854.92	1. CM	H M Revenue & Customs	Tax & NI April 2024 1010
DD240424OP US2060	09/05/24		19934	£1,566.80	£261.13	£1,305.67	2. CC	Opus Energy	CC Acc 1465347 02503.2024 - 23.04.2024 2430/1
DD240502ENT A6898	09/05/24		19944	£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL 305436 01.05.24 - 31.05.24 2400
DD240426KIN GS0680	10/05/24		19930	£21.18	£3.53	£17.65	2. CC	Kings Armoured Security Services Limited	Transit Fees 2580
DD240501SA GE2632	10/05/24		19942	£58.80	£9.80	£49.00	1. CM	Sage (UK) Ltd	Subscription 01.05.2024 - 31.05.2024 Payroll 1350
DDBYPHONE 1825	10/05/24		19953	£277.54	£46.26	£231.28	1. CM	Byphone Voxbit	RC10115 01.05.24 - 31.05.24 1400
DD240427WA TER0068	11/05/24		19931	£440.73	£0.00	£440.73	2. CC	Water Plus/STW	CC 0583085823 26.03.24 - 01.04.24 2430/3
DD240428WA TER5367	12/05/24		19933	£311.79	£0.00	£311.79	3. TA	Water Plus/STW	TA 0479003705 27.03.24 - 11.04.24 3430/3
BACS240430S UNNI3336	13/05/24		19946 4580	£13.90	£2.31	£11.59	5. OS	Sunningdale Landscape Supplies Ltd	2 x bags of post crete for fence repair 5620/1
BACS240502A MAZO2445	13/05/24		19947 4616	£20.69	£3.45	£17.24	2. CC	Amazon UK	Humane mouse traps 2600
			19948/1	£1,020.00	£170.00	£850.00	2. CC	Sissons & Allen Ltd	PAT testing 2610/1
			19948/2	£1,020.00	£170.00	£850.00	3. TA	Sissons & Allen Ltd	PAT testing 3610/1
			19948/3	£1,020.00	£170.00	£850.00	6.LS	Sissons & Allen Ltd	PAT testing 6610

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BACS240507S ISSON2178	13/05/24	19948	4584	£3,060.00	£510.00	£2,550.00		Sissons & Allen Ltd	PAT Testing 2610/1
BACS240507N PS2526	13/05/24	19949	4620	£786.00	£131.00	£655.00	3. TA	NPS NIGEL SUMMERFIELD	Replace taps at TA in the mens toilets - Repair tap in the kitchen 3600
		19950/1		£104.22	£17.37	£86.85	3. TA	Knighton Janitorial Ltd	Cleaning Supplies 3330
		19950/2		£104.22	£17.37	£86.85	2. CC	Knighton Janitorial Ltd	Cleaning Supplies 2330
BACS240424K NIGHT0623	13/05/24	19950	4597	£208.44	£34.74	£173.70		Knighton Janitorial Ltd	Cleaning Materials 3330
BACS240507A MAZOABEY	13/05/24	19951	4621	£4.99	£0.83	£4.16	2. CC	Amazon UK	Radar key x 3 2610/1
DD240506ENT A7650	13/05/24	19952		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL 207489 05.05.2024 - 04.06.2024 3400
DD240509ENT A9250	16/05/24	19955		£18.00	£3.00	£15.00	2. CC	Entanet International Ltd	Basic single line ELE 113571 01.05.24 - 31.05.24 2400
DD240502OP US5121	17/05/24	19945		£1,774.45	£295.74	£1,478.71	2. CC	Opus Energy	Account 1465822 02.04.2024 - 01.05.24 2430/1
BACS240509A MAZOABEY	17/05/24	19956	4622	£11.99	£2.00	£9.99	5. OS	Amazon UK	Adblue 5650
BACS240511N PS2530	17/05/24	19959		£229.20	£38.20	£191.00	3. TA	NPS NIGEL SUMMERFIELD	Replace kitchen mixer tap at TA 3600
BACS240423B ARTON1177	17/05/24	19960		£746.68	£124.45	£622.23	5. OS	Barton Petroleum	502 DERV EN590 5670
BACS240322P HS2780	17/05/24	19963		£566.48	£94.41	£472.07	3. TA	Personal Hygiene Services Ltd	2 x Low Risk Waste Collection 5 x Sanitary Disposal 3440
BACS240501L CC9796	17/05/24	19967		£102.60	£17.10	£85.50	3. TA	Leicester County Council - Waste	Trade Refuse BT17GHH & BJ67OWM 15 January 2024 Trade Refuse BT17GHH 22 April 2024 3440
		19970/1		£42.12	£7.02	£35.10	5. OS	Vipans Ltd	Moly Grease 5630
		19970/2		£18.00	£3.00	£15.00	5. OS	Vipans Ltd	Nitrate Gloves - Box 5630
		19970/3		£10.20	£1.70	£8.50	5. OS	Vipans Ltd	Gaffer tape 5630
BACS240405V IPANS3299	17/05/24	19970	4572	£70.32	£11.72	£58.60		Vipans Ltd	Parks 5630
DD240507BT1 27DI	21/05/24	19958		£177.71	£29.62	£148.09	2. CC	British Telecom	CC Alarm Line EM15369632 Charges 01.04.24 - 31.07.24 2400
DD240509BTQ 055ZN	21/05/24	19965		£154.34	£25.72	£128.62	3. TA	British Telecom	CC ADSL Fax Out Line EM22853976 Charges 01.05.04 - 31.07.24 3400

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DD240515ENT A0394	22/05/24	19968		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL 192354 14.05.24 - 13.06.24 2400
DD240509BTQ 076JG	23/05/24	19964		£42.83	£7.14	£35.69	2. CC	British Telecom	CC ADSL Fax Out Line EM15369632 Charges 01.05.24 - 31.07.24 2400
DD240509BTQ 109EO	23/05/24	19966		£154.34	£25.72	£128.62	2. CC	British Telecom	CC Phone EM16631367 Charges 01.04.24 - 31.07.24 2400
DD240510WA TER1558	24/05/24	19957		£40.20	£0.00	£40.20	5. OS	Water Plus/STW	MM 0583085823 09.04.24 - 09.05.24 5430/3
BACS240524S ██████████	24/05/24	19972		£2,836.86	£0.00	£2,836.86	1. CM	██████████	Salary May 2024 1010
BACS240524K ██████████	24/05/24	19973		£2,040.73	£0.00	£2,040.73	1. CM	██████████	Salary May 2024 1010
BACS240524A ██████████	24/05/24	19974		£2,735.12	£0.00	£2,735.12	1. CM	██████████	Salary May 2024 1010
BACS240524 ██████████	24/05/24	19975		£1,609.12	£0.00	£1,609.12	1. CM	██████████	Salary May 2024 1010
BACS240524H ██████████	24/05/24	19976		£1,211.99	£0.00	£1,211.99	1. CM	██████████	Salary May 2024 1010
BACS240524J ██████████	24/05/24	19977		£2,061.33	£0.00	£2,061.33	1. CM	██████████	Salary May 2024 1010
BACS240524T ██████████	24/05/24	19978		£3,294.74	£0.00	£3,294.74	1. CM	██████████	Salary May 2024 1010
BACS240524S ██████████	24/05/24	19979		£1,717.64	£0.00	£1,717.64	1. CM	██████████avid	Salary May 2024 1010
BACS240524F ██████████	24/05/24	19980		£175.10	£0.00	£175.10	1. CM	██████████	Salary May 2024 1010
BACS240524J ██████████	24/05/24	19981		£512.15	£0.00	£512.15	1. CM	██████████	Salary May 2024 1010
BACS240524 ██████████	24/05/24	19982		£1,558.97	£0.00	£1,558.97	1. CM	██████████	Salary May 2024 1010
BACS240524 ██████████	24/05/24	19983		£786.70	£0.00	£786.70	1. CM	██████████	Salary May 2024 1010
BACS240524H ██████████	24/05/24	19984		£979.74	£0.00	£979.74	1. CM	██████████	Salary May 2024 1010
BACS240524A ██████████	24/05/24	19985		£1,728.28	£0.00	£1,728.28	1. CM	██████████	Salary May 2024 1010
BACS240524P ██████████	24/05/24	19986		£1,124.28	£0.00	£1,124.28	1. CM	██████████	Salary May 2024 1010

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS240524C ██████████	24/05/24	19987		£931.21	£0.00	£931.21	1. CM	██████████	Salary May 2024 1010
BACS240524S ██████████	24/05/24	19988		£488.66	£0.00	£488.66	1. CM	██████████	Salary May 2024 1010
BACS240524T ██████████	24/05/24	19989		£745.32	£0.00	£745.32	1. CM	██████████	Salary May 2024 1010
BACS240524P ██████████	24/05/24	19990		£300.28	£0.00	£300.28	1. CM	██████████	Salary May 2024 1010
BACS240524H ██████████	24/05/24	19991		£1,361.74	£0.00	£1,361.74	1. CM	██████████	Salary May 2024 1010
BACS240524 ██████████	24/05/24	19992		£1,672.38	£0.00	£1,672.38	1. CM	██████████	Salary May 2024 1010
BACS240524V ██████████	24/05/24	19993		£1,058.38	£0.00	£1,058.38	1. CM	██████████	Salary May 2024 1010
BACS240524C ██████████	24/05/24	19994		£665.90	£0.00	£665.90	1. CM	██████████	Salary May 2024 1010
DD240518ENT A0615	25/05/24	20011		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL 364266 17.05.2024 - 16.06.2024 2400
DD240513BRI TGAS8660	27/05/24	19961		£151.15	£7.20	£143.95	6.LS	British Gas	BGL401803 12.04.24 - 163.0524 6430/1
BACS240510C HUBB0988	28/05/24	19998	4588	£810.76	£135.13	£675.63	3. TA	Chubb Fire & Security	Recommendation No. 32650084 - Replace & Fit Closed Protocol Field device - 20% DISCOUNT 3610/3
		19999/1		£152.52	£25.42	£127.10	2. CC	Knighton Janitorial Ltd	Cleaning Supplies 2330
BACS240516K NIGHT1226	28/05/24	19999	4624	£152.52	£25.42	£127.10		Knighton Janitorial Ltd	Cleaning Supplies 2330
BACS240401B &Q0102	28/05/24	20000		£34.53	£5.75	£28.78	5. OS	B & Q	selection of rawplugs and screws Screwdriver set 5630
BACS240516A MAZOABEY	28/05/24	20001	4625	£157.50	£26.25	£131.25	1. CM	Amazon UK	Black & Yellow ink C315 Toner for TA 1300
BACS240516 WICKST5290	28/05/24	20002	4627	£283.57	£47.26	£236.31	5. OS	Wicksteed Leisure Ltd	Rocking Horse footboards for Franklin Park 5610/2
BACS240513R OSPA8944	28/05/24	20003	4629	£1,190.40	£198.40	£992.00	5. OS	Rospa Play Safety	Annual playground inspection 2024 for BT 5610/2
BACS240513R OSPA8943	28/05/24	20004	4628	£561.60	£93.60	£468.00	5. OS	Rospa Play Safety	Annual playground inspection 2024 for TA 5610/2
BACS240522 WILSON3654	28/05/24	20005		£154.80	£25.80	£129.00	5. OS	Wilson Alarm Systems Ltd	Correctice maintenance to Intruder Alarm 5610/1

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BACS240516B LIFEJUN24	28/05/24	20006		£1,504.80	£0.00	£1,504.80	1. CM	Braunstone Life	May 2024 4 pages	1360
BACS240508I TSOLU4591	28/05/24	20007		£828.00	£138.00	£690.00	1. CM	IT Solutions	Lenova Laptop FHD Screen Installation and transfer software for Darren Tilly	1420/1
BACS240322P HS2754	28/05/24	20008		£996.08	£166.01	£830.07	2. CC	Personal Hygiene Services Ltd	2 x Low Risk Waste Collection 11 x Sanitary Disposal 7 x Hand/Hair Drier	2440
DD240513LEX AUTO2918	28/05/24	20009		£250.31	£41.72	£208.59	5. OS	Lex Autolease Limited	BT17 GHH 082 14.04.2024 - 13.05.2024	5650
BACS230521A MAZOABEY	28/05/24	20015	4631	£11.87	£1.98	£9.89	3. TA	Amazon UK	batteries for clocks	3610/1
BACS240516K NIGHT1367	28/05/24	20016	4626	£120.84	£20.14	£100.70	5. OS	Knighton Janitorial Ltd	Cleaning products	5330
BACS240522P UNJABISOC	28/05/24	20017	4632	£500.00	£0.00	£500.00	7. CD	Punjabi Cultural Society	Community Grant Punjabi Society May 2024	7850
BACS2405223 RDBBROWN	28/05/24	20018	4634	£500.00	£0.00	£500.00	7. CD	3rd Braunstone Brownies	Community Grant May 2024	7850
BACS2405223 RDBRAINBO	28/05/24	20019	4636	£150.00	£0.00	£150.00	7. CD	3rd Braunstone Rainbows	community Grant May 2024	7850
BACS240522J OHNMO9140	28/05/24	20020	4638	£136.80	£22.80	£114.00	7. CD	John Moore Event Hire	20 deckchairs for TA on Beach event	7715
BACS240523C HARS0520	28/05/24	20021	4639	£160.00	£0.00	£160.00	7. CD	Chars Creations	Facepainting for TA on Beach	7715
BACS240524A ZK	28/05/24	20022	4630	£228.00	£38.00	£190.00	2. CC	AZK Pest Control	Mice in court yard	2600
DD240514EO N0003	29/05/24	19969		£905.29	£150.88	£754.41	3. TA	E.ON Next	Gas 01.04.24 - 30.04.24	3430/2
DD240514LEX AUTO3511	29/05/24	20010		£275.82	£45.97	£229.85	5. OS	Lex Autolease Limited	BJ67 OWM 077 15.04.2024 - 14.05.2024	5650
DD240515BRI TGAS5393	29/05/24	20012		£165.18	£7.87	£157.31	6.LS	British Gas	BGL401801 16.04.24 - 15.04.24	6430/1
DD240515EO N0002	30/05/24	20014		£75.78	£3.61	£72.17	5. OS	E.ON Next	Electric 04.02.24 - 03.05.24	5430/1
DD240601BD CJUNCC	01/06/24	19846		£2,058.00	£0.00	£2,058.00	2. CC	Blaby District Council	N030002639 Rates	2460
DD240601BD CJUNTA	01/06/24	19857		£1,022.00	£0.00	£1,022.00	3. TA	Blaby District Council	N030084745 Rates	3460
DD240601SLC C	01/06/24	19901		£41.60	£0.00	£41.60	1. CM	Society Of Local Council Clerks	Darren Tilley SLCC Membership: 1st March 2024 to 28th February 2025	1350

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BACS2408520 LRALC4098	03/06/24	20038		£5.85	£0.00	£5.85	1. CM	LRALC	LRALC Audit Services 2023-24 mileage charge	1160
BACS240524 GRIFFI7068	03/06/24	20039	4641	£30.00	£0.00	£30.00	7. CD	Griffin Designs	new stickers for TA on Beach banner	7715
BACS240528B RITAN3866	03/06/24	20040	4643	£114.00	£19.00	£95.00	1. CM	Britannia Bradshaw	Removal of confidential waste	1990
BACS240529A MAZO2174	03/06/24	20041	4645	£159.99	£26.67	£133.32	7. CD	Amazon UK	1 x gazebo for TA on the Beach	7715
BACS240514 WILSON3654	03/06/24	20042		£154.80	£25.80	£129.00	5. OS	Wilson Alarm Systems Ltd	Called to System as Requested Call no.156362	5610/1
BACS240118L RALC3726	03/06/24	20043		£495.00	£0.00	£495.00	1. CM	LRALC	LRALC Internal Audit Services 2023-24	1160
BACS240523R USSEL7008	03/06/24	20044		£2,684.96	£447.49	£2,237.47	5. OS	Russells Group Ltd	Carry out Annual Service. Repair dampers, adjust & test	5650
Total				£127,878.55	£5,739.12	£122,139.43				