



**AGENDA FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 11TH MARCH 2019 AT THE GUILDHALL TOTNES**

You are hereby summoned to attend the Council Matters Committee, which is to be held in the Guildhall, Totnes on **Monday 11th March 2019 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments	Time
1	To receive apologies and to confirm that any absence has the approval of the Council.		2 minutes
<i>The Committee will adjourn for the following item:</i>			
Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.			15 minutes
<i>The Committee will convene to consider the following items:</i>			
2	To discuss any matters arising from the minutes of: a) Council Matters 11 th February 2019 - (already agreed through Full Council)	Enclosure	5 minutes
3	To consider the current year's budget allocations and balances and any virements needed.	Enclosure	10 minutes
4	To receive an update on the Neighbourhood Plan (standing item).	Cllr Simms	10 minutes
5	To consider an employee Absence Management Policy.	Enclosure	10 minutes
6	To consider a letter from SHDC regarding the 2019/20 precept increase and how to word a response.	Enclosure	10 minutes
7	To ratify the appointment of the Administrative Assistant.	Town Clerk	10 minutes
8	To note the date of the next meeting: Monday 8th April at 7pm in The Guildhall.		2 minutes
<i>The Committee will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>			
9	To note the last 12 months of sick leave.	Enclosure	5 minutes
10	To discuss a staffing matter in relation to serious illness.	Town Clerk	10 minutes

Future meetings agenda items:

- Update Statement of Internal Control
- Update Financial Regulations
- Signage and Public Realm projects
- Consider a Business Continuity Plan
- To review the Town Council Anti-Fraud and Corruption Policy.
- To review a summary of the required actions resulting from the Risk Assessment programme
- Investment options for general reserve

- To review various staffing policies
- To note sick leave and overtime balances
- To consider asset remedial works
- To consider terms of reference for the IT contractor
- To consider grant applications for the Community Fund – July 2019
- Review of Standing Orders and annual meetings calendar – May 2019

Committee Members – quorum is 5 members

- Cllr Whitty (Chair)

- Cllr Simms (Deputy)
- Cllr M Adams
- Cllr R Adams
- Cllr Sweett

- Cllr Price
- Cllr Westacott MBE
- Cllr Paine
- Cllr Hodgson

Catherine Marlton - Town Clerk



Item 2

**MINUTES OF THE COUNCIL MATTERS COMMITTEE
MONDAY 11TH FEBRUARY 2019 AT THE MASONIC HALL TOTNES**

Present: Councillor T Whitty, Cllr E Price, Cllr P Paine, Cllr J Hodgson, Cllr R Adams, Cllr J Sweett, Cllr M Adams, Cllr J Westacoot MBE, Cllr A Simms

Apologies: None

In Attendance: Catherine Marlton (Town Clerk), 1 member of the press, Cllr L Webberley

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	None
<i>The Committee will adjourn for the following item:</i>		
	Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	None
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of: a) Council Matters 14 th January 2019 - (already agreed through Full Council)	No matters arising.
3	To consider the current year's budget allocations and balances and any virements needed.	The current year budget monitor was considered and AGREED . No virements were considered necessary at this time.
4	To start discussing the interim review of Standing Orders	The Standing Orders were discussed. It was considered important to allow all Councillors time to make suggestions on the current Standing Orders before amending them and taking the new version to Full Council in May for the new Council to consider further or adopt. The suggestions coming forward from Council Matters committee and Cllr Webberley were: 1. Allowing a full 30 minute public participation session prior to the formal Full Council meeting starting. 2. Considering making the quorate level standard across committees and Full Council. 3. Considering the locations of the meetings over the course of the year. It was AGREED to take these points and other suggestions received to Full Council on 4 th March to make Councillors aware of comments needed. Amendments are needed to the Town Clerk by 31 st March 2019
5	To note the adoption of the Community Grants Policy and where it will be published.	This was noted and Councillors were asked to spread the word in the community.
6	To receive an update on the Town Centre Strategies Working Group meeting and the Future High Street funding	A verbal update was given by Cllr A Simms and Cllr T Whitty who both attended the meeting.
7	To receive an update on the Neighbourhood Plan (standing item)	Cllr Sweett left the meeting. Concerns were raised about the lack of recent meetings for the NP. It was RECOMMENDED to Full Council that 2 summary meetings would be arranged by Cllr A Simms as Chair prior to 31 st March 2019. These meetings would solely focus on summarising the current position of the NP and suggesting what administration and professional support would be required to complete the document. Then the group membership would need to be reviewed following May elections.
8	To note national guidance on purdah	Noted. Cllr R Adams wished it to be noted that she found the term 'purdah' offensive and would rather use election information.

9	To receive an update from Council Venues and Arts Working Group meetings	An update would be sent to all Councillors by email following the next round of meetings.
10	To note the agreed dates for the Mayoral Choosing and Annual Town Meeting: <ul style="list-style-type: none"> • Mayoral Choosing – 16th May 2019 • Annual Town Meeting – 23rd May 2019 	Noted.
11	To note the date of the next meeting: Monday 11th March at 7pm in The Guildhall And future meetings: <ul style="list-style-type: none"> • Town Matters – 21st Feb 2019 from 7pm • Arts and Council Venues Working Group – 25th February 2019 from 10am • Paige Adams and Full Council – 4th March from 6pm • Council Matters – 11th March from 7pm • Town Matters – 21st March 2019 from 7pm • Civic Dinner – 22nd March 2019 – evening in the Seven Stars Arts and Council Venues Working Group – 25 th March 2019 from 10am	Noted.
<i>The Committee RESOLVED to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
12	To consider the detailed request from the Museum Trust for funding to cover CCTV upgrade (COMMERCIAL SENSITIVE)	It was RECOMMENDED to Full Council that the allocation of £2500 was granted to the Museum for The upgrade of the CCTV system in order to facilitate accreditation and access to grant funding streams for the Trust.
13	To consider an internal staffing change	It was AGREED under delegated authority to the proposed internal restructure of staff. This will mean a small saving against the budget for 19/20 budget which would be reallocated to any additional costs arising from the public toilets discussion.
14	To note a verbal staffing update in relation to health issues	The Town Clerk verbally updates and this was noted by all.

Future meetings agenda items:

- Update Statement of Internal Control
- Update Financial Regulations
- Signage and Public Realm projects
- Consider a Business Continuity Plan
- To review the Town Council Anti-Fraud and Corruption Policy.
- To review a summary of the required actions resulting from the Risk Assessment programme
- Investment options for general reserve
- To review various staffing policies
- To note sick leave and overtime balances
- To consider asset remedial works
- To consider terms of reference for the IT contractor

- To consider grant applications for the Community Fund – July 2019
- Dying with Dignity campaign – March 2019
- Review of Standing Orders and annual meetings calendar – May 2019

Committee Members – quorum is 5 members

- Cllr Whitty (Chair)
- Cllr Simms (Deputy)
- Cllr M Adams
- Cllr R Adams
- Cllr Sweett
- Cllr Price
- Cllr Westacott MBE
- Cllr Paine
- Cllr Hodgson

**5 year budget - MARCH
2019 Council Matters**

COMMENTS

	CURRENT				AGREED	Following 3 years		
	8TH FEBRUARY 2019 ACTUAL	ORIGINAL BUDGET	2018/19 expected	2019/2020		2020/21	2021/22	2022/23
Admin								
Salaries and pensions for all staff	158690	200332	215000	219000	225000	231000	238000	
Staff Training and Travel	2383	1500	2800	4000	4000	4000	4000	
Staff Eye Tests	50	300	200	500	500	500	500	
Staff Recruitment	316	1500	750	1000	1000	1000	1000	
Utilities	2041	2250	2250	2500	2600	2700	2800	
Office Supplies	933	2000	1250	1750	1750	1750	1750	
Photocopier	1549	2000	2000	2000	2000	2000	2000	
Insurance	5536	6000	5810	6000	6500	6500	6500	
Office Equipment	1696	1200	1750	1500	1500	1500	1500	
Events and venues expenditure	340	525	340	0	0	0	0	
Car park permits	480	0	480	0	0	0	0	
Car park permits income and green sacks	-408	0	-408	0	0	0	0	
SUB TOTAL	173606	217607	232397	238250	244850	250950	258050	
	8TH FEBRUARY 2019 ACTUAL	ORIGINAL BUDGET	2018/19 expected	2019/2020	2020/21	2021/22	2022/23	
Civic and Democratic								
Mayoral Allowance	0	375	375	375	385	400	425	
Civic and Mayoral Events (expenditure)	3534	5750	4500	5750	5750	5750	5750	
Civic Events (income)	-1323	0	-1323	0	0	0	0	
Civic Regalia	24	400	50	400	400	400	400	
Salaries and pensions	0	0	0	0	0	0	0	
Mayoral Travel and Expenses	246	200	400	350	350	350	350	
Councillor Allowances	0	6000	4875	6000	6160	6400	6800	
Councillor Training and Travel	857	750	960	3000	3000	3000	3000	
Councillor IT equipment	0	0	0	6500	500	500	500	
Professional Fees	3123	4500	3500	4500	4500	4500	4500	
Elections	0	6000	0	7000	6000	6000	6000	
Subscriptions	2179	2000	2179	2100	2150	2200	2250	
Community Outreach work	1151	1500	1200	2000	2000	2000	2000	
Website and IT	1049	1500	1500	10000	2000	2000	2000	
SUB TOTAL	10840	28975	18216	47975	33195	33500	33975	
	8TH FEBRUARY 2019 ACTUAL	ORIGINAL BUDGET	2018/19 expected	2019/2020	2020/21	2021/22	2022/23	
Tourism								
Visit Totnes Marketing	-69	1000	3500	5000	5000	5000	5000	
Pension costs	12636	13000	12636	12700	12700	0	0	
Salaries and pensions	0	0	0	0	0	0	0	
Totnes Guide	12478	22000	15000	15000	15000	15000	15000	
Totnes Guide and Website Income	-17701	-18500	-17750	-16000	-16000	-16000	-16000	

Overspent. Consider £150 virement from Civic and Mayoral events

5 year budget - MARCH

2019 Council Matters

CURRENT

AGREED

Following 3 years

COMMENTS

Bank Charges	170	0	170	210	210	210	210
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	132	0	500	600	600	600	600
Other TIC Income	0	0	0	0	0	0	0
SUB TOTAL	7646	17500	14056	17510	17510	4810	4810
Guilddhall	8TH FEBRUARY 2019 ACTUAL	ORIGINAL BUDGET	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
Cleaning	1368	2000	1500	2500	2500	2500	2500
Building Maintenance	10769	4000	26000	5000	5000	5000	5000
Business Rates	5880	5575	5880	6000	6000	6000	6000
Water	61	200	200	200	200	200	200
Utilities	2846	2000	3000	3000	3000	3000	3000
Salaries and pensions	0	0	0	0	0	0	0
Equipment Maintenance	2202	2000	2250	2000	2000	2000	2000
Wedding Licence renewals and marketing	2030	1750	2030	500	500	2750	500
Admissions Income	3357	-4750	-3357	-3500	-4000	-4000	-4000
Hire Income WEDDINGS	2046	-2750	-2250	-2500	-2750	-2750	-2750
SUB TOTAL	19733	10025	35253	13200	12450	14700	12450
Civic Hall	8TH FEBRUARY 2019 ACTUAL	ORIGINAL BUDGET	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
Cleaning and supplies	7799	17000	9500	12000	12000	12000	12000
Feed in Tariff	3102	2500	3102	2500	2500	2500	2500
Water	453	2000	1500	2000	2000	2000	2000
Utilities	3592	4250	4250	4400	4550	4700	4900
Building Maintenance	2079	14000	11100	150000	25000	15000	15000
Licences	70	2000	2000	2000	2000	2000	2000
Marketing Civic Hall	24	400	500	500	500	500	500
Equipment Maintenance	3836	4000	7336	3000	3000	3000	3000
<i>Paige Adams Grant towards Caretaking, Cleaning and Management costs</i>	-22996	-33040	-30000	-31500	-31500	-31500	-31500
Feed in tariff income	-5708	-5000	-5708	-5000	-5000	-5000	-5000
SUB TOTAL	-7749	8110	3580	139900	15050	5200	5400
Property Maintenance	8TH FEBRUARY 2019 ACTUAL	ORIGINAL BUDGET	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
Guilddhall Cottage Maintenance	90	2000	250	2000	2000	2000	2000
Property Management Fees	1252	1760	1760	1760	2175	2858	2585
Town Clocks amalgamated Rent and Utilities and maintenance	2153	2050	2153	2250	2250	2250	2250
Fiat 5s Loan repay	9148	9150	9148	9150	9150	9150	9150

5 year budget - MARCH

2019 Council Matters

	CURRENT			AGREED	Following 3 years		
Flat 5a Maintenance	110	2000	1000	2000	2000	2000	2000
Guildhall Office Maintenance	0	500	250	30000	2000	2000	2000
Museum Maintenance	3588	4000	7000	5000	5000	5000	5000
Museum Rent Income	-2	-1	-1	-1	-1	-1	-1
Eastgate Clock Rental	0	-2	-2	-3	-3	-3	-3
Civic Water Supply to shop	0	-210	-210	-200	-200	-200	-200
Guildhall Cottage Income (£850 a month)	-9050	-9350	-9600	-9350	-9350	-9350	-9350
Guildhall Office Income (£750 per month)	0	0	0	0	-4125	-8250	-8250
Flat 5a Rental Income (£695 per month)	-6950	-8250	-8340	-7645	-8250	-8250	-8250
SUB TOTAL	339	3647	3408	34961	2646	-796	-1069
Cemetery	8TH FEBRUARY 2019 ACTUAL	ORIGINAL BUDGET	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
Business Rates	3616	3500	3616	3500	3500	3500	3500
Water	107	150	150	150	150	150	150
Grounds Maintenance (Grass cutting and tree work)	15733	30000	22000	22000	22000	22000	22000
Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	573	5000	35000	2500	2500	2500	2500
Chapel	244	500	244	500	500	30000	500
Cemetery Fees Income Amalgamated	-7870	-7500	-7870	-7500	-7500	-7500	-7500
SUB TOTAL	12403	31650	53140	21150	21150	50650	21150
Open Spaces	8TH FEBRUARY 2019 ACTUAL	ORIGINAL BUDGET	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
Ramparts Walk (regular cuts and tidying)	163	900	250	600	600	600	600
St Marys Churchyard (Walls and trees)	390	900	500	1000	1000	1000	1000
Castle Meadow Maintenance and Water	160	750	350	250	250	250	250
Castle Meadow and allotments income	-10	-210	-210	-210	-210	-210	-210
SUB TOTAL	703	2340	890	1640	1640	1640	1640
Precept and Income	8TH FEBRUARY 2019 ACTUAL	ORIGINAL BUDGET	2018/19	2019/2020	2020/21	2021/22	2022/23
Bank Charges	140	300	300	300	300	300	300
Precept and Income	-355640	-355640	-355640	-494000	-494000	-494000	-494000
Council Tax Grant (only guaranteed until 19/20)	-22230	-22230	-22230	-20040	0	0	0
Charity of Poige Adams	0	0	0	-105000	0	0	0
SUB TOTAL	-37730	-37750	-37750	-618740	-493700	-493700	-493700
Community Development	8TH FEBRUARY 2019 ACTUAL	ORIGINAL BUDGET	2018/19	2019/2020	2020/21	2021/22	2022/23

5 year budget - MARCH

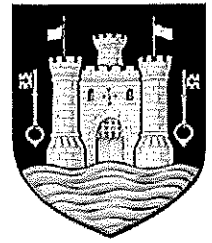
2019 Council Matters

COMMENTS

	CURRENT	AGREED	Following 3 years
Skate Park/Youth provision	0	0	13200
PUBLIC TOILETS	0	17600	10000
Caring Town Information Exchange	SEE COMMUNITY PROJECTS	22000	UNKNOW/N
Citizens Advice Service	SEE COMMUNITY PROJECTS	22000	UNKNOW/N
Neighbourhood Plan/Planning	2493	13088	3500
Community projects and public realm	32686	70860	60000
Community Grants Scheme	0	12000	12000
Arts and Culture	-1617	10000	10000
TAP GRANT FUNDING	-5736	0	0
SUB TOTAL	£27,826	£145,548	£120,700
TOTAL EXPENDED	£245,367	£660,134	£469,191
TOTAL	-£132,363	£41,394	-£24,509
	Expect overspend of approx £28.5K in comparison to £9K initially budgeted for		
	Increase in overspend due to potential unexpected toilet contribution		

Totnes Town Council Reserves estimates as of FEB 2019
Audited year end reserve -345171

Year	Expected year end budget	Expected year end reserves	Expenditure by year	Reserve % of annual expenditure at start of year
18/19	28750	-316421	406000	78%
19/20	41500	-274921	660000	41.00%



ABSENCE MANAGEMENT POLICY

TOTNES TOWN COUNCIL

Adopted:

1 Introduction

The Council is committed to providing effective, high quality service to all its customers and to optimising the contribution of all employees. As part of this aim, it is essential that all employees are committed to maximising attendance.

The Council is concerned for the wellbeing of its employees and seeks to protect their health and safety by creating a safe working environment. In return, the Council expects all employees to take reasonable care of their own health, seek medical help whenever appropriate, and to attend work when fit to do so.

The Council recognises that genuine medical grounds will occasionally result in employee absence. It is the Council's policy to treat all such sickness absence in a fair, sensitive, and consistent manner across all areas of the workforce.

The Council must balance the sensitive management of genuine individual sickness against its need to be publicly accountable for its resource allocation and, as such, cannot sustain high levels of sickness absence. Action will therefore be taken to address recurrent short term sickness or extended periods of absence as appropriate.

1.1 Aims

In order for the Council to meet its responsibilities, it will ensure that:

- It provides a supportive environment for those employees affected by ill-health;
- Managers and employees adhere to this policy and procedure; and
- Levels of sickness absence are the subject of routine monitoring.

1.2 Responsibilities

The onus for attending work on a regular basis and for reporting absence in accordance with the Council's agreed procedures rests with the employee. It is also an employee's responsibility to appropriately detail any periods of absence on their record of hours worked.

The responsibility for recording, monitoring, and managing absence on a day-to-day basis lies with the Town Clerk. It is therefore essential that they ensure that all employees are aware of the Council's Absence Management Policy and Procedures.

1.3 Reporting

Employees who are unable to work due to illness/injury must contact the Town Clerk as soon as possible or arrange for someone else to do this on their behalf. This should be no later than 09.30 on the first day of absence or the nearest working day.

The employee should provide some indication of:

- The nature of the absence;
- The date the injury/illness began (including weekends and holidays);
- The expected duration of the absence; and
- Whether there are any immediate work commitments that need completing/reassigning during the absence.

If the Town Clerk is unavailable, the employee should ensure that contact is made with the office.

The employee must maintain contact with his or her Line Manager during any period of sickness absence lasting longer than one day, so that the Line Manager is aware of any progress and the expected date of return to work. If the employee is unable to do so, they must arrange for someone else to do this on their behalf.

Failure to follow the sickness reporting process might lead to the absence from work being considered as unauthorised, resulting in loss of pay and possible disciplinary action.

2 Certification

Where the absence is for a period of up to seven days (inclusive of weekends) and not covered by a doctor's certificate, the employee will be asked to complete a self-certification form on their return to work.

If the absence exceeds seven days – and the employee has not already done so – the employee should provide a doctor's certificate for the remainder of the absence. The employee will need to ensure that there is always a current certificate. The doctor's certificate ('fit note') will include whether or not the employee needs to see a doctor again before returning to work.

If the doctor's certificate states that the employee "may be fit for work", the employee should inform the Town Clerk immediately. They will discuss with the employee whether there are any additional measures that may be needed to facilitate the return to work, taking into account the doctor's advice. This may take place at a Return to Work Interview or an Absence Review Meeting. If appropriate measures cannot be taken, the employee will remain on sick leave and the Town Clerk will set a date to review the situation.

3 Return to Work Meetings

When the employee returns to work after any period of absence, the Town Clerk will arrange to meet with them. This meeting will occur on the first day back or as soon as possible. The purpose of this meeting is:

- To provide an opportunity for the Town Clerk to check that the employee is fit enough to return to work;
- To give the employee an opportunity to voice any concerns that they may have and/or to identify any domestic, welfare, or work-related problems in an appropriate forum;
- To ensure that the employee is aware of work-related matters that have occurred during their absence; and
- Fill out the Sickness Declaration Form.

4 Miscellaneous

It is important that the employee complies with these procedures so that:

- The Council can be aware of any potential problems and provide assistance to the employee where necessary; and
- Any sick pay to which the employee would otherwise be entitled is not withheld or refused.

Records retained in respect of sickness absence will be treated with sensitivity and confidentiality at all times, in accordance with the provisions of prevailing Data Protection legislation. The employee is entitled to access their records on request.

5 Frequent Intermittent Absence

In addition to the Return to Work interviews after all periods of absence, the Council will institute a more formal review of attendance records and reasons for absence with an employee if there has been either (a) four episodes of absence or (b) a total of 10 days' short-term sickness absence within any period of 12 months. The relevant manager will arrange a sickness review meeting to meet with any employee whose absence record matches or exceeds the above criteria.

During the meeting, the manager should draw the employee's attention to their poor attendance record and the problems that their absences are causing for the Council and other employees. Where no underlying medical condition is disclosed, the employee will be advised that their attendance record will be monitored (over a period of not less than 3 months) and that significant improvement will be required. In addition, employees will be warned that if no such improvement is forthcoming, serious consideration will be given to reviewing their employment situation. This will be confirmed in writing.

Return to Work interviews will continue to be carried out following any absences that occur during this monitoring period. These interviews afford the manager the opportunity to remind the employee of the Council's concerns.

If no significant improvement in attendance is demonstrated after the period of monitoring has elapsed, a further Sickness Review Meeting will be arranged. At this meeting, the employee will once again be reminded of the problems caused by the absences and asked if they wish to disclose any underlying medical condition or problem of which the manager is unaware. If such a condition is disclosed, a medical referral should be arranged. Where no underlying medical condition exists, the

employee should be told that their attendance record will be subject to a further period of monitoring (of not less than 3 months) and that their employment may be terminated if the required improvement is not effected. Employees have the right to be accompanied to this meeting by a trade union representative or a work colleague.

Employees whose levels of attendance improve satisfactorily during periods of informal or formal monitoring will be reminded that they will be expected to maintain these levels of attendance. Failure to do so will result in further monitoring or the initiation of formal action.

Where an employee's attendance has not improved to the required level, an Attendance Hearing will be arranged (see Section 8) to consider whether or not the employee should be dismissed.

6 Long-Term Absence

All cases of long-term absence will be treated sympathetically and every assistance will be given to the employee to return to work. The Council will maintain contact with the employee and advise them that they should keep the Council informed of developments relating to their medical condition. The Council will hold Sickness Review Meetings with the employee during their absence, as appropriate, to: keep up to date, review the on-going absence, and offer support to the employee where appropriate.

In order to ensure that the Council has access to guidance and advice in respect of the best course of action to follow in relation to such cases of absence, employees who have been absent for a continuous period of four weeks might, depending on the nature of the absence in question, be referred to an Occupational Health Physician. Where the Occupational Health Physician makes a recommendation that might affect the employee's continued employment, the relevant manager will hold a Sickness Review Meeting with the employee to discuss the alternative options. Employees may wish to have the support of a trade union representative or a work colleague present during such a meeting, and this should be positively encouraged.

Where a return to work following a period of prolonged absence might be facilitated by temporary redeployment or phased re-introduction (e.g. job sharing or part-time working) an employee can discuss these options with their manager and, if such measures are appropriate, the Council will ensure that the support mechanisms necessary for this to occur are provided. Such arrangements will be for a defined period and will be subject to joint review.

In certain cases, the Occupational Health Physician might find that an employee is unfit to perform a particular job but fit enough to undertake other types of work. In such cases, full consideration will be given to the possibility of redeployment into alternative positions. Consideration will also be given to redeployment in cases where work in a particular place poses problems with attendance.

Where an employee remains absent and a return to work is not foreseeable within a reasonable timescale, the Town Clerk will arrange a Final Sickness Review meeting

(see Section 7), which may lead to an Attendance Hearing (see Section 8) to consider dismissal.

7 Final Sickness Review Meeting

Prior to dismissal being considered for either frequent intermittent absence or long-term absence, the Town Clerk will meet with the individual to explore whether there are any reasonable adjustments that could be made to enable an employee to remain employed.

Termination of employment may take place where:

- An employee is declared permanently unfit for work;
- An employee is declared medically unfit for their work and alternative employment cannot be found;
- A decision has been taken that the service can no longer tolerate a high level of absence; or
- A decision is taken, within the Council's disciplinary process, that an employee has wilfully abused the sickness absence/payments provisions or absented themselves without permission.

8 Attendance Hearing

To reach a decision about whether dismissal is appropriate, an Attendance Hearing will be arranged. The employee will be invited in writing to attend the hearing and notified of their right to be accompanied by a Trade Union Representative or colleague.

The Hearing Panel will comprise of three members of the Council Matters Committee, who will make the decision. The Town Clerk or relevant manager will attend to outline the history of absence and any relevant steps taken and advice received.

All paperwork relating to the hearing will be circulated 5 days in advance of the hearing to all parties attending.

Once the Panel has considered the manager's and employee's cases, and all other relevant information, it will adjourn to make a decision.

The decision of the Panel will be confirmed to the employee in writing within 5 working days. The letter should clearly set out:

1. The Panel's decision:
 - a. If a warning has been issued the timescale for this and the level of improvement required;
 - b. If the decision is not to take action at this point and to review again in a certain time period, the applicable timescale for this; or
 - c. If the decision is to dismiss the employee, inform them of their relevant notice period and provide them with any relevant pension information; and
2. The employee's right of appeal.

9 Appeals

Employees have the right to appeal against any decision to issue a formal warning or dismissal under this procedure. If an employee wishes to appeal, they should write to the Town Clerk setting out the grounds of their appeal. This must be done within 10 days of the date of the letter informing them of the outcome of the Attendance Hearing.

Appeals will be heard by a separate panel of members, who will also normally be part of the Council Matters Committee. An appeal hearing will be held where the employee can present their appeal. The Chair of the original panel will also attend to explain the original decision. Witnesses may be called.

Once the Appeal Panel has considered both the employee's appeal and the Hearing Chair's case, and considered all other relevant information, it will adjourn to make a decision.

The decision of the Appeal Panel is final and will be confirmed to the employee in writing within 5 working days. There is no further right of Appeal.

10 Alcohol/Drug Dependency

Where an employee discloses that their absences are a consequence of alcohol- or drug-related problems, they will be encouraged to seek help and treatment voluntarily through the Council's Occupational Health Service or through resources of their own choosing. Employees may be granted, if necessary, leave to undergo treatment and any such leave will be regarded as sick leave within the terms of the Council's sick pay scheme, with the monitoring of progress by the Occupational Health Service.

Should an employee refuse or discontinue any programme of assistance designed for them, then any unacceptable behaviour or inadequate standard of work will be dealt with on its merits through the Council's Disciplinary Procedure.

11 Welfare

If, as a consequence of medically related absence, the relevant manager has any concerns about an employee's ability to undertake the full range of duties and responsibilities associated with their post, consideration should be given to suspending them with pay, or finding alternative duties whilst medical advice is sought from a qualified medical professional or Occupation Health service.

12 Monitoring

Monitoring is an important part of sickness absence. In order for reports to be issued to managers, it is important that all absence from the workplace is reported. All signed absence forms should be returned as soon as possible after the employee's Return to Work Interview has been conducted. The Town Clerk will ensure that an absence history is maintained for each employee. These records will

provide the base data for the compilation, at regular intervals, of statistics showing the level of sickness absence across the Council.

The sickness monitoring system will also enable the Town Clerk to identify individual cases where frequent or lengthy absences have occurred, or where patterns of absence have been identified. However, the manager should view such notifications as a secondary means of identifying problems or potential problems.

The manager should ensure that they maintain comprehensive records at all times for each employee in relation to contact during and immediately following periods of sickness absence. These details should be maintained on the employee's personal file and should be treated with sensitivity and confidentiality at all times. Employees will be entitled to access these records on request.

13 Terminal illness

The Town Council promises to support any employee diagnosed with a terminal illness.

Whilst the contractual amount of full paid and half paid sick leave will still apply, as below, the Council will provide as much support as possible to allow the employee to choose their own path in terms of whether they are able to continue working or not.

The maximum entitlement to occupational sick pay is:

During 1st year of service:
one month's full pay and (after four months' service) two months' half pay.

During 2nd year of service:
two months' full pay and two months' half pay

During 3rd year of service:
four months' full pay and four months' half pay

During 4th and 5th years of service:
five months' full pay and five months' half pay

After 5 years' service:
six months' full pay and six months' half pay.

From the moment of diagnosis of a terminal illness the worry of being dismissed and losing pension related 'death in service' benefits for family members will be lifted.

14 Death in Service

The Town Council recommends that every employee opt into the Local Government Pension Scheme which provides death in service benefits as outlined at the following link. <https://www.lgpsmember.org/arm/already-member-prot.php>

In addition to this the Town Council has insurance coverage for personal accidents during employment as outlined below. Following such an accident the Town Council

will decide how to claim and how the proceeds of the claim should be allocated between the employee/employees family or the Town Council as the employer.

1. Death - £50,000.
2. Total and permanent loss of sight in one or both eyes and/or permanent loss of hearing in one or both ears - £50,000.
3. Loss of one or more limbs - £50,000.
4. Any other total and permanent disablement which lasts without interruption for more than 12 months from the date of the accident and prevents the person from pursuing any occupation - £50,000.
5. Temporary total disablement which prevents the person from pursuing their normal occupation - £500 per week for 104 weeks.
6. Temporary partial disablement which prevents the person from pursuing a substantial part of their normal occupation - £250 per week for 104 weeks.

Coverage applies for 24 hours a day, so it does not mean that the incident had to happen to the employee whilst at work.

DRAFT

APPENDIX 1

RETURN TO WORK INTERVIEW FORM

* * CONFIDENTIAL * * *

Return to Work Discussion

Return to work interviews must be conducted after every period of absence and where possible managers should carry this out on the day an individual returns; this does not necessarily have to take place on a face to face basis and can be conducted by telephone where managers/employees cover a wide geographical area.

Date of discussion			
Method of discussion	Face to Face <input type="checkbox"/>	Telephone <input type="checkbox"/>	
EMPLOYEE DETAILS			
Full Name:			
Job Title:			
ABSENCE DETAILS			
Start date of absence			
Date of return			
Reason for absence			
Dates of absences in last rolling 12 month period (refer to managers desktop or local employee file)			
Has the employee been updated on any issues that occurred during his/her absence?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If the period of absence has been long term does the employee require any retraining?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Any issues that the employee wishes to raise following their recent absence?			

Does the employee consider themselves to have a disability? Yes No

If yes, please provide an explanation of the disability and if any support is required.

Do any reasonable adjustments need to be considered? Yes No

If yes, please provide details of the reasonable adjustments.

Has the employee received a fit note? Yes No

If yes, are there any recommendations/adjustments to support the employee at work?

Has the employee met the corporate trigger points in a rolling 12 month period?

- 4 or more episodes of sickness
- 10 working days of absence

Trigger points for employees that work fewer than 5 days in a week will need to be pro rata to the number of days.

Yes

If yes, please refer to the absence management policy.

No

If yes to the above question please state what stage you are up to within the Absence Management Policy.

If the employee has triggered and the line manager along with the senior manager's approval have decided not to start/progress with the Absence Management Policy then please document the reasons why.

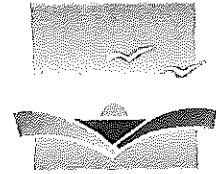
Has the employee been made aware of future actions in accordance with the Absence Management Policy if they are absent again in the near future?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is a referral to Occupational Health required? If yes, please complete the relevant referral form and send it to Occupational Health	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details of support offered to employee (actions agreed, including timescales)				
Please include any additional information discussed at the return to work interview				
I understand that this information will be used for the purposes of recording and monitoring sickness absence.				
Signed Employee				Date
Signed Manager				Date

Updated March 2019

ITEM 6

www.southhams.gov.uk

Direct telephone: 01803 861413
E-Mail: lisa.buckle@swdevon.gov.uk



**South Hams
District Council**

By email: administrator@totnestowncouncil.gov.uk

Our ref: Parish Precept
28 February 2019

Dear Catherine

Totnes Town Council Precept for 2019/20

Thank you for submitting the Totnes Town Council precept form for 2019/20.

On 21st February South Hams District Council met to consider their Budget Proposals for 2019/20. As part of the budget meeting, reference was made to the increase in council tax set by Town and Parish Councils. The following Resolution was approved as part of the Council meeting (Minute reference 53/18) :-

That the Section 151 Officer (Strategic Finance Lead) be instructed to formally write to the Town Clerk of Totnes Town Council to ask them to provide a statement explaining the increase in their element of the Council Tax (the Parish Precept element), which is increasing from £125.98 in 2018/19 to £171.33 for 2019/20 for a Band D property.

The increase of £45.35 represents a 36% increase in the parish precept element (this compares to the South Hams District Council element of the Council Tax, which is increasing by £5 for next year, an increase of 3.12%).

It is noted that the Band D Council Tax of Totnes Town Council for 2019/20 (£171.33) will now be £5.91 higher than that of South Hams District Council for 2019/20 (£165.42).

21

As South Hams District Council is responsible for sending out the Council Tax bills and collecting the Council Tax from residents, it is anticipated that the Council Tax increase set by Totnes Town Council will cause a significant amount of telephone calls into the Council's Contact Centre and letters from residents querying the reason for the significant increase.

In accordance with the Resolution approved, I would be very grateful if Totnes Town Council could provide a statement explaining the increase in the Parish precept.

Many thanks, in advance, for your assistance in providing this further information for residents.

Yours sincerely

Mrs Lisa Buckle
Strategic Finance Lead (S151 Officer)
For South Hams District Council

Totnes Town Council sets precept

At a meeting of Totnes Town Council on Monday 7th January 2019 the budget for 2019/20 was set at £514,040. This figure is an increase of £45.35 per year, £0.87p per week on the average Band D property.

The increase takes into account a grant from Paige Adams Trust of £105,000 for rate abatement and an expected spend from the Town Council reserves of approximately £36,000. These actions have been taken to limit the increase as much as possible whilst still proceeding with essential assets improvements works and investing significantly in the appearance of the town. The public realm improvements planned are in direct response to the Community Budgeting process in 2017 which identified the community's wish to smarten up the town and invest to improve rather than continue with austerity measures.

Some of the projects agreed include:

- Refurbishment of the older building adjoining the Civic Hall to bring the space back into use and develop the Civic Hall hiring potential.
- Significant investment in the Market Square area to improve the appearance and usability of the space.
- Continuation and development of the 'Visit Totnes' tourism brand and extended opening period for the Visitor Information office.
- Continued funding for Caring Town and Citizens Advice to provide support and professional advice to more vulnerable members of the community.
- Payment of agreed funding to the Skate Park project.
- Continuation of the Arts and Culture project - bringing year round events to the Town to provide enrichment for residents.
- New Community Grants Scheme for local groups and projects.
- Paying SHDC to delay Pay on Entry installation in Totnes public toilets.
- Significant investment in the public realm including:
 - funding for Totnes Gardens
 - paying for year round weeding (and then composting) of open spaces
 - investment in the Collapark play area
 - investment in Bridgetown in conjunction with 'Bridgetown Alive'.
 - picnic tables on Vire Island
 - potential investment in Steamer Quay in terms of seating/accessibility
 - improved signage at the key entry points to the Town
 - 'Tidy Totnes' project being rolled out to all local businesses

Cllr Judy Westacott MBE said *'While it may be disappointing to some residents that our precept is to be increased, it is to ensure there will be no massive hike in future years and to ensure that the services that are important to the town can still be delivered'*.

Catherine Marlton, Town Clerk, said *'Councillors were faced with a very difficult decision when setting the 2019/20 budget. South Hams District Council and Devon County Council are facing huge budgetary pressures and some services traditionally provided are facing cuts. The Town Councillors felt it was essential to protect Totnes by coming up with proposals to improve the appearance of the town, progress new projects and start a grants process to enable local groups to continue doing all the great work that makes Totnes such a unique place to live, work and visit. This decision should ensure that the Council does not need to increase the precept more than Retail Price Index for the next few years and will also cover the loss of the Council Tax Relief Grant from South Hams District Council from 2020/21'*

The agreed budget is available on the Town Council website - www.totnestowncouncil.gov.uk.

