



# **MALVERN TOWN COUNCIL**

## **POLICY AND RESOURCES COMMITTEE**

### **REPORTS**

**8 December 2021**

**6.00 PM**

UNADOPTED

**MINUTES OF A MEETING OF  
THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL**

**held in the Council Chamber, Belle Vue Terrace, Malvern  
on Thursday 4 November 2021 at 6.00 pm**

**Councillors**

C Hooper (Chairman)  
N Mills  
J Satterthwaite (Vice Chairman)  
A Stitt  
S Taylor

**Absent**

J Ashington-Carter (apologies)  
L Lowton (apologies)  
R McLaverty-Head (apologies)  
J O'Donnell (apologies, substituted S Taylor)  
P Tuthill (apologies)

**In attendance**

Linda Blake - Town Clerk  
Louise Wall - Minute Clerk  
Cllr N Houghton - Mayor

**20. APOLOGIES FOR ABSENCE**

Apologies for absence from the following councillors were **NOTED**:

- J Ashington-Carter
- L Lowton
- R McLaverty-Head
- J O'Donnell
- P Tuthill

Cllr O'Donnell had substituted Cllr Sharon Taylor.

**21. DECLARATIONS OF INTEREST**

None.

**22. MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, to be signed by the Chairman:

- Policy and Resources Committee meeting 6 July 2021.

**PUBLIC PARTICIPATION**

None.

**23. SMALL GRANTS SCHEME, 1<sup>ST</sup> ROUND 2021/22**

Report PR01/21 was received and accepted.

The Town Clerk informed members that three qualifying applications had been received in the first round of the 2021/22 grants scheme.

It was **AGREED** to award a grant of £500 to 1<sup>st</sup> Malvern Company Boys Brigade

It was **AGREED** to award a grant of £500 to Newtown Sports Cerebral Palsy FC

## UNADOPTED

It was **AGREED** to award a grant of £390.12 to the Malvern Museum Society.

### 24. **LARGE GRANTS SCHEME, 1<sup>ST</sup> ROUND 2021/22**

Report PR02/21 was received and accepted.

Only one qualifying application to the large grants scheme had been received.

It was **AGREED** to award a large grant of £2,500 to the Beacon Camera Club.

### 25. **FINANCIAL REPORTS**

The financial reports were received and accepted, along with the cash report CR1 and the bank payments schedule, for July, August and September 2021.

The Town Clerk explained some of the main points of the report:

- Bank balances at the end of September 2021 amounted to £720,949. This is approximately £33,749 higher than at the same period last year.
- £66,484 is invested with the Local Authorities Property Fund, a long-term investment. The latest dividend payments for the period July to September totalled £576.86.
- There had been two bad debtors but measures were being taken to recover these amounts.

#### **Cash Report CR1 July, August, September 2021**

Committee **NOTED** the cash report for July, August and September 2021.

#### **Bank Payments Schedule July, August, September 2021**

Committee **NOTED** the bank payments schedule for July, August, September 2021.

### 26. **REVIEW OF TOWN COUNCIL OBJECTIVES – SHORT AND LONG TERM**

Report PR04/21 was received and accepted.

The Town Clerk reminded members that these had been thoroughly reviewed in March 2021 by a task and finish group but that it was good practice to review the objectives on an annual basis. Both short and long term objectives must then be risk-assessed as part of the annual audit requirements.

Members noted that there was no provision within the objectives to measure when and how each one was delivered. It was agreed that the objectives could be put into a table with space for this as well as any additional comments.

Some minor amendments regarding dates and events that had already happened were suggested as follows:

#### **Short term aims and objectives**

Remove 3c) to relaunch Town Council events in a Covid-safe manner, with the first event to be held to mark and celebrate the end of Covid restrictions.

Update dates and events listed at 3d).

## UNADOPTED

It was **AGREED** to present the amended short term aims and objectives, and the long term aims and objectives with no changes, to the next Policy and Resources Committee meeting for approval.

It was **RECOMMENDED** that the relevant aims and objectives should form part of reports sent to committees and council where relevant so that policy decisions can be made in line with approved objectives.

### 27. **POLICY REVIEWS**

Report PR05/21 was received and accepted.

Members had been asked to review the following three policy documents:

- Anti-Fraud and Corruption Policy
- Bullying and Harassment Policy
- General Privacy Notice

#### Anti-fraud and Corruption policy

It was **AGREED** that the Town Clerk would check if there had been any changes in laws and regulations relating to the information in this policy.

#### Bullying and Harassment Policy

It was **AGREED** that the Town Clerk would update this using an ACAS template.

#### General Privacy Notice

It was **AGREED** that the Town Clerk would update this policy.

Drafts of all three policies will be presented to a future meeting of the Policy and Resources Committee for agreement.

Further policies were identified as needing urgent review:

- Smoke-free policy
- Social media policy
- Staff dress code
- Safeguarding

It was NOTED that some policies may no longer be relevant having been overtaken by changes in rules and regulations e.g. smoke-free policy.

### 28. **DATE AND TIME OF NEXT MEETING**

The date of the next meeting is to be agreed.

The meeting finished at 7.35 pm.

.....  
(Chairman)

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL**

**to be held in the Council Chamber, Belle Vue Terrace, Malvern  
on Wednesday 8 December 2021 at 6.00 pm**

**MALVERN TOWN COMMUNITY SUPPORT GRANT 2022/23  
COMMUNITY ACTION AND DISTRICT**

**1. Purpose of report**

- 1.1. For committee discussion and decision.

**2. Recommendation**

- 2.1. That Committee considers Community Action's application for a Malvern Town Community Support Grant of £10,900 for the year 2022/23. The application form is attached at Appendix A.

**3. Background**

- 3.1. Community Action has for many years received an annual grant from Malvern Town Council and they are asked to reapply each year for funding for the following financial year.
- 3.2. In 2020, Full Council approved a grant of £10,900 to Community Action for 2021/22. At the same meeting, council also agreed a renewal to the lease of the third-floor offices at Belle Vue, until 31 December 2023.
- 3.3. Community Action has now submitted a grant application for grant funding to be continued in 2022/23, and once again have applied for a grant of £10,900.
- 3.4. Members should note that all supporting documents have been received. These have not all been circulated due to the volumes of paperwork involved but are available for members to view should they wish to see more of the detail.
- 3.5. Community Action is one of two organisations that currently receive a community support grant from the Council, subject to a successful renewal application being agreed.
- 3.6. The purpose of this grant is to cover the rental of the 3<sup>rd</sup> floor offices at Belle Vue Terrace. The level of the grant has historically been set to match the level of the rent and service charge for the third-floor offices as this allows the true income from the letting of the building to be reflected in the council's accounts as well as the amount of grant funding paid.
- 3.7. Committee members are asked to note that Full Council has agreed to the sale of Belle Vue Terrace and therefore income from the rent and service charge may not be guaranteed for the entire financial year.

**4. Financial Implications**

- 4.1. If the grant is approved, £10,900 will be included in the Town Council's Grants budget for 2022/23.
- 4.2. The grant is paid upon request in two instalments, July and January each year, in line with receipt of the precept from Malvern Hills District Council.

**5.     Legal Implications**

- 5.1.     The Town Council has the power to award grants under Sections 137, 142, 144 and 145 of the Local Government Act 1972 and Section 19 of the Local Government (Miscellaneous Provisions) Act 1976. It can also use the Power of General Competence for this purpose.

End

Linda Blake  
Town Clerk



# MALVERN TOWN COUNCIL

## COMMUNITY SUPPORT GRANT APPLICATION FORM

**Name of Organisation:** Community Action Malvern & District

**Amount of Grant Requested:** £10900

**Address for Correspondence:**

**Name:** Kate Walton

**Address:** Third Floor  
28-30 Belle Vue Terrace  
Malvern  
Worcestershire

**Postcode:** WR14 4PZ

**Tel. No: Day** 01684 892381

**Reason/s for Grant Request:**

The grant will cover the rent for office accommodation

A. What is the nature of your Organisation's activity?

Our activities aim to reduce loneliness and isolation for older residents of Malvern, and include:

- A community car scheme providing transport to medical and social appointments
- The Shoparound project taking mobility-restricted people on local shopping trips and social outings

- Community minibuses hired out to local groups to support their activities; the vehicles also provide community bus routes to improve access from local villages
- 2 wheelchair-adapted cars to accommodate mobility-restricted people
- Support, advice, information and representation for voluntary groups in Malvern
- A resource centre for local groups, including the development of a volunteer recruitment and promotion service
- Malvern Men's Shed to help lonely men in Malvern

B. What are the aims and objectives of your organisation?

- To promote and/or carry out charitable purposes for the benefit of the public, principally but not exclusively in the local area of Malvern and surrounding districts and environs who have need because of age, mental or physical disability, poverty or geographical isolation
- In particular
  - a) to provide and maintain non-profit community transport services and
  - b) to assist the charitable work of organisations and bodies engaged in promoting the relief of such persons through the provision of appropriate services
- To promote, organise and facilitate co-operation and partnership-working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

C. When was your Organisation formed? **1972**

## **DECLARATION**

**I confirm that the details set out in this application are, to the best of my knowledge, correct and that I will notify the Council of any material changes to the information provided.**

**Signed:**

**Position in Organisation:** Chief Officer

**Date:** 30th November 2021

Please complete and send this application together with supporting documents to:

Linda Blake  
Malvern Town Council  
28-30 Belle Vue Terrace  
Malvern  
Worcestershire  
WR14 4PZ

Tel: 01684-566667

## **SUPPORTING DOCUMENTS REQUIRED WITH YOUR APPLICATION**

The following documents are required to support your application:

1. A statement of no more than one A4 page explaining how the grant will provide significant and wide-reaching benefit for the residents of Malvern Town. This statement will be presented to Committee to assist in the decision-making process.
2. A copy of your organisation's Constitution / Articles of Association and organisational chart. The organisational chart should indicate full/part time staff and whether they are paid or volunteers.
3. A copy of your organisation's latest Annual Report.
4. A copy of your organisation's' latest bank statement.
5. The organisation's most recent annual accounts preferably audited and / or prepared by a qualified accountant. In the case of a newly formed organisation, a comprehensive budget and business plan should be submitted.

\*\*\*\*\*

1. Please provide names and relevant details of your current Management Board:

Mike Amery	Chair	Kate Walton	Chief Officer
Alan Turpin	Treasurer	Russell Emery	Trustee
Nick Hubbard	Trustee	Cllr Cynthia Palmer	MTC Rep
Karen Sutton	Trustee	Cllr Natalie McVey	WCC/MHDC Rep
Colin Haden	Trustee	Mary Wetherall	CT Rep

2. Is your Organisation a registered charity? YES
3. Is your Organisation or any part of it operated as a commercial business? If so, provide details and income generated: NO
4. Is your organisation part of, or affiliated to, any National Organisation? As an independent charity we pay membership subscriptions to national charities offering relevant infrastructure support.

If yes, please give details:

Members of:

NAVCA	National Association for Voluntary and Community Action
NCVO	National Council for Voluntary Organisations
CTA	Community Transport Association

5. Please provide details of how many members belong to your organisation.

Malvern Town Residents

Residents Outside Malvern Town

Adult

Junior

If your organisation is not membership based, please give details of approximately how many people you work with/provide services for and the percentage of those who are actually resident in the six Wards that Malvern Town Council is responsible for i.e. Priory, Chase, Pickersleigh, Dyson Perrins, Link and North Malvern:

98% of our services are for Malvern town residents – approximately 1750 registered clients

99% of minibuss group hirers are Malvern based organisations

100% of groups using the Resource Centre are Malvern based

6. Please provide details of Membership Subscription levels (if any):

N/A

7. What is the catchment area covered by your organisation for which you provide services?

- All projects are Malvern based
- Shoparound trips are normally offered on a monthly basis to Upton and Bransford residents; these will resume as post-pandemic take-up increases
- General support and advice (CVS functions) is district wide
- Community Bus Services are town based and also cover rural/isolated parts of Malvern

8. Give details of the exact purpose for which a Grant is sought:

The grant will enable us to cover the cost of renting office accommodation in the Town Council's building

9. If your application is requested for a specific Project, how will this benefit the community or residents of Malvern Town?

N/A

10. What is the amount of the Grant your organisation is requesting?

£10,900

Is this an annual cost?

YES

11. If the grant is for a specific project, what is the total cost of the project?

N/A

Is this an annual cost? YES / NO

Are there any recurring costs likely to arise from the Project? YES / NO

If the answer is "YES", please explain how this will be funded.

12. If the total cost of the Project is more than the Grant you are requesting, do you already have the balance available?

N/A

If "NO" please indicate how you intend to raise the balance and how long you expect this to take:

13. How much have you raised to date and intend raising for the specific Project (if applicable):

N/A

14. Have you received, or been promised, Grant Aid from any Government, statutory, voluntary or charitable organisation or from Malvern Hills District Council/Worcestershire County Council towards this Project?

NO

If "YES" please give the following details:

Organisation	Purpose	Date Received	Amount

15. Give details of all Grants obtained from other Organisations during the preceding Financial Year:

Received From	Amount	Remarks
MTC	£10900	Office accommodation rental

16. Give details of all Donations obtained from other Organisations during the preceding Financial Year:

Received From	Amount	Remarks
Various donations	£67,378	See accounts for breakdown

17. Give details of any unsuccessful Grant applications made by your Organisation during the current Financial Year and indicate the result:

Applied To	Amount	Remarks
none		

18. What are your other main sources of income during the last financial year?

Source of Income	Amount	Reason
Please see accounts		

19. Please list amounts and reasons below for Reserve funds shown in the latest Accounts that your Organisation:

Reason for Maintaining the Reserve	Amount
Unrestricted reserves are maintained to be able to cover day to day running costs in the unlikely event that future incoming resources are either delayed or unduly cease.	Varies annually

20. Please give details of your Organisation's own fund-raising efforts during the past year:

None of the regular fundraising events organised by Friends of Community Action Malvern was possible last year. However, a Crowdfunding campaign promoted by Spacehive and supported by MHDC and WCC to address loss of income arising from the pandemic was a new venture which proved successful

21. Have you previously received, or applied for a Grant from Malvern Town Council?

YES

If "YES" please give details of amount(s) and date(s):

The Council awarded a grant of £10,900 towards rent costs for the last tax year, and has done so in previous years

22. If your application is successful, please state to whom the grant should be made payable including bank details:

**Community Action Malvern and District**

**Account No: 71876821**

**Sort Code: 40 31 09**

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL**

**to be held in the Council Chamber, Belle Vue Terrace, Malvern  
on Wednesday 8 December 2021 at 6.00 pm**

**EMERGENCY GRANT APPLICATION –  
MALVERN HILLS FOOD BANK**

**1. Purpose of report**

- 1.1. For committee discussion and decision.

**2. Recommendation**

- 2.1. Policy and Resources Committee is recommended to consider the Emergency Grant application from Malvern Hills Food Bank as attached at Appendix A to this report, and to make a recommendation to Full Council as to whether grant funding should be awarded.

**3. Background**

- 3.1. Policy and Resources Committee completed a comprehensive review and revision of the Council's grants policy in June and July 2020. As a result the previous Special Grants scheme was replaced by an emergency grants scheme.
- 3.2. Emergency grants provide assistance to organisations where there is an exceptional need for funding that could not have been foreseen to fit in with the normal grant funding timetable, where grants are awarded in October and March.
- 3.3. Officers are asked to provide an indicative score of emergency grants in a similar way to small and large grants. The application from Malvern Hills Food Bank has scored 41 points out of 55, and now committee members are asked to make a recommendation based on the exceptional nature of the grant and the significant benefits provided to Malvern Town residents.
- 3.4. The marking scheme and a copy of the application form are attached at Appendix A to this report. Supporting information such as bank statements, annual accounts and a written constitution have been supplied and checked by Officers and are available on request from the office.
- 3.5. All emergency grants are one-off emergency funding awards and there is no obligation to make any future grants.

**4. Financial Implications**

- 4.1. The Council does not set aside a specific budget for emergency grants with any applications to be determined on merit, with funds to be approved by Full Council to come out of reserves.

**5. Legal Implications**

- 5.1. The Town Council has the power to award grants under Sections 137, 142, 144 and 145 of the Local Government Act 1972 and Section 19 of the Local Government (Miscellaneous Provisions) Act 1976. It can also use the Power of General Competence for this purpose.

End

Linda Blake  
Town Clerk

## MALVERN TOWN COUNCIL EMERGENCY GRANTS MARKING CRITERIA

Assessment of Emergency grant applications Council is made against the following nine criteria where each item is marked out of five - 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criteria 5 and 9, which are double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
9. Demonstration that grant is for exceptional circumstances and that the need for funding could not have been foreseen to fit in with the Council's normal biannual grants scheme.	2	4	6	8	10
<b>SUB TOTAL</b>		2	9	20	10
<b>OVERALL SCORE (OUT OF 55)</b> A minimum of 40 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				<b>41</b>	

**MALVERN TOWN COUNCIL  
EMERGENCY GRANT APPLICATION FORM**

**EMERGENCY GRANTS** are for exceptional circumstances only, where the need for funding could not have been foreseen and where immediate or quick action is required.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details.

<b>1. About your organisation</b>	
Name of organisation:	Malvern Hills Foodbank
Address:	Unit 4, Spring Court, Spring Lane South, Malvern, WR14 1AT
Nature of organisation and charity registration number (if applicable):	Foodbank RCN: 1151964
VAT registration number (if applicable):	n/a
Date organisation established:	2012
<b>2. Contact details</b>	
Contact name:	Peter Buchanan
Position within organisation:	Chairman of trustees
Address for correspondence:	As above
Daytime telephone:	07529 322985
Email address:	peterbuchanan@malvernhills.foodbank.org.uk
<b>3. About your application</b>	
Amount requested:	£1,000
Briefly outline the reason for your application and how the amount requested will be spent:	The withdrawal of £20/week from Universal Credit and the increase in energy prices has left many 'just about managing' families finding they

	<p>can't manage and the need for help from the Foodbank has increased more than expected. In September we received 133 referrals, October 151 and in the first half of November (up to 15<sup>th</sup>) we had already received 100 referrals.</p> <p>In seeking to help clients get through their crisis, we aim to give them 3 days nutritionally balanced food and a Morrisons voucher to enable them to purchase fresh items. The amount given depends on the size of the family. We also include essential toiletries and cleaning items.</p>
How will the grant benefit Malvern Town residents/the Malvern Town community?	In the last 6 months, over 72% of our clients live in the WR14 1, WR14 2 or WR14 3 postcodes area
How many residents of Malvern Town will benefit?	On average, each referral benefits 2.5 people, so, over the winter; 500 referrals x 70 % in Malvern Town x 2.5 people (including children) = 875 residents
Have you received any grant funding from the Council in previous years and if so, please detail:	We have been pleased to be one of The Mayor's charities 2019-2021
What is the planned delivery date for the project/activity?	Any grant will be spent over the winter and certainly by Easter 2022
What arrangements are in place for the delivery and management of this project?	All work at the Foodbank is done by volunteers, so expenses are kept to a minimum. Any grant will help us fulfil our charitable objectives and our on-going working practices help us prevent local people facing a 'heat or eat' crisis.
Please demonstrate how this application qualifies as an emergency grant?	No one could foresee the rise in basic living costs which is now affecting the most needy in our society
<b>4. Financial information</b>	
Total cost of your project:	£Most costs will be met from normal donated funds. This request is for a 'top-up' to ensure we get through the winter
What funding has been secured to date and from where?	£General donations (see finance figures below).
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?	Not for this grant, but for your information, we are seeking to extend our premises to improve storage and give a better service to clients. This will be funded from our reserves.

	Now	Previous year
Annual income	£97203	£63318
Annual expenditure	£90747	£38771
Surplus/loss for the year	£6456	£24607
Savings/reserves	£65149	£65145

#### 5. Bank details

Does your organisation have its own bank account and manage its own funds?	Yes	
Sort code:	40-31-09	
Account number:	81839330	
Account name:	Malvern Hills Foodbank	

#### 6. Supporting information to be included



A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	Previously provided
A list of those involved in running the organisation, including trustees if appropriate.	Attached in Annual Report
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	Attached
A recent bank statement in the name of the organisation.	Attached
Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	See above
A business plan or other similar document showing future plans for the organisation.	See Annual report

## 7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	<b>E Peter T Buchanan</b>
Signature:	
Date:	<b>19 November 2021</b>

For more information or to submit your application, please contact Deborah Powell on 01684 566667 or [dpowell@malvern-tc.org.uk](mailto:dpowell@malvern-tc.org.uk)

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. If you do not wish for any of your personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at [www.malverntowncouncil.org/policies](http://www.malverntowncouncil.org/policies)

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL  
to be held in the Council Chamber, Belle Vue Terrace, Malvern  
on Wednesday 8 December 2021 at 6.00 pm**

**CALC EMPLOYMENT AWARD SCHEME**

**1. Purpose of report**

- 1.1. For review and comment.

**2. Recommendation**

- 2.1. Committee is asked to consider the information provided by Worcestershire CALC on the proposed Employment Award Scheme (see appendix A).

**3. Background**

- 3.1. Malvern Town Council is a member of Worcestershire County Association of Local Councils (CALC) and pays an annual subscription.

- 3.2. Worcestershire CALC supports and informs local councils, providing professional advice and training as needed. Member councils' benefits include the following:

- Advice and support
- A Members' area and resources
- Training
- Clerks' gatherings
- Governance and representation
- Information and good practice guides
- Access to NALC's legal team for specialist advice

- 3.3. At a recent CALC AGM, it was announced that member councils can now receive discounts on the annual subscription cost which can be combined:

- i. Councils will receive a 5% discount if their clerk is CiLCA qualified
- ii. Councils will receive a 5% discount if they have any award under the Local Council Awards Scheme
- iii. Councils will receive a 5% discount if they are awarded the CALC Employment Award Scheme

- 3.4. The Town Clerk is already CiLCA qualified, and Council has agreed to enter the Local Councils Award Scheme, but the Employment Award Scheme is a new initiative.

- 3.5. Details are included at Appendix A and Councillors are asked to note that whilst some items are already in place, others would need to be implemented.

3.6. Committee members are invited to review and discuss the Employment Award Scheme and its implications.

**4. Financial Implications**

4.1. The annual subscription to CALC in 2021/22 was £983.26, therefore each 5% discount would amount to £49.16.

**5. Legal Implications**

5.1. None pertaining to this report.

End

Linda Blake  
Town Clerk

### **Information provided by Worcestershire CALC**

There are 3 parts to the Employment Award Scheme:

- 1) Training**
- 2) Policies**
- 3) Practice**

These form the basis of what Worcestershire CALC wants to see councils implementing, but also keep it simple so that the smallest councils can easily fulfil the criteria. The award scheme will be valid for 3 years, upon which re-accreditation can take place.

Training will allow employers to be prepared and educated on how to handle employment matters as well as developing the skills to implement the other elements of the scheme.

Policies will give the councils grounding and guidance on how to proceed in the future in various situations, as well as providing clarity for both employer and employee on the proper practice and how to go forward in situations, the aim being to resolve disputes before they happen or spiral out of control.

Practice will be an opportunity for councils to show that they are able to implement good sector employment practices and policies are implemented and not just developed for show.

It is hoped that the Employment Award Scheme will become the standard in the County, giving clerks and other staff the reassurance that policies, procedures and practices are already in place. It should stand as a beacon showing the council as a good employer, attracting the best staff and allowing retention of good staff.

The award scheme will show potential employees that key policies and procedures are in place which should help them in their roles.

The scheme will give individual councillors the reassurance that appropriate policies and procedures are in place to deal with any problems that arise. All too often, things are only raised after something has gone wrong.

By implementing the elements of the scheme, employee retention will be encouraged. This is a major issue for many parish and town councils. A 2021 survey of 73 parishes showed that even during the pandemic, 8.2% of councils had new clerks within a year. Going back to a “normal” year in 2019, 13.9% of clerks had been in the role less than a year. In addition to this, there are councils which unfortunately have to recruit numerous times before finding a long-term solution.

There are several benefits to ensuring employee retention:

**a) Increased employee loyalty**

When a council supports the clerk (and other employees in their roles) there is greater loyalty to pursue the aims of the council, and by ensuring employees stay

longer in the role it builds further loyalty and investment from the employee in the council.

**b) Better skilled staff**

By investing in training for staff, the council is saying “we believe in you and we want to give you all the tools to carry out your role”. The employee will also feel supported by the council and will gain better knowledge to carry out their role. Employees who understand their role have the information and skills to undertake the role, are less stressed and more productive than those who don't receive training.

**c) No drop in productivity**

If an employee in any sector is leaving their position, there can be a drop off in productivity as they are wrapping up the role. In addition, when a new person is starting a new role there is going to be a period for them to learn the role, the details of what needs done and to build up the relationships needed to carry out the work required. These drops in productivity can be small, limited to a month but some can be large. Worcestershire CALC has experienced parishes having to go 9 months in between clerks and then requiring the new person to get up to speed. This can result in large scale projects having to be put on hold when a clerk leaves and other things needing to be delayed.

To be eligible for the Employment Award Scheme, councils will need to achieve the following:

**1) Training**

CALC provides a suite of employment training. The majority of councillors that sit on a staffing committee or have responsibilities for managing the staff must be able to demonstrate that they have completed this training during the last three years or are undertaking it. In larger councils with multiple staff members a member of staff should also have completed the training.

Councils must provide a budget, highlighting the amount budgeted for training and how much was spent on training in the previous year. This should be proportionate to the size of the council. A training record for staff and councillors should be provided, highlighting how many CPD points have been accrued.

**2) Policies**

Minutes must be provided, along with copies of the policies, showing that the council has agreed or reviewed (if previously agreed) the following policies (within the last 3 years):

- Discipline
- Grievance
- Equality and Diversity
- Absence

- Family Friendly Policies
- Appraisal
- Training and Development
- Capability
- Recruitment and induction
- Lone Working

And the following policies if appropriate:

- Homeworking
- Health and Safety

### **3) Practice**

The council should have a Staffing Committee which meets regularly or as needed to deal with staffing issues. This allows some councillors to be involved whilst other councillors not on the committee can deal with any appeals if needed. A copy of the agenda and minutes of the last meeting will need to be provided. If no meetings have been required since the committee was set up, a copy of the minutes of the council meeting where it was agreed to be formed and its membership agreed along with a copy of its terms of reference should be supplied.

In line with legislation, a contract must be issued to every member of staff with new staff issued this on or before their first day of employment. A (redacted) copy of the contract should be provided as evidence.

An interview will be held with the clerk to confirm that an appraisal process, in line with the agreed policies, has taken place (by appropriately trained councillors or staff). The clerk will also need to confirm from an employee perspective that the council is in line with agreed policies.

The council must review the pay banding, and job description of each staff member to ensure they are on the correct pay scale for the work they undertake every three years or when the role of the position has changed dramatically within that time. A summary of the review should be provided.