

Sandy Town Council

To: Cllrs N Aldis, S Baker, B Blackley, A Effiong, J Hewitt (Chair), R Lacey, A Lock, R Lock, C Osborne, M Pettitt, M Scott, P Sharman, S Sutton, and N Thompson.

You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy on Monday 30th October 2023 at 7.30pm for the purpose of transacting the items of business below.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
25th October 2023

At 7.10pm Andrew Havergal will be giving a presentation on findings from a conditions survey he has undertaken at the potential allotment site at Beeston, where Central Bedfordshire Council are building the six affordable homes.

A G E N D A

1 Apologies for Absence

To receive any apologies for absence.

2 Declarations of interest and requests for dispensations

Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non Pecuniary Interests*
- iii) Dispensations*

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3 Public Participation Session

To receive questions and representations from members of the public. Members must raise their hand to indicate they wish to speak, and the Chairman will advise them when it is time to do so.

4 Minutes of Town Council meeting

To consider the Minutes of Sandy Town Council held on Monday 18th September at 7.30pm and the Extra Ordinary Meeting of Town Council held on 27th September at 6.00pm and to approve them as a correct record of proceedings.

5 Minutes of Committees and recommendations therein

To receive and note the minutes of the meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere.

- i) Development Scrutiny Committees held on 25th September and 16th October 2023.
- ii) Policy, Finance and Resource Committee held on 23rd October 2023.
- iii) Community Services and Environment Committee on 2nd October 2023.
RESOLVED to recommend:
 - a. That the Council consider creating a budget line of £2,500 for the maintenance and improvements of areas originally created by SEG for the financial year 2024/25.
 - b. That £1,000 be approved to be added to the costs of surfacing under the three-swing bay at Sunderland Road Recreation Ground.
 - c. That Company A be selected to conduct six soil tests at the potential Allotment site in Beeston for the sum of £1,563, and that further consideration be given to secure a map and survey of the site (See item 6 below).
- iv) Human Resources Committee on 25th September 2023
RESOLVED to recommend to Full Council that it adopts the following Model Policies created under the Civility & respect Project:
 - Roles and Responsibilities
 - Model Councillor/Officer Protocol

Appendix I
Appendix II

Appendix III

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- Dignity at Work Policy (to replace the Council's current Dignity at Work Policy with the new model one, which is more comprehensive).

6 Potential Allotment Site – Beeston (village site)

To receive a report from the Deputy Clerk regarding the potential allotment site being offered by CBC as part of the development of six affordable houses at Beeston and agree next steps.

Appendix IV

7 Clerk's Report

To receive a report from the Clerk regarding works and priorities for the Administrative Team.

Appendix V to come

8 Reports from Central Bedfordshire

To receive reports from Ward Councillors.

9 Events Working Group Report

To receive a report from the Events Working Group and agree the costs for the Christmas Lights Switch on event.

Appendix VI to come

10 CCTV

To receive a report from the Town Clerk regarding issues with the Council's CCTV and consider a quote for a monitored solution that links into the CCTV offered by CBC's Safer Neighbourhood Team.

Appendix VII

11 Standing Orders

To adopt the updated Standing Orders with the amendment resolved by Town Council on 18th September 2023 regarding confidential items (Minute 105-2023/2024). Updated copy is shown in red and comes under 1.u.

Appendix VIII

12 Clerk's Management Committee

To vote for a member of the HR Committee to become the third member of the Clerk's Management Committee. Terms of Reference state the Clerk's Management Committee is made up of the Mayor, Deputy Mayor and the Chair of HR. Currently Cllr Sharman is both Deputy Mayor and Chair of HR, which leaves a position on the Clerk's Management Committee vacant.

13 Public Works Loan Board and Cemetery extension next steps

- To consider seeking approval from the Secretary of State for Levelling Up, Housing and Communities to apply for Public Work Loans Board loan of £280,000, the estimated costs to carry out phase 2 (landscaping) of the new cemetery extension.

Appendix IXi

Sandy Town Council

- ii) To review and consider the repayment terms and rates
- iii) To agree next steps/actions to take the project forward.

Appendix IXii

14 Christmas Raffle Contribution

To receive a request from the Events Working Group for a sum of £150 to be offered as a prize for the raffle set up to raise funds for the Christmas Light's Switch-on event in 2024. Members are also requested to donate a bottle for a combine drinks prize.

15 Tree Removal Request

To receive a request from CBC Housing Delivery to remove a tree and vegetation on Town Council land to facilitate the development of six affordable houses at Beeston.

Appendix X

16 Action Plan

To review and agree Full Council Action Plan for 2023/24.

Appendix XI

17 Correspondence

To note correspondence received by the Town Council since the last meeting of Full Council and any actions arising from such items. All correspondence circulated to Members separately. *For information only:*

- Sandy: Bridleway No 20 rcvd 24/10/2023
- Crime Stats - Interim - October 2023 rcvd 20/10/23
- Hedgerow Project - Expressions of interest rcvd 19/10/23
- WHITE RIBBON DAY NALC rcvd 13/10/23
- NALC NEWSLETTER rcvd 12/10/23
- Please have your say and make a difference (Beds Alert) rcvd 5/10/23
- The October edition of OUR NEWS is here (Beds Alert) rcvd 2/10/23
- NALC EVENTS rcvd 26/09/23
- ACV Listing – Sandye Place, Park Road, Sandy rcvd 22/09/23
- Sustainability Topic Session – rcvd 04/10/23

18 Mayoral Engagements

Mayors Engagements for STC Agenda for Meeting on 30th October 2023

22nd Sept - The Mayor attended a charity bingo night hosted by the Mayor of Kempston.

24th Sept - The Mayor attended the High Sheriff's, Justice service in Bedford.

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28th Sept - The Mayor attended the Bolt Tightening event on the new build at Sandy Secondary School.

28th Sept - The Mayor attended a local council meeting concerning East West Rail at Tempsford Memorial Hall.

30th Sept - The Mayor attended the opening of the Young Person's Sanctuary at the Sandy Childrens Centre.

1st Oct - The Mayor attended the Sandy Autumn Market.

5th Oct-The Mayor together with the Clerk and Deputy Clerk attended Britannia Pharmacy, Market Sq Sandy, to be presented with the funds raised by the staff and people of Sandy for the purchase of Town Christmas Tree.

6th Oct - The Mayor opened the Morrisons branch in the Market Square.

7th Oct - The Mayor attended the Roman Sandy exhibition in the Town Library.

8th Oct - The Mayor attended the Civic Service of the Mayor of Flitwick.

8th Oct - The Deputy Mayor attended the Mayor of Godmanchester's Civic Service.

12th Oct - The Mayor attended the annual awards evening at Sandy Secondary School.

17th Oct - the Deputy Mayor attended the AGM of Sandy Carnival Committee, the date of the Carnival will be 15th June 2024, venue, and theme to be confirmed.

18th Oct - The Mayor together with Cllr Aldis and Pettitt attended the BATPC AGM.

28th Oct - The Mayor attended the Sandy Fireworks Event.

19 Press Releases

Winter Maintenance

20 Chairmans Items

21 Date of Next Meeting - 11th December 2023

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ROLES AND RESPONSIBILITIES

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INTRODUCTION

Local (parish and town) councillors and local council officers have different but complementary roles. Councillors, as the democratically-elected representatives of their areas, are there to set the budget and strategic direction of the council and ensure that the community's priorities are identified and delivered. The role of officers is to advise councillors, ensure that the council's strategy is delivered on a day-to-day basis and manage the operational and organisational side of the council.

This document briefly summarises those different roles and responsibilities, it should be read alongside 'The Good Councillors Guide' and the Good Councillors series of publications published by NALC (<https://www.nalc.gov.uk/publications#the-good-councillor-s-guide>) and Model Councillor Officer Protocol

THE ROLE OF COUNCILLORS

A councillor's primary role is to represent their local area (or ward where the council is warded) and the people who live in it. Councillors provide a bridge between the community and the council. As well as being an advocate for local residents and signposting them to the right people either at the local council or the principal authority, they should ensure that the community is informed about the issues that affect them.

In order to understand and represent local views and priorities, you need to build strong relationships and encourage local people to make their views known and engage with you and the council. Good communication and engagement are central to being an effective councillor.

Local councillors are expected to:

- respond to residents' queries and investigate their concerns (casework);

- communicate council decisions that affect the community;
- know their area and be aware of any problems;
- know and work with representatives of local organisations, interest groups and businesses;
- represent their community's views at council meetings.

Local councillors also collectively set the strategic direction for their council. All local councils need clear strategies and policies to enable them to achieve their vision for the area, make the best use of resources and deliver services that meet the needs of local communities. Individual councillors will contribute to the development of these policies and strategies, bringing their experience and the views and priorities of their area to the debate.

Individual councillors work together to serve the community and to help the council to make decisions on behalf of the local community. Councillors contribute to the work of the council by suggesting ideas, engaging in constructive debate and by responding to the needs and views of the community representing their constituents. Councillors comment on proposals to ensure the best outcome and vote to enable the council to make decisions. Councillors must accept the decisions of the council as a whole even if they do not agree with it.

The formal part of these roles is carried out by attending meetings and working with and listening to advice from the council officers. The local council might have committees and even sub-committees. This is more likely to be the case in larger councils and in those cases how far individual councillors contribute in particular policy areas will depend on which committees they have been appointed to. However 'full council' remains the sovereign body for setting the council's overarching strategy and budget so even where the council has committees which work in greater detail on particular areas, all councillors should contribute to the council's strategic framework.

Individual councillors do not have, and cannot be given, powers to make decisions on behalf of the local council. This applies to the chair as much as to the other councillors, although the chair does have personal responsibilities in connection with the running of formal meetings – see below. That said, local councillors can act as 'champions' on particular issues and it is perfectly acceptable, if a councillor happens to have experience in a particular field, that they take a lead on it, provided that has been agreed by the Full Council.

The less formal part of these roles of listening and talking to people, including the local elected members of the district, county or unitary council, will almost certainly take up more of the councillor's time. However, it is important to remember that "rules of behaviour" apply whenever activities of being a local councillor are being undertaken.

THE CHAIR

In some authorities the chair is called 'the mayor' but references are made to the chair in this document.

The main rules of law governing the role of the chair of a local council are set out in the Local Government Act 1972 which requires, for example:

- that the chair must preside at a meeting of the local council if they are present and;
- that it is the chair of a meeting who has the responsibility to sign the minutes (presented for approval at that meeting) as a true record.

It is the chair's responsibility:

- a) To determine that the meeting is properly constituted and that a quorum is present;
- b) To inform themselves as to the business and objects of the meeting;
- c) To preserve order in the conduct of those present;
- d) To confine discussion within the scope of the meeting and reasonable limits to time;
- e) To decide whether proposed motions and amendments are in order;
- f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- g) To decide points of order and other incidental questions which require decision at the time;
- h) To ascertain the sense of the meeting by:
 - a. Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
 - b. Declaring the result; and
 - c. Causing a ballot to be taken if duly demanded;
- i) To approve the draft of the minutes or other record of proceedings presented to a meeting (with the consent of the meeting);
- j) To adjourn the meeting when circumstances justify or require that course; and
- k) To declare the meeting closed when its business has been completed or in the event of the meeting being very seriously disrupted.

The chair's term of office continues until the appointment of a successor, other than where the chair resigns or is disqualified from office. A chair does not however legally have to resign following a vote of no confidence. This continuity also applies when the chair has not been re-elected following local elections. In this case, the chair does not have a vote on the appointment of a successor but does have a casting vote in the event of equal votes.

Outside of the meeting

The chair:

- is the person to whom notice of resignation is given by other councillors or the clerk;
- may convene extraordinary meetings of the council (on proper notice to the clerk);
- when attending ceremonial events, is the proper person to represent the local council;
- may receive an allowance to meet the expenses of his or her office.

Beyond that, the workings and decisions not taken by the council or, through the delegation scheme, by one of its committees or sub-committees are to be taken by the clerk to the local council. The chair may have an enhanced role, as functions may be delegated to the clerk in consultation with the chair (or the chair of a committee). This means, however, that the decision and the responsibility for it remains with the clerk (not the chair) but that the clerk must first bring the matter to the attention of the chair and take into account the views of the chair in coming to their decision.

It is also likely to be the case that the chair will be the person whom the clerk will approach:

- for information about the council and the parish;
- to seek to informally discuss matters with and;
- to informally consult on decisions that are in the clerk's remit to make or pass back to a formal meeting.

Correspondence to and from the council should normally be dealt with by the clerk, not by the chair, although, where there are no other administrative staff, the chair will be the most appropriate person to deal with correspondence in the absence of the clerk e.g. to sign letters giving effect to a council decision, or to send a 'holding' reply pending consideration of a matter by the council.

Committee chairs

In Councils which have committees the chair of the committee has similar duties and responsibilities as the chair of the council with regard to their committee and may be consulted by the clerk on relevant matters.

THE ROLE OF THE CLERK AND OTHER OFFICERS

The primary responsibility of officers is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, officers can be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices.

Officers have a wide range of other responsibilities which should be set out in their job descriptions. Officers must recognise that the council is responsible for all decisions and that they take instructions from the council as a body. Officers are not answerable to any individual councillor – not even the chair.

The council must be confident that officers are, at all times, independent, objective and professional.

'Proper officer' is a title used in statute. It refers to the appropriate officer for the relevant function. In local councils, the proper officer is normally the clerk. In financial matters, the proper officer is known as the 'responsible finance officer'.

The local council clerk is the 'engine' of an effective local council. They are its principal executive and adviser and, for the majority of smaller local councils, the officer responsible for the administration of its financial affairs. The clerk is sometimes a council's only employee. Where a council has more than one employee, the clerk is the ultimate line manager for all other staff.

The clerk is required to give clear guidance to councillors, including the chair, before decisions are reached, even when that guidance may be unpalatable. The clerk has a key role in advising the council, and councillors, on governance, standards of conduct and procedural matters. They would also normally liaise with the monitoring officer at the principal authority on code of conduct issues and the councillors' register of interests.

It is the duty of the clerk as the proper officer to assist councillors on matters of fact and law. Councillors (even where it is contrary to their personal wishes or expectations) should take fully into account the advice and guidance given by the clerk on the existence and applicability of the relevant facts or the law. Councillors should then seek means to make their policy decisions taking into account such guidance. Councillors should also accept as a fact that it is the duty of the clerk to minute any situation in which the advice given has not been heeded. The clerk is, however, an independent and objective officer of the council who takes instructions from the corporate body on policy and must in turn recognise that the council is responsible for all decisions

Some larger councils employ a range of administration and support staff and the clerk is normally responsible for advising the council on staffing provision and managing the recruitment process. In smaller councils, the clerk may also carry out the role of the finance officer. However, it is common, especially in larger councils, for a separate responsible finance officer to be appointed and given specific duties relating to the budget, annual accounts and audit to ensure proper financial management and transparency.

Many local councils encourage their clerks to seek professional recognition for the work that they do. A CiLCA qualified clerk is one of several pre-requisites for a local council achieving recognition through the Local Council Award Scheme (<https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file>) and also in becoming a council eligible to exercise the General Power of Competence.

In an emergency (e.g. to cover a temporary vacancy) a councillor may fulfil the role of clerk to the local council (this must be unpaid (see below)). However, it is not good practice for councillors to do this on anything other than a very temporary basis as it confuses officer/councillor roles.

It should be noted that councillors may not be paid employees of their council (as there is an unacceptable conflict of interest) and may not become employees of their former council until at least 12 months after ceasing to be a councillor.

MEETINGS

It is the clerk's responsibility to set the agenda for the meeting. This is often done in consultation with the chair and individual members can request the addition of relevant items but the agenda remains the clerk's responsibility. The clerk must sign the agenda and decide how it will be set out.

The summons to the meeting, agenda and relevant papers must be sent out at least three clear days before the meeting. The 'three clear' days is established in law to allow time for proper consideration of issues to be discussed. Items for decision cannot be added to the agenda after this time but must be taken at a future meeting.

At a meeting all councillors must comply with Standing Orders and the chair must ensure that Standing Orders are enforced.

Any 2 Members of a parish council may submit a written request signed by them to the Chair of the parish council to call an extraordinary meeting. In the event of the Chair not calling an extraordinary meeting within 7 days of receiving the request, the 2 members may call an extraordinary meeting. The chair of the Council or of a Committee may convene an extraordinary meeting at any time.

INFORMATION

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Clerk.

As regards the legal rights of councillors to inspect Council documents, these are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

MODEL COUNCILLOR-OFFICER PROTOCOL

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INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In

turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy

- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private

- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy

the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of “silent copies” should not be employed. Acknowledging that the “BCC” system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding “CC councillor X.”

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council's Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 (“the Act”) regarding publicity. All media relations work will comply with the national Code of Practice

for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code -
<https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

DIGNITY AT WORK POLICY

Sandy Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Sandy Town Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Sandy Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks/chief officers and all employees engaged to work at Sandy Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Sandy Town Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the council's HR committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

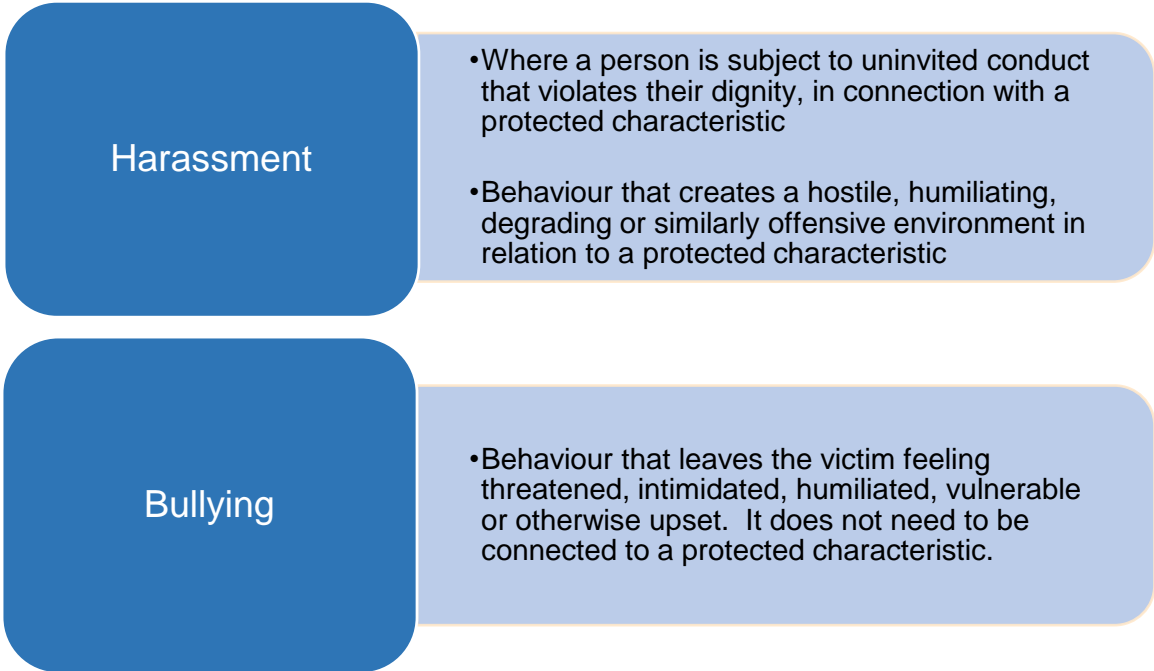
All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Sandy Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council’s disciplinary procedure.



What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

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

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:**Protected Characteristics**

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant persons stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged

by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how to deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council

agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

Sandy Town Council

Date: 30th October 2023

Title: Potential Allotment Site - Beeston

Contact: Deputy Town Clerk

Purpose of the Report

1. To report on the history of the site to enable Members to make an informed decision on next steps with the site being offered for lease by CBC at Beeston Green (village site).

Recommendation

- 2.0 That the Council does not proceed with soil testing of the potential allotment site due to the history of the site.
- 2.1 That the Council moves to the next stage of investigating the site by checking for former buildings on the site and their potential impact on suitability for cultivation.
- 2.2 That if necessary/affordable any rubble and hardcore be removed from site that might hinder the cultivation of the land.
- 2.3 That CBC be asked to share the cost of the investigations.

Background

- 3.0 On 2nd October the Community Services and Environment Committee discussed a commissioning report on securing soil tests that would check for poisons in the soil.
- 3.1 Subsequent to the meeting research undertaken by the Deputy Clerk, assisted by the county archive service, a fairly comprehensive history of the site has been put together that suggests the site has been used for a domestic house and onion lofts. This has been corroborated by the family that owned the site See attached below.

Resources

- 4.0 It is suggested the cost of the six soil tests could be put on hold at this point and the Council moves on to assessing the site by investigating the extent of the former buildings on site and making arrangements for removal from site any rubble and hardcore identified.

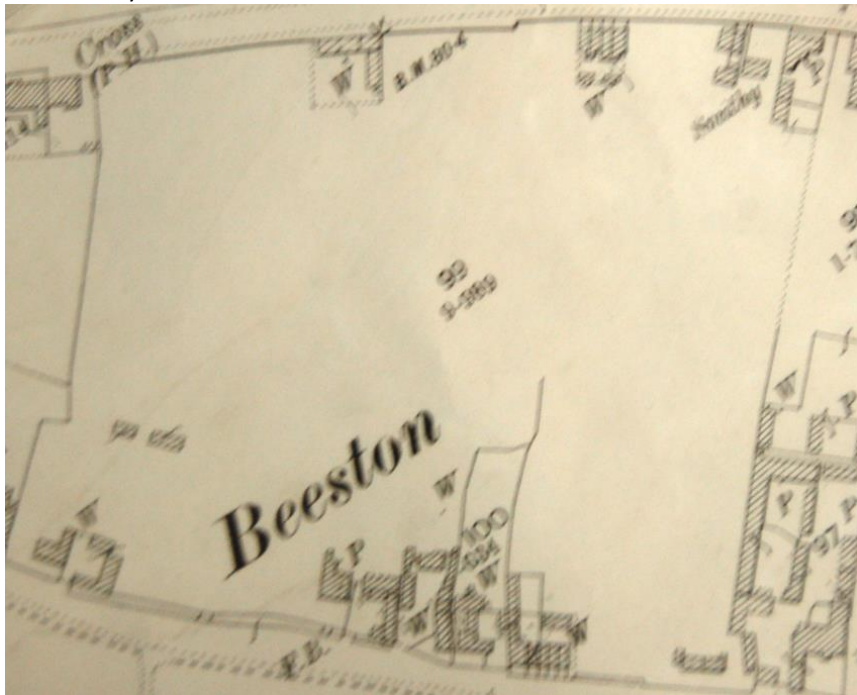
5.0 The Town Council at some point will need to test the new allotment site to show potential allotment tenants that the soil on site is of suitable quality for horticulture. It is suggested the CBC be invited to share the costs of this identification work

Legal Powers

7.0 The actions undertaken are covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.

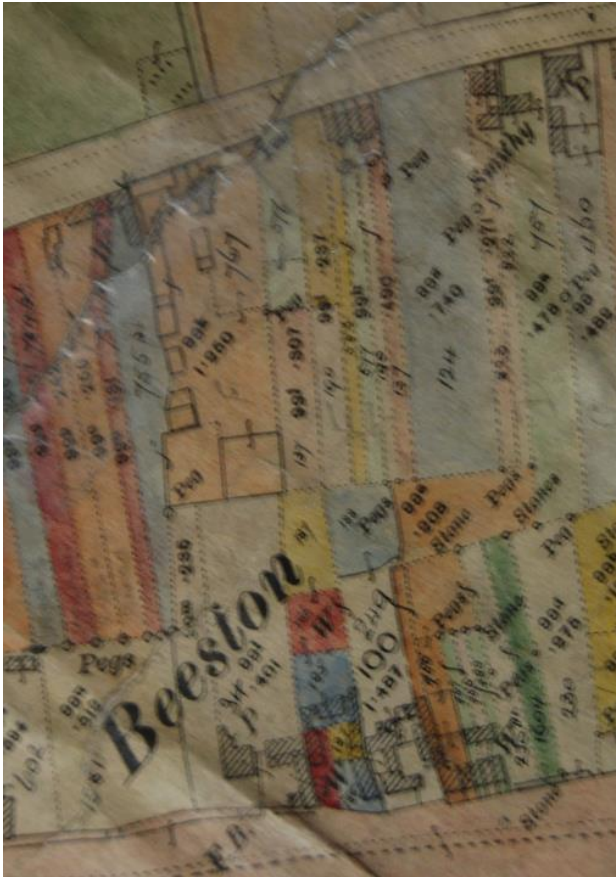
From Ordnance Survey maps of 1882 and 1900 there is no building shown on the site

Fig 1 = OS 25inch 1900 (sorry for blur but as you can see there is nothing there – I've used the terrace of 4 houses to the north east of your site as my landmark)



By the 1910 rating valuation the valuation office is drawing in buildings to the west of the site

Fig 2 = Rating valuation index map 1910 our ref: DBV3/146



and these are listed under 767 as being the property of A & G Cope, who were market gardeners (fig 3 valuation book 1910 our ref DBV1/77).

760	467	Bocher Miss	✓ Buildings	Beeston	2	15	1	xviii. 10	4	40
767	468	Cope A & G	✓ House & Land	-	1	20	22	15	17	10
768		Cope John	✓	-	10	13	5	10		
769	469	Seaman A	✓	-						
									320	120

The 1910 valuation list doesn't give any detail but from the supplemental valuation list of 1911 (Reference UDS1/4) we find that A & G Cope had the description of their property changed from 'House and Land' to 'House and Onion Loft' so I think we can conclude that the buildings drawn onto the 1910 valuation map were onion lofts. This is then confirmed by the 1926 valuer's note book which describes the various buildings in full.

Fig 4 = valuation index map for the 1926 valuation showing how the house to the north corner (C91/7) is linked to the land behind the house with reference C91/9 and that the strip of land to the northwest reference C91/8 is where the buildings have been sketched in just as blocks rather than the actual footprint of the buildings. (Our ref DV2/M15b)

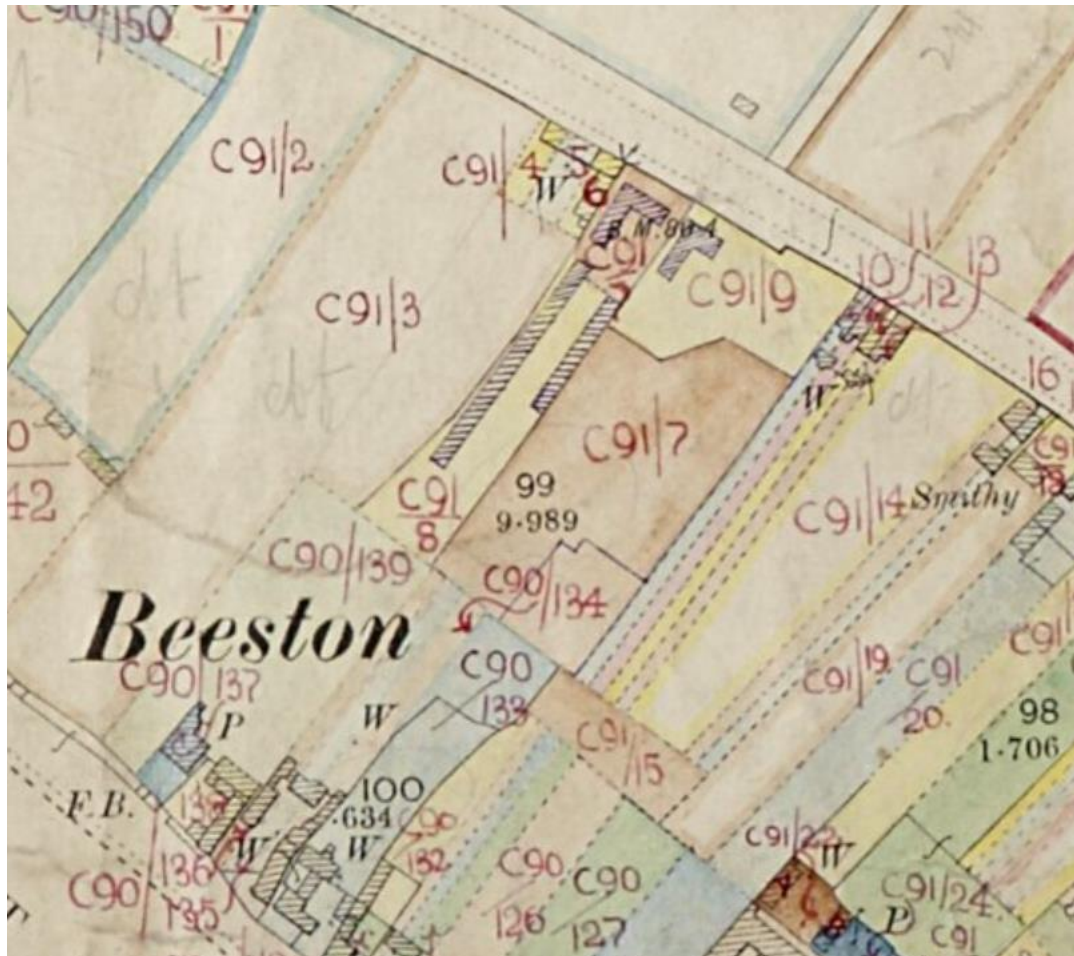


Fig 5 pages corresponding with references C91/7 and C91/8 (our ref DV1/C91)

Ast. No.	Plan	O.N.	Area	O.N.	Area
882	M.15	99H	936		

Occupier *Loone, A.*
 Owner *O.V.O.*
 Description *H. & P.*
 Situation *Bellon.*

Area Gr. *2023* N.A.V. R.V.

Rent (Pre-War) (Present) Rates
 Tenure *AC 3/30* Repairs

	Reduced Covered Area.			
	Firs.	Front	Depth	Area
<i>B. & S. - very good.</i>				
<i>2 R, K. S. & Nanties.</i>	2	15 1/2	14	434
	2	14	26 1/2	1022
<i>4 B, Bk. & Mc. combined.</i>				
<i>e1 = 61.0</i>				
<i>e3 1/2 = 21 1/2</i>				
<i>+ bay window</i>				
<i>+ porch.</i>				
<i>On main road</i>				
<i>Traffic</i>				
<i>Outside = W.C., small store, coal house.</i>				
<i>Water laid on.</i>				
<i>1/2 @ 3 1/2 = 21.3</i>				
<i>Good garden & kennel court.</i>				3
<i>Lay 23 1/2</i>				24
<i>23</i>				23

Present Assessment	No.	Area.	Gross.	R.V. (Land)	R.V. (Buildings)
	538.	1a0.20p	524.		520.
			with b8		

Ast. No.	Plan	O.N.	Area	O.N.	Area
1522 883	M.15	99H	447		8

Occupier *Loone, A.*
 Owner *O.V.O.*
 Description *Farm buildings & P.*
 Situation *Bellon.*

Area Gr. *2674* N.A.V. R.V.

Rent (Pre-War) (Present) Rates
 Tenure Repairs

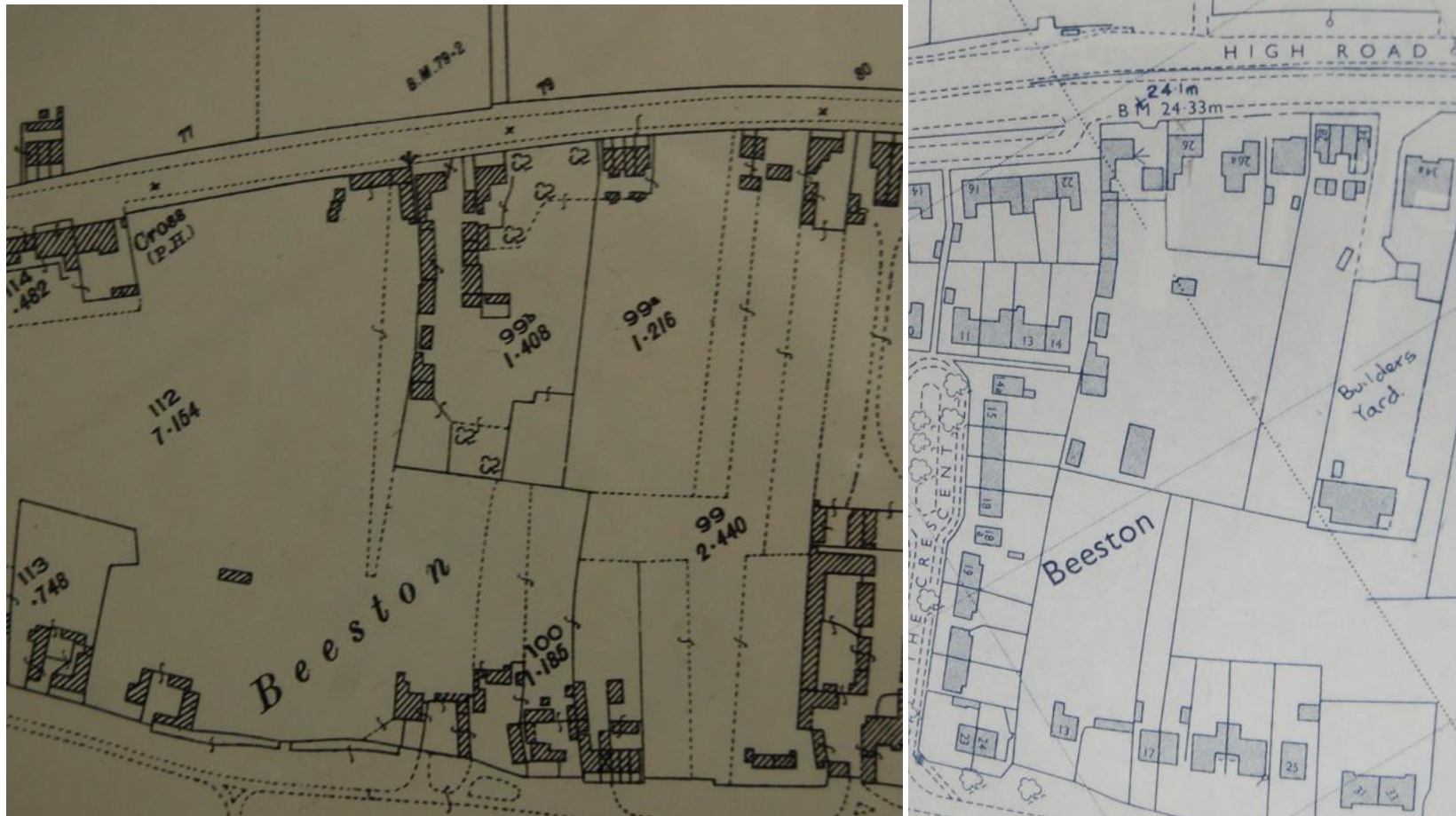
	Reduced Covered Area.			
	Firs.	Front	Depth	Area
<i>Range direct front of house -</i>				
<i>B. w.t. - Potato shed with loft over.</i>				3
<i>" " - Stable for H with chaff house & granary over.</i>				4
<i>W & C.I. - loose box.</i>				1
<i>W & C.I. - One on loft.</i>				1
<i>W & C.I. - One on seed loft.</i>				1
<i>W & C.I. - Small seed barn.</i>				-
<i>W & C.I. - Straw shed.</i>				1
<i>B. & C.I. - Potato shed.</i>				2
<i>Range opposite above range.</i>				
<i>W & C.I. - open 2 bay shed.</i>				1
<i>W & C.I. - Washed for 2 & milking house.</i>				2
<i>W & C.I. - 3 bay cart horse.</i>				3
<i>W & C.I. - open shed, loose box and 2 bay</i>				3
<i>cart shed.</i>				
<i>W & C.I. - coal house & engine house.</i>				22
<i>+ excellent yard</i>				4
<i>Lay 24 1/2</i>				26
<i>AC 3/30</i>				

Present Assessment	No.	Area.	Gross.	R.V. (Land)	R.V. (Buildings)

It is worth noting perhaps that in 1926 the house had a good garden and a tennis court (presumably grass) and this may have been on the land to the south east of the house, I would have thought that a bit unlikely if they were using this land to grow crops for their market garden business but there doesn't seem much room for a garden and tennis court behind the house. The yard is also described as excellent.

The exact footprint and configuration of the buildings changed over time but they appear to have been confined to only an area to only part of the site.

Fig 6 OS 25 inch surveyed 1924 published 1926 and Fig 7 OS 25 inch from about 1960.



Not easy for me to find out when the buildings were demolished but if you know when and why the council acquired the land that might be an indication. – in any case it should be within living memory. As discussed aerial photos may give you more clarification of the buildings over time and the Central Beds HER will hold the best set of these. https://www.centralbedfordshire.gov.uk/info/50/environmental_issues/289/archaeology_heritage_and_conservation/5

Town Council

Date:	30th October 2023
Title:	CCTV replacement/upgrade
Contact:	Nicola Sewell, Town Clerk

Purpose of the Report

1. To receive a report from the Clerk surrounding ongoing issues with the Council's CCTV provision and consider replacing it with an up to date monitored solution.

Background

2.0 On 28th October 2019 the Town Council resolved for ADT to be engaged for the provision, installation, and maintenance of new CCTV cameras across the town. This decision saw the CCTV provision change from a 24/7 live monitored system to new infra-red record-only cameras. The record only cameras are accessed by individual camera columns situated at Bedford Road recreation park, Sunderland Road recreation park (x2), the High Street car park, and Town Council Depot.

2.1 To view footage on the current system an officer must visit each site individually with a monitor and mouse and plug into the CCTV hard drive situated at the bottom of the camera column. Due to the cable length of the equipment and it's siting at the bottom of the camera's column the officer must either sit on the ground or squat (or take a folding chair) in order to plug in the monitor and mouse required to operate the system. This is done by balancing the hard drive on the officer's lap while they hold the monitor in a position that the footage can be clearly seen and using the tray to move the mouse on to locate and extract the right time/date of recorded images. Even on a clear day the footage is hard to view as the sun/light glare off the monitor.

2.2 Footage is collected by downloading it to a usb stick. Although the cameras can zoom in, the picture quality is poor. On the three occasions STC was able to supply images/footage to the police for incidents around the town, the clarity was not felt good enough to be used as evidence. These images were all taken during the day. In total we have receive 10 separate requests for footage from our cameras over the past 18 months.

2.3 A recent visit to view the system by the DSSL group who supply CBC with its 24/7 monitored public surveillance system also highlighted areas where the current system is not compliant, including:

- Breach of GDPR as footage should only be viewed in a private area
- Appropriate signs, which require very specific wording is not being used
- Officers not holding a relevant licence to view/download or share footage
- A single officer viewing footage in the open is compromising their safety/safety of the equipment.

In addition to this, despite small heaters being placed in the columns to prevent condensation the presence of rust indicates there are issues with moisture around electrical equipment.

2.4 The design of the equipment means it can take upwards of an hour to recover a few minutes of footage.

AGENDA ITEM: 10

Appendix VII

2.5 The Clerk, Deputy Clerk and Mayor, visited the CBC's central monitoring office of the authority's public surveillance provision and spoke to the team about how the system works. CBC already has cameras installed on the High Street and St Neots Road in Sandy, which could be linked to new STC cameras via a Wi-Fi connection if the Town Council chose to commission the DSSL group for its replacement cameras.

Other issues

3.0 due to the set up of the equipment it is too time consuming/inconvenient to conduct regular service checks to ensure all equipment is operating as it should, and visits are also dictated by weather conditions, as such if there is a fault with the camera it can go undetected for some time.

3.1 Cameras at both Bedford Road and Sunderland Road have in the past year been offline for several months due to the issues with detecting problems (as outlined above) and the difficulty in identifying power sources which is not set out in the original installation paperwork from ADT. Even the ADT engineers called out to look at the issues were not able to identify the power source when these supply issues were raised.

Recommendation

4.0 For members to consider the attached report and quotation from the DSSL group and make the appropriate provision for the cost of replacing the council's CCTV provision during budget setting for 2024/25.

Financial implications

5.0 The overall cost to install new cameras at all the current STC sites would be £27,129.46. Please see the attached proposal from DSSL for a breakdown of costs per site.

5.1 Ongoing monitoring and maintenance cost would be £3,718.00 per year. Please see the attached proposal from DSSL for a breakdown of costs per site.

5.2 It is recommended that the Town Council seek funding/grant provision to pay/part pay for this service to be upgraded.

Legal implications

6.0 Under s 17 of the Crime and Disorder Act 1998 a Parish Council has a **duty** 'to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can, to prevent crime and disorder in its area'. It is hard to quantify CCTV as a tool to secure convictions it is seen as a major measure in the prevention of crime and anti-social behaviour.

6.1 It is evident from the number of requests received by residents for CCTV footage following incidents that they see CCTV as a vital service provided for by the Town Council.

Sandy Town Council



Standing Orders

Re-adopted May 2017
Amended October 2023

List of standing orders

1. Rules of debate at meetings
2. Disorderly conduct at meetings
3. Meetings generally
4. Committees and sub-committees
5. Ordinary council meetings
6. Extraordinary meetings of the council and committees and sub-committees
7. Previous resolutions
8. Voting on appointments
9. Motions for a meeting that require written notice to be given to the Proper Officer
10. Motions at a meeting that do not require written notice
11. Handling confidential or sensitive information
12. Draft minutes
13. Code of conduct and dispensations
14. Code of conduct complaints
15. Proper Officer
16. Responsible Financial Officer
17. Accounts and accounting statements
18. Financial controls and procurement
19. Handling staff matters
20. Requests for information
21. Relations with the press/media
22. Execution and sealing of legal deeds
23. Communicating with District and County or Unitary councillors
24. Restrictions on councillor activities
25. Standing orders generally

note: Where the term Chairman is used this is intended as a gender neutral term for the purposes of this document.

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of the debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since the councillor last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.

- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

- q A point of order shall be decided by the chairman of the meeting and this decision shall be final.

- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements or legal requirements.

- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

- u **All non-committee members are exempt from viewing confidential information and items relating to committee matters. The only exception to this would be through a written request to the Clerk demonstrating a specific 'need to know' in order for them to perform their duties as a councillor.**

The need to know point in LTN 1 applies not just to documents but also to information. If the public are excluded from a committee meeting then there is information that people outside the membership of that committee should not know unless they have a specific need to know it. So, if a councillor who is a non-member of the committee can show a specific need to know in order to perform their duties then they can stay otherwise they would have to leave with the public. The need to know must be real and specific and not just because they are a councillor.

The need to know has to be specific and real, not just a desire to know or a need for the information for some non-council matter. If they do not have a need to know then they can only attend a meeting on the same terms as a member of the public.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**



United Kingdom
Debt Management
Office

National Loans Fund Rates: Notice Number NLF (23) 206

Interest Rates on National Loans Fund were changed at 09:01 on 25 October 2023. Changes from the rates previously in force are shown in brackets.

Period (years)	New Loan Rates						Premature Repayment Rates					
	EIP		ER		Maturity		EIP		ER		Maturity	
	Rate	Change	Rate	Change	Rate	Change	Rate	Change	Rate	Change	Rate	Change
1 year	-		-		4.89	(+0.01)	-		-		4.66	(+0.01)
Over 1 not over 1½	4.89	(+0.01)	4.89	(+0.01)	4.89	(+0.01)	4.66	(+0.01)	4.66	(+0.01)	4.58	(+0.01)
Over 1½ not over 2	4.89	(+0.01)	4.89	(+0.01)	4.81	(+0.01)	4.62	(+0.01)	4.62	(+0.01)	4.51	(+0.01)
Over 2 not over 2½	4.85	(+0.01)	4.85	(+0.01)	4.74	(+0.01)	4.58	(+0.01)	4.58	(+0.01)	4.45	(+0.01)
Over 2½ not over 3	4.81	(+0.01)	4.81	(+0.01)	4.68	(+0.01)	4.55	(+0.01)	4.54	(+0.01)	4.39	
Over 3 not over 3½	4.78	(+0.01)	4.77	(+0.01)	4.62		4.51	(+0.01)	4.50		4.35	
Over 3½ not over 4	4.74	(+0.01)	4.73		4.58		4.48	(+0.01)	4.47		4.32	
Over 4 not over 4½	4.71	(+0.01)	4.70		4.55		4.45	(+0.01)	4.44	(+0.01)	4.29	
Over 4½ not over 5	4.68	(+0.01)	4.67	(+0.01)	4.52		4.42		4.41		4.27	
Over 5 not over 5½	4.65		4.64		4.50		4.39		4.39	(+0.01)	4.26	
Over 5½ not over 6	4.62		4.62	(+0.01)	4.49		4.37		4.36		4.26	
Over 6 not over 6½	4.60		4.59		4.50		4.35		4.34		4.26	
Over 6½ not over 7	4.58		4.57		4.51		4.33		4.32		4.27	
Over 7 not over 7½	4.56		4.55		4.52		4.32		4.31		4.28	
Over 7½ not over 8	4.55		4.54		4.54		4.30		4.29		4.29	
Over 8 not over 8½	4.53		4.52		4.57	(+0.01)	4.29		4.28		4.31	
Over 8½ not over 9	4.52		4.51		4.59		4.28		4.27		4.34	(+0.01)
Over 9 not over 9½	4.51		4.50		4.62		4.27		4.27		4.36	
Over 9½ not over 10	4.50		4.50		4.65		4.27		4.26		4.39	
Over 10 not over 10½	4.50		4.49		4.68		4.26		4.26		4.42	
Over 10½ not over 11	4.49		4.49		4.71		4.26		4.26		4.45	
Over 11 not over 11½	4.49		4.50		4.74		4.26		4.26		4.48	
Over 11½ not over 12	4.49		4.50		4.77		4.26		4.27		4.51	
Over 12 not over 12½	4.50		4.51		4.80		4.26		4.27		4.54	
Over 12½ not over 13	4.50		4.52		4.83	(+0.01)	4.27		4.28		4.57	
Over 13 not over 13½	4.51		4.53		4.86	(+0.01)	4.27		4.29		4.60	(+0.01)
Over 13½ not over 14	4.52	(+0.01)	4.54		4.88	(+0.01)	4.28		4.30		4.63	(+0.01)
Over 14 not over 14½	4.52		4.56	(+0.01)	4.91	(+0.01)	4.29	(+0.01)	4.31		4.65	(+0.01)
Over 14½ not over 15	4.53		4.57		4.93	(+0.01)	4.29		4.33	(+0.01)	4.68	(+0.01)
Over 15 not over 15½	4.54		4.59	(+0.01)	4.95	(+0.01)	4.30		4.34		4.70	(+0.01)
Over 15½ not over 16	4.56	(+0.01)	4.61	(+0.01)	4.97	(+0.01)	4.31		4.36	(+0.01)	4.72	(+0.01)
Over 16 not over 16½	4.57	(+0.01)	4.62		4.98		4.33	(+0.01)	4.38	(+0.01)	4.74	(+0.01)
Over 16½ not over 17	4.58		4.64		5.00	(+0.01)	4.34	(+0.01)	4.39		4.75	
Over 17 not over 17½	4.59		4.66	(+0.01)	5.01	(+0.01)	4.35		4.41		4.77	(+0.01)
Over 17½ not over 18	4.61	(+0.01)	4.68	(+0.01)	5.02		4.36		4.43	(+0.01)	4.78	(+0.01)
Over 18 not over 18½	4.62		4.70	(+0.01)	5.03		4.38	(+0.01)	4.45	(+0.01)	4.79	
Over 18½ not over 19	4.64	(+0.01)	4.72	(+0.01)	5.04		4.39		4.47	(+0.01)	4.80	

[continued]

Over 19 not over 19½	4.65		4.74 (+0.01)	5.05		4.41 (+0.01)	4.49 (+0.01)	4.81
Over 19½ not over 20	4.67	(+0.01)	4.76 (+0.01)	5.06	(+0.01)	4.42	4.51 (+0.01)	4.82
Over 20 not over 20½	4.68		4.78 (+0.01)	5.06		4.44 (+0.01)	4.53 (+0.01)	4.83 (+0.01)
Over 20½ not over 21	4.70	(+0.01)	4.80 (+0.01)	5.07	(+0.01)	4.45	4.55 (+0.01)	4.83
Over 21 not over 21½	4.71		4.82 (+0.01)	5.07		4.47 (+0.01)	4.57 (+0.01)	4.84 (+0.01)
Over 21½ not over 22	4.73	(+0.01)	4.84 (+0.01)	5.08	(+0.01)	4.48	4.59 (+0.01)	4.84
Over 22 not over 22½	4.74		4.85	5.08	(+0.01)	4.50 (+0.01)	4.61 (+0.01)	4.85 (+0.01)
Over 22½ not over 23	4.76	(+0.01)	4.87 (+0.01)	5.08	(+0.01)	4.51	4.62	4.85 (+0.01)
Over 23 not over 23½	4.77		4.89 (+0.01)	5.08	(+0.01)	4.53 (+0.01)	4.64 (+0.01)	4.85 (+0.01)
Over 23½ not over 24	4.79	(+0.01)	4.90	5.08	(+0.01)	4.54	4.66 (+0.01)	4.85 (+0.01)
Over 24 not over 24½	4.80		4.92 (+0.01)	5.08	(+0.01)	4.56 (+0.01)	4.67	4.85 (+0.01)
Over 24½ not over 25	4.82	(+0.01)	4.93	5.08	(+0.01)	4.57	4.69 (+0.01)	4.85 (+0.01)
Over 25 not over 25½	4.83	(+0.01)	4.95 (+0.01)	5.08	(+0.01)	4.59 (+0.01)	4.70	4.85 (+0.01)
Over 25½ not over 26	4.84		4.96 (+0.01)	5.08	(+0.01)	4.60 (+0.01)	4.72 (+0.01)	4.85 (+0.01)
Over 26 not over 26½	4.86	(+0.01)	4.97	5.08	(+0.01)	4.61	4.73 (+0.01)	4.84
Over 26½ not over 27	4.87	(+0.01)	4.99 (+0.01)	5.07		4.63 (+0.01)	4.74	4.84
Over 27 not over 27½	4.88	(+0.01)	5.00 (+0.01)	5.07		4.64 (+0.01)	4.76 (+0.01)	4.84 (+0.01)
Over 27½ not over 28	4.89		5.01 (+0.01)	5.07	(+0.01)	4.65 (+0.01)	4.77 (+0.01)	4.84 (+0.01)
Over 28 not over 28½	4.91	(+0.01)	5.02 (+0.01)	5.07	(+0.01)	4.66	4.78 (+0.01)	4.83
Over 28½ not over 29	4.92	(+0.01)	5.02	5.06		4.68 (+0.01)	4.79 (+0.01)	4.83 (+0.01)
Over 29 not over 29½	4.93	(+0.01)	5.03	5.06	(+0.01)	4.69 (+0.01)	4.79	4.83 (+0.01)
Over 29½ not over 30	4.94	(+0.01)	5.04 (+0.01)	5.06	(+0.01)	4.70 (+0.01)	4.80	4.82
Over 30 not over 30½	4.95	(+0.01)	5.05 (+0.01)	5.05		4.71 (+0.01)	4.81 (+0.01)	4.82 (+0.01)
Over 30½ not over 31	4.96	(+0.01)	5.05	5.05	(+0.01)	4.72 (+0.01)	4.82 (+0.01)	4.81
Over 31 not over 31½	4.97	(+0.01)	5.06 (+0.01)	5.04		4.73 (+0.01)	4.82	4.81 (+0.01)
Over 31½ not over 32	4.97		5.06	5.04	(+0.01)	4.74 (+0.01)	4.83 (+0.01)	4.81 (+0.01)
Over 32 not over 32½	4.98		5.07 (+0.01)	5.04	(+0.01)	4.74	4.83	4.80
Over 32½ not over 33	4.99	(+0.01)	5.07 (+0.01)	5.03		4.75	4.84 (+0.01)	4.80 (+0.01)
Over 33 not over 33½	5.00	(+0.01)	5.07	5.03	(+0.01)	4.76 (+0.01)	4.84 (+0.01)	4.79
Over 33½ not over 34	5.00		5.07	5.02		4.77 (+0.01)	4.84	4.79 (+0.01)
Over 34 not over 34½	5.01	(+0.01)	5.08 (+0.01)	5.02	(+0.01)	4.77	4.84	4.78
Over 34½ not over 35	5.02	(+0.01)	5.08 (+0.01)	5.01		4.78 (+0.01)	4.85 (+0.01)	4.78 (+0.01)
Over 35 not over 35½	5.02		5.08 (+0.01)	5.01	(+0.01)	4.79 (+0.01)	4.85 (+0.01)	4.77
Over 35½ not over 36	5.03	(+0.01)	5.08 (+0.01)	5.00		4.79	4.85 (+0.01)	4.77 (+0.01)
Over 36 not over 36½	5.03		5.08 (+0.01)	5.00	(+0.01)	4.80 (+0.01)	4.85 (+0.01)	4.76
Over 36½ not over 37	5.04	(+0.01)	5.08 (+0.01)	4.99		4.80	4.85 (+0.01)	4.76 (+0.01)
Over 37 not over 37½	5.04		5.08 (+0.01)	4.99	(+0.01)	4.81 (+0.01)	4.85 (+0.01)	4.75
Over 37½ not over 38	5.05	(+0.01)	5.08 (+0.01)	4.98		4.81	4.85 (+0.01)	4.75 (+0.01)
Over 38 not over 38½	5.05		5.08 (+0.01)	4.98	(+0.01)	4.82 (+0.01)	4.85 (+0.01)	4.74
Over 38½ not over 39	5.05		5.08 (+0.01)	4.97		4.82	4.85 (+0.01)	4.74 (+0.01)
Over 39 not over 39½	5.06	(+0.01)	5.08 (+0.01)	4.97	(+0.01)	4.82	4.85 (+0.01)	4.73
Over 39½ not over 40	5.06		5.08 (+0.01)	4.96		4.83 (+0.01)	4.84	4.73 (+0.01)
Over 40 not over 40½	5.06		5.07	4.96	(+0.01)	4.83	4.84	4.72
Over 40½ not over 41	5.07	(+0.01)	5.07	4.95		4.83	4.84	4.71
Over 41 not over 41½	5.07	(+0.01)	5.07	4.94		4.84 (+0.01)	4.84 (+0.01)	4.71 (+0.01)
Over 41½ not over 42	5.07	(+0.01)	5.07 (+0.01)	4.94	(+0.01)	4.84 (+0.01)	4.84 (+0.01)	4.70
Over 42 not over 42½	5.07		5.07 (+0.01)	4.93		4.84 (+0.01)	4.83	4.70 (+0.01)
Over 42½ not over 43	5.07		5.06	4.93	(+0.01)	4.84	4.83	4.69
Over 43 not over 43½	5.08	(+0.01)	5.06	4.92		4.84	4.83 (+0.01)	4.69 (+0.01)
Over 43½ not over 44	5.08	(+0.01)	5.06 (+0.01)	4.92	(+0.01)	4.85 (+0.01)	4.83 (+0.01)	4.68
Over 44 not over 44½	5.08	(+0.01)	5.06 (+0.01)	4.91		4.85 (+0.01)	4.82	4.67
Over 44½ not over 45	5.08	(+0.01)	5.05	4.90		4.85 (+0.01)	4.82 (+0.01)	4.67 (+0.01)
Over 45 not over 45½	5.08	(+0.01)	5.05 (+0.01)	4.90	(+0.01)	4.85 (+0.01)	4.82 (+0.01)	4.66

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Over 45½ not over 46	5.08	(+0.01)	5.05	(+0.01)	4.89		4.85	(+0.01)	4.81		4.66	(+0.01)
Over 46 not over 46½	5.08	(+0.01)	5.04		4.89	(+0.01)	4.85	(+0.01)	4.81	(+0.01)	4.65	
Over 46½ not over 47	5.08	(+0.01)	5.04	(+0.01)	4.88		4.85	(+0.01)	4.81	(+0.01)	4.64	
Over 47 not over 47½	5.08	(+0.01)	5.04	(+0.01)	4.87		4.85	(+0.01)	4.80		4.64	(+0.01)
Over 47½ not over 48	5.08	(+0.01)	5.03		4.87	(+0.01)	4.85	(+0.01)	4.80	(+0.01)	4.63	
Over 48 not over 48½	5.08	(+0.01)	5.03	(+0.01)	4.86		4.85	(+0.01)	4.79		4.63	(+0.01)
Over 48½ not over 49	5.08	(+0.01)	5.02		4.86	(+0.01)	4.85	(+0.01)	4.79		4.62	
Over 49 not over 49½	5.08	(+0.01)	5.02		4.85		4.85	(+0.01)	4.79	(+0.01)	4.61	
Over 49½ not over 50	5.08	(+0.01)	5.02	(+0.01)	4.84		4.85	(+0.01)	4.78		4.61	(+0.01)

Rates determined for residual NLF contractual obligations for periods in excess of 50 years will be:

New Loan Rates						Premature Repayment Rates					
EIP		ER		Maturity		EIP		ER		Maturity	
Rate	Change	Rate	Change	Rate	Change	Rate	Change	Rate	Change	Rate	Change
5.08	(+0.01)	5.01		4.84	(+0.01)	4.85	(+0.01)	4.78		4.61	(+0.01)

Note: 1. For enquiries about appropriate rates for NLF loans and loans from Estimate, please contact Miranda Avanzi on 020 7270 4761 or e-mail miranda.avanzi@hmtreasury.gov.uk



United Kingdom
Debt Management
Office

**PWLB FIXED RATE LOANS
ESTIMATED REPAYMENT COSTS**

Amount of Advance: 280,000.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	5.83	75,174.52	300,698.08	5.83	78,162.00	2,040.50	300,405.00
Over 2 not over 2½	5.77	60,938.67	304,693.35	5.78	64,092.00	1,618.40	304,276.00
Over 2½ not over 3	5.72	51,447.72	308,686.32	5.72	54,674.67	1,334.67	308,028.00
Over 3 not over 3½	5.67	44,662.72	312,639.04	5.67	47,938.00	1,134.00	311,752.00
Over 3½ not over 4	5.62	39,568.72	316,549.76	5.62	42,868.00	983.50	315,406.00
Over 4 not over 4½	5.57	35,601.84	320,416.56	5.58	38,923.11	868.00	319,060.00
Over 4½ not over 5	5.53	32,432.09	324,320.90	5.54	35,756.00	775.60	322,658.00
Over 5 not over 5½	5.49	29,835.84	328,194.24	5.51	33,168.55	701.27	326,284.00
Over 5½ not over 6	5.46	27,677.93	332,135.16	5.47	30,991.33	638.17	329,777.00
Over 6 not over 6½	5.43	25,850.71	336,059.23	5.44	29,154.46	585.85	333,312.00
Over 6½ not over 7	5.40	24,283.24	339,965.36	5.41	27,574.00	541.00	336,805.00
Over 7 not over 7½	5.37	22,923.50	343,852.50	5.39	26,212.67	503.07	340,368.00
Over 7½ not over 8	5.35	21,740.88	347,854.08	5.37	25,018.00	469.88	343,903.00
Over 8 not over 8½	5.33	20,697.21	351,852.57	5.35	23,960.59	440.59	347,410.00
Over 8½ not over 9	5.31	19,769.27	355,846.86	5.33	23,017.56	414.56	350,889.00
Over 9 not over 9½	5.30	18,947.27	359,998.13	5.31	22,170.84	391.26	354,340.00
Over 9½ not over 10	5.28	18,199.58	363,991.60	5.30	21,420.00	371.00	357,910.00
Over 10 not over 10½	5.27	17,531.39	368,159.19	5.29	20,739.33	352.67	361,466.00
Over 10½ not over 11	5.27	16,933.13	372,528.86	5.28	20,119.27	336.00	365,008.00
Over 11 not over 11½	5.26	16,379.56	376,729.88	5.27	19,551.91	320.78	368,536.00
Over 11½ not over 12	5.26	15,881.31	381,151.44	5.26	19,030.67	306.83	372,050.00
Over 12 not over 12½	5.26	15,424.15	385,603.75	5.26	18,564.00	294.56	375,732.00
Over 12½ not over 13	5.27	15,012.13	390,315.38	5.26	18,133.23	283.23	379,414.00
Over 13 not over 13½	5.27	14,623.66	394,838.82	5.26	17,734.37	272.74	383,096.00
Over 13½ not over 14	5.28	14,272.93	399,642.04	5.26	17,364.00	263.00	386,778.00
Over 14 not over 14½	5.29	13,948.15	404,496.35	5.27	17,033.17	254.41	390,670.00
Over 14½ not over 15	5.30	13,646.73	409,401.90	5.27	16,711.33	245.93	394,359.00
Over 15 not over 15½	5.31	13,366.42	414,359.02	5.28	16,424.26	238.45	398,272.00
Over 15½ not over 16	5.32	13,105.24	419,367.68	5.29	16,156.00	231.44	402,199.00
Over 16 not over 16½	5.34	12,870.64	424,731.12	5.30	15,904.85	224.85	406,140.00
Over 16½ not over 17	5.35	12,642.80	429,855.20	5.31	15,669.29	218.65	410,095.00
Over 17 not over 17½	5.37	12,438.75	435,356.25	5.32	15,448.00	212.80	414,064.00
Over 17½ not over 18	5.38	12,238.79	440,596.44	5.33	15,239.78	207.28	418,047.00
Over 18 not over 18½	5.40	12,060.47	446,237.39	5.34	15,043.57	202.05	422,044.00
Over 18½ not over 19	5.42	11,893.54	451,954.52	5.35	14,858.42	197.11	426,055.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	5.43	11,727.62	457,377.18	5.36	14,683.49	192.41	430,080.00
Over 19½ not over 20	5.45	11,580.90	463,236.00	5.38	14,532.00	188.30	434,406.00
Over 20 not over 20½	5.47	11,443.24	469,172.84	5.39	14,375.27	184.05	438,466.00
Over 20½ not over 21	5.49	11,314.00	475,188.00	5.40	14,226.67	180.00	442,540.00
Over 21 not over 21½	5.50	11,182.84	480,862.12	5.41	14,085.63	176.14	446,628.00
Over 21½ not over 22	5.52	11,068.69	487,022.36	5.43	13,965.64	172.77	451,045.00
Over 22 not over 22½	5.54	10,961.38	493,262.10	5.44	13,838.22	169.24	455,168.00
Over 22½ not over 23	5.55	10,850.54	499,124.84	5.45	13,716.96	165.87	459,305.00
Over 23 not over 23½	5.57	10,755.58	505,512.26	5.47	13,615.45	162.94	463,792.00
Over 23½ not over 24	5.58	10,656.21	511,498.08	5.48	13,505.33	159.83	467,964.00
Over 24 not over 24½	5.60	10,572.12	518,033.88	5.49	13,400.29	156.86	472,150.00
Over 24½ not over 25	5.61	10,482.86	524,143.00	5.51	13,314.00	154.28	476,707.00
Over 25 not over 25½	5.63	10,408.41	530,828.91	5.52	13,218.20	151.53	480,928.00
Over 25½ not over 26	5.64	10,328.13	537,062.76	5.53	13,126.62	148.88	485,163.00
Over 26 not over 26½	5.65	10,251.93	543,352.29	5.54	13,039.02	146.34	489,412.00
Over 26½ not over 27	5.66	10,179.58	549,697.32	5.56	12,969.19	144.15	494,060.00
Over 27 not over 27½	5.67	10,110.89	556,098.95	5.57	12,888.91	141.78	498,344.00
Over 27½ not over 28	5.68	10,045.64	562,555.84	5.58	12,812.00	139.50	502,642.00
Over 28 not over 28½	5.69	9,983.66	569,068.62	5.59	12,738.28	137.30	506,954.00
Over 28½ not over 29	5.70	9,924.79	575,637.82	5.60	12,667.59	135.17	511,280.00
Over 29 not over 29½	5.71	9,868.85	582,262.15	5.61	12,599.76	133.12	515,620.00
Over 29½ not over 30	5.72	9,815.72	588,943.20	5.62	12,534.67	131.13	519,974.00
Over 30 not over 30½	5.72	9,754.49	595,023.89	5.63	12,472.16	129.21	524,342.00
Over 30½ not over 31	5.73	9,706.49	601,802.38	5.64	12,412.13	127.35	528,724.00
Over 31 not over 31½	5.73	9,650.05	607,953.15	5.65	12,354.44	125.56	533,120.00
Over 31½ not over 32	5.74	9,606.71	614,829.44	5.65	12,285.00	123.59	537,075.00
Over 32 not over 32½	5.74	9,554.60	621,049.00	5.66	12,231.69	121.91	541,492.00
Over 32½ not over 33	5.75	9,515.48	628,021.68	5.67	12,180.42	120.27	545,923.00
Over 33 not over 33½	5.75	9,467.32	634,310.44	5.68	12,131.10	118.69	550,368.00
Over 33½ not over 34	5.75	9,420.96	640,625.28	5.68	12,069.65	116.94	554,344.00
Over 34 not over 34½	5.76	9,387.46	647,734.74	5.69	12,023.97	115.45	558,810.00
Over 34½ not over 35	5.76	9,344.53	654,117.10	5.70	11,980.00	114.00	563,290.00
Over 35 not over 35½	5.76	9,303.18	660,525.78	5.70	11,923.66	112.39	567,280.00
Over 35½ not over 36	5.76	9,263.33	666,959.76	5.71	11,882.89	111.03	571,781.00
Over 36 not over 36½	5.76	9,224.92	673,419.16	5.71	11,829.62	109.51	575,778.00
Over 36½ not over 37	5.76	9,187.89	679,903.86	5.72	11,791.78	108.22	580,300.00
Over 37 not over 37½	5.76	9,152.19	686,414.25	5.72	11,741.33	106.77	584,304.00
Over 37½ not over 38	5.76	9,117.74	692,948.24	5.73	11,706.21	105.55	588,847.00
Over 38 not over 38½	5.76	9,084.51	699,507.27	5.73	11,658.36	104.18	592,858.00
Over 38½ not over 39	5.76	9,052.44	706,090.32	5.73	11,611.74	102.85	596,869.00
Over 39 not over 39½	5.76	9,021.49	712,697.71	5.74	11,580.30	101.72	601,440.00
Over 39½ not over 40	5.76	8,991.60	719,328.00	5.74	11,536.00	100.45	605,458.00
Over 40 not over 40½	5.76	8,962.74	725,981.94	5.74	11,492.79	99.21	609,476.00
Over 40½ not over 41	5.76	8,934.86	732,658.52	5.75	11,464.63	98.17	614,075.00
Over 41 not over 41½	5.76	8,907.93	739,358.19	5.75	11,423.49	96.99	618,100.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	5.75	8,870.17	745,094.28	5.75	11,383.33	95.83	622,125.00
Over 42 not over 42½	5.75	8,844.99	751,824.15	5.75	11,344.12	94.71	626,150.00
Over 42½ not over 43	5.75	8,820.64	758,575.04	5.75	11,305.81	93.60	630,175.00
Over 43 not over 43½	5.75	8,797.11	765,348.57	5.76	11,282.39	92.69	634,816.00
Over 43½ not over 44	5.74	8,762.47	771,097.36	5.76	11,245.82	91.64	638,848.00
Over 44 not over 44½	5.74	8,740.42	777,897.38	5.76	11,210.07	90.61	642,880.00
Over 44½ not over 45	5.74	8,719.10	784,719.00	5.76	11,175.11	89.60	646,912.00
Over 45 not over 45½	5.74	8,698.47	791,560.77	5.76	11,140.92	88.62	650,944.00
Over 45½ not over 46	5.73	8,666.50	797,318.00	5.76	11,107.48	87.65	654,976.00
Over 46 not over 46½	5.73	8,647.15	804,184.95	5.76	11,074.75	86.71	659,008.00
Over 46½ not over 47	5.73	8,628.42	811,071.48	5.76	11,042.72	85.79	663,040.00
Over 47 not over 47½	5.73	8,610.29	817,977.55	5.76	11,011.37	84.88	667,072.00
Over 47½ not over 48	5.72	8,580.60	823,737.60	5.76	10,980.67	84.00	671,104.00
Over 48 not over 48½	5.72	8,563.57	830,666.29	5.76	10,950.60	83.13	675,136.00
Over 48½ not over 49	5.72	8,547.09	837,614.82	5.76	10,921.14	82.29	679,168.00
Over 49 not over 49½	5.71	8,518.89	843,370.11	5.76	10,892.28	81.45	683,200.00
Over 49½ not over 50	5.71	8,503.39	850,339.00	5.76	10,864.00	80.64	687,232.00

Note: 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.



PWLB LATEST VARIABLE RATES
PWLB VARIABLE RATES ON 25 OCTOBER 2023

DATA DATE 25 OCTOBER 2023

For **Project Rate and Local Infrastructure** loans agreed :
From 1 November 2013

1-M Rate	3-M Rate	6-M Rate
5.88	5.91	5.97

For **Certainty Rate** loans agreed from 1 November 2012 to 8 October 2019, HRA Certainty Rate Loans agreed from 12 March 2020 to 25 November 2020 and **Certainty Rate** loans agreed from 26 November 2020

1-M Rate	3-M Rate	6-M Rate
6.08	6.11	6.17

For **Certainty Rate** loans agreed from 9 October 2019 to 25 November 2020

1-M Rate	3-M Rate	6-M Rate
7.08	7.11	7.17

For **Standard Rate** loans agreed on or after 12:30pm on 20 October 2010 to 8 October 2019, HRA Standard Rates Loans agreed from 12 March 2020 to 25 November 2020 and **Standard Rate** loans agreed from 26 November 2020

1-M Rate	3-M Rate	6-M Rate
6.28	6.31	6.37

For **Standard Rate** loans agreed from 9 October 2019 to 25 November 2020

1-M Rate	3-M Rate	6-M Rate
7.28	7.31	7.37

For **Standard Rate** loans agreed before 12:30pm on 20 October 2010

1-M Rate	3-M Rate	6-M Rate
5.38	5.41	5.47

Sandy Town Council

Date: 30th October 2023

Title: Tree Removal Request – Beeston

Contact: Town Clerk

Purpose of the Report

1. To receive a request from Central Bedfordshire Council's Housing Services for consent to remove trees and vegetation from Sandy Town Council-owned land at the site of the development of six affordable houses in Beeston.

Recommendation

- 2.0 That the Council gives its consent to CBC to remove the trees and vegetation as required.

Request

- 3.0 The following request was received from Michelle Tsvakai ARB, Housing Delivery Surveyor:

"We have some tree removal contractors removing trees on our site to make way for the planning approved development at the Green, Beeston. There is a small section at the front of the site that sits on Sandy Town Council land that also needs to be removed. It's on the land highlighted in green on the attached A_Site Plan. It's the small section that sits outside of our red line boundary on the approved proposed site plan, which needs to be removed.

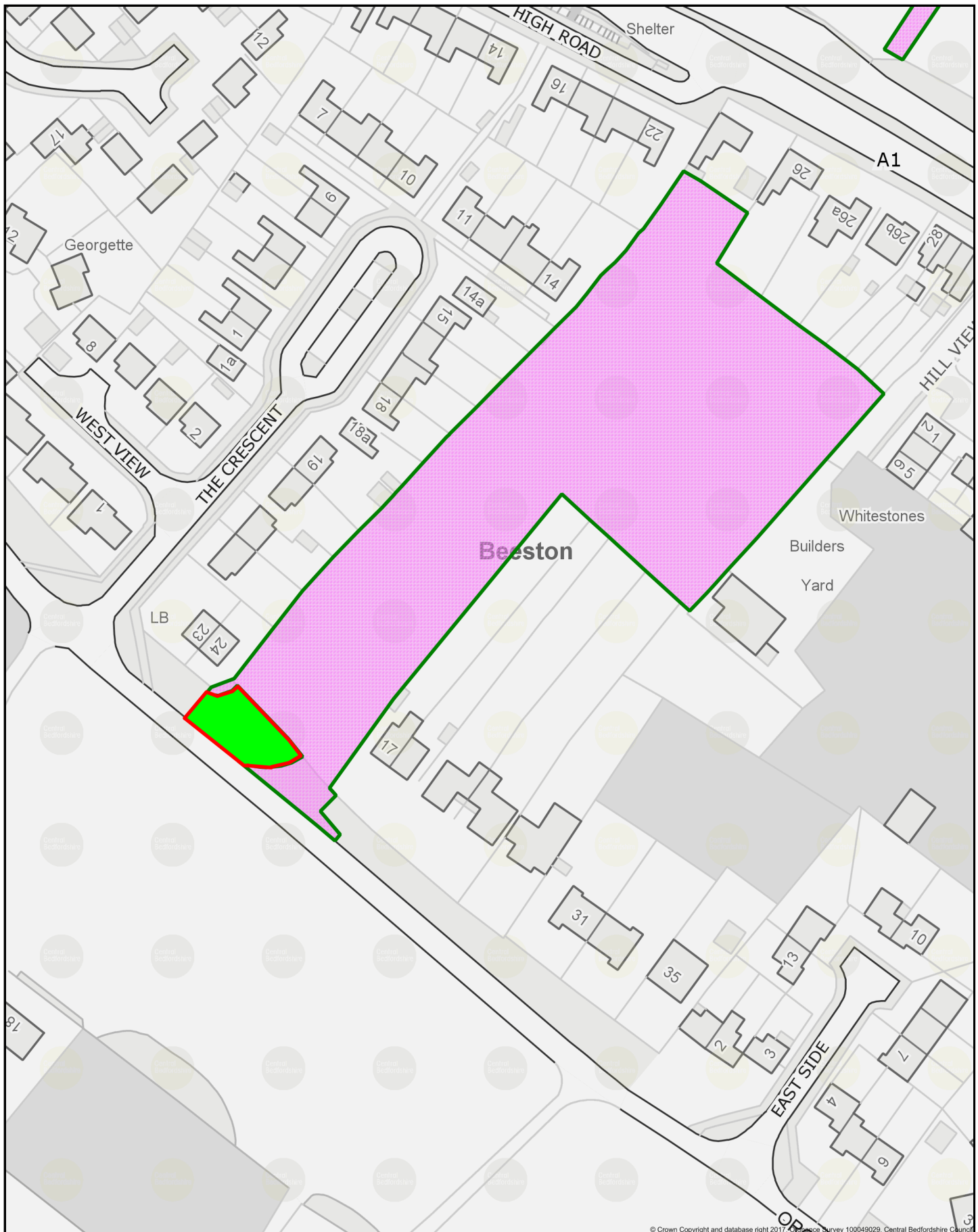
"It's all category C, low quality tree and bushes and we just need to notify and get consent from the town council to remove the vegetation that sits on town council land. Sandy Town Council was consulted during the consultation process and there weren't any objections raised about the removal of these bushes. We just need to get formal consent as the vegetation sits on your land. Would you be able to confirm that the town council consents for these bushes to be removed?"

Financial Implications

- 4.0 There are none.

Legal Powers

- 5.0 The actions undertaken are covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.



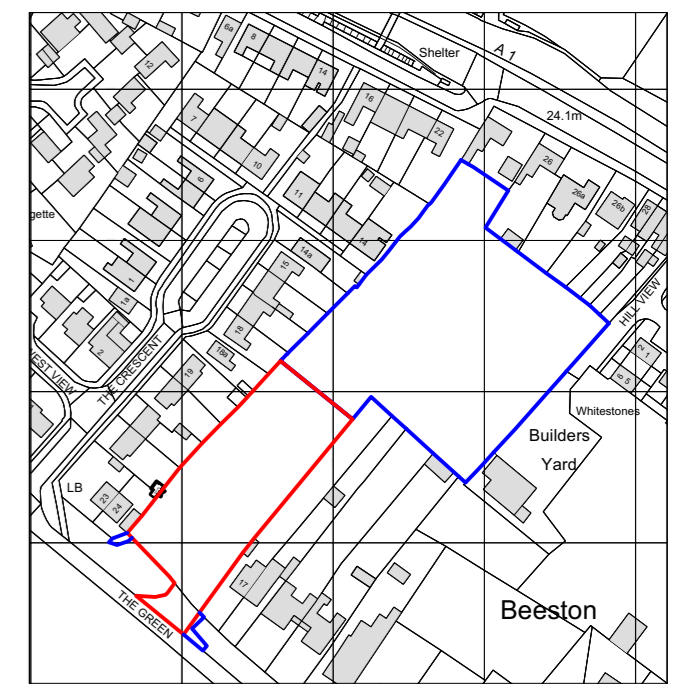
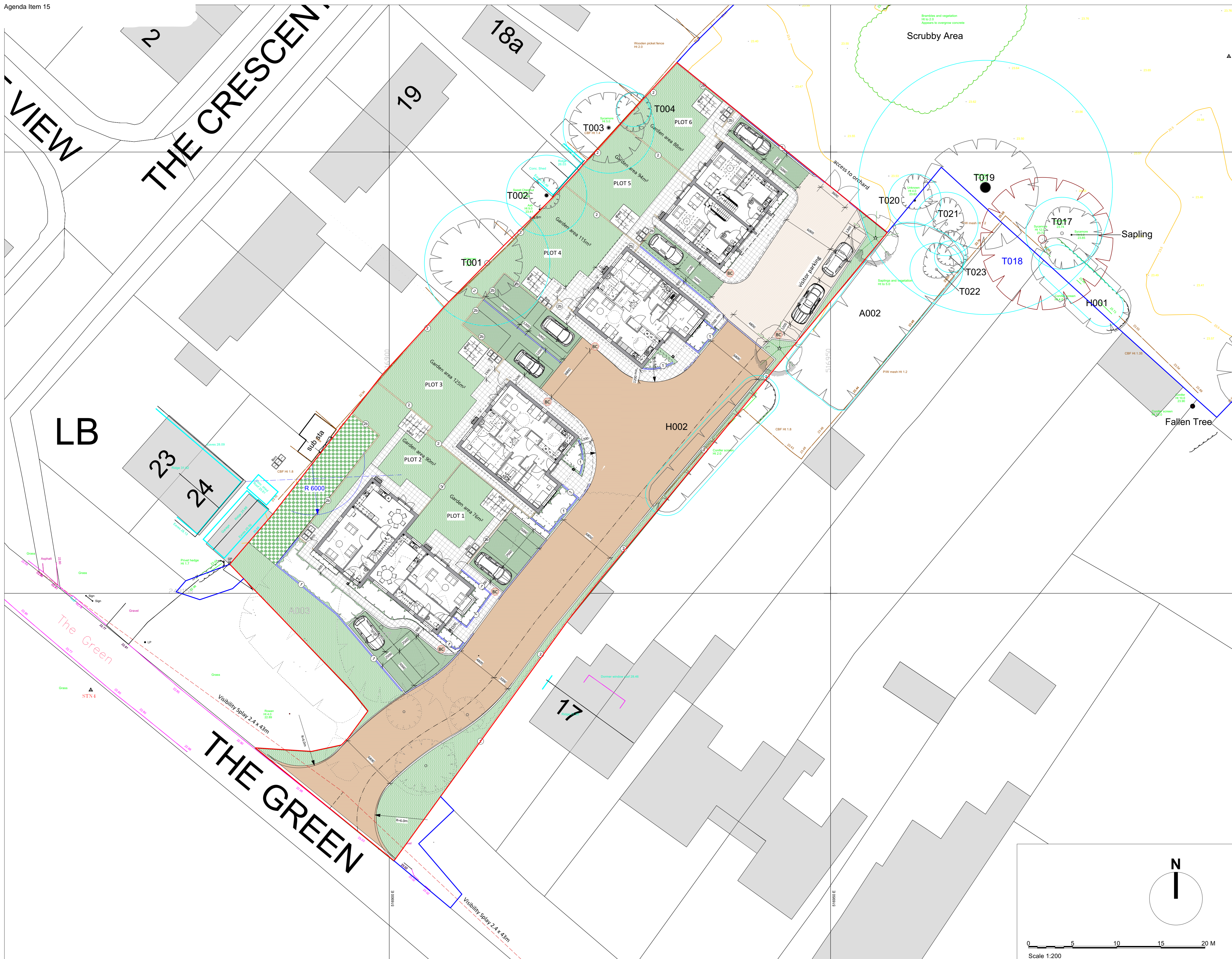
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The Green, Beeston, Sandy - Additional Query



N Scale: 1:1250

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OS.100049029 Central Bedfordshire Council
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Keyplan
1:2500

Landscape Materials Legend

- Permeable Block Paving, Marigold
- Permeable Block Paving, Brindle
- Permeable Block Paving, Multi
- Concrete Slab Patio Paving
- Grassed area
- Grasscrete surface
- Planting bed
- New Trees
- Existing Trees removed
- Existing Trees retained
- Root protection zone of retained trees
- Boundary Line
- Timber knee rail 600mm high
- Timber close-boarded fence, 1800mm high
- Timber close-boarded fence, with trellis
- Bin collection point

Accommodation

2no. 2bed 4p bungalows
2no. 2 bed 4p houses
2no. 4 bed 6p houses

14no. Parking spaces - Allocated
2 per 2 bed bungalow
2 per 2 bed house
3 per 4 bed house

2no Visitor spaces

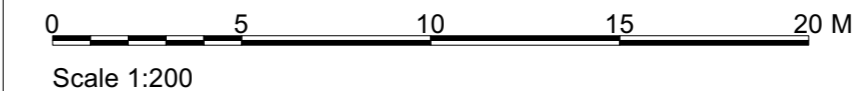
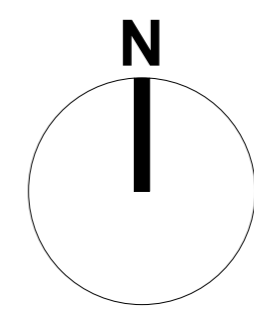
Total: 6 Houses

Site: 0.29 Hectares
Density: 21 dwellings/Hectare

- K 07/11/2022 Grasscrete area reduced to be a minimum of 5m away from the line of the culvert
- J 12/10/22 Amendments to position of houses on plots 1 and 2.
- I 07/10/2022 Plots 1 and 2 mover back to avoid 9m easement to water course. General minor adjustments to rest of site due to relocation of plots 1 and 2
- H 28/03/22 Application boundary amended

PLANNING

Project title CBC The Green Beeston		
Drawing title Proposed Site Plan		
Drawing no. 20013wd2.01	Rev K	The Barr, Sewell, Dumstable Bedfordshire LU5 1BP telephone 01582 690222 www.kylesmartassociates.co.uk Chartered Architects
Scale 1:200@A1	Date Aug 20	
Drawn by CH/OP	Checked by CS	





SANDY
Town Council

SANDY TOWN COUNCIL ACTION PLAN 2023/24

The following Action Plan summarises and prioritises the Council’s activities and projects that will continue to be worked on over the remainder of the 2023/24 financial year. The action plan is mainly project based and does not take into account the daily business of the Council, such as routine maintenance and administration, dealing with and carrying out actions resulting from public enquiries, completing training and statutory activities (e.g. internal audit).

Town Council Projects			
Project Title	Actions	Responsibility	Timescales
2023/24 Activities			
Cemetery Extension	1) Agree cemetery final design with CDS and get costs for next stage of project. 2) Tender document for landscape contractors goes out 3) Landscaping to start 4) Update for burial regulations to incorporate extended area 5) Landscape work completed	1) CWG 2) Clerk/CWG 3) Clerk/CWG 4) CWG/Admin Team 5) Contractor/CWG W	July 2023/August 2023 Sept 2023 Oct/Nov 2023 Dec 2023 Oct 2024
Jenkins Pavilion Development	1) Construction Phase 2) Agree terms of lease 3) Agree management terms 4) Agree Profit Share	1) CBC/Pentaco/STC 2) STC/CBC/Solicitors 3) STC/CBC/Everyone Active 4) STC/CBC	Ongoing Oct 2023 Sept/Oct 2023 Oct 2023
Sandye Place Academy	1) Ongoing liaison with parties who have decision making power over the future of the facility and joint work with CBC Ward Councillors	1) STC/Clerk/CBC	Ongoing

	<ul style="list-style-type: none"> 2) Continue to communicate STC’s vision via the Neighbourhood Plan of how Sandye Place could benefit the community and help build a sustainable and well-planned town. 3) Submit application for Sandye Place to be listed as an Asset of Community Value 	<ul style="list-style-type: none"> 2) STC/Clerk/NHP 3) Richard Barlow/Clerk 	<ul style="list-style-type: none"> Ongoing Completed
Allotments Beeston Village site	<ul style="list-style-type: none"> 1) Pursue lease with CBC regarding allotment land at Beeston (Village Site) 2) Undertake conditions survey of land to understand it’s suitability for allotments 3) Engage National Allotment Society to create a map/plan of the site 4) Undertake soil assessment of site 5) Agree lease for site 6) Work starts on allotment development 	<ul style="list-style-type: none"> 1) Clerk/Solicitor/CBC 2) Deputy Clerk/Andrew Havergal 3) STC/NAA/Clerk/BWG 4) TBC 5) STC/CBC 6) Contractor/STC 	<ul style="list-style-type: none"> 7th August 2023 Completed Oct/Nov 2023 Oct/Nov 2023 Nov/Dec 2023 Dec 2023
Provision of Allotments	<ul style="list-style-type: none"> 1) Engage with 3rd parties to identify appropriate land for lease 	<ul style="list-style-type: none"> 1) Clerk/STC/CBC 	<ul style="list-style-type: none"> Ongoing
Community Emergency Action Plan	<ul style="list-style-type: none"> 1) Update the current plan and check all contacts are still relevant 2) Undertake emergency equipment audit 3) Translate plan into new CERT template 4) Make up emergency kit box 5) Have plan checked by BLEVEC members 6) Publish plan and keep copies in the office and depot 	<ul style="list-style-type: none"> 1) Clerk/Admin 2) Outdoor Team Leader/Deputy Clerk 3) Clerk/Admin 4) Clerk/Admin 5) Clerk/BLEVEC 6) Clerk/Admin 	<ul style="list-style-type: none"> Complete Complete Oct/Nov 2023 Oct/Nov 2023 Nov 2023 Nov 2023
EastWest Rail & A1	<ul style="list-style-type: none"> 1) Representatives to attend meetings of neighbouring parishes and with local MP to consider areas of joint concern and priority for STC. 	<ul style="list-style-type: none"> 1) STC Reps/Mayor 	<ul style="list-style-type: none"> Ongoing
Sunderland Road Recreation Ground and	<ul style="list-style-type: none"> 1) Engage with Football Foundation regarding funding and surveys of the area 	<ul style="list-style-type: none"> 1) Deputy Clerk/Outdoor Team Leader 	<ul style="list-style-type: none"> Ongoing

<p>Bedford Road Recreation Ground Pitch Improvements</p>	<p>2) Apply for grant 3) Create project plan and schedule for works together with training in conjunction with contractor.</p>	<p>2) Deputy Clerk/Clerk 3) Deputy Clerk/Clerk/Outdoor team Leader/PitchPower.</p>	<p>TBD TBD</p>
<p>Christmas Lights Event</p>	<p>1) Determine Project Plan 2) Create event plan and timetable and undertake RA 3) Apply for road closures 4) Engage with stall holders 5) Book entertainment and stage (including Father Christmas) 6) Book First Aid Cover 7) Publicity</p>	<p>1) Event Working Group 2) Clerk/Event Organiser 3) Admin 4) Admin/Event WG 5) Admin/Event WG 6) Admin 7) Admin/Event WG</p>	<p>Complete Oct/Nov 2023 Completed Ongoing Oct/Nov 2023 Completed Ongoing</p>
<p>Sandy Green Wheel</p>	<p>1) Agree dates for Green Wheel Walks 2) Mayors Green Wheel Walk 3) Attendance at Friends of Sandy Green Wheel Meetings</p>	<p>1) Event WG 2) Event WG 3) STC Reps/Clerk/Deputy Clerk.</p>	<p>Jan 2024 Spring 2024 TBD</p>
<p>Office Space Re-organisation</p>	<p>1) Agree new office layout for Admin Team making best use of available space. 2) Agree any costs with PF&R 3) Undertake move of furniture</p>	<p>1) Clerk/Mayor/Admin Team 2) Clerk/PF&R 3) Clerk/Admin Team</p>	<p>July 2023 July 2023 Aug 2023</p>

<p>Town Council 2023/24 Activities</p>
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On-Going Activities/Business as usual	
Council meetings	Agendas, attendance at and minutes of, reports, administration
Council Administration	Administration, printing, stationery orders, cleaning supplies, chamber bookings
Actions	Taking forward actions as agreed in meetings including procurement of equipment and undertaking surveys
Customer/Resident Queries	Administration and response to all queries that come into the Office via post, email, telephone, web enquiries and office walk-ins.
Public Engagement	Creating stories and posts for the website and social media, sending out press releases and proactively seeking opportunities to promote the council and its services. Seasonal Newsletter. Designing and undertaking public consultations.
Cemetery Management	Undertaking all aspects of cemetery management from liaising with families, undertakers and stone masons, to the administration of legal documentation and ensuring all burial and memorial records are completed to required standards. Ongoing maintenance of the cemetery area and chapel.
Council Website	Continued maintenance and update
Civic Matters	Honorary Freeman & the Mayor's Award
IT & Office Equipment	Administration and supply
Buildings Maintenance	Maintenance of Council owned estate including 10, Cambridge Road, Public Toilets, Car Park and Depot.
Utilities	Administration and Supply
Vehicles	Administration and Maintenance
Fishing Licences	Administration and Supply
Tourist Bookings	Administration
Human Resources	Payroll, administration of staff annual leave and sick leave, staff recruitment and training, appraisals, and personal development
Museum	Administration of visits to the museum and conducting tours as and when required
Events	Organising and running two seasonal markets, event planning and organisation for larger national events and any other STC Annual Events including Christmas Lights Event and Remembrance Sunday Parade. Other events organised as required
Open spaces	Maintenance and upkeep of all open spaces and recreation grounds owned by STC. Administration of land use requests such as fairs, community events, Sandy 10 etc