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DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Date: 6 September 2019

Dear Councillor,

Could you please note that a meeting of the Finance and General Purposes Committee will be held on **Monday 16 September 2019 at 7.00 pm**, at the Council Chamber, Grove House, 76 High Street North, Dunstable, when the following business will be transacted.

AGENDA

1. Apologies for Absence.
2. To approve the Minutes of the Meetings of Finance and General Purposes Committee held on 17 June 2019 (copy previously circulated).
3. Specific Declarations of Interest.
4. Accounts – to receive the Minutes of the meetings of Accounts Sub-Committee held on 19 June, 24 July and 21 August 2019 (see page 1). (The full schedule of accounts approved at these meetings will be on the table for inspection by Members.)
5. Financial Monitoring Report - Outturn 2019/20 – see page 1
6. Maternity Cover arrangement Report – see page 6
7. Amendments to Councils Grievance procedure Report– see page 9

Cont/d ...

DA/LS
6 September 2019

8. Representatives on Outside Organisations - to receive reports from representatives on the following outside organisations:

CAB Management Committee – Councillor Bater
Dunstable International Town Twinning Association –Councillors Corkhill and Hollick
Hospice at Home Management Committee – Councillor Jones
Ashton Almshouses Charity – Councillors Corkhill and Hollick

NB: Those Members who are not members of this Committee but are representatives of organisations reporting thereto are reminded to provide a report in time for the meeting.

It is recommended that the following item be considered after a resolution has been passed excluding the press and public.

PART 2

1. Staffing Report – see page 14

Yours faithfully,



David Ashlee
Town Clerk and Chief Executive

To: All Members of Finance and General Purposes Committee:
Councillors Sid Abbott (Town Mayor), Liz Jones (Deputy Town Mayor), Peter Hollick (Chairman), Philip Crawley (Vice-Chairman), Wendy Bater, Matthew Brennan, Mark Cant, Alan Corkhill, John Gurney, Kenson Gurney, Gloria Martin, Cameron Restall, Lee Roberts and Johnson Tamara and other Members of the Council for information.

FINANCE AND GENERAL PURPOSES COMMITTEE

16 SEPTEMBER 2019

FINANCIAL MONITORING REPORT

Purpose of Report:	The purpose of this report is to: i) provide a revenue budgetary control report for the period ending 31 July 2019 ii) provide detail of the Council's earmarked reserves at 31 July 2019
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1. ACTION RECOMMENDED

- 1.1 For members to note the revenue budget position for the period from 1 April to 31 July 2019
- 1.2 For members to note the current balance of the Council's earmarked reserves as at 31 July 2019 and known commitments in the current financial year.
- 1.3 For members to note completion of the audit for the year ended 31 March 2019.
- 1.4 For members to consider recommending to Council the dissolution of the Accounts Sub-Committee as proposed at appendix 6 of this report.

2. INTRODUCTION

- 2.1 Members will be aware that monthly income and expenditure reports are submitted for consideration by the Accounts Sub-Committee and included with the agenda which is distributed to all members.
- 2.2 The income and expenditure report provides the detail for this budgetary control report which summarises the net expenditure against the budget for each service area as at 31 July 2019. This forms the basis for the projected outturn at the end of this financial year taking account of the known monthly/seasonal variances.

3. REVENUE BUDGETARY REPORT

- 3.1 The Accounts Sub-Committee has previously received information in respect of the variances against budget and taken account of the profiled budgets which allow for seasonal fluctuations in income and expenditure.
- 3.2 The summary at Appendix 1 shows the net expenditure and forecast year-end outturn at 31 July per service area and an indication of the anticipated outturn against budget, taking account of seasonal variances.
- 3.3 Whilst it is considered too early to predict the final outturn, the summary shows a potential overall underspend at the end of the financial year.

- 3.4 The summary indicates an overall £28K underspend against full Council budgets. The overall underspend is mainly attributed to the Corporate Compliance Officer vacancy in the Finance and Support Services team and within the Corporate Services team an underspend is also forecast based on 2018/19 expenditure outturn.
- 3.5 This report does not take account of any potential overspend or underspends that may result from consideration of other items that may arise throughout the year. Members should also note that this forecast is based on what is known to budget managers at this point in the year.
- 3.6 As Members will appreciate, there are of course fluctuations throughout the year and unexpected demands on the budgets. Budget managers will continue to monitor and control budgets accordingly within their respective service areas and seek to find in-year savings wherever possible.

4. RESERVES

- 4.1 At the June meeting of the Council, Members received details of the balances of all reserve funds as at 31 March 2019.
- 4.2 In Appendix 2, please see details of balances of reserve funds; these provide details of actual contributions to and expenditure from reserve funds in the current financial year as at 31 July 2019.
- 4.3 The schedule also includes the detail of further agreed/known commitments from earmarked reserves in this financial year and indicates an estimated end of year balance, which is of course subject to any further agreed expenditure.

5. EXTERNAL AUDIT

- 5.1 For information purposes; for members to note the completion of the audit for the year ended 31 March 2019. Mazars LLP have completed our audit for the year ended 31 March 2019 and have certified our Annual Governance and Accountability Return.

6. ACCOUNTS SUB-COMMITTEE

- 6.1 In cognisance of the existing delegation to the Responsible Financial Officer (Head of Finance and Support Services) to approve monthly payments, it is proposed that a separate Accounts Sub-Committee no longer be required and that the reporting of monthly payments be taken directly to Finance and General Purposes Committee as a routine agenda item.
- 6.2 The Town Mayor and Chairman of Finance and General Purposes will be invited to view the bank statements on a monthly basis at a mutually agreed time with the Head of Finance and Support Services or a member of the Finance and Support Services team. For other Councillors who wish to view the bank statements, a rota could be set-up to have a rotational arrangement in place if needed.
- 6.3 Members should also note that any member is entitled at any time to meet with the Responsible Financial Officer and view any aspects of the Council's finances.

7. FINANCIAL IMPLICATIONS

7.1 These are inherent within the content of this report.

8. HUMAN RESOURCE IMPLICATIONS

8.1 None

9. POLICY AND CORPORATE PLAN IMPLICATIONS

9.1 None

10. HEALTH AND SAFETY, EQUALITY AND DIVERSITY AND LEGAL IMPLICATIONS

10.1 None

11. APPENDICES

11.1 Appendix 1 - Summary of Outturn Position
Appendix 2 - Summary of Reserves

12. AUTHOR

12.1 Lucy Salim – Head of Finance and Support Services
E-mail: Lucy.Salim@dunstable.gov.uk

Finance and Support Services

Service Area	Budget 2019/20	Actuals to Date (31st July)	Year-end Forecast	Year-end Variance
F&SS Staff Costs	308,629.00	101,726.00	297,649.00 -	10,980.00
Central Services	91,350.00	28,447.00	90,182.14 -	1,167.86
Corporate Management	91,147.00	65,273.00	74,132.00 -	17,015.00
Democratic Management	15,750.00	5,243.00	15,351.00 -	399.00
F&SS Capital & Projects	105,499.00	78,587.00	105,499.00	-
Grove House	44,794.00	26,754.00	53,716.50	8,922.50
Grand Total	657,169.00	306,030.00	636,529.64 -	20,639.36

Grounds and Environmental Services

Service Area	Budget 2019/20	Actuals to Date (31st July)	Year-end Forecast	Year-end Variance
Allotments	577.00	644.00	1,077.00	500.00
Bar & Catering	60,785.00	26,675.00	54,387.00 -	6,398.00
BENNETT MEMORIAL RECREATIO	30,371.00	13,913.00	30,209.00 -	162.00
Capital and Projects	122,413.00	96,944.00	100,932.00	-
Cemetery	- 62,780.00 -	8,700.00 -	57,384.00	5,396.00
Community Footbal	- 12,231.50	2,330.00 -	14,008.00 -	1,776.50
G&ES Staff Costs	501,518.00	166,775.00	501,518.00	-
Recreation Grounds	43,600.00	26,363.00	54,407.00	10,807.00
Town Centre & Gardens	41,100.00	12,751.00	41,685.00	585.00
Town Ranger Service	105,429.00	30,619.00	94,700.00 -	10,729.00
Grand Total	830,781.50	368,314.00	807,523.00 -	1,777.50

Community Services

Service Area	Budget 2019/20	Actuals to Date (31st July)	Year-end Forecast	Year-end Variance
Capital and Projects	91,640.00	67,909.00	91,640.00	-
Central Marketing	28,500.00	18,344.00	28,500.00	-
Community Engagement	24,007.00	14,373.00	23,907.00 -	100.00
Community Services Staff Costs	185,570.00	49,660.00	185,570.00	-
Events Programme	134,478.00	50,117.00	134,119.27 -	358.73
Grove Corner	21,161.00 -	2,660.00	13,222.00 -	7,939.00
Older People's Day Care Service	23,494.00	2,055.00	23,050.00 -	444.00
Priory House	236,356.00	89,814.00	240,101.00	3,745.00
Public Conveniences	3,050.00	416.00	1,700.00 -	1,350.00
Town Centre Services	61,299.00	13,297.00	61,562.00	263.00
Grand Total	809,555.00	303,325.00	803,371.27 -	6,183.73

Council Grand Total	2,297,505.50	977,669.00	2,247,423.91 -	28,600.59
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Description	Balance as at 01.04.19	Contributions Revenue/Other	Expenditure in year	Bal to date as at 31.08.19	Commitments/Programme of works, etc	Committed Amount	Bal after committed
Corporate Plan Reserve	£55,350		£17,171	£38,179	bal of £649 for Splash Park Equipment (from £3896 agreed); bal of £23,146 for GH Gdns Entrance/Car Park Improvements (from £25,000 agreed)	£23,795	£14,383
Vehicles Reserve	£63,547	£20,000	£7,272	£76,275			£76,275
CP Sinking Fund	£16,874		£2,000	£14,874	£2,000 3 Year Sponsorship (bal of £6,000 received)	£2,000	£12,874
Christmas Lights Reserve	£20,244	£3,500		£23,744	New/improved lighting		£23,744
Downside Building Maintenance Res	£5,858		£1,335	£4,523			£4,523
Grove Corner Building Maint Reserve	£34,596	£4,000		£38,596			£38,596
Building Security Systems	£5,357			£5,357			£5,357
Cemetery Memorial Safety	£1,300	£1,000		£2,300	Memorial safety inspections		£2,300
Priory House Tearooms Equipment	£3,000	£1,500		£4,500	Tearooms Kitchen Equipment		£4,500
IT/Equipment Reserve	£8,628	£15,000	£8,929	£14,700	bal of £14,700 for Cemetery Software (from £21,690 agreed)	£14,700	£0
Older People's Day Care Svce	£13,308	£725		£12,583	£3,687 for increased transport costs; bal of £275 donation for activities (from £1,000 received)	£3,962	£8,621
Election Reserve	£20,000	£20,000		£40,000			£40,000
Grove House Building Reserve	£175,771	£41,254		£217,025	FGP 19.11.18-Minute 197 - £20,000 Grove House vacant office space improvements with £12,254 dilapidation income from prev. tenants	£32,254	£184,771
Mayoral Reserve	£3,000			£3,000	FGP 19.01.15-Minute 24 - to be retained for transport/allowance as required		£3,000
Priory House Exhibition	£15,000			£15,000	Exhibition		£15,000
Priory Churchyard	£24,862	£5,000		£29,862	As determined by quinquennial report		£29,862
Performance Area Reserve	£6,000			£6,000			£6,000
Town Twinning Reserve	£7,867	£500		£7,867	Retained for twinning activities to be determined		£7,867
Tree Reserve	£23,979	£5,000	£7,950	£21,029	Agreed programme of tree works		£21,029
Open Spaces Improvement Plan	£50,867	£15,000	£26,000	£39,867			£39,867
Priory House Building Reserve	£288,245	£46,373		£334,618			£334,618
Pavilion Buildings Maintenance Res	£35,435	£15,000		£50,435			£50,435
Allotments Reserve	£21,873	£5,000	£6,627	£20,246	Improvement works required		£20,246
Creasey Park 3G Pitch	£5,997	£240		£6,237	Interest accrued on ringfenced deposit - retained for contribution towards future pitch replacement - with 381 below		£6,237
Splashpark/Skatepark/BMX Reserve	£26,037	£12,000		£38,037			£38,037
Memorial Kerbs Reserve	£6,570			£6,570	for purchase of future supplies		£6,570
Cemetery Building Maintenance Res	£19,413	£5,000		£24,413			£24,413
Fencing Maintenance Reserve	£1,957	£1,000		£2,957			£2,957
 earmarked Reserves Total	£960,435			£1,098,793		£76,711	£1,022,082

S106/External Funding/Ringfenced Expenditure specified by funding body

Awards for All Event	£9,990			£9,990	Weird and Wonderful Event- 7 & 8 September 2019	£9,990	£0
Shop Front Improvement Scheme	£10,000	£1,275		£11,275	Shop Front Scheme	£11,275	£0
Market Town Regeneration Fund	£23,010			£23,010		£23,010	£0
Developers Contributions- CAP	£38,750		£20,685	£18,065	Frenchs Avenue S106 £13,778; Frenchs Avenue Fencing £4,286		£18,065
CPCFC Capital	£88,491			£88,491	Retained for future repair/replacement of All Weather Pitch		£88,491
Development Contributions- REV	£35,036			£35,036	Priory Gardens Footpaths £647 (less exp in 16/17 £277); Willoughy £47,645 (less exp in 17/18 £17,516 & £8,000 committed in 17/18 rev budget); Court Drive Landscaping £5,623 (less exp in 16/17 £345 and 17/18 to date £521);	£0	£35,036
Joint Committee Fund	£12,051		£800	£11,251	Bal in holding code as committed Joint Committees fund only = not DTC	£11,251	£0
S106/External Funding Total	£217,328			£197,118		£55,526	£141,592
	£1,177,763			£1,295,911		£132,237	£1,163,674

DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 16 SEPTEMBER 2019****HEAD OF COMMUNITY SERVICES – MATERNITY COVER ARRANGEMENTS**

Purpose of Report: The purpose of this report is to inform members of the outcome of the recent internal recruitment process for the Head of Community Services maternity cover and associated back filling arrangements.

1. ACTION RECOMMENDED

- 1.1 That member's note the outcome of the recent internal recruitment process for the Head of Community Services maternity cover.

2. INTRODUCTION

- 2.1 In June this year members of this Committee approved proposals for cover arrangements for the Head of Community Services impending maternity cover.
- 2.2 A subsequent internal recruitment process was carried out and James Slack the current Sports and Leisure Facilities Manager was successful in the recruitment process carried out by the Chairman of the Community Services Committee, Town Clerk and Chief Executive and Head of Community Services.
- 2.3 This then led to the necessity to cover his position and after asking for expressions of interest from the rest of the Management Team for his role, Lisa Vincent the current Events and Marketing Manager was successful in securing James' position. In turn, Gina Thanky, the current part time Events Assistant will be acting up to the role of Events Officer on a full-time basis.
- 2.4 A new structure chart showing the changes is given at appendix 1.
- 2.5 Members will note under the new temporary arrangements that Creasey Park Community Football Centre operations have temporarily moved under the management of the Head of Community Services and the events programme will report directly to the Sports and Leisure Facilities Officer. This arrangement reflects the individuals who secured the temporary positions.
- 2.6 The new arrangements will be effective from 1 October 2019 and are anticipated to last up to 12 months.

3. FINANCIAL IMPLICATIONS

- 3.1 Based on the maternity cover arrangements being spread over 12 months (6 months in 2019/20 and 6 months in 2020/21), there should be an overall revenue saving to the Council of approximately £8,900 over two financial years.

4. HUMAN RESOURCE IMPLICATIONS

- 4.1 All affected staff will be given temporary employment contracts to cover the new arrangements.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 None

6. HEALTH AND SAFETY AND EQUALITIES AND DIVERSITY IMPLICATIONS

- 6.1 None

7. LEGAL IMPLICATIONS

- 7.1 None

8. APPENDICES

- 8.1 Appendix 1 – Temporary Community Services Structure Chart

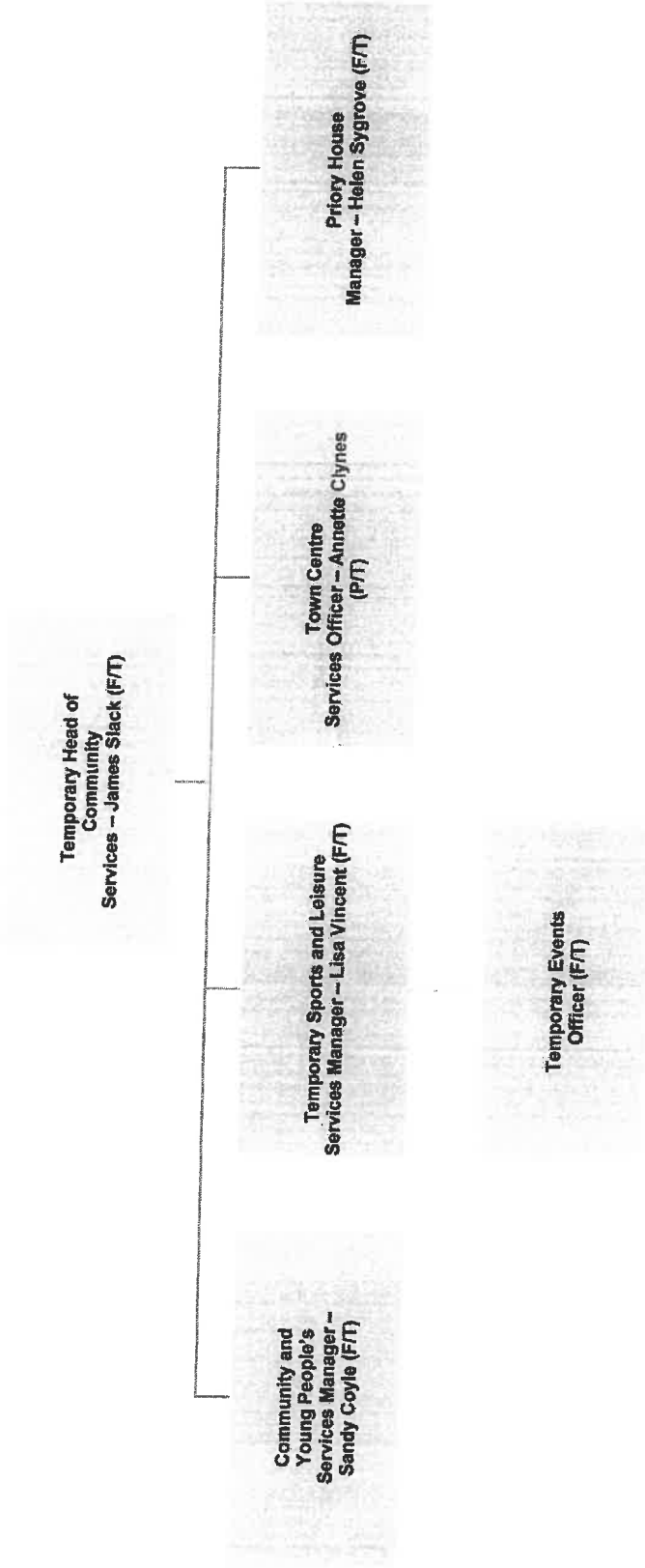
9. BACKGROUND PAPERS

- 9.1 Report to Finance and General Purposes Committee - *Head of Community Services Maternity Cover*, 17 June 2019.

10. AUTHOR

- 10.1 David Ashlee – Town Clerk and Chief Executive
E-mail – david.ashlee@dunstable.gov.uk

Community Services



DUNSTABLE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MONDAY 16 SEPTEMBER 2019

AMENDMENTS TO THE COUNCILS GRIEVANCE PROCEDURE

Purpose of Report: The purpose of this report is to propose to members minor changes to the Council's Grievance Policy and Procedure

1. ACTION RECOMMENDED

- 1.1 That members adopt the proposed new Grievance Policy and Procedure as presented at appendix one of this report.

2. INTRODUCTION

- 2.1 Attached at appendix one of this report is an amended version of the Council's existing Grievance Policy. Amendments are shown in red.
- 2.2 The suggested amendments have been made for accuracy purposes and to give the Town Clerk and Chief Executive more flexibility when dealing with any potential grievance issues.

3. FINANCIAL IMPLICATIONS

- 3.1 None

4. HUMAN RESOURCE IMPLICATIONS

- 4.1 The amended policy will be updated in the Council's HR Handbook

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 None

6. HEALTH AND SAFETY, EQUALITY AND DIVERSITY AND LEGAL IMPLICATIONS

- 6.1 None

7. APPENDICES

- 7.1 Appendix 1 – Amended Grievance Policy and Procedure

8. AUTHOR

- 8.1 David Ashlee – Town Clerk and Chief Executive
E-mail – david.ashlee@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL

GRIEVANCE PROCEDURE

Policy Statement

Dunstable Town Council recognises that if an employee has a grievance relating to their employment, they have the right to express it.

The Council is committed to resolving employees' problems or concerns about their work, working conditions or working relationships promptly. This grievance procedure is a mechanism for these issues to be dealt with fairly and speedily, before they develop into major problems.

This following procedure has been agreed, by the Council and recognised Trade Unions.

This grievance procedure applies to all employees of the council and it is the ultimate responsibility of the Town Clerk and Chief Executive, along with all line managers, to promote and maintain the standards set out.

1. Scope

- 1.1 This procedure is to be used in all cases where employees wish to raise a grievance against the Council.

2. Exclusions

- 2.1 This procedure does not apply to appeals against the grading of a post. In addition to this, appeals relating to the Local Government Pension Scheme, income tax, National Insurance matters, which are all outside the scope of the Council and for which separate external statutory appeal mechanisms apply.

3. The Procedure in Operation

3.1 Stage One

An employee should discuss any matter relating to their employment (other than those excluded above) with their Line Manager as they are the person who, in most cases, will be best able to respond to the grievance. If their Line Manager is the source of the employee's complaint they should, in the first place, discuss the matter with the next level of management above them (i.e. the manager's manager)

The officer who received the complaint will consider the issue and reply orally to the grievance as soon as possible, in any case within seven working days. It should be noted that in the event of a grievance against the Town Clerk and Chief Executive the

matter should be discussed with the Chairman of Finance and General Purposes Committee.

3.2 Stage Two

If the employee is dissatisfied with the oral reply, they should write to the Town Clerk and Chief Executive asking him or his nominated representative (who will be another officer from the Council's Senior Management Team) to consider the grievance. The employee can seek support in doing so from their Trade Union representative if desired.

Within seven days of their receipt of the letter, the Town Clerk and Chief Executive or his nominated representative will write to the employee inviting them to attend a formal grievance meeting.

At the grievance meeting the employee can be accompanied by their trade union official or by a work colleague of their choice. Both sides (where appropriate) will have the opportunity to speak and present their information. Every effort will be made to resolve the matter by discussion between the parties.

Following the grievance meeting the Town Clerk and Chief Executive or his nominated representative will examine the facts of the case and will obtain additional guidance and information from any source he considers relevant. The Town Clerk and Chief Executive or his representative's decision will be given to the employee orally, as quickly as possible and normally within seven days of hearing the grievance. Whilst every effort will be made to deal with the grievance as speedily as possible, if grievances are to be properly investigated, delays may occur in some cases. Where extended delays do occur, the Town Clerk and Chief Executive or his representative should keep the employee informed as to the reasons and the likely date of the investigations being completed.

The employee should receive written confirmation, from the Town Clerk and Chief Executive or his representative, of his decision within one week of the decision first being given orally.

3.3 Stage Three

If the employee continues to be aggrieved in respect of their original complaint after they have been informed of the Town Clerk and Chief Executive or his representative's decision they (or their trade union representative) should write to the Town Clerk and Chief Executive requesting for the matter to be considered by the Member Appeal's and Appointments Sub-Committee.

A meeting of the Appeal's and Appointments Sub-Committee will be convened at the earliest opportunity ensuring the employee is given seven days notice of the meeting.

At the appeal meeting the employee may appear in person and be either represented by their trade union representative or by a colleague of their choice. The procedure

used at the appeal meeting will follow, as far as practical, Schedule C of the Local Disciplinary Procedure.

After examination of the grievance, the Appeal's and Appointments Sub-Committee may choose to uphold the appeal, reject it, or amend the decision of the Town Clerk and Chief Executive (or his representative).

The employee should receive written confirmation (from the adviser to the Appeal's and Appointments Sub-Committee) of the Committees decision within seven days of the decision being made. Copies will also be sent to HR and your trade union representative (if requested)

The decision of the Appeal's and Appointments Sub-Committee is final and the Town Council's Grievance Procedure ends here.

Any appeal is not intended to be in substitution for, or prejudicial to, employees' rights of appeal to an Employment Tribunal. However, apart from initial registration, Employment Tribunals usually satisfy themselves that internal appeal procedures have been exhausted before they entertain cases referred to them.

4. Provision of Advice

- 4.1 At all stages of this procedure the Head of Finance and Support Services or the Town Clerk and Chief Executive will provide, upon request, advice on the implementation of this policy.

5. Training

- 5.1 Those responsible for using and operating the grievance procedure will be trained for the task.

6. Review

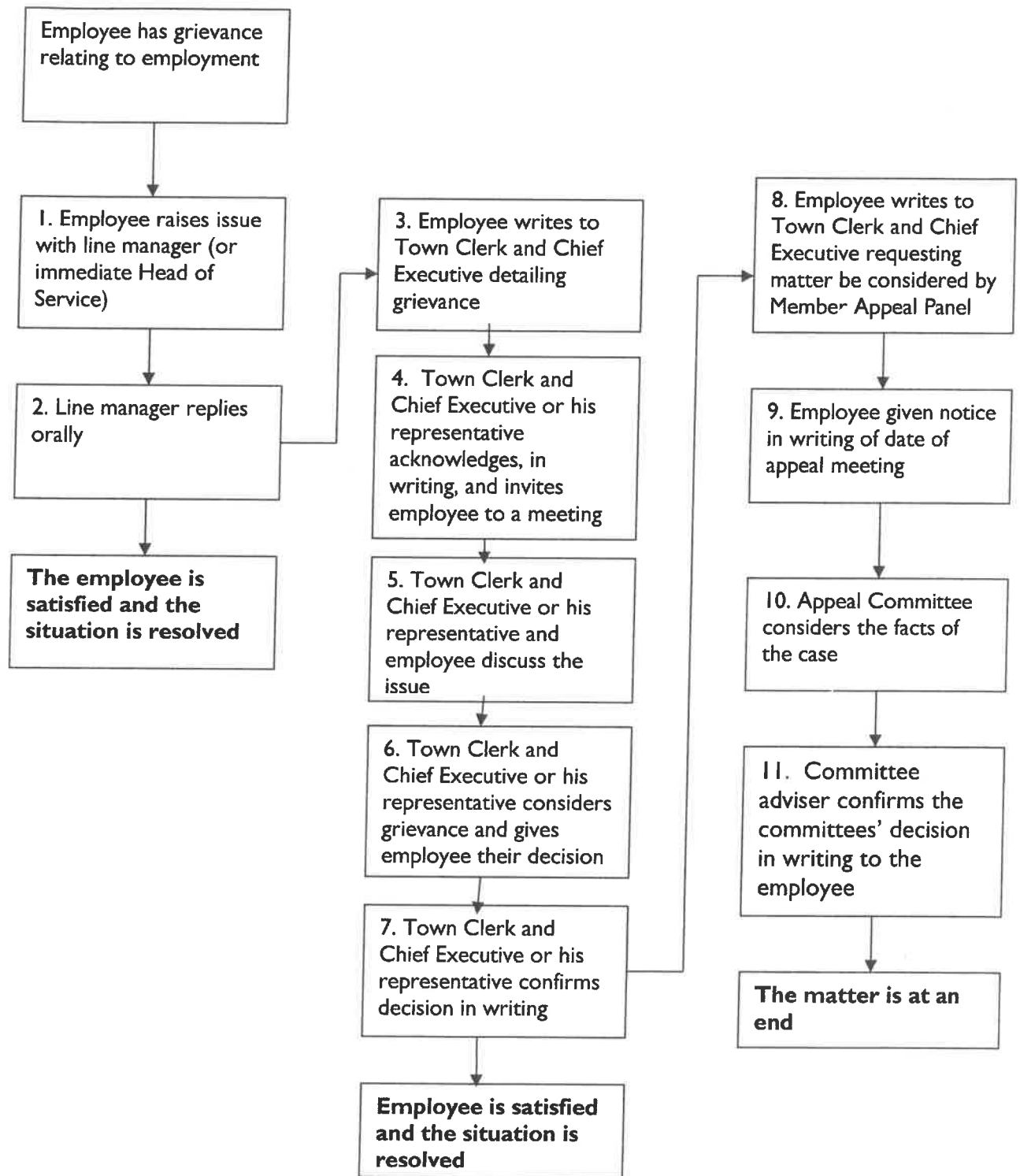
- 6.1 This policy will be reviewed annually, or more frequently if there are changes to legislation or situations demand it.

Additional Note

If the source of the employee's grievance is an elected member of the Council, stages one and two should be followed as set out above. However, the member in question should not be part of the committee considering the case.

The time scales set out within this policy will be appropriate in most situations. However, where timescales are varied it is necessary to remember a grievance should be heard within a 'reasonable' time.

**DUNSTABLE TOWN COUNCIL
SUMMARY OF LOCAL GRIEVANCE PROCEDURE**



Reviewed September 2019
Minute