



## Notice of a Meeting of the Finance and General Purposes Committee

**David Ashlee** Town Clerk and Chief Executive

Date: 11 September 2020

Dear Councillor,

Please note that a remote meeting of the Finance and General Purposes Committee will be held on **Monday 21 September 2020 at 7.00 p.m.** using Microsoft Teams.

Members of the public and press who wish to attend the remote meeting are welcome to do so and should notify their intention to attend by emailing [Ian.Reed@dunstable.gov.uk](mailto:Ian.Reed@dunstable.gov.uk) by **5 p.m. on Friday 18 September 2020**. Instructions on how to join will then be sent out in advance of the meeting

### AGENDA

1. Apologies for Absence.
2. To approve the Minutes of the Meetings of Finance and General Purposes Committee held on 16 March 2020 (copies previously circulated) and 18 May 2020 (attached) (See page 3)
3. Specific Declarations of Interest.
4. Financial Monitoring Report (see page 4).
5. Proposed Council Meeting dates for 2021 (see report at page 6).
6. Investors In People Accreditation – Silver Award (see report at page 9)
7. Grove House - Letting of Meeting Rooms and Repairs and Maintenance of Heating System (See report at page 13 )
8. Staff Award Scheme (see report at page 31)

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

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

PART 2 of the Agenda

**Move to exclude press and public in accordance with Public Bodies (Admissions To Meetings Act 1961 sect.1.2 to discuss matters affecting some town council employees' remuneration and conditions of employment**

10. Staffing Matters (See report at page 34)

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

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF FINANCE AND GENERAL PURPOSES COMMITTEE**

**HELD VIRTUALLY ON MICROSOFT TEAMS AS A RESULT OF THE COVID-19 PANDEMIC  
AND IN ACCORDANCE WITH THE LOCAL AUTHORITIES AND POLICE CRIME PANELS  
(CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE CRIME PANEL  
MEETINGS)(ENGLAND AND WALES) REGULATIONS 2020,**

**ON MONDAY 18 MAY 2020**

Present: Councillor Peter Hollick, (Town Mayor); Councillor Gloria Martin (Deputy Town Mayor); Councillors Sid Abbott, Wendy Bater, Matthew Brennan, Mark Cant, Alan Corkhill, Philip Crawley, John Gurney, Kenson Gurney, Liz Jones, Cameron Restall, Lee Roberts and Johnson Tamara

In Attendance: Councillors Greg George, Pamela Ghent and Gladys Sanders with David Ashlee (Town Clerk and Chief Executive)

Apologies for Absence: Councillor Alan Corkhill

**74 APPOINTMENT OF CHAIRMAN**

**RESOLVED:** that Councillor Sid Abbott be appointed Chairman of this Committee for the ensuing Municipal Year 2020/2021.

**75 APPOINTMENT OF VICE-CHAIRMAN**

**RESOLVED:** that Councillor Philip Crawley be appointed Vice-Chairman of this Committee for the ensuing Municipal Year 2020/2021.

DUNSTABLE TOWN COUNCILFINANCE AND GENERAL PURPOSES COMMITTEE21 SEPTEMBER 2020FINANCIAL MONITORING REPORT

<b>Purpose of Report:</b>	The purpose of this report is to: i) provide a revenue budgetary control report for the period ending 31 August 2020 ii) provide detail of the Council's earmarked reserves at 31 August 2020
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**1. ACTION RECOMMENDED**

- 1.1 For Members to note the revenue budget position for the period from 1 April 2020 to 31 August 2020.
- 1.2 For Members to note the current balance of the Council's earmarked reserves as at 31 August 2020 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 31 August 2020. 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 31 August 2020 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 underspend at the end of the financial year of £27,910.
- 3.3 It should be noted that whilst officers have a better view on the effects of Covid-19 on the finances, there is still uncertainty as to how this will impact the year-end position. Changes in Government guidance and a significant number of external factors could impact costs as well as income.
- 3.4 Within **Finance and Support Services** the overall forecast is to be £2,385 overspent. Significant variances to budget are as follows:
  - *Finance and Support Services staff costs forecast to be overspent by £8,042 due a retirement payment offset by a saving in maternity costs to cover a maternity leave within the team. There is also a saving from a 3-month vacancy in the team.*
  - *Grove House cost centre is forecast to be overspent by £11,220 due to the offices on the ground floor being vacant due to the current circumstances surrounding the global pandemic. It is not envisaged that a tenant will be found this financial year.*

- *Corporate Management Cost centre is forecast to be underspent by £9,769, this underspend is mainly attributed to a £3,000 forecast saving on uniforms as it is predicted not as many will be required this year; there is also a £5,000 underspend projected for un-claimable VAT.*
- *Democratic Representation is forecast to underspend by £4,693 due to unused Mayoral allowance and transport during the lockdown period where the Mayor attended no events.*

3.5 Within **Grounds and Environmental Services** the overall forecast is to be £63,549 *overspent*. Significant variances to budget are as follows:

- *Grounds Staff Costs is due to be underspent by £24,000 mainly attributable to a forecast 6-month vacancy on the Parks Development Officer position due to be filled end of September to early October.*
- *Cemetery is due to be underspent by £9,396 mainly due to over-achievement of income on memorials based on current data. This has been offset partially by an increase in waste disposal costs due to Covid-19.*
- *Recreation Grounds Cost centre has a forecast overspend of £18,798 mainly attributed to a loss of income on external contracts and rent due to the Covid-19 pandemic.*
- *Town Centre and Gardens also has a forecast underspend of £688 due to another potential loss of income on an external contract due to the Covid-19 pandemic*
- *Town Ranger Service is forecast to be underspent by £7,200. This underspend is attributable to 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.*
- *Creasey Park has a forecast overspend of £108,896 due to a £30,000 loss of income on the ATP and a £164,000k loss on room hire, bar and catering sales due to circumstances surrounding the COVID-19 pandemic. However, there are offsetting savings: £62,000 not spent on bar/catering stock, £7,000 on bar/catering casual and overtime staffing budgets, and £11,000 on cleaning contracts during the COVID-19 pandemic lockdown.*
- *Bennett Memorial Recreation Ground Splash Park has a forecast underspend of £24,361 due to the lack of expenditure and commitments as a result of the closure this summer because of the Covid-19 pandemic.*

3.6 Within **Community Services** overall it is forecast to be £93,843 *underspent*. Significant variances to budget are as follows:

- *Community Services staff cost centre has a forecast underspend of £28,495 mainly attributable to two vacancies within the team; Community Assistant and Youth and Community Manager (both posts are now filled).*
- *Older Peoples Services has a forecast underspend of £3,525 based on a closure of services due to Covid-19 pandemic.*
- *Community Engagement has a forecast underspend of £11,807 based on all future events currently cancelled due to the Covid-19 pandemic*
- *Grove Corner cost centre is underspent by £3,374, due to a reduction in use of the building and the reduced utility and cleaning costs.*
- *Events programme is forecast to underspend this financial year by £81,829 due to the cancellation of all events this year until further notice, subject to Government guidance on large gatherings.*
- *Central Marketing is due to underspend by £5,000 due to a saving in producing no April edition of the Council magazine 'Talk of the Town'.*

- *Priory House* is forecast to overspend by £52,333 due to loss of income due to the temporary closure; the overall overspend was partly offset by savings on catering costs.
- *Town Centre* is £3,500 forecast underspend due to reduced events and waste during the Covid-19 lockdown period.
- *High Street Heritage Action Zone* budget is forecast to underspend by £8,396 due to a 4-month vacancy in that area. The project manager started in August.

#### **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 August 2020.
- 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, as a minimum, view and audit the Councils accounts on a quarterly basis.
- 5.2 The last quarterly financial Councillor audit took place virtually due to Covid-19 Pandemic and was completed on the 5 August 2020 with the Chairman of Finance and General Purposes Committee, Councillor Abbott and Councillor Martin taking part. The Councillors carried out a 'mini-audit' which included requests of financial information on various purchase ledger invoices paid and current investments and Council loans, together with verifying all of the bank statements of the accounts against the Accounts Software relating to April, May and June 2020.
- 5.3 No issues or discrepancies, material or otherwise, were raised.
- 5.4 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**

- 7.1 Appendix 1 - Summary of Net Revenue Expenditure  
Appendix 2 - Summary of Reserves

#### **8. AUTHORS**

- 8.1 David Brough – Senior Finance Manager  
Lisa Scheder – Finance & Procurement Manager  
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E-mail: [Lisa.Scheder@dunstable.gov.uk](mailto:Lisa.Scheder@dunstable.gov.uk)

## Finance and Support Services

Service Area	Budget 2020/21	Actuals to Date (31st Aug)	Year-end Forecast	Year-end Variance
Staff Costs	321,437	151,843	329,479	8,042
Central Services	105,600	33,825	103,185	-2,415
Grove House	47,505	26,481	58,725	11,220
Corporate Management	91,447	75,752	81,678	9,769
Democratic Management & Representation	15,750	2,498	11,057	-4,693
Capital & Projects (Inc loan charges)	96,915	77,093	96,915	0
<b>Grand Total</b>	<b>678,654</b>	<b>367,492</b>	<b>681,039</b>	<b>2,385</b>

## Grounds and Environmental Services

Service Area	Budget 2020/21	Actuals to Date (31st Aug)	Year-end Forecast	Year-end Variance
Staff Costs	660,850	249,446	636,850	-24,000
Allotments	-800	1,300	700	1,500
Cemetery	-71,190	-48,145	-80,586	-9,396
Recreation Grounds	40,200	24,733	58,998	18,798
Town Centre and Gardens	29,100	6,145	28,412	-686
Town Ranger Service	19,200	1,835	12,000	-7,200
Capital & Projects	121,696	102,903	121,696	0
Sub Total	799,056	338,217	778,070	-20,986
Income: Creasey Park - Football	-148,000	-24,332	-118,000	30,000
Costs: Creasey park - Football	67,532	28,595	65,113	-2,419
Income: Bar & Catering	-190,000	-4,566	-26,000	164,000
Costs: Bar & Catering	305,804	97,442	223,119	82,685
Sub Total	35,336	97,139	144,232	108,896
Bennett Memorial RG Splash Park	33,216	7,631	8,855	-24,361
<b>Grand Total</b>	<b>867,608</b>	<b>442,987</b>	<b>931,157</b>	<b>63,549</b>

## Community Services

Service Area	Budget 2020/21	Actuals to Date (31st Aug)	Year-end Forecast	Year-end Variance
Staff Costs	187,246	49,542	158,751	-28,495
Older People's Support Service	24,074	1,273	20,549	-3,525
Community Engagement (inc Grants)	23,507	8,510	11,700	-11,807
Grove Corner	14,879	-6,674	11,505	-3,374
Events Programme	147,176	22,456	65,347	-81,820
Central Marketing	28,500	4,006	23,500	-5,000
Town Centre Services (inc Special Markets)	60,911	14,493	57,411	-3,500
Public Conveniences (Ashton Square)	3,050	592	2,800	-250
High Street Heritage Action Zone	24,594	4,568	16,198	-8,396
Capital & Projects	66,020	48,527	66,020	0
Sub Total	579,957	147,293	433,781	-146,176
Income: Priory house - Tea Rooms	-135,000	-12,822	-67,500	67,500
Costs: Priory house - Tea Rooms	48,000	6,603	31,000	-17,000
Income: Priory house - Shop	-13,500	-998	-6,000	7,500
Costs: Priory house - Shop	6,500	2,208	3,500	-3,000
Other Costs (Inc Staff)	337,104	122,667	334,437	-2,667
Sub Total	243,104	117,658	295,437	52,333
<b>Grand Total</b>	<b>823,061</b>	<b>264,951</b>	<b>729,218</b>	<b>-83,843</b>
<b>DTC Grand Total</b>	<b>2,369,323</b>	<b>1,075,430</b>	<b>2,341,414</b>	<b>-27,910</b>

Dunstable Town Council - Reserves Summary 2020/21

	Description	Balance as at 01.04.20	Contributions Revenue/Other	Expenditure In year	Bal as at 31.08.20	Commitments/Programme of works etc	Committed Amount	Bal after committed
310	General Reserve	£520,570			£520,570			£520,570
311	Corporate Plan Reserve	£16,342	£2,000	£-11,935	£6,407	Bal of £786.85 for GH Gdns Entrance/Car Park Improvements (from £35,000 agreed) Council Minute 85 28.06.20- Bal of £5,820 for Market Clock refurbishment (from £6,432 agreed)	£-5,620	£787
312	Vehicles Reserve	£64,719	£20,000		£74,719	FGP Minute 8 20.01.20- Bal of £30,242 for new grounds equipment (from £42,000 agreed)	£-30,242	£44,477
313	CP Sinking Fund	£14,874		£-2,000	£12,874			£12,874
314	Christmas Lights Reserve	£23,744	£3,500		£27,244	New/improved lighting		£27,244
316	Downside Building Maintenance Res	£4,523			£4,523			£4,523
317	Grove Corner Building Maint Reserve	£38,598	£4,000	£-10,000	£32,598			£32,598
318	Building Security Systems	£5,367			£5,367			£5,367
319	Cemetery Memorial Safety	£2,300	£1,000		£3,300	Memorial safety inspections		£3,300
320	Priory House Tearooms Equipment	£0	£1,500		£1,500			£1,500
321	IT/Equipment Reserve	£14,700	£15,000	£-3,268	£26,432	Bal of £14,700 for Cemetery Software (from £21,690 agreed) Bal of £1,636 for IT Equipment (from £4,904 agreed)	£-16,336	£10,096
322	Older People's Day Care Svce	£12,546			£12,546	£3,667 for increased transport costs Bal of £237 donation for activities (from £1,000 received)	£-3,924	£8,621
323	Election Reserve	£5,517	£12,500		£18,017			£18,017
324	Grove House Building Reserve	£157,427	£29,000	£0	£186,427	Bal of £14,668 for GH Gdns Entrance/Car Park Improvements (from £17,000 agreed) £8,610 for GH Parasol repairs (£8,610 agreed)	£-9,487	£176,940
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	£29,862	£5,000		£34,862	As determined by quinquennial report		£34,862
329	Performance Area Reserve	£6,000	£8,772	£-813	£13,960	Bal of £772 residual from 2019 Perf Area Refurb Council Minute 85 29.06.20- Bal of £13,187 for Performance Area (from £14,000 agreed)	£-13,188	£772
330	Town Twinning Reserve	£7,867	£500		£8,367	Retained for twinning activities to be determined		£8,367
331	Tree Reserve	£14,436	£5,000	£-8,410	£11,026			£11,026
332	Open Spaces Improvement Plan	£26,000	£15,000		£40,000	FGP Minute 8 20.01.20- £26,688 (less exp to date) agreed for improvement works Council Minute 85 29.06.20- £15,000 agreed for Priory Gardens Pergola	£-36,543	£1,457
333	Priory House Building Reserve	£334,618	£21,778		£356,396	FGP Minute 181 18.11.19= £300,000- HSHAZ Scheme (2022/23 exp)	£-300,000	£56,396
334	Pavilion Buildings Maintenance Res	£50,436	£15,000		£65,436			£65,436
338	Allotments Reserve	£20,246	£5,000		£25,246	Improvement works required		£25,246
339	Creasey Park 3G Pitch	£6,696	£145		£6,840	Interest accrued on ringfenced deposit - retained for contribution towards future pitch replacement - with 381 below		£6,840
341	Splashpark/Skatepark/BMX Reserve	£35,408	£12,000		£47,408			£47,408
342	Memorial Kerbs Reserve	£6,570			£6,570	for purchase of future supplies		£6,570
343	Cemetery Building Maintenance Res	£24,413	£5,000		£29,413	FGP Minute 8 20.01.20- £23,800 agreed for Cemetery works	£-23,800	£6,613
344	Fencing Maintenance Reserve	£2,957	£1,000		£3,957	FGP Minute 8 20.01.20- £2,957 agreed for Fencing works	£-2,957	£1,000
346	NEW - HSHAZ Scheme	£98,751	£23,010	£-2,039	£119,722	4 year HSHAZ scheme programme	£-119,722	£0
	<b>Earmarked Reserves Total</b>	<b>£1,562,470</b>			<b>£1,719,711</b>		<b>£-563,817</b>	<b>£1,155,894</b>

S106/External Funding/Ringfenced Expenditure specified by funding body

316	Awards for All Event	£207			£207	Weird and Wonderful Event- 7 & 8 September 2019	£-207	£0
325	Shop Front Improvement Scheme	£7,153	£4,942	£-7,552	£4,643	Shop Front Scheme	£-4,543	£0
337	Market Town Regeneration Fund	£23,010		£-23,010	£0	Bal trfd to HSHAZ Scheme		£0
380	Developers Contributions- CAP	£18,065			£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 (with 339 above)		£88,491
385	Development Contributions- REV	£34,316			£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	£13,009			£13,009	Bal in holding code as committed Joint Committees fund only = not DTC	£-13,009	£0
	<b>S106/External Funding Total</b>	<b>£184,281</b>			<b>£168,631</b>		<b>£-30,166</b>	<b>£128,465</b>
		<b>£1,736,722</b>			<b>£1,878,343</b>		<b>£-593,984</b>	<b>£1,284,359</b>



DUNSTABLE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

21 SEPTEMBER 2020

PROPOSED TOWN COUNCIL CALENDAR OF MEETINGS 2021

<b>Purpose of Report:</b>	<b>To seek approval to the Calendar of Meetings for the calendar year 2021</b>
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**1. ACTION RECOMMENDED**

- 1.1 That the Committee approves the Calendar of Meetings for the calendar year 2021 as submitted at Appendix 1 to this report.

**2. INTRODUCTION**

- 2.1 Dunstable Town Council is required to hold 6 meetings of full Council during the year (including the Annual Council Meeting) with the requisite cycle of Committee meetings reporting thereto. In accordance with Standing Orders, the Statutory Annual Meeting is held on the third Monday in May.
- 2.2 In accordance with the Local Government Act 1972 the Town Council is required to call a meeting of all electors of the Parish of Dunstable between 1st March and 1st June – the Town Meeting. The Town Mayor presides at this meeting (or in his/her absence, the Deputy Town Mayor).

**3. DRAFT CALENDAR OF MEETINGS 2021**

- 3.1 The draft Calendar of Meetings makes provision for the requisite number of Council meetings and also allows for a meeting of full Council on the last Monday in June, to ensure that the Council complies with the requirements of the Local Audit and Accountability Act 2014 and the Accounts and Audit (England) Regulations 2015 (S1 234) in that the Council "**must** no later than 30th June – consider the accounting statements by the members meeting as a whole".
- 3.2 In normal circumstances all meetings are held at the Council Chamber, Grove House other than:
- Annual Council Meeting – if appropriate a venue will be determined at a future meeting of this Committee
  - Town Meeting – to be held at Grove House, if appropriate
  - Dunstable Joint Committee, meetings held at Watling House, draft dates included in the calendar.
- 3.3 The meeting dates for Plans Sub-Committee are set in accordance with the meetings of Central Bedfordshire Council's Development Management Committee in order that comments may be forwarded within the required time scale.

**4. COMMENCEMENT TIME OF MEETINGS**

4.1 As Members are aware, all evening meetings commence at 7.00 pm, except for the AGM and Town Meeting which commence at 7.30 pm

**5. FINANCIAL IMPLICATIONS**

5.1 There are none arising directly from this report.

**6. POLICY AND CORPORATE PLAN IMPLICATIONS**

6.1 There are none arising directly from this report.

**7. HEALTH AND SAFETY IMPLICATIONS**

7.1 There are none arising directly from this report.

**8. HUMAN RESOURCE IMPLICATIONS**

8.1 There are none arising directly from this report.

**9. LEGAL AND EQUALITY AND DIVERSITY IMPLICATIONS**

9.1 The draft Calendar of Meetings provides for the timely meeting of full Council to approve the Annual Return and Annual Governance Statement for submission to the auditor, in compliance with the Local Audit and Accountability Act 2014 and the Accounts and Audit (England) Regulations 2015 (S1 234).

**10. APPENDICES**

10.1 Appendix - Calendar of Meetings 2021.

**11. CONCLUSION**

11.1 Producing the Calendar of Meetings has been delayed due to the Democratic Services Manager only being in post last month.

**12. AUTHOR**

12.1 Ian Reed – Democratic Services Manager  
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ALL MEETINGS COMMENCE AT 7.00 PM UNLESS OTHERWISE STATED		APPENDIX To AGENDA ITEM 5	
Monday	Tuesday	Wednesday	Thursday
2021			
04/01/2021	06/01/2021	06/01/2021	07/01/2021
Community Services Cttee Grounds and Environmental Services Committee	Plans		
11/01/2021	12/01/2021	13/01/2021	14/01/2021
Finance & General Purposes Cttee			Personnel Sub-Committee
18/01/2021	19/01/2021	20/01/2021	21/01/2021
25/01/2021	26/01/2021	27/01/2021	28/01/2021
01/02/2021	02/02/2021	03/02/2021	04/02/2021
08/02/2021	11/02/2020	10/02/2021	11/02/2021
15/02/2021	23/02/2021	17/02/2021	18/02/2021
01/03/2020	02/03/2021	24/02/2021	25/02/2021
Community Services Committee Grounds & Environmental Services			
08/03/2021	09/03/2021	03/03/2021	04/03/2021
Finance & General Purposes Cttee			
15/03/2021	16/03/2021		
22/03/2021	23/03/2021	10/03/2021	11/03/2021
29/03/2021	30/03/2021	17/03/2021	18/03/2021
TOWN MEETING			Dunstable Joint Committee
05/04/2021	01/04/2021	24/03/2021	25/03/2021
BANK HOLIDAY			
12/04/2021	06/04/2021	31/03/2021	01/04/2021
19/04/2021	13/04/2021	07/04/2021	15/04/2021
26/04/2021	20/04/2021	21/04/2021	22/04/2021
03/05/2021	27/04/2021	28/04/2021	29/04/2021
10/05/2021	04/05/2021	05/05/2021	06/05/2021
17/05/2021	11/05/2021	12/05/2021	13/05/2021
24/05/2021	18/05/2021	19/05/2021	20/05/2021
31/05/2021	25/05/2021	26/05/2021	27/05/2021
BANK HOLIDAY			
07/06/2021	01/06/2021	02/06/2021	03/06/2021
Community Services Cttee Grounds & Environmental Services			
14/06/2021	08/06/2021	09/06/2021	10/06/2021
Finance & General Purposes Cttee			Dunstable Joint Committee
21/06/2021	15/06/2021	16/06/2021	17/06/2021
28/06/2021	22/06/2021	23/06/2021	24/06/2021
05/07/2021	29/06/2021	30/06/2021	01/07/2021
Monday	Tuesday	Wednesday	Thursday
2020			
12/07/2021	06/07/2021	05/07/2021	08/07/2021
19/07/2021	13/07/2021	14/05/2021	15/07/2021
20/07/2020	20/07/2021	21/07/2021	22/07/2021
26/07/2021	27/07/2021	28/07/2021	20/07/2021
			Personnel Sub Committee

02/08/2021		03/08/2021	Plans	04/08/2021	29/07/2021	
09/08/2021		10/08/2021		11/08/2021	12/08/2021	
16/08/2021		17/08/2021		18/08/2021	19/08/2021	
23/08/2021		24/08/2021	Plans	25/08/2021	26/08/2021	
30/08/2021	BANK HOLIDAY	31/08/2021		01/09/2021	02/09/2021	
06/09/2021	Community Services Cttee	07/09/2021		08/09/2021	09/09/2021	
13/09/2021	Grounds & Environmental & Environmental Services Cttee	14/09/2021	Plans	15/09/2021	16/09/2021	
20/09/2021	Finance & General Purposes Cttee	21/09/2021		22/09/2021	23/09/2021	
27/09/2021		28/09/2021		29/09/2021	30/09/2021	
04/10/2021	COUNCIL	05/10/2021	Plans	04/10/2021	07/10/2021	
11/10/2021		12/10/2021		13/10/2021	14/10/2021	Personnel Sub Committee
18/10/2021		19/10/2021		20/10/2021	21/10/2021	
25/10/2021		26/10/2021	Plans	27/10/2021	28/10/2021	
01/11/2021	Community Services Cttee	02/11/2021		03/11/2021	04/11/2021	
08/11/2021	Grounds & Environmental & Environmental Services Cttee	09/11/2021		10/11/2021	11/11/2021	
15/11/2021	Finance & General Purposes Cttee	16/11/2021		17/11/2021	18/11/2021	
22/11/2021		23/11/2021	Plans	24/11/2021	25/11/2021	
29/11/2021		30/11/2021		01/12/2021	02/12/2021	
06/12/2021	COUNCIL	07/12/2021		08/12/2021	09/12/2021	
13/12/2021		14/12/2021	Plans	17/12/2021	16/12/2021	
20/12/2021		23/12/2021		24/12/2021	23/12/2021	
27/12/2020	BANK HOLIDAY	28/12/2021		29/12/2021	30/12/2021	

**DUNSTABLE TOWN COUNCIL****FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 21 SEPTEMBER 2020****INVESTORS IN PEOPLE ACCREDITATION – SILVER AWARD**

<b>Purpose of Report:</b> The purpose of this report is to present to members the outcome of the Council's recent Investors In People (IIP) accreditation.
--

**1. INTRODUCTION**

- 1.1 As members will be aware, the Council has been recognised as an Investors In People (IIP) employer since February 2013 and since 2016 the Council has been recognised as having IIP Bronze standard.
- 1.2 When adopting the Corporate Plan for 2017-19, the Council set itself the ambitious aim of securing Silver standard IIP accreditation, which for an organisation the size of Dunstable Town Council would be a significant achievement. It is therefore very pleasing to report that following an assessment completed in February this year (the results of which were delayed because of the Covid-19 pandemic), the Council has now achieved IIP Silver status.
- 1.3 Attached at appendix 1 of this report is the IIP feedback report received by the Council in August. The report sets out a range of improvements completed by the Council's staff over the past 18 months along with further recommendations for improvement suggested by the IIP assessors, including the adoption of a new staff award scheme considered elsewhere on this agenda.
- 1.4 The award expires in February 2022 at which time the Council is subject to a further assessment.
- 1.5 Silver standard IIP is part of the Generation Six IIP framework and achieving this recognition is an excellent way of publicly showing that the Council is a well-managed, good employer that cares for its staff which in turn helps ensure that high quality services are delivered to the residents of Dunstable.

**2. APPENDICES**

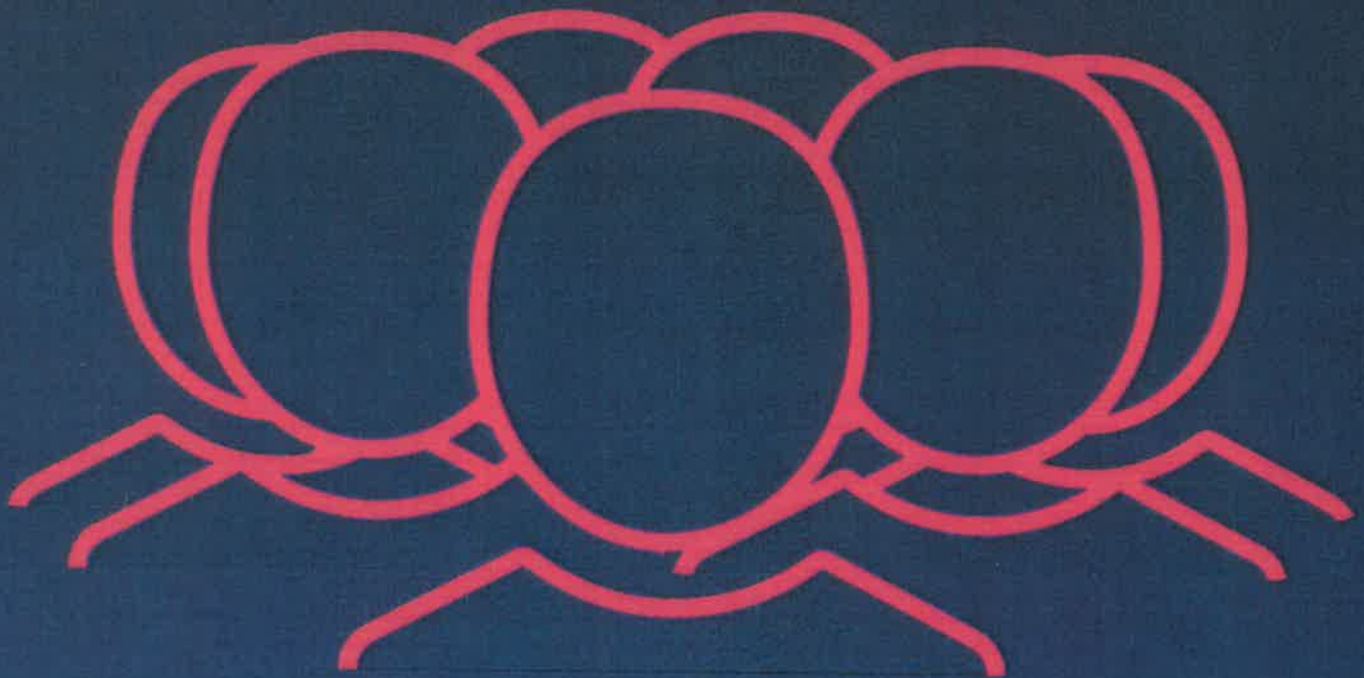
- 2.1 Investors In People Feedback Report – July 2020

**3. AUTHOR**

- 3.1 David Ashlee – Town Clerk and Chief Executive  
E-mail – [david.ashlee@dunstable.gov.uk](mailto:david.ashlee@dunstable.gov.uk)

# INVESTORS IN PEOPLE™

We invest in people



## Amnesty Feedback

### Dunstable Town Council

Project number: CEN-19-00249

Practitioner: Kelly Harrold



Investors in People  
157-197 Buckingham Palace  
Road, London, SW1W 9SP  
+44 (0) 300 303 3033

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The Investors in People identity is strong, simple, powerful and instantly recognisable. It is therefore important that only organisations that are accredited as Investors in People can use our mark.

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# You did it!

# INVESTORS IN PEOPLE™

## We invest in people Silver

You're at the standard level of our We invest in people accreditation following the amnesty review in April 2020.

### Detailed feedback and recommendations inside...

- What to be proud of
- What to work on
- Our recommendations
- What's next

### Key dates

Amnesty Review Accreditation date	24-month meeting	Accreditation expiry
11/02/2020	11/02/2021	11/02/2022



# Background....

Dunstable Town Council was established in 1985. Since its creation the Council has developed into one of the largest town councils in the country. The Council is completely independent of Central Bedfordshire Council and is responsible for delivering a range of quality of life services and community activities that include Bennetts Splash Park, Events, Dunstable Cemetery, Priory House, Creasey Park Community Football Centre and a host of other services such as the Town Ranger scheme and young and old people services

The council employs 59 permanent staff in a mix of full and part-time roles (at the point of online assessment in February 2019), and are supported by 22 casual staff who are employed on an ad-hoc basis as required to meet operational need.

Dunstable Town Council have been accredited as an Investors in People organisation since 2013, in 2016 achieving IIP Bronze level against the fifth-generation framework.

The Council were then assessed against the Generation Six framework in February 2019, which gave an insight into performance against best practice and opportunities for improvement for the future. The council achieved the IIP accredited level, however under the amnesty programme they were able to improve and focus on the areas below to gain the IIP silver accreditation at the 12 months interaction in February 2020. Due to the impact of COVID-19 the meeting was scheduled to take place in April 2020, the full action plan was received with all improvements, confirmation of the silver award level took place in July 2020.

The areas of focus were:

## Living the organisations values and behaviours

Operating in line with the values	People are led, managed and developed in line with the organisation's values
Adopting the values	People are personally motivated to behave in line with the organisation's values
Living the values	People are encouraged to demonstrate the organisation's values in the way they behave

## Managing Performance

Setting objectives	Leaders involve people in setting clear and achievable objectives. People are regularly reviewed against these objectives
Encouraging performance	high Line managers have open and honest conversations with people about their performance
Measuring and assessing performance	People's behaviours are assessed against the organisation's values

### Recognising and rewarding high performance

Designing an approach to recognition and reward	Leaders continually review how the organisation recognises and rewards its people
Adopting a culture of recognition	Individual and team achievements are rewarded and celebrated with financial or non-financial benefits
Recognising and rewarding people	People are recognised for their behaviour as well as their performance on a formal and informal basis

### Delivering continuous improvement

Improving through internal and external sources	The organisation uses information from internal and external sources to improve how it manages and develops its people
Creating a culture of continuous improvement	People are encouraged to try new approaches and learn from their efforts, mistakes and successes
Encouraging innovation	People work together to generate new ideas

## Supporting Evidence.....

Dunstable Town Council provided a very in-depth, detailed action plan which identifies the actions undertaken to meet the required indicators and levels.

Improvement Area	Action (s)	Timescale	Comments
1. Internal communications	<ul style="list-style-type: none"> <li>Create a closed internal social media platform that achieves a mechanism for ongoing communications updates across the Council</li> </ul>	Completed	WorkPlace Facebook is now available to all staff and all DTC staff have been issued with their own personal DTC email address.
2. Development opportunities for Council management team	<ul style="list-style-type: none"> <li>Establish an annual away day team building process for the wider management team</li> <li>Carry out an exercise in profiling the skills and abilities of the Management Team as part of the away day</li> </ul>	Completed – held in June 2019	<p>Held at Priory House run by Luton Borough Council</p> <p><b>Need to ensure that this does become an annual event and actions taken forward and implemented.</b></p>

<p>3. Embedding the Council's 'Values' in to everyday working</p>	<ul style="list-style-type: none"> <li>• Re-visit how the Council's values are expressed and used in everyday working seeking to adopt a new strapline for Council initiatives</li> </ul>	<p>Completed</p>	<p>'Pride in Everything We Do' now part of all DTC staff email signatures and is part of the DTC Corporate Brand</p> <p>Need to ensure that these values become embedded in everything you do and are not signed for and forgotten.</p>
<p>4. Departmental team meetings and sharing of good practice</p>	<ul style="list-style-type: none"> <li>• Ensure that regular departmental team meetings are taking place feeding any emerging issues into monthly Management team Meetings</li> </ul>	<p>Completed</p>	<p>All Service areas carry out regular team meetings and any imperative issues are fed back at SMT meetings.</p> <p>It would be good to keep a track of improvements taken forward from these meetings to demonstrate positive outcomes.</p>
<p>5. CPR process</p>	<ul style="list-style-type: none"> <li>• In the context of further embedding the organisational values, establish a staff working group to re-visit the CPR scheme ensuring its ongoing appropriateness</li> <li>• Arrange associated training to improve skills of appraisers</li> </ul>	<p>Complete- (Oct-Nov 2019)</p> <p>Complete- (Jan &amp; Feb 2020)</p>	<p>DTC Staff Working Groups carried evaluation of CPR process &amp; recommended changes taken on board by organisation.</p> <p>All management staff carried out training run by Luton Council.</p>
<p>6. Staff Quarterly Award Scheme</p>	<ul style="list-style-type: none"> <li>• Establish staff working group to review Quarterly Award Scheme with a view to adopting a more appropriate way of recognising ongoing good performance</li> </ul>	<p>Complete- (Oct-Nov 2019)</p>	<p>DTC Staff Working Groups carried evaluation of Staff Awards process &amp; recommended changes taken on board by organisation.</p> <p>Ensure that you gather feedback from staff on the awards scheme over the next</p>

			12 months to ensure it remains relevant and motivating for staff.
7. Cross departmental working and corporate team work	<ul style="list-style-type: none"> <li>As part of the service planning process, look for new ways of working that encourages cross departmental working that benefits from different skills across the Council</li> </ul>	Complete	<p>This was built into the staff away-day agenda</p> <p>Ensure that this continues and that skills and developed an utilised across the council</p>
8. The staff survey	<ul style="list-style-type: none"> <li>Re-establish the staff working group to further review the staff survey questions</li> </ul>	<p>By end of 2019</p> <p>Not completed due to COVID</p>	<p>New staff survey due to be sent out to all staff May 2020.</p> <p>Confirmed to be deployed around September 2020</p>
9. 'Staff Volunteer Scheme'	<ul style="list-style-type: none"> <li>Seek to adopt a new 'Staff Volunteer Scheme'</li> </ul>	Complete	<p>A report on this was presented to the Personnel Sub-Committee on 11 April and approved and this has now been communicated to all staff that they are able to take on the scheme if they so wish.</p> <p>Update at the 24 month on the staff volunteer scheme to see how many employees have signed up and the work they are doing.</p>

# Congratulations on achieving We invest in people silver accreditation!

You care about your people, and we know you're ambitious to do even more for them.

Our feedback focuses on what you need to do to keep improving.

## Our recommendations

We've considered **who you are** and **where you're at** as an organisation. Our recommendations are designed to get you **where you want to be**.

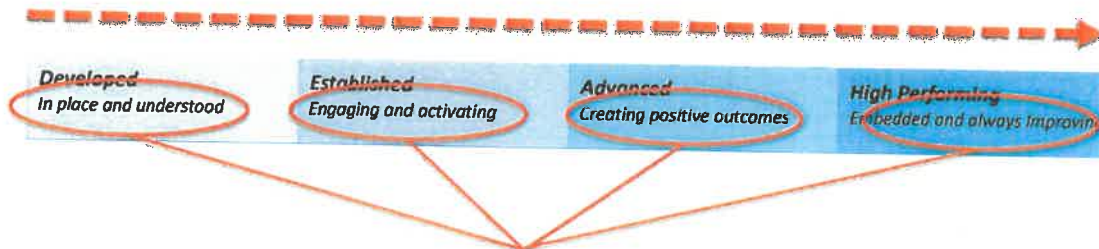
Following on from the amnesty review and the original assessment the focus is to ensure that all recommendations made in the original report which have been carried out are embedded in a consistent way.

Following the amnesty review it is important that all new actions which are in place are also embedded, with feedback gathered from staff to ensure consistency and also to ensure the actions are correct for the employees as well as adding value to the business.

My suggestion would be to deplore the survey at the 24 month interaction in February 2021. This will give an overview of improvements since the last assessment and highlight any areas of concern prior to the next assessment. It will also give an insight to how people are feeling after the COVID pandemic it will also provide the opportunity to see how the new actions and practices have been received and to ensure the consistency.

# Performance levels in practice

There is a "line of continuum" through the performance levels, meaning you must satisfy one fully before progressing to the next. In practice, this can mean that a level of maturity must be seen at each level before progressing to the next, which can relate directly to the "strength" of evidence presented.



The descriptors in italics are key in determining the impact of the evidence presented.

As an example,

- At a Developed level what you have in place must also be understood by your people. For example, documents or communications in standalone do not always equate as evidence unless they are understood by people.
- At an Established level, we would be expecting people to be actively engaging with what you have put in place, and it is activating a response or an outcome.
- At an Advanced level, positive outcomes are seen due to what you have in place, and this can be referenced either anecdotally, or perhaps through the use of evaluation techniques.
- At a High Performing level, there is a requirement that practices are fully embedded into the organisation, and are subject to a cycle of continuous review or improvement, with a minimum of three years of trended supporting metrics or data.

# What's next?

You are now a fully accredited IIP organisation, you will shortly receive your plaque and can use all marketing material.

## To keep your accreditation, you need to:

- Keep meeting (or exceed!) the requirements of your award.
- Meet us 12 months down the line. We won't be assessing you again, but it'll give us the chance to chat through your progress against your action plan and deploy the IIP survey, this is your 24 month interaction.
- Be reassessed no more than three years from your accreditation date of 11<sup>th</sup> February 2022, however due to the delay we can offer an extension so the assessment is completed by August 2022.

## Don't forget to celebrate!

Let your people know how you did. Reward them for their hard work and include them in the journey you're on.

# INVESTORS<sup>™</sup> IN PEOPLE

Want to get in touch?

[info@investorsinpeople.com](mailto:info@investorsinpeople.com)



**DUNSTABLE TOWN COUNCIL****FINANCE AND GENERAL PURPOSES COMMITTEE****MONDAY 21 SEPTEMBER 2020****GROVE HOUSE – LETTING OF MEETING ROOM AND REPAIRS AND MAINTENANCE OF HEATING SYSTEM**

**Purpose of Report:** The purpose of this report is to recommend to members the licencing to occupy of a meeting room in Grove House to Hospice at Home and for the allocation of appropriate allocated reserves to fund essential repairs to the Grove House heating system.

**1. ACTION RECOMMENDED**

- 1.1 That the first floor meeting room as indicated on the plan attached at appendix 1 be licensed for occupation to Hospice at Home for a five year and six month period effective from the date of this meeting on the terms set out at paragraph 3 of this report.
- 1.2 That the Committee allocates up to £75,000 from the Grove House allocated reserve to fund the repair and refurbishment of the Grove House heating system as outlined in paragraph 4 below.

**2. INTRODUCTION**

- 2.1 This report sets out two issues that affect the ongoing management and maintenance of Grove House. Each issue shall be considered in turn.

**3. HOSPICE AT HOME**

- 3.1 Earlier this year during July / August, representatives from the charity Hospice at Home (Dunstable and Houghton Regis) approached the Town Clerk and Chief Executive to enquire about potential office availability at Grove House for them to rent as they would soon be leaving their current base on Poynters Road.
- 3.2 The option of renting one of the vacant spaces on the ground floor was discussed but they only require a single office which would potentially fetter the Council's interests if an offer came along to rent out the whole of the ground floor office space.
- 3.3 Instead, the existing first floor meeting room has been offered and Hospice at Home are happy to accept a five year and six month licence to occupy the room if approved by this Committee (draft licence given at appendix 2 of this report).
- 3.4 Rent for the office space has been set in line with that currently charged to Dunstable Charities (who occupy the room next door) at an all inclusive annual charge of £2,692.

#### 4. GROVE HOUSE HEATING SYSTEM

- 4.1 Members may be aware that there have been concerns about the condition of the Grove House heating system for a number of years. Indeed, the Council increased revenue contributions to the Grove House allocated reserve a number of years ago in preparation for having to carry out a major overhaul of the system at some point in the future.
- 4.2 That time has now arrived. Following the identification of a permanently filling feeder tank in the loft area of Grove House, subsequent investigations have revealed that there are a number of leaks in the heating system which are impossible to fully trace as the heating system is so old and there are no existing plans for how the system is configured.
- 4.3 Officers have engaged specialist heating engineers to provide both a solution to the heating problem and prepare a subsequent specification for repair. They have also indicated a potential cost which is reflected in the recommendation at paragraph 1.2 of this report.
- 4.4 It is crucial that this work is commissioned as soon as possible as at the moment, there is no heating in Grove House.

#### 5. FINANCIAL IMPLICATIONS

- 5.1 **Hospice at Home licence** – the licence arrangement will yield a small additional contribution to income in next year's revenue budget

**Grove House heating system** – members are requested to authorise expenditure of up to £75,000 to repair the heating system. The Grove House allocated reserve currently stands at £177,000 so there is sufficient funding available.

#### 6. HUMAN RESOURCE IMPLICATIONS

- 6.1 None

#### 7. POLICY AND CORPORATE PLAN IMPLICATIONS

- 7.1 The recommendations of this report accord with the Councils Corporate Priority of *'Continuing to improve the organisational management, efficiency and environmental sustainability of the Council'*

#### 8. HEALTH AND SAFETY, EQUALITY AND LEGAL IMPLICATIONS

- 8.1 Maintaining a safe and functioning heating system in Grove House is vital for the health and safety of staff working in, and other users of, Grove House.

#### 9. APPENDICES

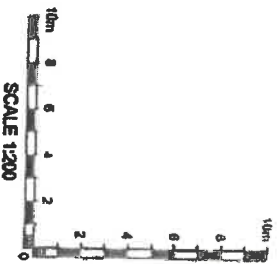
- 9.1 Appendix 1 – First floor plan of Grove House  
Appendix 2 – Draft licence agreement

#### 10. AUTHOR

- 10.1 David Ashlee – Town Clerk and Chief Executive  
E-mail – [david.ashlee@dunstable.gov.uk](mailto:david.ashlee@dunstable.gov.uk)



**High Street North**  
**First Floor**



<p><b>Scale:</b> 1:200 @ A3</p> <p><b>Client:</b> Dunstable Town Council</p> <p><b>Project:</b> Garage House 78 High Street North Dunstable</p> <p><b>Drawing Title:</b> Ground &amp; First Floor Lease Plans</p> <p><b>Drawn by:</b> DRF</p> <p><b>Check by:</b> DRF</p> <p><b>Date:</b> 08/7/2011</p>	
<p><b>LAND REGISTRY</b></p> <p>Multiple Land Registered Home Use Only 1:1000 Scale 1:1000 Scale 1:1000 Scale 1:1000 Scale</p> <p><b>blasier</b> <b>freeth</b></p>	

## LICENCE TO OCCUPY

**THIS AGREEMENT** is made the day of

**BETWEEN:**

- (1) **DUNSTABLE TOWN COUNCIL** acting by Peter Hollick and Gloria Martin being respectively the Mayor and Deputy Mayor for the time being acting in accordance with a Resolution passed in ordinary meeting at Grove House 76 High Street North Dunstable Bedfordshire LU6 1NF ("the Owner") and
- (2) **Hospice at Home** (Charity no.....) whose registered office is situated at ..... ("the Licensee")

**NOW IT IS AGREED AS FOLLOWS:**

### **1. Definitions and Interpretations**

In this Agreement the following expressions have the meanings given in this clause.

#### **1.1 Headings**

The clause headings do not form part of the Agreement and must not be taken into account in its construction or interpretation.

#### **1.2 The Licence Fee**

"The Licence Fee" means £2,692 per annum charged quarterly in advance and is inclusive of a contribution to Grove House rates, buildings insurance and service charge.

#### **1.3 Licence Period**

"The Licence Period" means the period from the date of this Agreement until the date on which the Licensees right to occupy the Property are determined in accordance with Clause 3.1

#### **1.4 The Property**

"The Property" means the office area marked red on the attached site plan being part of Grove House, 76 high Street North, Dunstable, LU6 1NF.

#### **1.4 References to clauses**

Any reference in the Agreement to a clause without further designation is to be construed as a reference to the clause of the Agreement so numbered.

### **1. THE LICENCE**

Subject to clause 2 and clause 3 the Owner gives the Licensee the right for the Licence Period to occupy the Property.

## **2. LICENSEE'S UNDERTAKINGS**

The Licensee agrees and undertakes as set out in this clause 2.

### **2.1 Outgoings**

The Licensee is responsible for paying directly all telephone charges related to their occupancy of The Property.

### **2.2 Condition of Property**

The Licensee must keep the Property clean and tidy and clear of rubbish and leave it in a clean and tidy condition and in no worse condition and state of repair than at the date of this Licence (fair wear and tear excepted) at the end of the Licence period.

### **2.3 Signs and Notices**

The Licensee must not display any signs or notices at the Property without prior written consent of the Owner.

### **2.4 Statutory requirements and insurance**

The Licensee must not do anything that will or might constitute a breach of any statutory requirement affecting the Property or that will or might wholly or partly vitiate any insurance effected in respect of the Property from time to time.

### **2.5 Observation of restrictions of Owner's Covenants**

The Licensee must not do, or permit, or suffer the Property to be used for any residential or business purposes.

### **2.6 Indemnity**

The Licensee will indemnify and keep indemnified the Owner from and against all actions proceedings costs claims and demands by third parties in respect of any damage or liability caused or arising from the use or occupation of the Property by the Licensee and its visitors or other persons at or to the Property.

## **3. GENERAL**

### **3.1 Determination**

This Licence is to determine without prejudice to the Owner's rights in respect of any breach of the undertakings contained in clause 2.

- 3.1.1 immediately on notice given by the Owner any time following any breach by the Licensee of its undertakings contained in clause 2 and
- 3.1.2 on not less than 28 days notice given by the Owner or the Licensee to the other party.
- 3.1.3 Initially this licence is given for a five year period ending on ..... not withstanding the above.

### **3.2 Assignment prohibited**

The benefit of this Licence is personal to the Licensee and not assignable

### **3.3 Notices**

All notices given by either party pursuant to the provisions of this Agreement must be in writing and are to be sufficiently served if delivered by hand or sent by registered post or recorded delivery, or sent by fax provided that a confirmatory copy is delivered by hand or sent by registered post or recorded delivery on the same day to the other party at their respective addresses as above.

## **4. NO TENANCY**

Having taken legal advice the Licensee acknowledges that this Licence does not confer upon the Licensee any rights of a tenant and that the Licensee has no security of tenure under statute or otherwise.

SIGNED as a Deed on behalf of  
Dunstable Town Council by:

Mayor

Deputy Mayor

SIGNED as a Deed on behalf of  
Hospice at Home by:

Authorised Signatory:

Authorised Signatory:

**DUNSTABLE TOWN COUNCIL****FINANCE & GENERAL PURPOSES COMMITTEE****MONDAY 21 SEPTEMBER 2020****STAFF AWARD SCHEME**

**Purpose of Report:** This report is to give members of the Finance and General Purposes Committee the recommendations of the working group and to request they approve changes to the current Quarterly Staff Award Scheme.

**1. ACTION RECOMMENDED**

- 1.1 That the Committee approve changes to the staff awards scheme, the details of which are set out in paragraph 3.2 below.

**2. INTRODUCTION**

- 2.1 As part of the Council's approach to becoming an "Investors in People" organisation, this Committee approved the introduction of the Quarterly Staff Award Scheme at their meeting held on 19 November 2012.
- 2.2 The aim of the awards scheme was to recognise staff efforts that go above and beyond what is expected of them and that make a contribution to the Council's main corporate priorities and the Council's vision of 'Helping Make Dunstable a Better Place'.
- 2.3 At the last Investors in People review, it became apparent that staff did not think the current scheme worked and were not engaging with it, with very few nominations being made.
- 2.4 It was decided that a working group would be established with staff across all areas to review the current Quarterly Awards Scheme and to make recommendations for a more appropriate way of recognising ongoing good performance.

**3. NEW STAFF AWARDS SCHEME**

- 3.1 The following views were made by the working group:

- All agreed that the current Quarterly Award Scheme does not work and think there should be some changes.
- All agreed that by having it quarterly there were times when 2 or 3 months would have passed before a staff member's efforts are recognised and rewarded.
- There are situations, when in a particular quarter, that 6 or 7 staff members may be nominated and only one staff member would be recognised. However, another month only one staff member would be nominated and hence receive an award, yet their reasons for a nomination may not have had the same impact as previous quarters staff who did not receive an award.

- It was felt there should be a system that allows all staff worthy of recognition to be recognised.

3.2 The following changes were recommended by the working group:

- That staff be nominated and rewarded with a small gift e.g. flowers or wine that is personal to the recipient.
- The new system would still allow for cross departmental nominations and nominations at an equal management level or below.
- Nominations could be made at any time so that staff are rewarded more regularly and in a timely fashion.
- The nominated person would still receive a letter from the Town Clerk and Chief Executive supporting the recognition as these are well received by staff.
- Any award nomination would need Head of Service or Town Clerk and Chief Executive approval. This would also act to monitor allocation of awards which would not be applicable to Heads of Service of the Town Clerk and Chief Executive.
- A simplified version of the current form would be used for nominations.
- The new system would exclude councillor authorisation; however, members would be encouraged to make their own recommendations to Heads of Service if they personally experienced staff performance that they believe should be recognised. Members could also be provided with monthly updates on all awards made.
- The current £400 per annum budget allocation would remain thereby establishing an annual limit to the number of awards that could be made.
- Awards would be in the form of a gift only, not monetary.
- Awards would be up to a maximum value of £25 per staff member per year.
- Gifts would be purchased from a local Dunstable shop.

4. **FINANCIAL IMPLICATIONS**

- 4.1 None. The scheme's budget would remain at £400 per annum.

5. **POLICY AND CORPORATE PLAN IMPLICATIONS**

- 5.1 The recommendation accords with the Council's aim of becoming an Investors in People Organisation and specifically with the Council's objective of '*continuing to improve the organisational management and efficiency of the Council*'.

6. **HEALTH AND SAFETY IMPLICATIONS**

- 6.1 None

7. **HUMAN RESOURCE IMPLICATIONS**

- 7.1 The system should be easy to administer and would be managed by the Business Support Manager along with the heads of Service and Town Clerk and Chief Executive.



**8. LEGAL IMPLICATIONS**

8.1 None

**9. APPENDICES**

9.1 Appendix 1 – Nomination Form

**10. CONCLUSION**

10.1 With managers having the ability to praise and recognise a staff members effort in a timely fashion, this should aid staff motivation, job satisfaction, and increase productivity. It will also hopefully make all staff more engaged with the scheme and improve moral across all departments.

**11. AUTHOR**

11.1 Kelley Hallam – Business Support Manager  
E-mail – [kelley.hallam@dunstable.gov.uk](mailto:kelley.hallam@dunstable.gov.uk)

# DUNSTABLE TOWN COUNCIL

## STAFF AWARD SCHEME NOMINATION FORM

Member of staff nominating:	
Member of staff nominated:	
Date:	

Reason for nomination: <i>give as much detail as possible</i>
Gift you would like to purchase:
Estimated Cost: ( <i>Maximum £25.00</i> )

Approved by Head of Service:	
Date:	

*For F&SS Use:*

Actual Cost of Gift:				
Receipt received & attached:	Yes		No	
Logged on Staff Award Spreadsheet:	Date:		By:	