Ferryhill Town Council
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Dear Councillor,

I Hereby Summon You to attend a **Meeting** of the **Corporate Governance Committee** at 6.30pm on **Tuesday, 3rd September 2024,** which will be held at **Ferryhill Town Hall, Chapel Terrace, Ferryhill, Co Durham, DL17 8JL**

Dated 28th August 2024

Leeanne Owens
Town Clerk

Membership:
Councillors P Atkinson, K Conroy, D Farry, L Fellows, B Lamb, J Makepeace

AGENDA

1. **Appointment of Chair**

2. **Appointment of Vice-Chair**

3. **Apologies for Absence**

4. **Declarations of Interest**
   To invite members to declare any interest they may have.

5. **Members' Dispensation**
   To consider written requests for dispensations from members who have declared interests under Disclosable or Non-Disclosable Pecuniary Interests – Section 33 of the 2011 Localism Act.

6. **Public Participation (Subject to Public Participation Policy)**
Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda. Questions will not be received by the Council which are in furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister. A question will not be received by the Council where the issue it concerns has been the subject of a decision of the Council in the last six months.

7. **Terms of Reference**
To consider and review the terms of reference of the Corporate Governance Committee

8. **Report from Internal Auditor**
To consider terms of reference for proposed audits.

9. **Policies due for renewal**

    1. Flexible Working Policy.

10. **Motions Policy**
To consider the attached report

ITEM NO. 7

CORPORATE GOVERNANCE COMMITTEE

TERMS OF REFERENCE

Purpose:	To have overview how the Council directs and controls its functions and the way it relates to its community, including the policies, procedures, legislation and structures which together control the way the Council manages its business.
Membership:	6 Members of the Council
Quorum:	3 Members
Meetings:	To meet as and when required, usually no more than 4 meetings per year
Minutes	The minutes of the Committee are to be presented to the next ordinary meeting of the Council.

The remit of this Committee is to:

Internal Audit

1. To consider the Internal Auditor's proposed Annual and Three Year Audit Plan and make suggestions as appropriate (NB the final decision on the Plan with be with the Internal Auditor).

2. To consider reports and action plans from the internal auditor and the implementation of recommended actions within a reasonable timescale.

3. To consider the Internal Auditor's annual report and opinion and the level of assurance given to the Council's corporate governance arrangements.

4. To consider the Internal Auditor's follow-up reports and any action which may be required to implement actions which have not been completed.

5. To ensure the Internal Audit function is adequately resourced and has appropriate standing within the Council.

6. To consider an annual review of the effectiveness of Internal Audit

External Audit

7. To consider the external auditor's annual letter following completion of the audit, and any issues, if appropriate, in the accompanying Issues Arising Report.

8. To monitor compliance with the external audit process, including meeting statutory dates for the annual audit process.

Policies and Governance

9. To monitor the effectiveness of the Council's policies, with particular reference to those considered to be within the definition of Corporate Governance and including whistle-blowing, anti-fraud & corruption and complaints.

10. To monitor compliance with the General Data Protection Regulations, and any issues which may arise.

11. To monitor compliance with Freedom of Information Act.

12. To make appropriate recommendations to the Council in relation to 9, 10 and 11, in order to improve relevance and effectiveness.

13. To keep under review the Council's Corporate Governance Framework to ensure the structures (e.g. committees), processes (e.g. risk management and assurance) and roles (e.g. finance manager, accountant) support the effective implementation and development of open and transparent corporate governance across the Council.

14. To review and monitor the Member and Officer Relations to ensure relevance and compliance.

15. To review the Annual Governance Statement prior to completion as part of the final accounts process.

16. To review the Terms of Reference of all Committees, Sub-Committees and Working Groups to assess contribution to effective corporate management.

Risk Management

17. To keep under review the Council's overall corporate risk management processes, and to make recommendations to the Council as appropriate.

18. To review the Risk Register and monitor the implementation of actions agreed to reduce risk.

Finance and Accounts

19. To review procedures for the preparation of the annual revenue and capital budgets.

20. To review the preparation of the Annual Return in terms of compliance with statutory requirements including deadlines, appropriate accounting policies and address any concerns which might arise from the Return.

21. To monitor the implementation of the Council's Treasury Management Policy.

ITEM NO. 8

Ferryhill Town Council
Governance Committee

Report of Internal Auditor
Terms of References for Internal Audits for the period September to December 2024

Date: 3rd September 2024

1. Purpose of the report

1.1. The purpose of the report is to inform members of the Terms of References for my Internal Audit work for the period September to December 2024, in accordance with the Annual audit plan of work, for 2024/25.

2. Background

2.1. Internal Audit is an independent appraisal function which must be provided to the Council as a requirement of the Accounts and Audit regulations.

2.2. All audits are carried out in accordance with the CIPFA code of practice for Internal Audit in Local Government, which require that key controls and risks associated with all major systems, processes and procedures are identified and evaluated.

2.3. It was previously agreed that prior to undertaking audits that the auditor submits details of the audits to be carried out which included due diligence work within the scope of each audit. This will be reflected in the audit report.

2.4. This report attaches the terms of references for the 5 audits to be carried out between September and December 2024 at Ferryhill Town Council.

3. Conclusion

3.1. Members are asked for any comments and their agreement on the attached terms of references for the audits.

Gordon Fletcher
Internal Auditor

Terms of Reference
For the review of Accounts Receivable

Background

1. Internal Audit is an assurance function that provides an independent and objective opinion to the Council on governance, control, and risk management by evaluating their effectiveness in achieving the Council's objectives. It objectively examines, evaluates, and reports on the adequacy of the control environment regarding proper economic, efficient and effective use of resources.

2. A review of Ferryhill Town Council, Accounts receivable system was agreed and included within the 2024/25 annual Internal Audit Plan.

3. **The Scope of my Review** Is to provide a risk based assessment of the system in place in order to form an opinion as to whether it is robust and provides an adequate basis for effective control.
Details of the work carried out is shown under 4 objectives.

Objective 1: Compliance with internal and external regulations, legislation and guidance.
Key risks:
Untraceable debtors and accumulation of arrears.
Debtor records created incorrectly.
Disputed invoices.
Failure to comply with legislation and misinterpretation of legislation.
Lack of source of reference.

Objective 2: Information used to monitor and manage the Debtors is reliable and accurate
Key risks:
Inability to establish level of debt.
Transactions are posted to correct income codes.

Objective 3: Economic and efficient use of resources
Key risks:
Failure to update regular and predictable amounts due e.g. rents/licences.
Recovery action initiated unnecessarily.
Debts and bad debts are allowed to accumulate.
Invoices delayed or not raised.

Objective 4: All assets are safeguarded
Key Risks:
Debts raised incorrectly
Service provision continues with bad debtors.

Resource Requirements

4. The review will be undertaken by Gordon Fletcher, Internal Auditor for the Council. It is scheduled to start in November 2024 and will require no more than 1 days of audit resource input.

Reporting Arrangements

5. The Town Clerk and Finance and Administration Manager will be kept regularly informed of progress on my review. On completion of the review, conclusions and potential recommendations will be discussed with the appropriate Officer prior to the preparation and issue of the draft report, which will be within 1 week of completing the work.

Implementation of Recommendations

6. I will undertake appropriate follow-up work to confirm with responsible managers whether the recommendations agreed within the Action Plan (if required) that supports the internal audit report have been implemented as intended and within timescale.

Terms of Reference for the review of the Cemeteries for Ferryhill Town Council - 2024/2025

Background

1. Internal Audit is an assurance function that provides an independent and objective opinion to the Council on governance, control, and risk management by evaluating their effectiveness in achieving the Council's objectives. It objectively examines, evaluates, and reports on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of resources.

2. A review of Ferryhill Town Council, Cemetery was agreed and included for completion within the 2024/2025 annual Internal Audit Plan.

3. The Scope of my Review is to provide a risk based assessment of the system in place in order to form an opinion as to whether it is robust and provides an adequate basis for effective control.

Details of the work carried out is shown under 3 objectives which identifies the risk associated with each. Each Objective have their own key controls and testing is carried out on these, and the findings are shown in the report at the end of the audit

Objective 1:
To ensure that the cemeteries system sets and achieves objectives in accordance with the aims and policies of the Council.
Key risks:
Cemeteries system is not administered in line with agreed Council policy
Incorrect charges are applied resulting in incorrect income.

Objective 2:
Compliance with internal and external regulations, legislations and guidance
Key Risks:
Cemeteries system is not administered in line with agreed Council policy

Objective 3:
Information used to monitor and manage the cemeteries is reliable and accurate.
Key Risks:
Monies are misappropriated,
Fraudulent transactions are covered up.

Resource Requirements

4. The review will be undertaken by Gordon Fletcher, Internal Auditor for the Council. It is scheduled to commence in October 2024.

Reporting Arrangements

5. The Town Clerk or nominated Officer will be kept regularly informed of progress on my review. On completion of the review, conclusions and potential recommendations will be discussed prior to the preparation and issue of the draft report,

Implementation of Recommendations

6. The Internal Auditor will undertake appropriate follow-up work to confirm with responsible managers whether the recommendations agreed within the Action Plan that supports the internal audit report have been implemented as intended and within timescale.

Terms of Reference
For the review of the Payroll System for Ferryhill Town Council

Background

1. Internal Audit is an assurance function that provides an independent and objective opinion to the Authority on governance, control, and risk management by evaluating their effectiveness in achieving the Authority's objectives. It objectively examines, evaluates, and reports on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of resources.

2. A review of the Payroll system was agreed and was subsequently included for completion within the 2024/25 Internal Audit Plan.

Objective of Review

3. The objective of this audit review is to provide a risk based assessment of the payroll system in place in order to form an opinion as to whether it is robust and provides an adequate basis for effective control.

The detailed objectives are to ensure that:
Objective 1: Payroll and related expenditure are incurred only in respect of authorised staff and in line with Council procedures.
Key risks: Unauthorised payments made

Objective 2: Payments are correctly calculated and paid accurately and in a timely manner.
Key Risks: Incorrect payments made

Objective 3 :Starters and Leavers data is applied correctly
Key risks: Incorrect data submitted for starters and leavers

Objective 4: Payroll is accounted for correctly.
Key risks: incorrect amounts shown in the accounts

Objective 5: Payroll system and data are secure
Key Risks: Important information is stolen

Resource Requirements

4. The review will be undertaken by Gordon Fletcher. It is scheduled to start in September 2024 and will require no more than 1 day of audit resource input.

Reporting Arrangements

5. The Town Clerk and the Finance and Administration Manager will be kept regularly informed of progress on my review. On completion of the review, conclusions and potential recommendations will be discussed prior to the preparation and issue of my draft report, which will be within 1 week after the completion of the audit.

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Implementation of Recommendations

6. If required the Internal Auditor will undertake appropriate follow-up work to confirm with responsible managers whether the recommendations agreed within the Action Plan that supports the internal control report have been implemented as intended and within timescale.

Terms of Reference for the review of Members and Officers expenses (including Civic expenses) System for Ferryhill Town Council

Background

1. Internal Audit is an assurance function that provides an independent and objective opinion to the Council on governance, control, and risk management by evaluating their effectiveness in achieving the Council's objectives. It objectively examines, evaluates, and reports on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of resources.

2. A review of the Members and Officers expenses (including civic expenses) system was agreed and was subsequently included for completion within the annual Internal Audit Plan for 2024/25

Objective of Review

4. The objective of this audit review is to provide a risk based assessment of the payroll system in place in order to form an opinion as to whether it is robust and provides an adequate basis for effective control.

The detailed objectives of this audit are to ensure that:

- the allowances system sets and achieves objectives in accordance with the aims and policies of the Council.
- Compliance with internal and external regulations, legislation and guidance.
- Information used to monitor and manage allowances is reliable and accurate.
- Civic Expenditure is correctly controlled and accounted for, stock items purchased are stored securely and suitably controlled.

Resource Requirements

4. The review will be undertaken by Gordon Fletcher. It is scheduled to start in November 2024 and will require no more than 1 days of audit resource input.

Reporting Arrangements

5. The Town Clerk and Finance and Administration Manager will be kept regularly informed of progress on my review. On completion of the review, conclusions and potential recommendations will be discussed prior to the preparation and issue of my draft report.

Implementation of Recommendations

6. If required the Internal Auditor will undertake appropriate follow-up work to confirm with responsible managers whether the recommendations agreed within the Action Plan that supports the internal control report have been implemented as intended and within timescale.

Terms of Reference
For the audit review of Income Collection and Banking

Background

1. Internal Audit is an assurance function that provides an independent and objective opinion to the Council on governance, control, and risk management by evaluating their effectiveness in achieving the Council's objectives. It objectively examines, evaluates, and reports on the adequacy of the control environment to ensure the proper, economic, efficient and effective use of resources.

2. A review of Ferryhill Town Council, Income collection and Banking arrangements was agreed and was subsequently included within the annual Internal Audit Plan, for 2024/25.

Objectives of my Review

3. The objectives of my review will be to ensure that:

3.1. **Objective 1:** The income and banking system sets and achieves objectives in accordance with the aims and policies of the Council.
Key risks:
Income and Banking is not administered in line with Council policy.
Incorrect fees and charges are applied resulting in lost revenue to the Council.

3.2. **Objective 2**: Compliance with internal and external regulations, legislation and guidance.
Key risks:
Income and Banking is not administered in line with Council policy and/or procedures.

3.3. **Objective 3**: Information used to monitor and manage income and banking is reliable and accurate.
Key risks:
Income is misappropriated or impossible to trace.
Income is misappropriated due to inefficient cash control or banking procedures.
Fraudulent transactions are covered up.

3.4. **Objective 4:** Economic and efficient use of resources.
Key Risks
Income is misappropriated due to inefficient cash control or banking procedures.

3.5. **Objective 5:** All assets are safeguarded.
Key risks:
Income is stolen due to inadequate security measures.

Resource Requirements

4. The review will be undertaken by Gordon Fletcher. It is scheduled to start in October 2024 and will require no more than 1 days of audit work at Ferryhill Town Council.

Reporting Arrangements

5. The Town Clerk or nominated Officer will be kept regularly informed of progress on my review. On completion of the review, conclusions and potential recommendations will be discussed with the relevant officers prior to the preparation and issue of my draft report, which will be within 1 week from the completion of the audit.

Implementation of Recommendations

6. I will undertake appropriate follow-up work to confirm with responsible managers whether the recommendations agreed within the Action Plan that supports the internal control report have been implemented as intended and within timescale.

ITEM NO: 9

Subject: **Flexible Working Policy**

Report of: **Town Clerk**

Committee: **Corporate Governance**

Date: **3rd September 2024**

1.0 PURPOSE OF THE REPORT

To review the Council's Flexible Working Policy.

2.0 DETAIL

To comply with changes in legislation and part of good working practices, the Council is to ensure that Policies and Procedures are current and up to date. As part of the terms of reference for this Committee, the above policy falls under this Committee's remit and this is due to be updated, mainly due to changes in legislation.

2.1 A copy of the updated Policy is attached, and the updates are highlighted in yellow.

3.0 RECOMMENDED

3.1 That the amendments to the policy be approved.

FERRYHILL TOWN COUNCIL

POLICY

Flexible Working, Time Off & Office Flexi Time

SECTION ONE

FLEXIBLE WORKING

1.0 Introduction

1.1 The Town Council recognises the need to balance family responsibilities with paid work. This policy is supported by a raft of similar policies to assist the employee's work/life balance, such as:

- Maternity Leave Policy
- Paternity Leave Policy
- Parental Leave Policy and
- Adoption Leave Policy

1.2 Ferryhill Town Council supports the principle that employees should enjoy a work-life balance, which recognises the needs of the service whilst at the same time allowing for a degree of flexibility in order to accommodate other commitments.

1.3 A flexible working request can be requested to:

- reduce the employee's hours of work
- change the employee's start and finish time
- have flexibility with start and finish times (sometimes known as 'flexitime')
- work hours over fewer days ('compressed hours')
- work from home or elsewhere ('remote working'), all or part of the time
- share the job with someone else

The employee can ask for the change to be for:

- all working days
- specific days or shifts only
- specific weeks only, for example during school term time

1.4 It is a fundamental requirement of any flexible working scheme that the efficiency of the Council and levels of service provided are maintained. Employees are expected to co-operate with the need to ensure minimum staffing levels are maintained during the normal working day, including the lunch period and other breaks, to facilitate contact with the public and other customers.

1.5 Once a request is made, the Council will consult with the employee to assess the request. The request will be held reasonably in line with the ACAS code of practice, however there is no unilateral right to alter the employees working pattern.

2.0 Eligibility

2.1 Every employee has a statutory right to request flexible working. This right applies from the first day of employment.

2.2 If an employee submits a flexible working request the Council will:

- look at the request fairly, following the Acas Code of Practice on flexible working requests
- make a decision within a maximum of 2 months

2.3 All flexible working requests should be reviewed and consulted individually.

If the employee is a parent or carer, the Council have other ways for them to take time off. For example, parental leave to look after their child or time off for dependants.

2.4 Employees are entitled under new legislation to make two statutory requests for flexible working in any 12-month period.

2.5 An employee may have only one live request for flexible working with the Council at any one time. Once a request has been made, it remains live until any of the following occur:

- a decision about the request is made by the Council
- the request is withdrawn
- an outcome is mutually agreed
- the statutory two-month period for deciding requests ends

Any decision and appeal will be concluded within 2 months as per the new flexible working legislation. If a mutual agreement to extend the process is agreed then this will be confirmed in writing.

2.6 If the employee is disabled

They should:

- make a reasonable adjustment request if their request relates to their disability
- make a flexible working request if their request does not relate to their disability, for example it's about time off on Wednesdays to provide childcare for a relative's child

3.0 Making an application

3.1 The employee’s request letter or email must say they're making a 'statutory flexible working request'.

It must also include:

- the date of the request
- the change the employee is requesting to the terms and conditions of their employment in relation to their hours, times or place of work
- the date the employee would like the change to come into effect
- if and when the employee has made a previous request for flexible working to the Council

4.0 Meeting to discuss the application

4.1 Once a request has been received a meeting to discuss the application must take place as soon as possible on receipt of the application.

4.2 The meeting to discuss the application will focus on the following:

- the reason for the request;
- how the flexible working request might affect the employee and the Council;
- any benefits to the change;
- any business reasons for potentially rejecting the request;
- any alternative options, if there's a genuine business reason to reject the request;
- if the request relates to a disability, this could be managed alternatively by a reasonable adjustment

4.3 The employee must give a reasonable explanation if they can't attend the meeting. If the employee fails to give a valid reason for not attending the meeting, then a decision will be made based on the information the Council already has.

4.4 The Town Clerk/Line Manager must make a decision within 2 months of receiving the application to decide if they are going to grant or decline the request for flexible working and inform the employee in writing.

4.5 If the Council agrees to the flexible working request, a new contract will be issued to the employee setting out the new terms of employment.

5.0 Bringing someone to the meeting

5.1 Employees can bring a work colleague or trade union representative to the meeting. The trade union representative can discuss things with the Council but they can't answer questions on behalf of the employee.

5.2 If the colleague or representative can't make the meeting, it should be rearranged to take place within 7 days of the original meeting date.

6.0 When changes must be in writing by law

6.1 If the change affects anything that must legally be in the employee's employment contract, the Council must put it in writing. They must do this within a month of the change taking effect.

This includes changes to the employee's:

- working hours
- pay
- job location
- holiday entitlement

7.0 If the request for Flexible Working is turned down

7.1 If the Council does not agree to the request for Flexible Working, the employee can appeal against the decision to the Member Appeal Panel (Elected Members of the Council's Human Resources Sub-Committee and the Town Clerk).

8.0 Reasons why the request may be turned down

8.1 The Council can turn down the flexible working request if there's a valid business reason for doing so.

By law, the Council can turn down the flexible working request if:

- it will cost too much;
- they cannot reorganise the work amongst other staff;
- they cannot recruit more staff;
- there will be a negative effect on quality;
- there will be a negative effect on the business' ability to meet customer demand;
- there will be a negative effect on performance;
- there's not enough work for the employee to do at the times they've requested to work;
- there are planned changes to the business, for example, the Council plans to reorganise or change the business and thinks the request will not fit with these plans.

9.0 Withdrawing an application

9.1 If an employee decides to withdraw an application they should notify the Town Clerk in writing as soon as possible.

9.2 If the employee doesn't provide the extra information that the Town Clerk/Line Manager needs to make a decision, then a decision will be made based on the information that the Council has received.

10.0 Responsibility

10.1 The Town Clerk will be responsible for administering any requests for flexible working, in consultation with the appropriate Line Manager and via H.R. Support provided by Durham County Council.

10.2 The decision in relation to flexible working must be made within 2 months. If the employee has not received a decision within this time, they must raise this with the Council.

10.3 The Line Manager will be responsible for administering and managing the efficient operation of the service.

10.4 It will be necessary for discussions to take place between individuals, teams and Line Managers to mutually agree working patterns for the team, which will facilitate satisfactory cover during standard operational hours. Whilst the Scheme does not specify those times when employees must be present, it is essential for managers/supervisors and teams to work together to plan satisfactory levels of cover in order to provide an effective service.

11.0 Health & Safety

11.1 The Flexible Working Scheme will take account of the Working Time Regulations which sets out a maximum weekly working time of 48 hours including overtime, and rest breaks where the working day is longer than 6 hours.

11.2 In respect of employees aged 16 to 18, the Regulations stipulate that there must be a minimum rest break of 30 minutes where the working day is longer than 4½ hours.

11.3 The legislation enables Councils to be fairly flexible in the organisation of working time, recognising that adjustments need to be made to reflect particular service needs. However, consideration will still need to be given to the general duty of care they owe to employees in addition to these Regulations.

11.4 Managers/Supervisors must also take account of health and safety factors when considering working arrangements that would involve an employee working alone at the beginning or end of a shift.

SECTION TWO

TIME OFF

1.0 Time Off

1.1 Where time off is required for medical or dental appointments it will be by agreement with immediate Line Managers. Employees covered by the Equalities Act should be accommodated for appointments relating to that condition.

1.2 Where possible, such appointments should be outside normal working hours.

2.0 Office Staff

2.1 In an emergency or when an appointment cannot be made outside of normal working hours, then flexi time must be taken and any time lost must be made up at another time so that the employee's normal weekly hours conform to their contractual commitment.

3.0 Works Staff

3.1 Where possible appointments should be made outside of normal working hours. If appointments are not able to be made outside of normal working hours, then the Works Staff will be permitted to attend appointments on the understanding that any hours of work lost, will be made up within an agreed timeframe.

SECTION THREE

OFFICE FLEXI TIME

1.0 Principles of the Flexi Scheme

1.1 This scheme only applies to Town Council office staff and also to the Works Manager.

1.2 The Flexi Scheme is in place to create greater flexibility in order to support service delivery and assist employees in managing their work-life balance and childcare arrangements, however, flexi time does not give an employee an automatic right to take flexi hours. The needs of the Council and adequate staffing cover / rota systems must always be considered.

1.3 The Town Clerk will monitor closely the hours that staff are working, arrange sufficient office cover, and ensure that the scheme is managed consistently in order for it to work effectively.

1.4 Hours **must** be accrued in advance of taking flexi leave as there is no debit process, except in exceptional circumstances and agreed with the appropriate Line Manager/Town Clerk.

1.5 Any flexi leave must first be approved in advance by the immediate Line Manager or in his/her absence, the Town Clerk and will be granted on a first come first served basis. The annual leave record card must be completed and then signed by the Line Manager.

1.6 Employees should always ensure that there is adequate office coverage in the Town Hall during opening hours:

9.00am to 12noon and 1.00pm to 4.30pm Monday to Thursday and

9.00am to 12noon and 1.00pm to 4.00pm on Friday.

A **minimum** of two staff must be present and this does not include staff who are out of the office at meetings.

1.7 A maximum of 22.5 hours flexi time can be accrued and carried forward at the end of any four week timesheet period.

1.8 In accordance with the Working Time Regulations, all employees must ensure that they take at least half an hour break for lunch or 20 minutes for every 6 hours worked.

1.9 Any abuse of flexi time or flexi time procedures is a disciplinary offence and may be considered to be gross misconduct. If employees do not observe the procedures for the flexi scheme, then use of the scheme can be withdrawn from an individual person.

1.10 All rights under the Green book scheme are not affected by this policy.

2.0 Core Hours

2.1 Subject to the above:

Employees should start work between 7:00am and 9:59am.

Morning core time is from 10:00am to 11:59am.

Lunchtime is from 12 noon to 1:59pm.

Afternoon core time is from 2:00pm to 3.59pm.

3.0 Procedure to be Followed

3.1 This scheme must not be abused, and care must be taken to minimise the amount of flexi time accrued each year. The scheme is in place to assist employees in managing their work-life balance and childcare arrangements, not to provide employees with an opportunity to accrue extra days holiday to supplement their annual leave entitlement.

3.2 Employees are allowed to take 2 days flexi leave every four-week timesheet period, unless special permission is given by the Town Clerk to have more. This does not have to be taken as a full half a day or a full day. So, for example, an employee may finish work early at 3pm, however, this will count as using one half day period as it is within core time. If the employee finished work at 4pm, this would not count as one half day period as this is outside of core time.

3.3 Flexi time should be used for medical appointments, i.e. doctors, dentist, opticians, hospital appointments, etc, and the time sheet should be used to indicate this for however long the employee was out of the office.

3.4 Employees are only allowed to work after 6pm or before 7am if:

i) They are on work related courses, conferences, meetings, etc. and will be reimbursed their time for the whole time spent at the event, plus travelling time, if longer than the usual time spent travelling to and from work. The only exception to this may be where a Learning Agreement has stated otherwise, i.e. if the employee has requested particular training for their continued professional development and the Council is paying a significant amount towards the fees, travelling expenses, etc.

ii) They have special permission from the Town Clerk.

iii) They were required to attend an official visit or at an official meeting, e.g. Town Council meeting.

3.5 Overtime can only be paid once an employee has worked their contracted hours for the four-week period in which the overtime is claimed. For example, an employee contracted to work 37 hours per week must have worked 148 hours during the previous four weeks before they can be paid overtime.

3.6 Where an employee is required to work outside of the hours of 8.00am to 6.00pm between Monday and Friday, for example to attend a Council meeting, if they are paid at or below SCP28 they are entitled to be credited at time and a half, subject to the employee’s hours being in credit at the time of the said extra duties. Employees can also opt for the payment of overtime at this rate subject to being in credit in their hours.

3.7 Where an employee is required to work over a weekend period then flexi leave accrued (at time and a half time on a Saturday and double time on a Sunday) can be taken in addition to the above maximum of 2 days in the appropriate 4 week period. Alternatively, for those employees paid at or below SCP 28, overtime can be paid for this work at the appropriate rate, subject to the employee’s hours being in credit at the time of the said extra duties.

3.8 For any employees paid above SCP28 all hours worked on a weekend or during the week outside of the hours of 8.00am to 6.00pm will be credited at normal time.

3.9 All overtime claims must be approved by the Town Clerk in advance of the work being undertaken.

3.10 If employment comes to an end, any hours in credit must try to be used, however, if they are not then, with permission from the Town Clerk, they will be paid in the employee’s final salary.

4.0 Town Clerk Flexi Time

4.1 As the Proper Officer of the Town Council and due to the nature of the position, it is accepted that the Town Clerk will be required to work additional hours over and above their contracted 37 hours, for which overtime is not paid.

4.2 Additional hours worked by the Town Clerk should be actively monitored and managed through discussion between the Town Clerk and the Mayor, or in their absence Deputy Mayor, so that it does not become unreasonable.

4.3 Any additional hours worked will be compensated by taking flexi leave at a time convenient to the current work programme.

4.4 Excess in the number of hours worked will be carried over into the next four-week timesheet period.

ITEM NO: 10

Subject: **Motions Policy**

Report of: **Town Clerk**

Committee: **Corporate Governance**

Date: **03rd September 2024**

1.0 PURPOSE OF THE REPORT

To review the effectiveness of the Motions Policy.

2.0 BACKGROUND

2.1 As Members of the Corporate Governance Committee will be aware, Motions are covered in the Town Councils Standing Orders Proceedings and Business Policy which is reviewed at the Town Council's Annual Meeting in May each year.

2.2 As part of the Standing Orders Proceedings and Business Policy, there is a section within this policy that purely focuses on Motions and the process for managing Motions when these are presented to the Town Clerk prior to meetings. There is also a reference within the Standing Orders Proceedings and Business Policy that details how to manage Motions at meetings.

3.0 RECOMMENDED

3.1 That Members give consideration to the effectiveness of the current Motions Policy and determine whether this is needed going forward, given the information that has been presented to them in this report.

FERRYHILL TOWN COUNCIL

POLICY

MOTIONS

a) motions may be submitted to the Clerk in writing (including via email) and should include a brief explanation of their purpose. All motions shall relate to the responsibilities of the meeting which they are tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents. The appropriate officer to prepare a report for Council providing all relevant information relating to the motion

b) no motion, unless of an emergency nature see (see Standing Order 10), may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c) The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

d) If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 7 clear days before the meeting.

e) If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f) **Subject to standing order 9 (e) above,** the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g) Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

h) Motions rejected shall be recorded in a book for that purpose with a clear and valid explanation by the Proper Officer for their rejection and brought to the next full Council meeting together with the explanation for the rejection.