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DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Date: 10 January 2020

Dear Councillor,

Could you please note that a meeting of the Finance and General Purposes Committee will be held on **Monday 20 January 2020 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 Meeting of Finance and General Purposes Committee held on 18 November 2019 (copy previously circulated).
3. Specific Declarations of Interest.
4. Reference from Community Services Committee (see page 1)
5. Budget Proposals for 2020/21 (see page 2)
6. Draft Corporate Plan 2020 to 2023 (see page 9)
7. Financial Monitoring Report (see page 45)
8. Updated Flexible Working Report (see page 50)
9. Reference from Grounds and Environmental Services Committee – to follow

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DA/LS
10 January 2020

10. Arrangements for the Annual Town Meeting to be held on 30 March 2020 (see page 63)
11. 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.

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.

DUNSTABLE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MONDAY 20 JANUARY 2020

REFERENCE FROM COMMUNITY SERVICES COMMITTEE

Purpose of Report: To consider and approve a recommendation made by the Community Services Committee on 6 January 2020 – **Members will need to familiarise themselves with the 6 January Community Services agenda for this item.**

1. COMMUNITY & YOUNG PEOPLES STAFFING CHANGES

- 1.1 At the meeting of the Community Services Committee, held on 6 January 2020, Members received a report detailing a proposal to partially restructure the Community and Young People's Services team.

Following a full discussion on the proposals the following was approved:

RESOLVED: (i) That all proposals as detailed in the covering report to the Community Services Committee be recommended to the Finance and General Purposes Committee

2. AUTHOR

- 2.1 James Slack
Head of Community Services
james.slack@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 20 JANUARY 2020****BUDGET PROPOSALS FOR 2020/21**

Purpose of Report: For Members to consider and comment on budget proposals for 2020/21 taking into account comments and recommendations from the Community Services Committee and Grounds and Environmental Services Committee and to make recommendations to full Council accordingly

1. ACTION RECOMMENDED

- 1.1 For members to consider and comment on budget proposals (revenue and capital) and fees and charges for 2020/21 as shown on the separate enclosures previously circulated and make recommendations to full Council with reference to the proposed resolution shown at paragraph 11 of this report.
- 1.2 For members to consider the comments and recommendations of the Community Services Committee and Grounds and Environmental Services Committee as set out in paragraph 3 below.

2. INTRODUCTION

- 2.1 Members of the Council considered proposals for a draft 2020/21 revenue budget at the Council Meeting held on 2 December 2019.
- 2.2 At this meeting, members agreed a draft budget that accounted for:

Increased Revenue Expenditure

Increased revenue expenditure on existing revenue budget	£173,488
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Revenue savings/additional income

Identified revenue savings and increased income targets	£154,605
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- 2.3 This resulted in an anticipated revenue expenditure deficit of £18,883 that in turn would require an increase to the Dunstable Band D council tax of £1.44 for 2020/21. Members resolved that the 2020/21 revenue budget should be set at no more than a 1% per cent increase to the Band D council tax charge. The enclosed draft budget papers reflect this decision and a balanced revenue budget has been presented with a 1% (£1.79 per annum) increase to the band D council tax charge.

3. RECOMMENDATIONS FROM COMMUNITY SERVICES AND GROUNDS AND ENVIRONMENTAL SERVICES**Community Services Committee**

- 3.1 The Community Services Committee resolved the following recommendations for the Finance and General Purposes Committee concerning the 2020/21 budget:

RESOLVED: the Committee recommend the draft Community Services budget as presented with no amendments or further recommendations, to the Finance and General Purposes Committee.

Grounds and Environmental Services Committee

- 3.2 The Grounds and Environmental Services Committee resolved the following recommendations for the Finance and General Purposes Committee concerning the 2020/21 budget:

RESOLVED: *this will be verbally updated at the Committee meeting*

4. FINANCE AND SUPPORT SERVICES BUDGET

- 4.1 The following summarises movements in the proposed budget for the Finance and Support Services Department for 2020/21.

Including staffing costs, the overall Finance and Support Services budget has increased by £74,898. This is explained as follows:

Savings	Growth
Corporate Costs	
Additional income from tax base increase -	Overall increase in staffing costs - £122,885 <i>(this includes 3% pay award and annual increments where applicable; new HSHAZ Programme Manager and new Parks Development Officer)</i>
SUB-TOTAL - £48,237	SUB-TOTAL - £122,885
TOTAL - £74,648	
Finance and Support Services	
Postage - £750	Payroll services - £1,500
Stationery - £500	Equipment maintenance and software support - £14,000
Telephones and data links - £6,300	Corporate insurance - £1,800
G/H – electricity - £500	
HR related costs - £1,500	
Contribution to election reserve - £7,500	
SUB-TOTAL - £17,050	SUB-TOTAL - £17,300
TOTAL - £250	

5. CAPITAL PROGRAMME 2019/20

- 5.1 The provisional year-end balances for 2019/20 are based on the provisional figures detailed in the financial monitoring report included elsewhere on this agenda.

- 5.2 The Council's Financial Regulations authorise the Town Clerk and Chief Executive and Heads of Service to incur expenditure of up to £10,000 against the agreed capital programme following consultation with the appropriate Committee Chairman.

6. TOTAL DEBT AND ASSOCIATED REPAYMENTS

- 6.1 Members will be aware that the Council currently has a number of debts, serviced through the revenue budget. Listed below is a schedule of debts and associated repayments:

AREA	TOTAL LOAN OUTSTANDING AT 31.03.20	ANNUAL PAYMENT 2020/21	TERM
Luton Road Pavilion	£7,969	£1,756	Nov 2026
Grove House Gardens Performance Area/1st Cemetery Extension	£31,979	£7,403	Nov 2024
Priory House loans 1&2	£296,764	£35,242	Nov 2033 May 2034
Grove House loans 1&2	£361,833	£39,915	Nov 2034 May 2035
2nd Cemetery extension	£285,000	£28,444	Nov 2038
TOTAL	£983,545	£112,760	

7. COUNCIL ASSETS

- 7.1 In contrast to the schedule of debt shown above, the Council does of course own land, buildings and physical assets such as vehicles. However, it is very difficult to put a value on most of the Council's assets as most have restricted use, such as public open space, therefore undermining their value. The Council's two most valuable assets are Grove House and Priory House. The most recent valuation of both buildings value them at £900,000 and £785,000 respectively for non-specialist existing use. In addition, the Council will potentially be in a position to dispose of two areas of land that may yield significant capital receipts in the medium term.

8. INCOME LIABILITIES ON REVENUE BUDGET

- 8.1 The draft budget for 2020/21 relies on non-council tax income generation of **£873,706**, which is an increase of £37,824 on last year's income target of **£835,882**. This income is targeted to come from various sources and in terms of budget risk, this is the highest risk area. Appendix 1 shows a schedule of all income targets.

9. THE DUNSTABLE TAX BASE

- 9.1 The tax base used to calculate the precept demanded from Central Bedfordshire Council has increased from 12,812 for 2019/20 to 13,082 for 2020/21. This is an increase of 270, which is considerably higher than last year's increase.

10. EXTERNAL CONTRACTS AND ASSOCIATED INCOME

- 10.1 As members will be aware from information given within the budget papers, the Council has secured a number of income streams because of securing service contracts with external organisations.
- 10.2 Appendix 2 provides a schedule of all current external contracts and associated contract values.
- 10.3 Officers will continue to seek opportunities for securing external contracts using the Council's existing staffing capacity, but members should be aware that reliance on such income would always carry a risk.

11. FINANCIAL IMPLICATIONS

- 11.1 If members approve the revenue budget and fees and charges submitted in the enclosed documents to this report, the following resolution is proposed:

RECOMMENDED: i) that the proposed budget for 2020/21 be presented to Council for approval (as enclosed)

ii) that the Town Clerk and Chief Executive be authorised to incur the various items of expenditure detailed in the budget, subject to compliance with the requirements of the Council's Standing Orders and Financial Regulations

iii) that the revised scale of fees and charges, set out in the report, be approved with effect from 1st April 2020 or the start of the 2020/21 winter playing season, as appropriate

iv) that, in consequence of the foregoing recommendations, the Town Council issue a precept upon Central Bedfordshire Council in the sum of £2,369,323, resulting in a Dunstable Town Council Tax (Band D) at the existing rate of £181.11.

12. HUMAN RESOURCE IMPLICATIONS

- 12.1 The draft budget accounts for an increase to the national Living Wage Foundation living wage and a minimum 3% wage increase for all other staff.

13. POLICY AND CORPORATE PLAN IMPLICATIONS

- 13.1 The Council has set itself a number of challenges and aspirations as contained in the draft Corporate Plan 2020-21. These budget proposals accord with the aspirations contained within the Corporate Plan.

14. HEALTH AND SAFETY IMPLICATIONS

- 14.1 The draft general health and safety budget for 2020/21 has been maintained at the same rate set for 2019/20.
- 14.2 The draft budget and recommended initial savings will still ensure that the Council continues to operate its services safely.

15. EQUALITIES AND LEGAL IMPLICATIONS

- 15.1 There are none arising directly from this report.

16. APPENDICES

- 16.1 Appendix 1 – Schedule of income targets 2020/21
Appendix 2 - Schedule of external contracts and associated values

17. SEPARATE ENCLOSURES (previously circulated)

- 17.1 Enclosure 1 - Draft budget 2020/21
Enclosure 2 - Draft pricing schedule 2020/21

NB - Members are reminded that the enclosures have previously been circulated and are to be retained for each Committee meeting.

18. BACKGROUND PAPERS

- 18.1 Meeting of full Council, 2 December 2019 - *Draft Budget 2020/21*

19. AUTHOR

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

Schedule of all income targets for 2020/2021

Service area	Committee	Income target
PH gift shop sales and room hire	Community Services	19,000
PH tea room sales	Community Services	135,000
PH tenancy income	Community Services	7,131
Events programme	Community Services	12,000
Grove Corner hire and rent	Community Services	2,200
CBC contract contribution for Older People's Service	Community Services	7,918
Fees for Older People's service	Community Services	16,050
Young People's Summer Activities Programme	Community Services	2,200
Special Market's	Community Services	4,000
HSHAZ grant	Community Services	24,595
	SUB-TOTAL	230,094
Downside Community Centre lease	Grounds and Environmental Services	4,800
Grounds maintenance (various) on behalf of CBC	Grounds and Environmental Services	11,250
Recreation Grounds pitch hire (including croquet lawn)	Grounds and Environmental Services	6,500
Cemetery fees and charges	Grounds and Environmental Services	172,600
Allotments	Grounds and Environmental Services	7,300
Town Ranger Service	Grounds and Environmental Services	6,000
Creasey Park Community Football Centre	Grounds and Environmental Services (TC&CE)	338,000
Splash Park and associated cafe	Grounds and Environmental Services (TC&CE)	40,000
All Saints Academy ATP maintenance contract, Ladies Lodge Alms Houses grounds contract and Central Beds College contract, commuted sum	Grounds and Environmental Services	28,400
	SUB-TOTAL	614,850
Grove House tenancy income, room hire & recharges & Beds FA insurance	Finance and General Purposes	28,762
	SUB-TOTAL	28,762
TOTAL		873,706

DUNSTABLE TOWN COUNCIL

**SCHEDULE OF EXTERNAL CONTRACTS/AGREEMENTS
THAT THE COUNCIL OPERATE ON BEHALF OF OTHERS**

Description of Contract	Client	Contract Annual Value	Length of Contract	Comments	Head of Service
Management of Creasey Park Community Football Centre and associated land	Central Bedfordshire Council	£338,000 - Centre has to generate £338,000 of income per annum	10 years until April 1 2022		Town Clerk and Chief Executive
Maintenance of various town centre raised beds and areas of public open space	Central Bedfordshire Council	£11,250	9 years until 31 Jan 2025		Head of GES
Provision of elderly day care and lunch time drop-in on Mondays	Central Bedfordshire Council	£7,918	1 year until April 1 2020 (rolling annual contract)	Contract with CBC only part funds this scheme	Head of Community Services
Cleansing contract for Eleanors Cross shopping arcade	Trio Estates	£4,000	2 year contract until 31 March 2020		Head of GES
Cleansing contract for Maypole Yard	Impala	£1,000	1 year contract until 30 April 2020		Head of GES
Maintenance of ATP at All Saints Academy	All Saints Academy	£8,850	3 years until 30 Sept 2020		Head of GES
Maintenance of land at Ladies Lodge Alms Houses	Dunstable Charities Trustees	£5,448	3 years until April 1 2020		Head of GES
Maintenance of ATP at Beds FA	Beds FA	£4,800	1 year rolling – July 2020		Head of GES
Total annual value of contracted work = £381,266					

DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 20 JANUARY 2020****DRAFT CORPORATE PLAN – 2020 TO 2023**

Purpose of Report: The purpose of this report is to recommend to members the draft Corporate Plan 2020-23 (given at appendix 1) for approval by full Council on 3 February.

1. ACTION RECOMMENDED

- 1.1 That members consider and agree the draft Corporate Plan as given at appendix 1 for approval by full Council on 3 February 2020.

2. INTRODUCTION

- 2.1 On 23 September 2019 the Council and its senior management team met at a workshop to discuss how the Council might develop over the next few years and what aspirations the Council would like to adopt within a revised Corporate Plan.
- 2.2 On the 26 September all members were sent draft proposals resulting from the workshop to update the Council's Key Objectives to be included within the revised Corporate Plan. These proposals were then discussed again at a second all member workshop held on 25 November 2019. The draft proposals set out 50 Key Objectives to be achieved over the next 4 years set against the Council's existing six Corporate Priorities.
- 2.3 This report recommends that members now approve the schedule of Key Objectives and associated performance measures as contained in the draft Corporate Plan 2020-23 attached for approval by Council on 3 February.

3. THE COUNCIL'S CORPORATE PRIORITIES

- 3.1 The Council currently has 6 Corporate Priorities. The 6 Corporate Priorities are:

1. Continuing to improve the organisational management, efficiency and environmental sustainability of the town council
2. To preserve and enhance the history and identity of the town, creating a sense of pride in Dunstable
3. To further improve and develop the provision of green and open space in the town
4. To continue to improve services targeted to all community sectors in the town
5. To contribute to the regeneration of the town centre and development of neighbourhoods in the town
6. To represent residents, businesses and community groups of Dunstable on key strategic issues facing the town

- 3.2 These Corporate Priorities were subject to discussion and review at the workshop held on 23 September and members agreed that they were still relevant (with one or two minor alterations) and that the Council should keep the Priorities into the foreseeable future.

4. DRAFT KEY OBJECTIVES

- 4.1 The draft Key Objectives (as previously distributed and given at appendix 1) have been mainly developed following the outcomes of the September/November workshop.
- 4.2 The objectives are very wide ranging, and some are very aspirational. However, this is the same approach as was adopted for the existing Corporate Plan that resulted in a tremendous track record of achievement and focus for the Council as an organisation. Members should note how much the Council has developed over the past 13 years and how much more is now being delivered and achieved for the residents and businesses of Dunstable.
- 4.3 Many of the objectives will require both capital and revenue investment and, if adopted, funding opportunities for various objectives will be pursued over the next 4 years.
- 4.4 Overall the intention of the Key Objectives is to ensure that the Council continues to develop as an organisation and to ensure that the Council focuses in its primary objective of improving services to local residents and *helping make Dunstable a better place*.

5. CORPORATE PLAN LAYOUT

- 5.1 The intention is to keep the layout of the Corporate Plan similar to that of the existing document. The format used is as follows:
1. A foreword by the Chairman of the Finance and General Purposes Committee and Town Clerk and Chief Executive
 2. Executive summary
 3. Review of previous 3 years Corporate Plan
 4. An overview of Dunstable and Dunstable Town Council
 5. Dunstable Town Council's vision and mission statements
 6. The Council's priorities and key objectives
 7. The Council's performance management framework
 8. How to comment and contact the Council

6. FINANCIAL IMPLICATIONS

- 6.1 There are of course significant financial implications, both capital and revenue, if the draft document were to be adopted. These would have to be addressed at the appropriate time either through the annual budget setting process, by attracting external funding or by influencing the allocation of Section 106 funding or any future Community Infrastructure Levy (CIL). Members may have to accept not all aspirations will be achievable over the 4-year life cycle of the document.
- 6.2 The actual cost of producing the Corporate Plan can be accommodated within existing budgets.

7. HUMAN RESOURCE IMPLICATIONS

- 7.1 There will be emerging human resource implications that may occur as a result of implementing a number of the aspirations contained within the draft document. These would again, be addressed at the appropriate time.

8. POLICY AND CORPORATE PLAN IMPLICATIONS

- 8.1 The Corporate Plan is the Council's main policy document which guides all decision making. It is therefore very important that members engage fully in the production of the new document.

9. HEALTH AND SAFETY, EQUALITY AND LEGAL IMPLICATIONS

- 9.1 None arising directly from this report.
- 9.2 There is no legal obligation on the Council to adopt a Corporate Plan. However, it is considered good practice and assists with the Council's governance arrangements and, on an ongoing basis, with the Council being given unqualified audits from the external auditing process

10. APPENDICES

- 10.1 Appendix 1 – Draft Corporate Plan 2020-23

11. BACKGROUND PAPERS

- 11.1 Email with attachment sent to all members 26 September 2019

12. CONCLUSION

- 12.1 The Corporate Plan is the Council's main policy document and therefore should help inform all decision-making processes. Not only does the document clearly set out the Council's main priorities for the town but it also acts as the guiding document for the Councils service planning and staff appraisal processes.
- 12.2 There is no doubt that the adoption of the Council's first two Corporate Plans have resulted in some tremendous successes for the Council. Members should not underestimate the importance of being able to demonstrate clear priorities and

aspirations when seeking to influence the allocation of external resources such as Section 106 funding.

13. AUTHOR

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

DUNSTABLE TOWN COUNCIL

CORPORATE PLAN

2020 – 2023



**Dunstable
Town Council**

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 2. To preserve and enhance the history and identity of the town, creating a sense of pride in Dunstable
 3. To further improve and develop the provision of green and open space in the town
 4. To continue to improve services targeted to all community sectors in the town
 5. To contribute to the regeneration of the town centre and development of neighbourhoods in the town
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FOREWORD

I have now been the leader of the Ruling Group on the Council for the past 2 years, and introducing this latest Corporate Plan makes me very proud to be part of one of the leading town councils in the country.

Over the past three years the Council has continued to grow and prosper. Not only is the Council now in a secure and robust financial position, I can also look back on the past three years with immense satisfaction as to what has been achieved.

Initiatives such as the Town Council overseeing the building of the brand new Bennett's Splash, Splashside Café and Adventure Play area in Bennett Memorial Recreation Ground; installing a new irrigation system at Creasey Park Community Football Centre; refurbishing the War Memorial and securing another Green Flag at Dunstable Cemetery all contribute to helping make Dunstable a better place and such initiatives are only made possible by the existence of a town council in Dunstable.

This new Corporate Plan will ensure that the Council continues to deliver the range of quality of life services that we know our residents and businesses appreciate and I look forward to seeing the High Street Heritage Action Zone initiative successfully completed over the lifespan of this new document.

I believe that Dunstable's fortunes will continue to improve with the roll out of further High Street public realm improvements and town centre developments and I am committed to ensuring that Dunstable Town Council continues to play its part in improving the quality of life for all in Dunstable.

Councillor Peter Hollick
Chairman of the Finance and General Purposes Committee and Leader of the Council's Ruling Conservative Group

In March 2020 I shall have had the pleasure of leading the Town Council as its Town Clerk and Chief Executive for the past thirteen years and I look back over this time with a great sense of achievement.

Over the past thirteen years the size of the Council has more than doubled in terms of staff employed, income generated and overall turnover and with this unprecedented growth has come a far greater range and quality of services delivered to our local residents and businesses.

I hope that launching this new Corporate Plan will continue this improvement in service delivery and I look forward to the positive impact on the town that many of the aspirations contained in this document will have.

I particularly look forward to launching the High Street Heritage Action Zone initiative as well as seeing the impact of the completion of the High Street improvement works being led by Central Bedfordshire Council.

The Council has achieved a great deal over the past three years and a selection of Council successes is highlighted in chapter 3 of this document. However, it is the future that the Council is now planning for and this document sets out 50 key objectives against each of the Council's 6 Corporate Priorities that will be focused on over the next three years. The Council understands that not everything will be possible but prioritising its efforts in this way will ensure that existing services are improved, and new services are introduced in an efficient and cost-effective manner.

I believe that as the nature of local government changes across the country, town and parish councils will continue to take on more responsibilities for quality of life services. Dunstable Town Council is well positioned to be at the forefront of this movement and there is no doubt that the Council will continue to prosper for the benefit of all Dunstable residents, businesses and visitors.

David Ashlee
Town Clerk and Chief Executive

EXECUTIVE SUMMARY

This document has been prepared in order to clearly set out the key priorities and objectives for Dunstable Town Council over the next four years (2020, 2021, 2022 and 2023).

The document sets out a vision for the Council and the Council's 6 Corporate Priorities, which are:

1. Continuing to improve the organisational management, efficiency and environmental sustainability of the Town Council
2. To preserve and enhance the history and identity of the town, creating a sense of pride in Dunstable
3. To further improve and develop the provision of green and open space in the town
4. To continue to improve services targeted to all community sectors in the town
5. To contribute to the regeneration of the town centre and development of neighbourhoods in the town
6. To represent residents, businesses and community groups of Dunstable on key strategic issues facing the town

The aim of the document is to give Dunstable's residents a clear understanding of what the Council is trying to achieve and how it intends to deliver. It sets out what the Council intends to focus on over the next four years and in doing this the document also defines what the Council will not necessarily focus on as it may be that other public sector bodies are better placed for other areas of service provision. It is not a traditional Town Plan that many town and parish council's produce but is a document that aims to set out what the Council can achieve rather than a document that seeks to influence others on issues that are not directly under the control of the Council. The document will be reviewed on an annual basis and updates on achievements will be reported through the Council's annual reporting process.

REVIEW OF CORPORATE PLAN 2017 – 2019

Dunstable Town Council agreed its third Corporate Plan in December 2016. The document was written to have a 3-year life span, after which time it was to be reviewed in order to adopt a new plan.

The document agreed a vision for the Council along with a mission statement and an expression of Council values. The document also set out a performance management framework for the Council as well as identifying 51 key objectives set against 6 Corporate Priorities.

Over the three years of implementing the Corporate Plan the Council organisation continued to grow largely as a result of achieving many of the objectives set out in the Corporate Plan (38 out of the 51 objectives were either completed or partially completed).

In 2008, the Council employed approximately 40 staff and had a gross budget of just under £2million, by 2019 the staff establishment had grown to approximately 85 staff and the Council now has a gross revenue budget in excess of £3million. This growth has been largely down to local government reorganisation, the creation of the new Central Bedfordshire Council and the Council agreeing to take on additional responsibilities in order to protect and develop important services for the residents of Dunstable.

During the 3 years of the Corporate Plan the Council developed new and improved services and achieved a number of accolades for services provided. Highlights include:

- Maintaining bronze standard accreditation for Investors in People
- Securing consistent gold medals in the Anglia in Bloom competition
- Securing an additional Green Flag for Dunstable Cemetery
- Completing a refurbishment of the War Memorial
- Overseeing the installation of a new irrigation system at Creasey Park Community Football Centre
- Installing a new splash park, associated cafeteria and adventure play area in Bennett Memorial Recreation Ground
- Completing all projects associated with the Market Town Regeneration Fund¹
- Organising an award-winning event to celebrate the 100th anniversary of the end of WWI
- Developing the new farmers, craft and specialist markets

These are just highlights of what the Council has achieved over recent years and the impact of these achievements is that the residents of Dunstable are benefiting from the provision of quality of life services that no other organisation would provide for them if Dunstable Town Council did not exist.

The adoption of this new Corporate Plan for 2020 to 2023 will hopefully help to ensure the continuation of this track record of achievement and service delivery that contributes to 'Make Dunstable a Better Place' for all residents, businesses and visitors to the town.

¹ This included installing architectural lighting on three town centre buildings, completing a feasibility study for the restoration of Priory House, expanding the Town Ranger scheme, creating a new entrance to Priory Gardens, assisting with a High Street shop fronts improvement scheme, renovating the Ashton Square toilets

AN OVERVIEW OF DUNSTABLE AND DUNSTABLE TOWN COUNCIL

DUNSTABLE

Dunstable is the oldest charter town in the area now known as Central Bedfordshire and is currently home to around 40,000 residents, who regularly elect their own Town and Central Bedfordshire Council representatives to manage local affairs. The earliest recorded residents of Dunstable lived on the Downs, the northern most point of the Chilterns, on hills that originated at the same time as the Himalayas. Nowadays the 'settlement' nestles between the Downs. Dunstable is fiercely proud of its rich heritage yet, whilst it may be steeped in history, it is very much a town in the present, working towards a bright future. Dunstable is situated some 25 miles to the north-west of London, with excellent access to the heart of the national motorway network. With the M1 running close by and the M25 being less than 20 miles away, over three quarters of the UK mainland population can be reached within a same day return journey.

Rail and Busway links from nearby Luton mean that London St. Pancras can be reached in half an hour, while the train from Leighton Buzzard can be in Euston in 40 minutes. Fast intercity services also operate on both these lines, and rail freight services are also available from Luton.

The needs of the air traveller are similarly well catered for. As well as nearby London Luton Airport, which offers direct flights to an increasing number of European destinations, other international airports, including London Heathrow, London Gatwick and London Stansted are readily accessible within 2 hours drive. For sea freight the ports of Tilbury, London, Felixstowe and Southampton can all be reached within 2½ hours.

DUNSTABLE TOWN COUNCIL

Dunstable Town Council was established in 1985 following a local petition for the Council to be created. Since its creation 35 years ago, the Council has developed into one of the largest town councils in the country. It is recognised as an Investors in People Bronze standard organisation under a nationally recognised scheme that demonstrates that the organisation is managed effectively

The Council comprises 18 elected representatives that are democratically elected (typically) every four years. For Town Council purposes Dunstable is divided into 5 political wards that have the following numbers of elected representatives:

Central Ward – 3 Council Members
Icknield Ward – 4 Council Members
Northfields Ward – 4 Council Members
Manshead Ward – 3 Council Members
Watling Ward – 4 Council Members

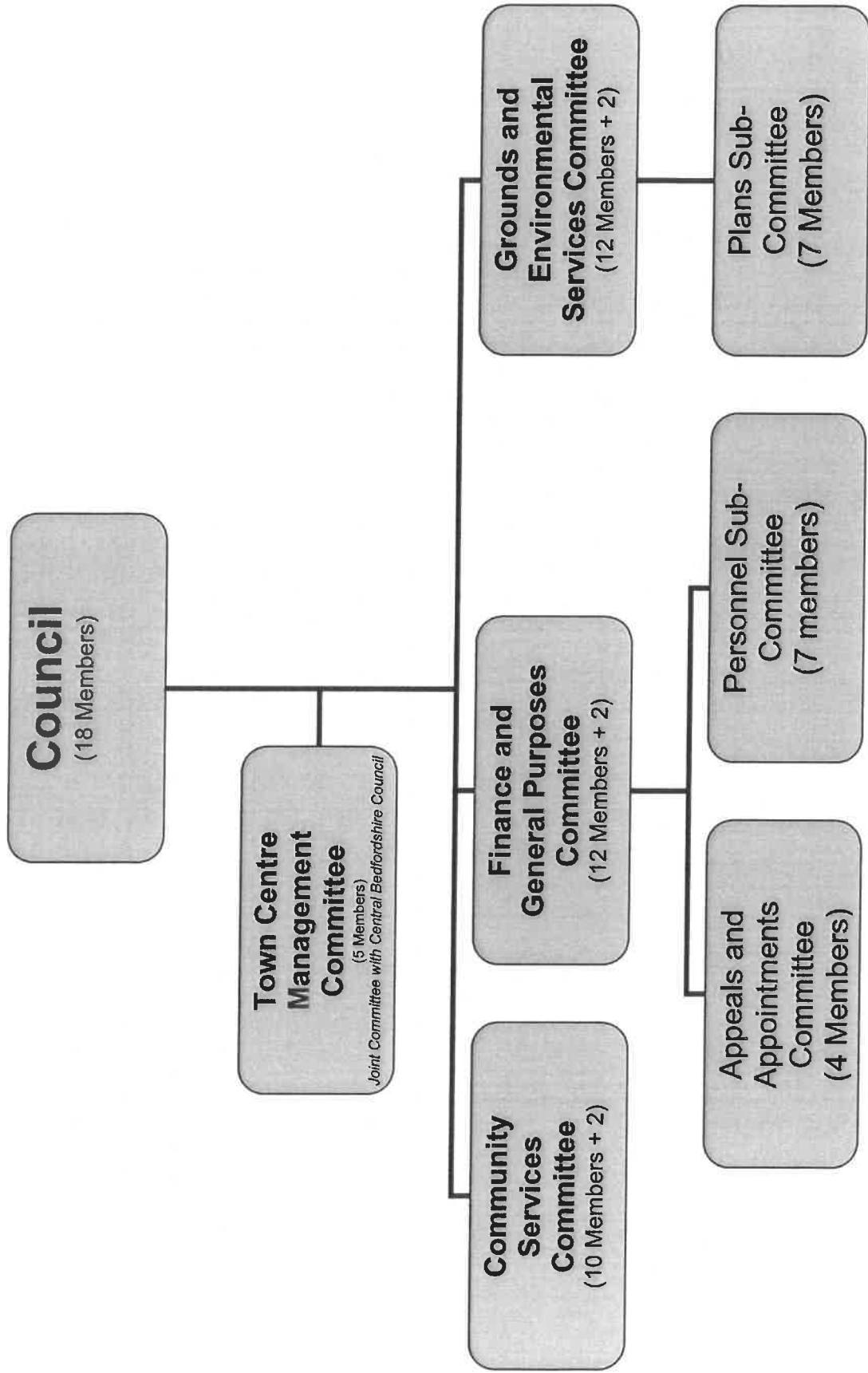
The Council is the body that makes decisions and this is achieved through Committees and Sub-Committees that have delegated authority in line with the Council's Constitution, Standing Orders and Delegation of Authority to Members and Officers (please see the Council's website at www.dunstable.gov.uk for further details).

The Council itself is chaired by the Town Mayor who typically serves one year of office and is elected from the Council itself. The Council then has four main Committees that govern the strategic direction and much of the day to day business of the Council. One of these Committees is a joint Committee comprising members from the Town Council and Central Bedfordshire Council.

The Council is entirely funded by the residents of Dunstable through what is known as a precept on the council tax charge and by generating income through services delivered. The 2020/21 budget set a total precept target of £2,369,323 which equates to a council tax charge of £181.11 per council tax band D household. The Council's total gross expenditure for 2020/21 is budgeted to be £3,242,029. In addition, the Council had an allocated capital reserve of approximately £1.3million and a general reserve of £520,570 (as at 1 April 2019).

Supporting the Council is an officer structure that the Council employs to deliver services and ensure that all decisions are made appropriately. The Council officer structure is headed by the Town Clerk and Chief Executive who is also the statutory Head of the Paid Service. He in turn is supported by three Heads of Service who are responsible for the Council's three service departments. The Head of Finance and Support Services is the Council's statutory Responsible Financial Officer. The Council also employs a range of external support services including legal, HR and property support. A copy of the Council's departmental service and functions as well as Committee and staffing structures are set out below.

COUNCIL COMMITTEE STRUCTURE



FUNCTIONS AND SERVICE RESPONSIBILITIES OF THE COUNCIL

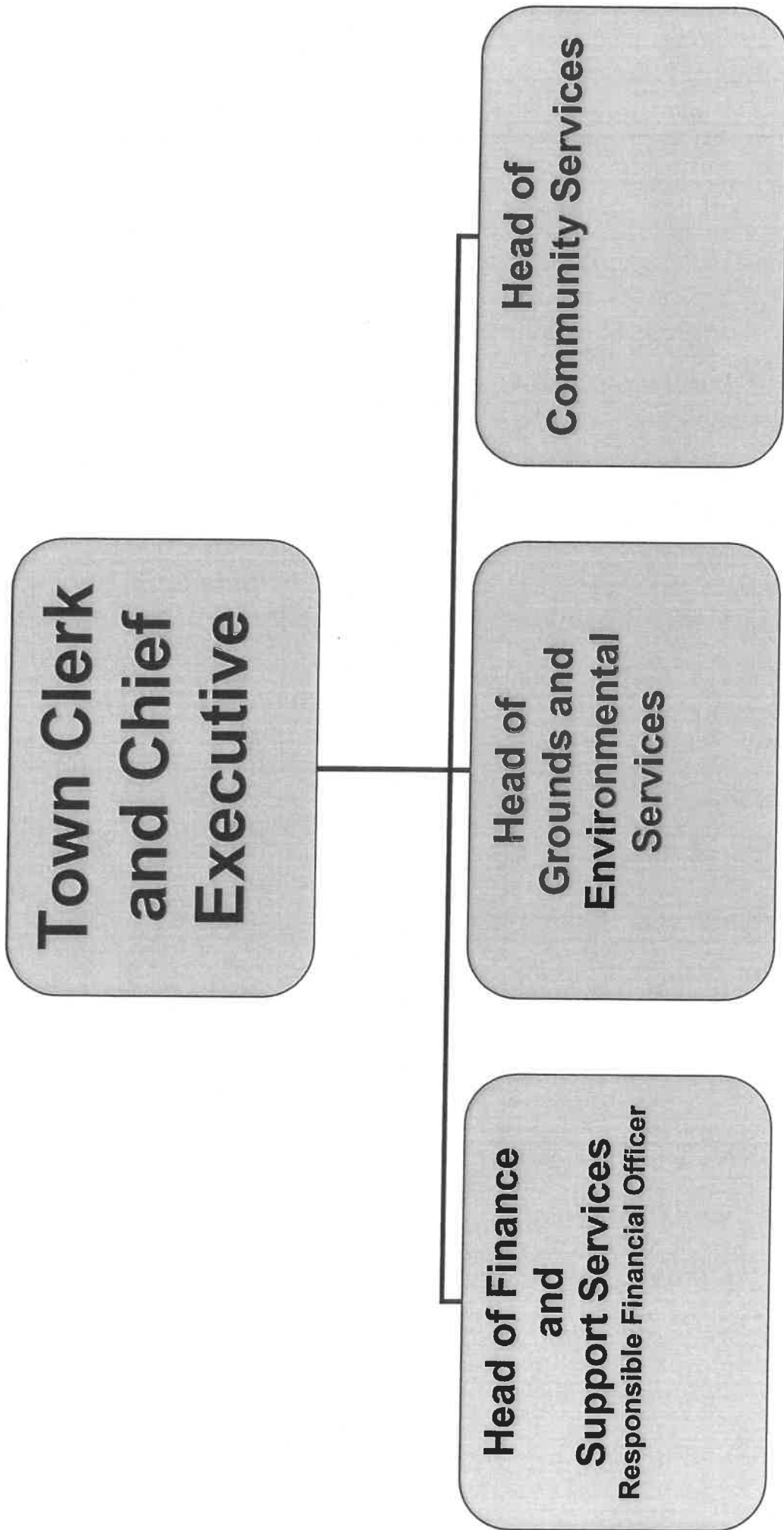
DUNSTABLE TOWN COUNCIL

Town Clerk and Chief Executive

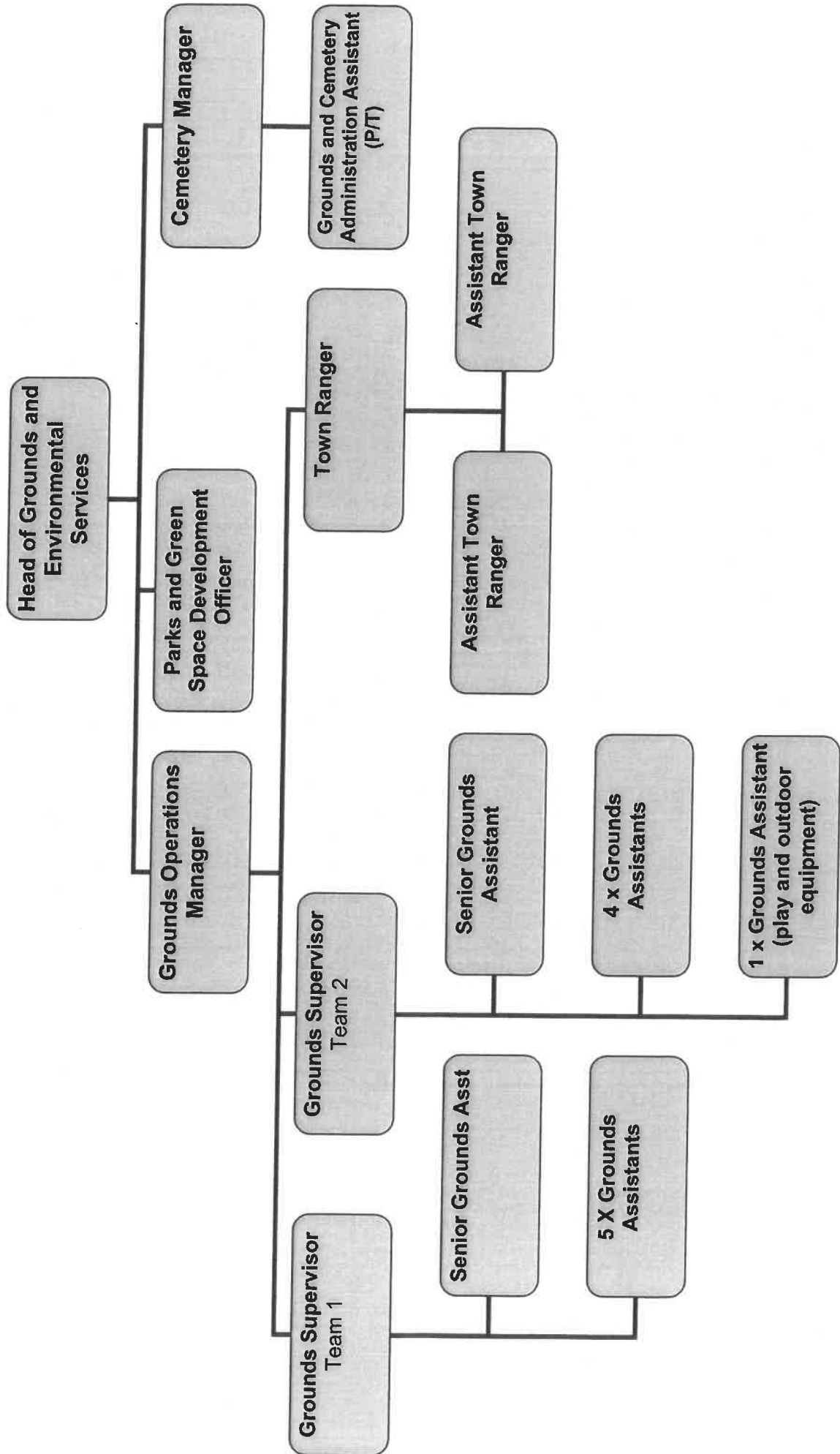
Dunstable Town Council Departments

Finance and Support Services	Community Services	Grounds and Environmental Services
<ul style="list-style-type: none"> • Mayoral enquiries • Councillor enquiries • Committee enquiries • Civic events • Council finances • Council audit (internal and external) • Personnel, jobs and recruitment • Internal IT support • Grove House administration and enquiries • Town Twinning 	<ul style="list-style-type: none"> • Management of Priory House • Management of Grove Corner • Town centre regeneration • Christmas lights • Council events programme • Young people's summer activities • Older people's day care service • Community grants scheme • Community development projects • Peter Newton Pavilion and Downside Community Centre enquiries • Dunstable Market (farmers, craft and special) • Ashton Square Public Conveniences 	<ul style="list-style-type: none"> • Dunstable Cemetery • Allotments • Parks and recreation grounds • Hire of sports pitches • Play areas • Town centre maintenance • Grove House Gardens • Priory Gardens • Floral displays • Dunstable in Bloom • Town Ranger Scheme • Creasey Park Community Football Centre (reports directly to the Town Clerk and Chief Executive) • Bennett's Splash and Splashside café (reports directly to the Town Clerk and Chief Executive) • Grove Skate Park

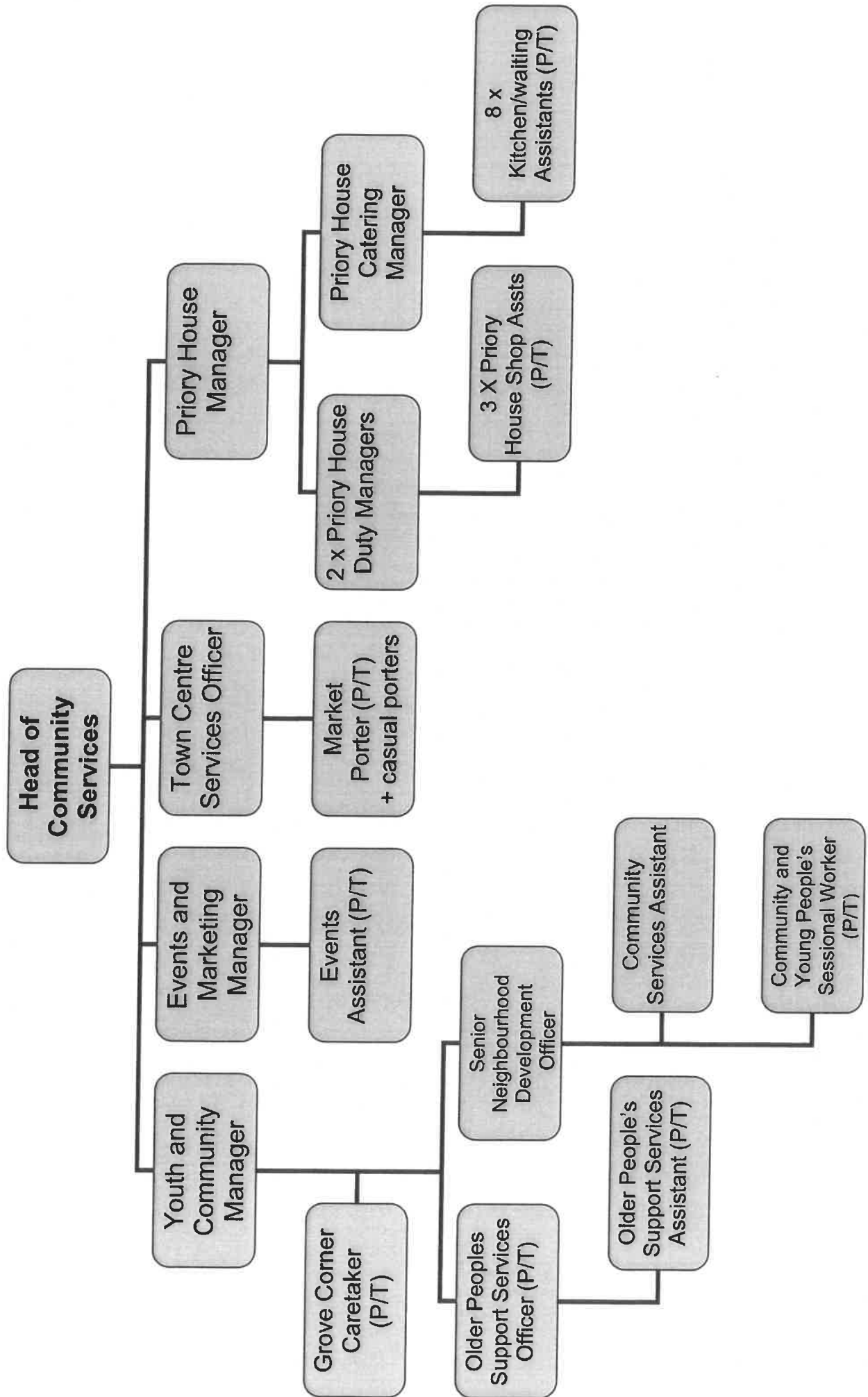
COUNCIL SENIOR MANAGEMENT TEAM



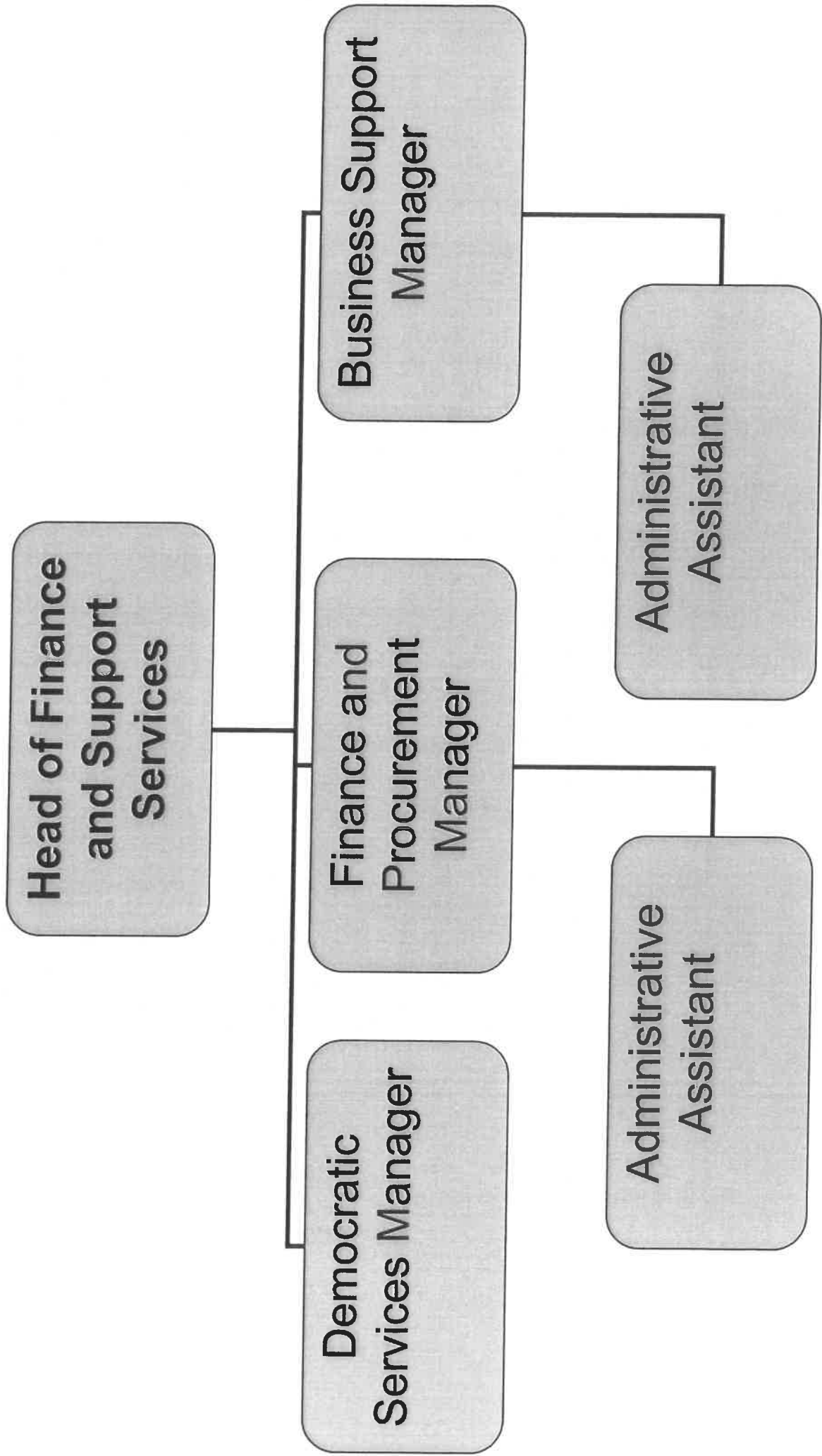
GROUNDS AND ENVIRONMENTAL SERVICES DEPARTMENT



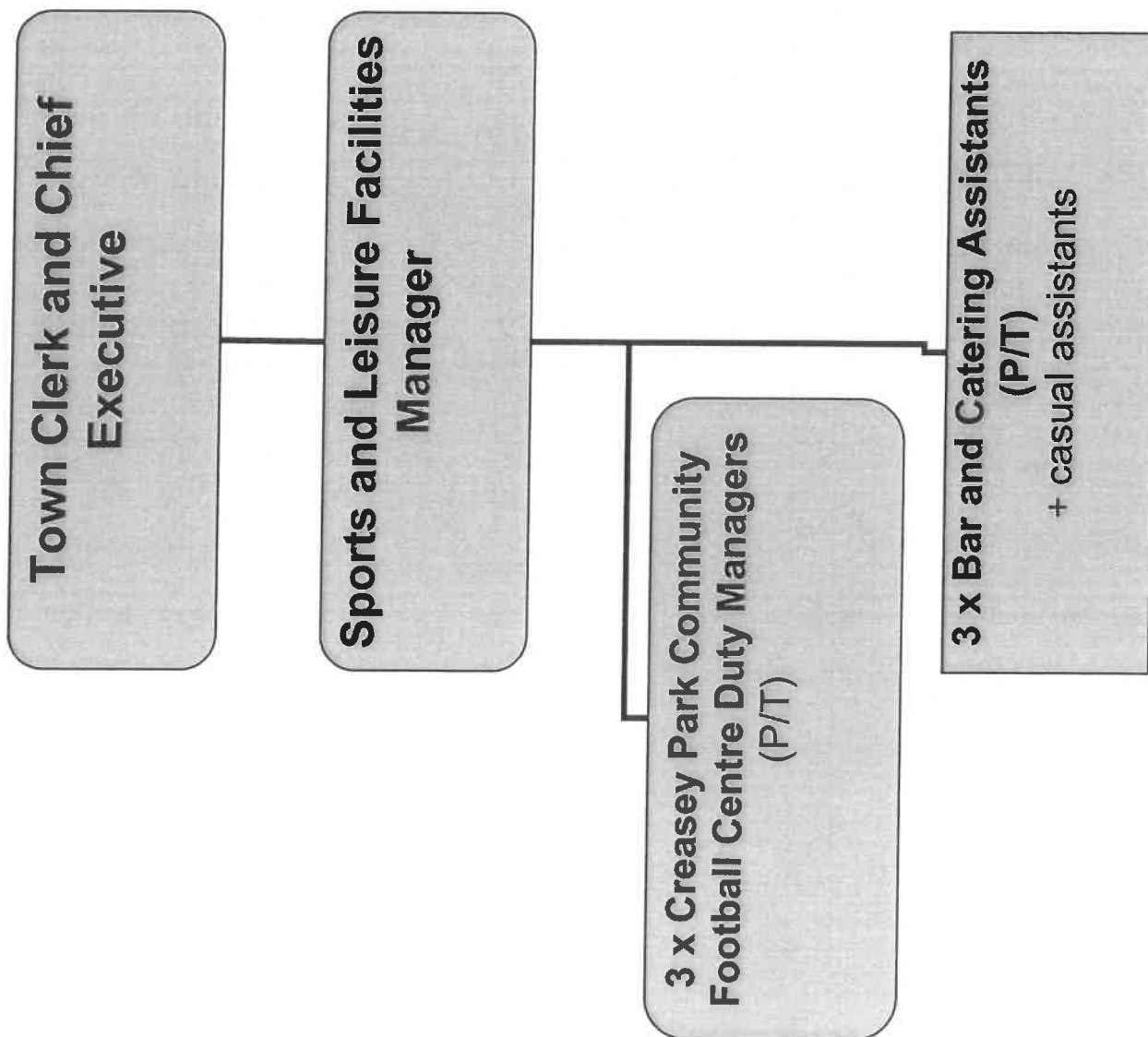
COMMUNITY SERVICES DEPARTMENT



FINANCE AND SUPPORT SERVICES DEPARTMENT



CREASEY PARK COMMUNITY FOOTBALL CENTRE AND BENNETT'S SPLASH AND SPLASHSIDE CAFE



DUNSTABLE TOWN COUNCIL'S VISION

The Council agreed its *Vision, Mission Statement and Values* in 2009 and these were all re-affirmed in 2020 with the adoption of this new Corporate Plan. They are as follows:

THE COUNCIL'S VISION

TO HELP MAKE DUNSTABLE A BETTER PLACE

THE COUNCIL'S MISSION STATEMENT

Using its statutory powers, Dunstable Town Council will do all it can to create a lively and vibrant town, promoting civic pride and improving the quality of life for all those who live, work and visit Dunstable.

THE COUNCIL'S VALUES

The Council will at all time:

- Be an advocate and campaigning voice for the people of Dunstable
- Work to the highest standards of integrity and openness and deliver services to the best of our abilities
- Work in partnership with other organisations to improve services and deliver value for money for the Dunstable council taxpayer

DUNSTABLE TOWN COUNCIL'S CORPORATE PRIORITIES AND KEY OBJECTIVES

In trying to **promote civic pride**, make Dunstable a **lively and vibrant place** and improve the **quality of life** for its residents, the Council currently delivers a range of different services and functions. The Council provides such services in line with various powers that have been established by Government legislation.

Council Members believe it is these existing services and powers that govern the Council's priorities and as a result the Council has adopted the following 6 Corporate Priorities and associated key objectives that the Council will seek to achieve over the next 4 years.

- 1. Continuing to improve the organisational management, efficiency and environmental sustainability of the Town Council**
- 2. To preserve and enhance the history and identity of the town, creating a sense of pride in Dunstable**
- 3. To further improve and develop the provision of green and open space in the town**
- 4. To continue to improve services targeted to all community sectors in the town**
- 5. To contribute to the regeneration of the town centre and development of neighbourhoods in the town**
- 6. To represent residents, businesses and community groups of Dunstable on key strategic issues facing the town**

What follows over the next few pages are a range of key actions that the Town Council will pursue over the lifespan of this document. They are indicative actions that are supplemented by the Council's internal service planning process that is explained later in this document.

Key Objectives for the Council over the Next Four Years

Continuing to improve the organisational management, efficiency and environmental sustainability of the Town Council

Action	Council Committee	Lead member and officer	Timescale	Comments
1. Work towards making Dunstable Town Council a carbon neutral organisation by 2030	Finance and General Purposes	Chairman of Finance and General Purposes and Town Clerk and Chief Executive	Progress to be evidenced over the lifespan of this document	
2. Improve recycling and separation of waste at all DTC offices and mess / depot facilities.	Finance and General Purposes	All Committee Chairman and SMT	Progress to be evidenced over the lifespan of this document	
3. Carry out a programme of replacing existing vehicles with more fuel efficient, hybrid or electric vehicles	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	First vehicle to be purchased during 2020 and further progress to be evidenced over the lifespan of this document	
4. Provide new office accommodation / mess facilities for grounds staff at Creasey Park Depot	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	By end of March 2022	
5. Investigate a new financial package that will allow for better financial forecasting and reporting	Finance and General Purposes	Chairman of Finance and General Purposes and Head of Finance and Support Services	By end of December 2020	
6. Improve HR processes and recording by adopting a new online HR system	Finance and General Purposes	Chairman of Finance and General Purposes and Head of Finance and Support Services	New system to be commissioned and fully operational by end of March 2021	
7. GDPR – Investigate appropriate Customer Relationship Manager software (CRM) – communication package to assist with complying within GDPR guidelines	Finance and General Purposes	Chairman of Finance and General Purposes and Head of Finance and Support Services	New system to be commissioned and fully operational by end of March 2022	

To preserve and enhance the history and identity of the town, creating a sense of pride in Dunstable			
Action	Council Committee	Lead member and officer	Timescale
8. Using the outcome of the feasibility study currently being carried out at Priory House, plan for the complete restoration of Priory House utilising the HSHAZ secured grant.	Community Services and Finance and General Purposes	Chairman of Community Services and Head of Community Services	Restoration to be complete by end of March 2023
9. Create attractive gateway features at all entrances to the town and replace Welcome to Dunstable signs	Community Services	Chairman of Community Services and Head of Community Services	Welcome signs to be installed by end of March 2022
10. Promote Priory House, Church and Gardens as an important heritage destination and improve access to historical information and interpretation of the site.	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Progress to be evidenced over the lifespan of this document
11. Secure Green Heritage status for Priory Gardens	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Heritage Flag to be secured by end of March 2021
12. Light up more historic buildings, key heritage features and trees including Dunstable Cemetery chapels / office, Dunstable War Memorial and Grove House Gardens trees (LED lighting).	Community Services	Chairman of Community Services and Head of Community Services	Progress to be evidenced over the lifespan of this document

This will be actioned alongside achieving a Heritage Flag for Priory Gardens – see below

To preserve and enhance the history and identity of the town, creating a sense of pride in Dunstable				
Action	Council Committee	Lead member and officer	Timescale	Comments
13. Refurbish the Grove House Gardens Performance Area	Community Services	Chairman of Community Services and Head of Community Services	To be completed by end of March 2022	
14. Provide free electronic access to Dunstable Cemetery Heritage Memorial Inscriptions and database. (database already exists)	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Access to be available by end of March 2022	
15. Raise civic pride and represent Anglia region in Britain in Bloom	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Representation will take place during 2020	
16. Carry out complete refurbishment of the Ashton Square Clock Tower	Community Services Finance and General Purposes	Chairman of Community Services and Head of Community Services	Refurbishment to be complete by end of December 2023	

To further improve and develop the provision of green and open space in the town

Action	Council Committee	Lead member and officer	Timescale	Comments
17. Work with partners to explore the feasibility of establishing a second artificial pitch at Creasey Park Community Football Centre	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Town Clerk and Chief Executive	New pitch to be installed by end of December 2021	
18. Begin to plan for future burial and/or cremation facilities in and around Dunstable	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Proposal to be agreed by end of December 2023	
19. Develop an investment fund for the upgrade and refurbishment of all open spaces, play areas and other environmental enhancements that will improve Council owned public open space	Grounds and Environmental Services Finance and General Purposes	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	New fund to be established during 2021/22 budget setting	
20. Investigate the feasibility of the Council adopting enforcement powers around dog fouling and litter and train staff accordingly in carrying out enforcement duties	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Feasibility of this to be determined by end of March 2021	
21. Install a pedestrian gateway at the Kingsbury Avenue entrance to Luton Road Recreation Ground	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	New gateway to be installed by March 2020	
22. Work with Dunstable Town Bowls Club to ensure future provision of outdoor bowling opportunities in Dunstable	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Progress to be evidenced over the lifespan of this document	This action will be dependent upon the Bowls Club being able to vacate their current site
23. Examine feasibility of establishing new, additional allotment space at Downside Recreation Ground	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Feasibility of this to be determined by end of March 2022	

To further improve and develop the provision of green and open space in the town

Action	Council Committee	Lead member and officer	Timescale	Comments
24. Carry out a feasibility study to determine the best Council owned public open space to install or convert an existing area into a multi-use games area	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Feasibility of this to be determined by end of March 2023	
25. Improve play provision at Luton Road Recreation Ground	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Provision to be improved by end of March 2022	This action will be dependent upon availability of S106 funding
26. Mentmore Recreation Ground - Improve pedestrian access, provide new toddler friendly play equipment, create wildflower landscapes and plant trees.	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Improvements to be made by end of December 2023	
27. Reorganise and improve the depot facility at Dunstable Cemetery to include improved and separated parking for Catchacre allotments.	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Improvements to be made by end of December 2023	
28. Employ a Parks Development Officer	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	New Development Officer to be employed by end of May 2020	
29. Secure a Green Flag for Bennett Memorial Recreation Ground and change the name to Bennett's Park. Retain Green Flag status at existing sites.	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Green Flag to be secured by end of March 2022	
30. Install a weatherproof cover over the seating area at Priory House	Community Services	Chairman of Community Services and Head of Community Services	Cover to be installed by end of March 2022	This action may be subject to securing Scheduled Monument and LB consent
31. Install another gym trail in either Grove House Gardens, Olma Road Recreation Ground or Downs Road Recreation Ground	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	Trail to be installed by end of December 2023	

To further improve and develop the provision of green and open space in the town

Action	Council Committee	Lead member and officer	Timescale	Comments
32. Implement a maximum two hour stay period at Bennett Memorial Recreation Ground Car Park	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	To be actioned by end of May 2020	This action requires the cooperation of CBC
33. Landscape Mentmore Recreation Ground to create a woodland and wildflower area with dedicated pathways	Grounds and Environmental Services	Chairman of Grounds and Environmental Services and Head of Grounds and Environmental Services	To be actioned by end December 2023	

To continue to improve services targeted to all community sectors in the town

Action	Council Committee	Lead member and officer	Timescale	Comments
34. Install disabled / inclusive play equipment at larger play sites	Grounds and Environmental Services	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	Progress to be evidenced over the lifespan of this document	
35. Carry out internal refurbishment of Luton Road sports pavilion, creating a more user-friendly community space	Grounds and Environmental Services	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	Refurbishment to be completed by end of December 2023	This action will be dependent on S106 funding becoming available
36. Establish allotment associations and self-governance arrangements on DTC owned allotment sites.	Grounds and Environmental Services	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	Progress to be evidenced over the lifespan of this document	Completion of this action will require the support of the current allotment user community
37. As part of the ongoing review of the Council youth service provision, look to improve all IT and install competition standard, multi-use gaming provision at Grove Corner	Community Services	Chairman of Community Services and Head of Community Services	New equipment to be installed and available to users by end of March 2021	

To continue to improve services targeted to all community sectors in the town

Action	Council Committee	Lead member and officer	Timescale	Comments
38. Increase car parking provision at Dunstable Cemetery, create a two-vehicle wide entrance and install railings to the frontage.	Grounds and Environmental Services Committee	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	To be completed by end of December 2023	
39. Extend Grove Corner buildings, creating a proper hub for youth services in the town	Community Services	Chairman of Community Services and Head of Community Services	To be completed by end of December 2023	
40. Purchase a large screen TV for outdoor events	Community Services	Chairman of Community Services and Head of Community Services	New equipment to be purchased by end of March 2022	
41. Purchase a large, portable electronic notice board to further improve how the Council promotes and advertises services and initiatives	Community Services	Chairman of Community Services and Head of Community Services	New equipment to be purchased by end of March 2022	
42. Install a dog agility area in one of the Council owned public open spaces	Grounds and Environmental Services Committee	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	To be completed by end of December 2023	

To contribute to the regeneration of the town centre and development of neighbourhoods in the town				
Action	Council Committee	Lead member and officer	Timescale	Comments
43. Work with partners to resolve all ongoing maintenance and dilapidation issues associated with Middle Row and the wider town centre conservation area through the HSHAZ project	Community Services and Finance General Purposes	Chairman of Community Services and Head of Community Services	To be completed by end of March 2023	This will require grant funding from the HSHAZ scheme and private sector investment
44. Support, encourage and create wildflower planting on roadside verges and public spaces to benefit pollinating insects	Grounds and Environmental Services Committee	Chairman of Grounds and Environmental Services Committee and Head of Grounds and Environmental Services	Progress to be evidenced over the lifespan of this document	
45. Create and deliver a winter light festival in Grove House Gardens over the Christmas period	Community Services	Chairman of Community Services and Head of Community Services	Festival to be delivered by end of December 2023	
46. Support CBC in future town centre public realm improvements.	Finance and General Purposes Committee	Chairman of Finance and General Purposes Committee and all of SMT	Progress to be evidenced over the lifespan of this document	
47. Invest more in town centre events on Ashton Square	Community Services	Chairman of Community Services and Head of Community Services	Progress to be evidenced over the lifespan of this document	
48. Invest in public art projects to enhance the visual aesthetics of the town.	Community Services	Chairman of Community Services and Head of Community Services	Progress to be evidenced over the lifespan of this document	
49. Support the creation of a network of community growing areas in all neighbourhoods	Community Services	Chairman of Community Services and Head of Community Services		

To represent residents, businesses and community groups of Dunstable on key strategic issues facing the town

Action	Council Committee	Lead member and officer	Timescale	Comments
50. Work with lead authorities and organisations on flood alleviation schemes for Dunstable.	Finance General Purposes	Chairman of Finance and General Purposes and Town Clerk and Chief Executive	Flood alleviation schemes to be completed by December 2021	Flood alleviation projects will be led by CBC

PERFORMANCE MEASURES, SERVICE PLANNING AND MONITORING ARRANGEMENTS

In order to effectively monitor how the Council is performing in relation to its priority objectives, a series of performance indicators (PIs) have been developed. PIs have been created for all Corporate Priorities. Some are user opinion based whereas others are more performance based.

All PIs will be monitored and revised if necessary, throughout the lifespan of this document. Each PI has a specific documented audit trail and all PIs are set out under the appropriate Corporate Priority.

Performance against each PI will be reported on through the Council's Annual Report. Members of the Council can then track performance and make recommendations for service improvements accordingly. Targets for all PIs will be adjusted and reported on through the Council's Annual Report.

The Council has also adopted a service planning process that goes into greater detail as to how the corporate objectives will be delivered. All service plans are set out under each department area.

Continuing to improve the organisational management, efficiency and environmental sustainability of the Town Council

RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target
Finance and General Purposes Council	P11 - Income secured as a percentage of gross expenditure outside of the council tax collection	31.63%	33%
	P12 - By annual survey, percentage of residents satisfied overall with Council services	79%	85%
Finance and General Purposes	P13 - IIP registration maintained at minimum of 'developed' standard	Yes	Yes
Finance and General Purposes	P14 - Council General Reserve level maintained at 25% of salary bill	Yes	Yes
Finance and General Purposes	P15 - Average number of sick days per employee	6.17	4

To preserve and enhance the history and identity of the town, creating a sense of pride in Dunstable			
RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target
Community Services	P111 - Total number of Priory House visits (est.)	53,996	55,000
Grounds and Environmental Services	P112 - Total number of partners involved in the town's Anglia in Bloom entry	41	45
Community Services	P113 - Estimated total number of events programme visits	33,630	35,000
Community Services	P114 - By annual survey, percentage of residents satisfied with the Town Council's events programme	98%	99%
Council	P115 - Percentage of Dunstable based Mayoral engagements per annum	65%	75%

To further improve and develop the provision of green and open space in the town			
RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target
Grounds and Environmental Services	PI16 - By annual survey, percentage of residents satisfied overall with green and open spaces in Dunstable	92%	95%
Grounds and Environmental Services	PI17 - To maintain at least 3 'Green Flag' recognised green and open spaces	3	3
Grounds and Environmental Services	PI18 - Average time taken to repair faulty play equipment (in days)	16.29 days	10 days
Grounds and Environmental Services	PI19 - To maintain, as a minimum, ICCM Charter for the bereaved silver standard at Dunstable Cemetery	Yes	Yes
Grounds and Environmental Services	PI20 - By annual survey, percentage of users satisfied with the provision of services at Creasey Park Community Football Centre	92%	95%

To continue to improve services targeted to all community sectors in the town			
RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target
Community Services	PI21 - To carry out or facilitate a minimum of 9 community-based projects per annum	9	9
Finance and General Purposes Council	PI22 - To grant aid, as a minimum, 6 (voluntary) community groups per annum	6	6
	PI23 - To provide/facilitate a minimum of 7 publicly accessible community facilities across the town per annum	7	7
Community Services	PI24 - Total number of visits to Council provided older people's services (Beecroft and CPGFC lunch clubs)	2,073	2,150
Community Services	PI25 - Total number of visits to Council provided younger people's services (Grove Corner and Summer Activity Programme)	2,972	3,000

To contribute to the regeneration of the town centre and development of neighbourhoods in the town		ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target
RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR		
Community Services	PI26 - By annual survey, percentage of vacant units in the town centre	12.86%	10%
Community Services	PI27 –Percentage of town centre users that would recommend a visit to Dunstable to others (to be measured every 2 years)	27%	35%
Community Services	PI28 – By annual survey, town centre footfall	9,000	10,000
Community Services	PI29 - Percentage of users stating town centre appearance as a negative (to be measured every 2 years)	62%	50%
Community Services	PI30 – Average number of market traders on Middle Row markets per week	13	17

To represent residents, businesses and community groups of Dunstable on key strategic issues facing the town			
RESPONSIBLE COMMITTEE	PERFORMANCE INDICATOR	ACTUAL / BASELINE FIGURE – 2018/19	4 Year Target
Council	PI6 - Percentage councillor attendances at all main committees	72%	80%
Council	PI7 - To maintain 100% elected representation on the Council	Yes	Yes
Community Services	PI8 - Total number of website hits	133,998	140,000
Community Services	PI9 - Total number of Facebook 'likes'	5,896	7,500
Community Services	PI10 - Total number of Twitter followers	7,258	8,000

HOW TO COMMENT ON THIS DOCUMENT AND CONTACT THE COUNCIL

Dunstable Town Council welcomes feedback on its Corporate Plan from all sections of the community.

Views about the work of the Council are welcomed as are suggestions for further service developments and other issues that are important for the town that the Council can have an impact on.

Comment forms for the Town Council can be obtained from visiting Grove House, Priory House, Grove Corner or Creasey Park Community Football Centre. In addition, comments can be made by writing to:

Dunstable Town Council
c/o Town Clerk and Chief Executive
Grove House
76 High Street North
Dunstable Town Council Bedfordshire
LU6 1NF

Or by e-mailing

info@dunstable.gov.uk

or by telephoning

01582 513000

Or by visiting the Council's Facebook page and Twitter accounts

A full copy of this document can be downloaded from the Council's website: www.dunstable.gov.uk

DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****20 JANUARY 2020****FINANCIAL MONITORING REPORT**

Purpose of Report:	The purpose of this report is to: <ol style="list-style-type: none"> i) provide a revenue budgetary control report for the period ending 30 November 2019 ii) provide detail of the Council's earmarked reserves at 31 December 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 30 November 2019
- 1.2 For Members to note the current balance of the Council's earmarked reserves as at 31 December 2019 and known commitments in the current financial year.

2. INTRODUCTION

- 2.1 This budgetary control report summarises the net expenditure against the budget for each service area as at 30 November 2019. This forms the basis for the projected outturn at the end of this financial year taking account currently known variances.

3. REVENUE BUDGETARY REPORT

- 3.1 The summary at Appendix 1 shows the net expenditure at 30 November per service area and an indication of the anticipated outturn against budget, taking account of seasonal variances and known commitments for the remainder of the financial year.
- 3.2 The summary shows a potential overall net revenue saving at the end of the financial year of £32,771, which is broadly in line with that reported to Committee in November.
- 3.3 Within Finance and Support Services overall it is £7.6K underspent, some of the significant variances are as follows;
 - *Finance and Support Services staff costs underspent by £10.9K* due to vacancies within the team following the restructure, all vacancies have now been filled and all three staff have been recruited and have started in the New Year.
 - *Grove House cost centre is overspent by £9.2K* due the offices on the ground floor being vacant following CAB and Registrars moving out. The refurbishment of the offices is now complete and are being advertised again on the market to potential tenants.
 - *Corporate Management Cost centre is underspent by £9K*, this underspend is mainly attributed to the Health and Safety Budget which has not been required as much this year.

3.4 Within Grounds and Environmental Services overall it is £12.9K underspent, some of the significant variances are as follows;

- *Recreation Grounds Cost centre has an overspend of £17K* due to £8K in commuted sums which is an income that can be drawn down if necessary, however this may not be the case this year therefore is being represented as an unachieved income. There is also overspends on the equipment budget of £6K due to having to replace stolen equipment and £3K on repairs and maintenance.
- *Town Ranger Service is underspent by £11.7K* due a member of staff on long-term sick and currently on half-pay. Also, this underspend is attributable to a £4K underspend on public realm maintenance due to CBC not installing electronic information signs at the town gateways therefore it has not been necessary to expend this budget in year.

3.5 Within Community Services overall it is £12.2K underspent, some of the significant variances are as follows;

- *Community Services staff cost centre overspent by £12.8K* mainly attributable to maternity leave cover for the staff member in post.
- *Events Programme cost centre is underspent by £10K*, due to £6K secured of unbudgeted income and an underspend on the fireworks budget for this financial year.
- *Grove Corner cost centre is underspent by £8.4K*, mainly attributable to underspends in staffing costs and over-achieving income higher than budgeted for with regards to room hire.

4. RESERVES

- 4.1 The schedule enclosed at Appendix 2 provides detail of actual contributions to and expenditure from reserve funds in the current financial year as at 31 December 2019.
- 4.2 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.
- 4.3 The schedule does not take account of the recommendations for release of funds to be considered at other Agenda items.

5. FINANCIAL GOVERNANCE

- 5.1 In place of Accounts Sub-Committee, Councillors should at a minimum view and audit the Councils accounts on a quarterly basis.
- 5.2 The next scheduled quarterly financial Councillor audit is due to take place on the 22 January 2020 where Councillor Hollick and Councillor Jones will be carrying out a 'mini-audit'.
- 5.3 Further quarterly meetings have been arranged and all Councillors have been made aware and invited to attend any future Financial Governance Audit meetings they can make.

6. FINANCIAL IMPLICATIONS

6.1 These are inherent within the content of this report.

7. APPENDICES

Appendix 1 - Summary of Net Revenue Expenditure

Appendix 2 - Summary of Reserves

8. AUTHOR

8.1 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 (30th November)	Year-end Forecast	Year-end Variance
Central Services	91,350	55,985	94,836	3,486
Corporate Management	91,147	65,379	78,132 -	9,015
Democratic Management	15,750	10,167	15,351 -	399
F&SS Capital & Projects	105,499	98,951	105,499	-
F&SS Staff Costs	308,629	204,250	297,649 -	10,980
Grove House	44,794	40,486	54,010	9,216
Grand Total	657,169	475,218	645,477 -	7,692

Grounds and Environmental Services

Service Area	Budget 2019/20	Actuals to Date (31st July)	Year-end Forecast	Year-end Variance
Allotments	577	3,165	1,444	867
Bar & Catering	60,785	36,741	55,287 -	5,498
BENNETT MEMORIAL RECREATION	25,300 -	24,505 -	27,302 -	2,002
Capital and Projects	122,413	116,050	122,413	-
Cemetery	- 62,780 -	45,243 -	66,658 -	3,878
Community Football	- 12,232 -	67,055 -	18,859 -	6,628
G&ES Staff Costs	501,518	327,213	497,190 -	4,328
Recreation Grounds	43,600	45,034	60,607	17,007
SPLASH PARK	55,671	56,655	58,261	2,590
Town Centre & Gardens	41,100	26,835	41,835	735
Town Ranger Service	105,429	63,040	93,700 -	11,729
Grand Total	830,782	537,930	817,918 -	12,864

Community Services

Service Area	Budget 2019/20	Actuals to Date (31st July)	Year-end Forecast	Year-end Variance
Capital and Projects	91,640	136,286	91,640	-
Central Marketing	28,500	24,604	28,500	-
Community Engagement	24,007	17,461	23,309 -	698
Community Services Staff Costs	185,570	114,466	198,449	12,879
Events Programme	134,478	101,526	124,399 -	10,079
Grove Corner	21,161	3,873	12,772 -	8,389
Older People's Day Care Service	23,494	11,594	22,325 -	1,169
Priory House	236,356	163,372	236,601	245
Public Conveniences	3,050	743	1,883 -	1,167
Town Centre Services	61,299	25,468	57,462 -	3,837
HSHAZ Scheme	-	-	-	-
Grand Total	809,555	599,393	797,340 -	12,215

Council Grand Total	2,297,505.50	1,612,541.00	2,260,734.91 -	32,770.59
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Dunstable Town Council - Reserves Summary 2019/20

	Description	Balance as at 01.04.19	Contributions Revenue/Other	Expenditure in year	Bal to date as at 31.12.19	Commitments/Programme of works, etc	Committed Amount	Bal after committed
310	General Reserve	£520,570			£520,570			£520,570
311	Corporate Plan Reserve	£55,350		£20,025	£35,324	bal of £20,892 for GH Gdns Entrance/Car Park Improvements (from £25,000 agreed)	£20,892	£14,432
312	Vehicles Reserve	£63,547	£20,000	£17,070	£66,477			£66,477
313	CP Sinking Fund	£16,874		£2,000	£14,874	£2,000 3 Year Sponsorship (bal of £6,000 received)	£2,000	£12,874
314	Christmas Lights Reserve	£20,244	£3,500		£23,744	New/improved lighting		£23,744
316	Downside Building Maintenance Res	£5,858		£1,335	£4,523			£4,523
317	Grove Corner Building Maint Reserve	£34,596	£4,000		£38,596			£38,596
318	Building Security Systems	£5,357			£5,357			£5,357
319	Cemetery Memorial Safety	£1,300	£1,000		£2,300	Memorial safety inspections		£2,300
320	Priory House Tearooms Equipment	£3,000	£1,500	£4,500	£0	Tearooms Kitchen Equipment		£0
321	IT/Equipment Reserve	£8,629	£15,000	£6,929	£14,700	bal of £14,700 for Cemetery Software (from £21,690 agreed)	£14,700	£0
322	Older People's Day Care Svce	£13,308	£725		£12,583	£3,887 for increased transport costs; bal of £275 donation for activities (from £1,000 received)	£3,962	£8,621
323	Election Reserve	£20,000	£20,000	£34,483	£5,517			£5,517
324	Grove House Building Reserve	£175,771	£41,254	£20,980	£196,046	Bal of £21,274 of FGP 19.11.18-Minute 197= £42,254 (£30,000 Grove House vacant office space Improvements plus £12,254 dilapidation income from prev. tenants)	£21,274	£174,771
326	Mayoral Reserve	£3,000			£3,000	FGP 19.01.15-Minute 24 - to be retained for transport/allowance as required		£3,000
327	Priory House Exhibition	£15,000			£15,000	Exhibition		£15,000
328	Priory Churchyard	£24,862	£5,000		£29,862	As determined by quinquennial report		£29,862
329	Performance Area Reserve	£6,000			£6,000			£6,000
330	Town Twinning Reserve	£7,367	£500		£7,867	Retained for twinning activities to be determined		£7,867
331	Tree Reserve	£23,979	£5,000	£9,800	£19,179			£19,179
332	Open Spaces Improvement Plan	£50,867	£15,000	£28,253	£37,614	Chairmans authorisation 18.10.19= £9,723- removal of damaged boulder at Bennetts Adventure Play & replacement equipment	£9,723	£27,891
333	Priory House Building Reserve	£288,245	£46,373		£334,618			£334,618
334	Pavilion Buildings Maintenance Res	£35,435	£15,000		£50,435			£50,435
338	Allotments Reserve	£21,873	£5,000	£6,627	£20,246	Improvement works required		£20,246
339	Creasey Park 3G Pitch	£5,997	£475		£6,471	Interest accrued on ringfenced deposit - retained for contribution towards future pitch replacement - with 381 below		£6,471
341	Splashpark/Skatepark/BMX Reserve	£26,037	£12,000	£2,629	£35,408			£35,408
342	Memorial Kerbs Reserve	£6,570			£6,570	for purchase of future supplies		£6,570
343	Cemetery Building Maintenance Res	£19,413	£5,000		£24,413			£24,413
344	Fencing Maintenance Reserve	£1,957	£1,000		£2,957			£2,957
	Earmarked Reserves Total	£1,481,005			£1,540,250		£72,551	£1,467,699

S106/External Funding/Ringfenced Expenditure specified by funding body

315	Awards for All Event	£9,990		£9,733	£257	Weird and Wonderful Event- 7 & 8 September 2019	£257	£0
325	Shop Front Improvement Scheme	£10,000	£4,203	£3,755	£10,448	Shop Front Scheme	£10,448	£0
337	Market Town Regeneration Fund	£23,010			£23,010		£23,010	£0
380	Developers Contributions- CAP	£38,750		£20,685	£18,065	Frenchs Avenue S106 £13,778; Frenchs Avenue Fencing £4,286		£18,065
381	CPCFC Capital	£88,491			£88,491	Retained for future repair/replacement of All Weather Pitch		£88,491
385	Development Contributions- REV	£35,036		£720	£34,316	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, 17/18 £521 & 19/20 £720 to date);	£12,407	£21,909
570	Joint Committee Fund	£12,051	£11,991	£4,620	£19,422	Bal in holding code as committed Joint Committees fund only = not DTC	£19,422	£0
	S106/External Funding Total	£217,328			£194,009		£65,545	£128,465
		£1,698,332			£1,734,260		£138,096	£1,596,164

DUNSTABLE TOWN COUNCIL

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

MONDAY 20 JANUARY 2020

UPDATED FLEXIBLE WORKING POLICY AND PROCEDURE AND APPLICATION FORM

Purpose of Report: The purpose of this report is to make recommendations for the approval of the updated Flexible Working Policy and Procedure and updated Flexible Working Application Form.

1. ACTION RECOMMENDED

- 1.1 That the updated Flexible Working Policy and Procedure as illustrated at appendix 1 and updated Flexible Working Application Form at appendix 2 be approved.

2. INTRODUCTION

- 2.1 The Head of Finance and Support Services is carrying out a review of all staff policies within the current Staff Handbook to ensure they are up to date with the most recent laws and regulations and are in-line with the current recommended work practices.

3. BACKGROUND

- 3.1 The Councils functions and services have grown steadily throughout the years and to ensure that we recruit and retain the most experienced and knowledgeable staff as an organisation we need to be demonstrating similar flexible working benefits as other competing organisations.
- 3.2 It is also recommended good practice to offer staff flexible working opportunities according to many leading employment organisations namely ACAS, the Advisory, Conciliation and Arbitration Service.
- 3.3 Dunstable Town Council has already offered staff flexible working for a number of years however all the options have never been outlined comprehensively in one policy. The updated policy is shown at Appendix 1.

4. THE RATIONALE FOR UPDATED POLICY

- 4.1 Dunstable Town Council needs to ensure it is maintaining an expert and motivated workforce and therefore needs to be competitive with other major employers in the labour market within the region. It has been noted that as an organisation we have struggled to recruit at times.
- 4.2 The new policy not only details current flexible working arrangements already in place within the organisation but also introduces additional flexible working options such as home-working, job-sharing, term-time working and compressed hours. All

of which are common practice within medium-sized organisations and especially within the local government sector.

- 4.3 The Chartered Institute of Personnel and Development (CIPD) is a professional association for human resource management professionals carried out a survey in 2012 that estimated that around 76% of managers surveyed cited retention as one of the more popular employer benefits of flexible working. Therefore, offering a wide range of flexible working options strengthens employee loyalty and encourages long-term commitment. This will in-turn enhance the Council's culture and reduce the costs associated with recruiting and training new employees in the long-run.
- 4.4 A stressed and over-worked workforce are more likely to take more sick days or resign from their job than ones who aren't. Therefore, flexible working intends to tackle stress by promoting a happier, loyal and more balanced workforce which in-turn is more productive.
- 4.5 Offering flexible working also contributes to attracting potential recruits as much as attractive pay packages does. Research shows that it is among the top considerations for candidates when looking for their new role. Workers are now more likely to prioritise organisations that offer flexible working options, as opposed to ones that don't.
- 4.6 The Office of National Statistics (ONS) has stated that over 70% of individuals with children are currently in the workforce. With another one in seven employees being responsible for caring for a family member. Offering our employees flexible working options will allow them to balance commitments in their personal lives with the demands of their work life. Offering a stronger work/life balance will result in happier more productive staff.
- 4.7 All staff interested will have to complete an application form which has also been updated (appendix 2) to be able to extract more information from the applicant around which flexible working policy they wish to specifically apply for. It also contains an additional section regarding homeworking specifically to gather further information from the applicant as to the conditions and circumstances in which the person is working at home.
- 4.8 It should also be noted that all requests made will need to be considered and reviewed from the standpoint of working for the organisation's needs and if the person's job role itself is deemed suitable and feasible for that type of flexible working request as well as working for the employee. Not all roles within the organisation will be suitable for certain flexible working options. However, by law all employees have the right to make a flexible working request.

5. FINANCIAL IMPLICATIONS

- 5.1 There may be financial implications for the Council depending on the nature of each individual request. Such implications will be considered on a case by case basis as part of the application process.

6. POLICY AND CORPORATE PLAN IMPLICATIONS

- 6.1 The updated policy and procedure accords with the Council Priority Objective of *'continuing to improve the organisational management and efficiency of the town council'*.

7. HUMAN RESOURCE IMPLICATIONS

- 7.1 Outlined in main body of report.

8. EQUALITIES AND DIVERSITY / LEGAL IMPLICATIONS

- 8.1 Outlined in main body of report.

9. HEALTH AND SAFETY IMPLICATIONS

- 9.1 None directly.

10. APPENDICES

- 10.1 Appendix 1-Updated Flexible Working Policy
Appendix 2-Updated Flexible Working Policy Application

11. AUTHOR

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

DUNSTABLE TOWN COUNCIL

Flexible working policy and procedure



DUNSTABLE
TOWN COUNCIL

INTRODUCTION

The organisation recognises that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress. Therefore, Dunstable Town Council wants to support its employees achieve a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests. The organisation is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

It is Dunstable Town Council's policy to encourage open discussion with employees. An employee that thinks they may benefit from flexible working and would like further advice on this policy is encouraged to contact the Business Support Manger or Head of Finance and Support Services or your line manager to arrange an informal discussion to talk about the options.

This policy and procedure has been prepared for all eligible Dunstable Town Council staff and complements the Council's existing flexible working policies.

WHO THE POLICY APPLIES TO

By law under the Flexible Working Regulations 2014, you have the right to make a flexible working request if:

- you're an employee
- you've worked for Dunstable Town Council for at least 26 weeks
- you've not made any other flexible working request in the last 12 months

If you have the right to request, your employer must:

- look at your request fairly
- make a decision within a maximum of 3 months

All requests for flexible working will be seriously considered but there is no automatic right to be granted a request.

WHAT IS FLEXIBLE WORKING?

Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works.

The following flexible working options are the typical arrangements that employees will request but the organisation recognises that there may be alternatives or a combination of options which are suitable to both the organisation and the employee:

- Annualised hours
- Compressed hours
- Flexitime
- Homeworking
- Job-sharing
- Overtime
- Part-time working
- Term-time working

TYPES OF FLEXIBLE WORKING

- **Annualised hours** where an employee's contractual working hours are calculated as the total number of hours to be worked over the year, allowing flexible working patterns to be worked throughout the year.

Usually the hours will be divided into rostered hours, which are set, and unallocated hours, when an employee can be called into work as demand dictates (and to cover unplanned work and employee absence). Payment will be in 12 equal instalments (although arrangements may be permitted where the pay for the work actually done is in the period to which the payment relates).

- **Compressed hours** is where an employee works their usual full time hours in fewer days by working longer blocks meaning that there is no reduction in their pay. For example, a 5-day week is compressed into four days, or a 10-day fortnight into 9 days.
- **Flexi-time** allows an employee to choose, within certain limits, when to begin and end work. *Please refer to Policy 1:1 of the Staff Handbook 'Flexi-time Policy'.*
- **Homeworking** is when an employee regularly carries out part of their duties from home rather than the employer's premises. The organisation can consider homeworking being an occasional agreed day or a permanent mix of home and office-based work each week.
- **Job-sharing** is an arrangement where a full-time post is divided into two part-time roles. The two job holders then share the overall duties and responsibilities. Their skills and the hours each employee wishes to work must be compatible, and meet the needs of the organisation. Pay and benefits are shared in proportion to the hours each works.
- Job sharing can be considered where the creation of a single part-time post is difficult, or where two individuals wish to work part-time. The suitability of posts for job-sharing will be stated in any internal or external advertisements.
- **Overtime** is when hours are worked in addition to the usual full-time hours. Overtime can be agreed where the organisation would benefit from an employee working more hours in agreement with the employee's line manager. This is voluntary and an employee can refuse overtime if they wish. *Please refer to Policy 1.2 of the Staff Handbook 'Overtime Policy'.*

- **Lieu-time** Employees working additional hours beyond their normal working week may choose to take time off in lieu instead of claiming overtime payment. *Please refer to Policy 1.3 of the Staff Handbook 'Lieu-time Policy'.*
- **Part-time working** covers any arrangement where an employee is contracted to work anything less than typical full-time hours for the type of work in question. For example, an employee who only works Monday to Wednesday. The suitability of posts for part-time working will be stated in any internal or external advertisements.
- **Term-time working** is where an employee reduces their hours or takes time off during any school holidays. Any weeks above their annual leave entitlement will be unpaid. Salary can be paid in 12 equal monthly instalments (although arrangements may be permitted where an employee is only paid for the time worked and receive no pay during the holidays apart from their entitlement to annual leave).

THE NEEDS OF THE ORGANISATION

The organisation is committed to providing a range of appropriate working patterns. However, employees and management need to be realistic and to recognise that not all flexible working options will be appropriate for all roles.

Where a flexible working arrangement is proposed the organisation will need to take into account several criteria including (but not limited to) the following:

- if the role is able to be performed in the exact same capacity with this alternative working arrangement
- the additional costs associated with the proposed arrangement
- the effect of the proposed arrangement on other staff and inability to reorganise work among existing staff
- the need for, and effect on, supervision
- the existing structure of the department
- the availability of staff resources or inability to recruit additional staff
- details of the tasks specific to the role
- the workload of the role
- whether it is a request for a reasonable adjustment related to a disability
- health and safety issues
- IT issues
- impact on quality
- impact on performance
- effect on ability to meet customer demand
- insufficient work for the periods you are proposing to work
- planned structural change to the business

SUBMITTING A FLEXIBLE WORKING REQUEST

Your application must be made in writing to your Head of Service or the Town Clerk and Chief Executive (and in the case of the Town Clerk and Chief Executive making a request, the Chairman of the Finance and General Purposes Committee) specifying that it is a statutory request.

Please complete application 2.8a in the Staff Handbook 'Flexible Working Application Form'

The request must be signed and dated and you should state whether you have made any previous request and, if so, when. You are limited to one statutory request in any 12 month period. You should provide details of the flexible working arrangement you are proposing, when you would like the change to take effect, and how you think any impact on the Council, your job and/or work colleagues may be dealt with.

You will be contacted to discuss your request as soon as is reasonably practicable. If there is likely to be an undue delay, you will be notified of this in writing.

If you are unable to make the initial date for discussion, a further date and time will be arranged. If you fail to engage in discussion on both occasions, without good reason, the Council will consider your application as withdrawn.

You should be aware that if your request is accepted this will normally mean a permanent change to your terms and conditions of employment and there is no automatic right to revert to your original working arrangements at a later date. Alternatively, if the Council is unsure about the impact of your request and/or whether this may be sustainable, a temporary or trial period may be agreed.

The Council's decision in relation to your request will be confirmed in writing.

APPEAL PROCEDURE

If your request is refused, you may appeal against the decision – your appeal must be made in writing to the Town Clerk and Chief Executive who will arrange an appeal meeting.

You are entitled to be accompanied by a trade union representative or work colleague at any appeal meeting, and if the initial appeal cannot be resolved at the appeal meeting, then a further appeal can be made to the Council's Appeals and Appointments Committee using the same procedure as that contained in the appeal process for grievances and dismissals. The decision of the Appeals and Appointments Committee will be final.

Please note that the consideration period for dealing with flexible working requests, including any appeal, can take up to 3 months. Where necessary, this timeframe may be extended, by mutual agreement.

Requests will be considered in the order in which they are received, each being considered on its merits taking into consideration the business case, possible impact and the current business context.

Finance and General Purposes Committee 20 January 2020

DUNSTABLE TOWN COUNCIL

Flexible Working Application Form



Note to the employee

Every employee has the statutory right to ask to work flexibly after 26 weeks' continuous service. However, you can only make a statutory request once in any 12 month period.

The law requires that all requests, including any appeals, must be considered and decided upon within a period of three months from the date of receipt of your application. In some extenuating circumstances it may not be possible to conclude the process within this timeframe as such it may be necessary for us to seek your agreement to extend the three month period. You should therefore ensure that you submit your application to the appropriate person well in advance of the date you wish the request to take effect

It will help us to consider your request if you provide as much information as you can about your desired working pattern. It is important that you complete all the questions as otherwise your application may not be valid. When completing sections 3 & 4, think about what effect your change in working pattern will have both on the work that you do and on your colleagues.

If you are making your request in relation to the Equality Act 2010, for example you are requesting reasonable adjustments as a result of a disability; it would be helpful for you to provide full details in the additional comments/information box below.

Once you have completed the form, you should immediately forward it to your Manager (you might want to keep a copy for your own records).

Upon receipt of your application, we will contact you to arrange a meeting with you to discuss your request. If the request is granted, this will be a permanent change to your terms and conditions unless otherwise agreed.

Personal Details			
Name:	<input type="text"/>	Payroll number:	<input type="text"/>
Manager:	<input type="text"/>	Department:	<input type="text"/>

To the employer

I would like to apply to work a flexible working pattern that is different to my current working pattern under my right provided in law. I confirm I meet each of the eligibility criteria as follows:

- I have worked continuously as an employee of the company for the last 26 weeks.
- I have not made a statutory request to work flexibly during the past 12 months.
- I have made a previous statutory request to work flexibly. I confirm that request was made on _____ (insert date)

If you are not sure whether you meet any of the criteria, please contact Support Services.

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PART 1: Please select from the list below which type of Flexible working you wish to apply for

- Annualised hours
- Compressed Hours
- Homeworking *(Please also complete section 7)*
- Job Sharing
- Part-time working
- Term-time working
- Other-Please Specify.....

PART 2: Describe your current working pattern (days/hours/times worked)

PART 3: Describe the working pattern you would like to work in future (days/hours/times)

(you may continue on a separate sheet if necessary).

PART 4: I would like this working pattern to commence from (date):

PART 5: Impact of the new working pattern

I think this change in my working pattern will affect my employer and colleagues as follows:

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PART 6: Accommodating the new working pattern

I think the effect on my employer and colleagues can be dealt with as follows:

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PART 7: Only to be completed if applying for home-working in Part 1

1.) Will you accept full burden of all costs incurred whilst working from home? **YES/NO** (if no please explain)

.....
.....

2.) Please describe the conditions and surroundings you will be working in whilst at home. Do you have a quiet, distraction-free area at home in which to focus on your work?

.....
.....

3.) Will you have any caring responsibilities whilst working from home? **YES/NO** (if yes please specify)

.....
.....

4.) Are you happy to use your own computer to log in remotely to the Council's server? **YES/NO** (if no please explain)

.....
.....

5.) Are you self-disciplined and self-motivated and confident to work without supervision?

.....
.....

6.) Are you comfortable with communicating with colleagues via email and over the phone instead of face-to-face?

.....
.....

Additional Comments/Information

I would like the following to be considered:

.....
.....
.....

Signed:

.....

Date:

.....

Office use only

Form received		Date of Application Meeting	
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DUNSTABLE TOWN COUNCIL**FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 20 JANUARY 2020****ARRANGEMENTS FOR TOWN MEETING 2020**

Purpose of Report:	For Members to determine whether any presentation is to be given at the meeting which is scheduled to take place on 30 March 2020 at Grove House.
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1. ACTION RECOMMENDED

- 1.1 That the Committee determine whether they require a presentation at this year's Town Meeting and, if so, what topic they would like presented.

2. INTRODUCTION

- 2.1 The Local Government Act 1972 requires the Town Council to call a meeting of all electors of the Parish of Dunstable between 1st March and 1st June. The Town Mayor presides at this meeting (or in his absence, the Deputy Town Mayor). This year the annual Town Meeting is scheduled to take place on Monday, 30 March.
- 2.2 All electors for the town of Dunstable are entitled to attend the Town Meeting and speak on any town affair.
- 2.3 The venue for the Town Meeting will be Grove House. Whilst historically the meeting has also been held at Creasey Park, Grove House is a more central location and provides suitable and appropriate accommodation for the annual Town Meeting.

3. PRESENTATION

- 3.1 Members are asked to consider and advise of any suggestions for the topic of a presentation at the 2020 Town Meeting.

4. AUTHOR

- 4.1 Sharon Long, Democratic Services Manager
e-mail: sharon.long@dunstable.gov.uk