



Town Clerk & RFO: Miss Dee Smith
Chairman: Councillor Clare Gamble
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**Billingham Library & Customer
Service Centre**
Billingham
TS23 2LN

TO: All members of the Finance & General Purposes Committee

You are summoned to attend the next meeting of the Finance & General Purposes Committee to be held on Tuesday 16th January 2024 at 6.30pm, in Meeting Room C, Billingham Library & Customer Service Centre.

AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. DECLARATIONS OF INTEREST

Members to inform the Chairman of the Committee of any Declarations of Interest for matters set out within this agenda.

4. PUBLIC PARTICIPATION

In accordance with section 3 (f) of the BTC Standing Orders, members of the public present may address the Council or Committee at this point on the agenda. The Council/Committee reserves the right to respond or debate the issue at a later date.

No questions have been received at the time of preparation of this agenda.

5. MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 19TH DECEMBER 2023

To approve the above minutes as a true and accurate record (see appendix A – Draft minutes 19th December 2023).

6. PAYMENTS & RECEIPTS LISTS

- (i) To approve the list of payments to creditors for December 2023 for the main account (see appendix B).
- (ii) To approve the list of payment to creditors for December 2023 for the cafe accounts (see appendix C).
- (iii) To approve the staffing costs for December 2023 (see appendix D – Staffing costs).
- (vi) To note the income received for December 2023 (see appendix E).
- (vi) Members are provided for information, with the bank reconciliation for all accounts up to 31st December 2023 (see appendix F).

7. CAFÉ IN THE PARK – PROFIT & LOSS REPORT

Members are provided with a profit and loss report for the Café in the Park, up to 31st December 2023 (see appendix G).

8. DRAFT BUDGET 2024/2025

Members are asked to consider the draft budget for 2024/25 for recommendation to Full Council on 23rd January 2024 (see appendix H).

9. DRAFT HYBRID WORKING POLICY

Members are asked to consider the draft Hybrid Working Policy for recommendation to Full Council (see appendix I).

Miss Dee Smith
Town Clerk/RFO to Billingham Town Council
11th January 2024

PLEASE BE ADVISED:

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 Section 100A(4), members of the public are entitled to attend this meeting and/or have the access to the agenda papers. These can be found on the Town Council website www.billingham-tc.gov.uk

Filming, Photographing or Audio Recording of the Town Council meeting may take place. The Town Council accepts no liability for any material created by those filming, photographing, or recording the meeting.

Persons wishing to obtain any further information on this meeting, including the opportunities available for a member of the public to speak at the meeting or for details of access to the meeting for people with disabilities, please contact Miss Dee Smith, Town Clerk via dee.smith@billingham-tc.gov.uk or telephone 01642 551171.

BILLINGHAM TOWN COUNCIL
Draft Minutes of the Finance & General Purposes Committee Meeting
held on Tuesday 19th December 2023 at 6.30 p.m.
at Billingham Library & Customer Service Centre

Present: Councillor Jim Scollen
 Daniel Forrest
 Adam Gilburt
 Ann McCoy
 Marc Besford
 Guy Snead
 Colin Leckonby

Official: Miss Dee Smith, Town Clerk/RFO

Apologies: Cllr G McCall – Personal
 Cllr C Gamble - Business

Councillor H Atkinson and a representative from Purple Door Studios were also present.

144/23 CHAIRMAN'S ANNOUNCEMENT

The usual rules about housekeeping were made

145/23 DECLARATIONS OF INTEREST

There were no declarations on this occasion.

146/23 PUBLIC PARTICIPATION TIME

The following two questions have been received by the Town Council:

1. A request for the Town Council to look at improving the supply of social seating throughout Billingham. This could be partly funded by the legacies of deceased individuals who could leave a symbol of their love for the town.
2. A form of recognition given to Frank Crosby and the Billingham Action Team, possibly in the form of a plaque or other physical structure, in regards to Billingham Forum.

Signed..... Date
Chairman to Billingham Town Council

RESOLVED

- a. Stockton Borough Council already have a Dedicated Benches programme in place. To inform the resident of this service.
- b. To look at other locations for a dedicated plaque and investigate costs.

147/23 MINUTES OF FINANCE & GENERAL PURPOSES MEETING HELD ON 17th October 2023

Members were asked to approve the above minutes.

RESOLVED

That the minutes of the above meeting held on 17th October 2023, a copy of which has previously been circulated to each member, be approved, and signed as a correct record by the Chairman.

148/23 SUBSIDY APPLICATION 2024-2027

Members received a presentation from Purple Door Studios regarding their subsidy application.

RESOLVED

Information duly noted.

149/23 PAYMENTS & RECEIPTS LISTS

Members were asked to approve the following:

- (i) Payments to creditors for October & November 2023 for the main account.
- (ii) Payments to creditors for October & November 2023 for the cafe account.
- (iii) Staffing costs for October & November 2023.
- (vi) To note the income received for October & November 2023.
- (vii) Members were provided for information, with the bank reconciliation for all accounts up to 30th November 2023.

RESOLVED

- a. Members approved the above reports.
- b. The Chairman signed the bank reconciliations.

Signed..... Date
Chairman to Billingham Town Council

150/23 CAFÉ IN THE PARK – PROFIT & LOSS REPORT

Members were presented with a profit and loss report for the Café in the Park, up to 30th November 2023.

RESOLVED

Information duly noted.

**The meeting concluded at 6.55 pm with Councillors Scollen, Besford, Forrest, ,
Gilburt, Leckonby, McCoy and Snead present.**

Signed..... Date
Chairman to Billingham Town Council

08/01/2024
11:35

Billingham Town Council Current Year
PURCHASE DAYBOOK

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Creditors for Month No 9

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/c	Centre	Amount	Analysis Description
08/12/2023	081223		ARTY	A004	150.00	0.00	150.00	4380	110	150.00	face painting Xmas event
01/12/2023	011223		ASDA	A007	15.80	0.00	15.80	4380	110	15.80	Food stock xmas
01/12/2023	011223A		ASDA	A007	3.50	0.00	3.50	4341	110	3.50	Asda pass
								336		-3.50	Asda pass
								6000	110	3.50	Asda pass
13/12/2023	131223		ASDA	A007	69.74	0.00	69.74	4435	120	69.74	SLS Food stock
13/12/2023	131223SA		ASDA	A007	2.08	0.42	2.50	4435	120	2.08	SLS Food stock
19/12/2023	191223		ASDA	A007	31.94	0.60	32.54	4341	110	31.94	Food stock Wellbeing Grp
								328		-31.94	Food stock Wellbeing Grp
								6000	110	31.94	Food stock Wellbeing Grp
01/12/2023	301123		ASDA	A007	190.15	3.10	193.25	4341	110	190.15	FP food stock
								336		-190.15	FP food stock
								6000	110	190.15	FP food stock
15/12/2023	5462383001651		ASDA	A007	255.49	0.00	255.49	4341	110	255.49	FP food stock
								336		-255.49	FP food stock
								6000	110	255.49	FP food stock
08/12/2023	9052358001033		ASDA	A007	239.50	0.00	239.50	4341	110	223.10	FP food stock
								336		-223.10	FP food stock
								6000	110	223.10	FP food stock
								4341	110	16.40	FP food stock
								327		-16.40	FP food stock
								6000	110	16.40	FP food stock
14/12/2023	9072333001007		ASDA	A007	353.78	0.00	353.78	4435	120	353.78	SLS food stock
08/12/2023	081223		ALDI	A012	26.85	0.00	26.85	4435	120	26.85	SLS Food stock
13/12/2023	131223		ALDI	A012	21.39	0.00	21.39	4435	120	21.39	SLS Food stock
13/12/2023	131223A		ALDI	A012	10.83	2.17	13.00	4435	120	10.83	SLS food stock
01/12/2023	282379		ASPIRE	A013	999.00	199.79	1,198.79	4191	100	999.00	Microsoft & licenses Dec 23
01/12/2023	011223		BM	B005	52.73	10.54	63.27	4380	110	52.73	Xmas event food stock

Creditors for Month No 9

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/c	Centre	Amount	Analysis Description
18/12/2023	181223		BM	B005	8.33	1.67	10.00	4240	100	8.33	Batteries
05/12/2023	021223BTC		PARISH	B008	300.00	0.00	300.00	4380	110	300.00	Hall hire Xmas event
06/12/2023	24		BLF-SG	B023	2,817.00	0.00	2,817.00	4376	110	2,817.00	50% contribution Show
04/12/2023	041223		BOWLING	B036	500.00	0.00	500.00	4250	100	500.00	Grant FC 28.11.23
01/12/2023	5616803		CRIMEWATCH	C015	207.00	41.40	248.40	4240	100	207.00	Annual service alarm
15/12/2023	151223		CANVA	C033	10.99	0.00	10.99	4200	100	10.99	Subs Dec 23
02/12/2023	021223		DISCO	D021	120.00	0.00	120.00	4380	110	120.00	Elf Mascot visit Xmas event
27/12/2023	271223		EE	E001	12.50	2.50	15.00	4180	100	12.50	V Lloyd mble top up Dec 23
02/12/2023	2172681273		EE	E001	77.79	15.56	93.35	4180	100	77.79	2 x mobile phones Dec 22
04/12/2023	041223		FRIENDS	F017	500.00	0.00	500.00	4250	100	500.00	Grant FC 28.11.23
02/12/2023	021223		IVAN	I016	90.00	0.00	90.00	4380	110	90.00	Santa Xmas event
07/12/2023	3514323		MAKRO	M010	237.76	11.20	248.96	4435	120	237.76	SLS food stock
12/12/2023	3514792		MAKRO	M010	295.23	21.52	316.75	4435	120	295.23	SLS food stock
18/12/2023	181223		MS	M026	16.67	3.33	20.00	4215	100	16.67	Port - Town Crier
05/12/2023	28034854		NISBETS	N006	54.99	10.99	65.98	4435	120	54.99	Food containers
06/12/2023	10852406E		CCIN	O003	250.00	0.00	250.00	4200	100	250.00	membership CCIN
12/12/2023	121223		ROBERTS	R009	200.00	0.00	200.00	4435	120	200.00	SLS Food stock
02/12/2023	46443589A		ROYAL	R025	60.00	0.00	60.00	4380	110	60.00	Taxi fare Santa xmas event
01/12/2023	0753		STONEHOUSE	S001	28.00	5.60	33.60	4191	100	28.00	Payroll Dec 23
15/12/2023	0769		STONEHOUSE	S001	135.00	27.00	162.00	4141	100	135.00	Payroll support
06/12/2023	MEM247115-1		SLCC	S002	412.00	0.00	412.00	4200	100	412.00	D Smith Membership 24-25
06/12/2023	10006910		SBC	S015	257.00	51.40	308.40	4240	100	257.00	Pest control annual
07/12/2023	071223A		TESCO	T003	200.00	0.00	200.00	4250	100	200.00	Grant FC 28.11 (prepaid card)
07/12/2023	071223B		TESCO	T003	200.00	0.00	200.00	4250	100	200.00	Grant FC 28.11 (prepaid card)
07/12/2023	071223C		TESCO	T003	100.00	0.00	100.00	4250	100	100.00	Grant FC 28.11 (prepaid card)
14/12/2023	141223		TESCO	T003	10.50	1.20	11.70	4435	120	4.50	Cheese & Glitter spray
07/12/2023	515956		TEES ACTIVE	T009	49.50	0.00	49.50	4380	110	6.00	Cheese & Glitter spray
01/12/2023	17353402		XERO	X001	35.00	7.00	42.00	4191	100	35.00	Old payroll Dec 23

Creditors for Month No 9				Order by Supplier A/c				Nominal Ledger Analysis			Analysis Description
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/c	Centre	Amount	
TOTAL INVOICES					9,608.04	416.99	10,025.03			9,608.04	
VAT ANALYSISCODE OTS @ 0.00%					1,356.43	0.00	1,356.43				
VAT ANALYSISCODE S @ 20.00%					2,085.03	416.99	2,502.02				
VAT ANALYSISCODE Z @ 0.00%					6,166.58	0.00	6,166.58				
TOTALS					9,608.04	416.99	10,025.03				

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Billingham Cafe

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Current Bank A/c

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/12/2023	Cafe Vinchi	SO	108.00		18.00	4181	100	90.00	Machine rental Dec 23
05/12/2023	Rollersfield Ltd	BACS	120.00		20.00	4125	100	100.00	2 x keyfobs
05/12/2023	Firstcall Food Ltd	BACS	120.67			4100	100	120.67	Food stock xmas event
05/12/2023	Gbix It	BACS	63.00		10.50	4140	100	52.50	Broadband Dec 23
05/12/2023	Nesbits	BACS	539.98		89.99	4180	100	449.99	Water boiler
05/12/2023	Firstcall Food Ltd	BACS	-120.67			4100	100	-120.67	Incorrectly entered
10/12/2023	Smarty	TRANSFER	20.00			4140	100	20.00	Mobile data Dec 23
11/12/2023	Daisy Communications Ltd	BACS	38.34		6.39	4140	100	31.95	Telephone Dec 23
12/12/2023	Aldi stores	TRANSFER	6.10		0.05	4100	100	6.05	Food stock
13/12/2023	Iceland	TRANSFER	13.50			4100	100	13.50	Food stock
13/12/2023	Asda	TRANSFER	36.27			4100	100	36.27	Food stock
14/12/2023	Aldi stores	TRANSFER	7.98			4100	100	7.98	Food stock
14/12/2023	Aldi stores	TRANSFER	-7.98			4100	100	-7.98	Incorrectly entered
19/12/2023	Asda	TRANSFER	10.30		0.05	4100	100	10.25	Food stock
20/12/2023	J & B Recycling	DD	34.75		5.79	4125	100	28.96	Recycling Dec 23
21/12/2023	Asda	TRANSFER	2.90			4100	100	2.90	Food stock

Total Payments for Month

92314

0.00

150.77

84237

STAFFING PAYMENTS HAVE BEEN RECORDED

BILLINGHAM TOWN COUNCIL
STAFFING COSTS

December 2023	Payee	Amount
BACS	Staffing Team salaries, HM Revenue & Customs and Teesside Pensions Fund	£15226.44

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Billingham Town Council Current Year

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Cashbook 1

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Lloyds Treasurers

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		138,182.45					138,182.45	
bacs Banked: 04/12/2023		35.93						
bacs CCLA		35.93			1090	100	35.93	Interest Nov 23
bacs Banked: 04/12/2023		504.81						
bacs CCLA		504.81			1090	100	504.81	Interest Nov 23
500172 Banked: 11/12/2023		100.00						
500172 Cash		100.00			1999	100	100.00	Stallholder Xmas event
500173 Banked: 11/12/2023		74.80						
500173 Cash		74.80			1999	100	74.80	Raffle money Xmas
bacs Banked: 22/12/2023		82.50						
Sales Recpts Page 41		82.50	82.50		100			Sales Recpts Page 41
Total Receipts for Month		798.04	82.50	0.00			715.54	
Cashbook Totals		138,980.49	82.50	0.00			138,897.99	

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**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/c	31/12/2023		4,063.89
			<u>4,063.89</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,063.89
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,063.89
		Balance per Cash Book is :-	4,063.89
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Billingham Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2023	Lloyds Treasurers	114,479.95	
31/12/2023	Lloyds Deposit	81,650.76	
31/12/2023	Petty Cash	28.80	
			196,159.51

Other Cash & Bank Balances

124,999.00

321,158.51

Receipts not on Bank Statement

0.00

Closing Balance

321,158.51

All Cash & Bank Accounts

1	Lloyds Treasurers	114,479.95
2	Lloyds Deposit	81,650.76
3	Petty Cash	28.80
	Other Cash & Bank Balances	124,999.00
	Total Cash & Bank Balances	321,158.51

09/01/2024

Billingham Cafe

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Detailed Profit and Loss Account - Excluding Stock Movement**Month 9 Date 31/12/2023**

		<u>Month Actual</u>	<u>YTD Actual</u>
<u>Account</u>	<u>Sales/Income</u>		
1000	Cafe Sales	848	34,591
1999	Other Income	0	11,305
Total Sales/Income		848	45,896
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4000	Café Staff Salary	719	22,184
4100	Stock Food/Drink	69	15,361
4110	Stock non Food/Drink	0	1,775
4125	Cafe Running Costs	129	1,448
4140	Telephone & Broadband	104	944
4180	Equipment & Furnishings	450	1,306
4181	Machine Rental	90	810
4200	Square Costs	4	271
Total Indirect/Overhead Expenditure		1,566	44,099
Operating Profit		(718)	1,797
% Operating Profit		-84.67%	3.91%

DRAFT BUDGET	2023 / 2024	2024/2025
ADMINISTRATION COSTS		
Staff Costs	£ 122,295.00	132,500.00
Pension	£ 30,520.00	35,000.00
Employers NI	£ 13,200.00	18,000.00
Travel & Subsidence	£ 700.00	1,000.00
Volunteer Expenses	£ 500.00	200.00
Staff expenses	£ 1,000.00	1,500.00
OFFICE RUNNING COSTS		
Rent	£ 10,000.00	10,000.00
TOWN COUNCIL OFFICE		
Office equipment	£ 500.00	500.00
Stationery	£ 400.00	900.00
Postage	£ 100.00	100.00
Telephone/Broadband/mobiles	£ 1,400.00	1,400.00
IT & Software	£ 13,500.00	14,000.00
Books/Literature	£ 50.00	50.00
Insurance	£ 2,000.00	2,200.00
Photocopier/printing	£ 1,000.00	1,000.00
Room hire		500.00
Website	£ 400.00	450.00
TRAINING		
Staff	£ 700.00	200.00
Members	£ 500.00	500.00
Volunteers	£ 100.00	100.00
SUBSCRIPTIONS		
NALC/CLCA	£ 3,000.00	3,000.00
SLCC	£ 900.00	900.00
ICO	£ 55.00	60.00
NEREO	£ 350.00	350.00
CCIN	£ 300.00	300.00
CIPD	£ -	300.00
Living Wage Foundation		150.00
TOWN COUNCIL Marketing		
Newsletter	£ 2,000.00	6,000.00
Conferences, Events & Awards	£ -	0.00
AUDIT		
External Audit	£ 1,000.00	1,300.00

Internal Audit	£	250.00	350.00
Accounts Support	£	3,500.00	3,700.00

ELECTIONS

Elections	£	8,000.00	0.00
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COMMUNITY HUB & CAFE

Marketing	£	1,000.00	0.00
Annexe running costs	£	7,000.00	8,000.00
Cafe Contingency	£	30,000.00	30,000.00

EVENTS

Easter	£	-	2,000.00
Summer	£	3,000.00	5,000.00
Halloween	£	-	2,000.00
Xmas	£	4,000.00	10,000.00
Fundraising events	£	250.00	0.00
Events infrastructure	£	750.00	1,500.00
Remembrance	£	-	0.00
Half Term Activities	£	-	0.00
Town Crier	£	500.00	500.00
Carnival	£	2,000.00	2,000.00
Coronation	£	1,000.00	0.00
Dday			3,000.00

DONATIONS

Grants	£	5,000.00	5,000.00
Subsidies	£	36,000.00	15,000.00
Sponsorship	£	10,000.00	25,000.00
Chairmans Allowance	£	1,000.00	1,000.00

PROJECTS 21/22

Community Fund	£	-	3,200.00
Sunday Lunch Project	£	12,000.00	8,000.00
Garden	£	-	0.00

£	331,720.00	£	357,710.00
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DRAFT SMARTER WORKING POLICY

Recommended:
Approved:

F & GP Committee 16th January 2024

1. Introduction & Purpose

- 1.1 Billingham Town Council is committed to ways of working that meets both its and employee needs. Having reviewed the changing work environment, the Council has adopted a policy of supporting staff to have a better work-life balance, as well as continuing to deliver services to the community. This policy sets out how smarter working (hybrid) arrangements can benefit staff and the Council as the employer, as well as how such arrangements can be put in place.
- 1.2 The purpose of this policy is to set out the principles and procedures by which managers and employees can operate a shared understanding of smarter working. This means working at different physical locations and using technology to accommodate the needs of the Council and its customers, employees and their managers.
- 1.3 Employees' principle place of work is the office or other Council premises; this policy sets out the arrangements for remote working, where that meets business needs and using technology to support working in different ways as different locations.
- 1.4 This policy allows for a smarter way of working, to be agreed in advance with the Town Clerk (the Town Clerk to agree their smarter working with the Staffing Sub Committee), and in accordance with this policy.

2. Scope

- 2.1 The policy applies to all members of staff who can complete all or part of their work from home or offsite (outside the workplace). No member of staff will be expected to work from home without their full agreement unless Government guidelines specifically state a working from home rule, where this is possible to do so.
- 2.2 It is acknowledged that not all roles are suitable for smarter working. The official place of work will remain as the Town Council office or other Council premises.
- 2.3 This policy is separate to staff's statutory rights to request flexible working; the statutory process involves a contractual change to terms and conditions. Smarter working is about informal arrangements to split working time between home and office.

3. Principles

- 3.1 Smarter working is about flexibility, mutual trust and the measurement of outputs and outcomes. The key principles which managers and employees must follow are:

- The needs of the Council and its customers must be prioritised in any decisions about where to work;
- The Council recognises that time spent working in other environments, for example at home, can be productive and can benefit employee wellbeing;
- Employees are expected to work their contracted hours and to record all their worked hours on timesheets;
- Employees are expected to spend some time each week with their colleagues in order to participate in face to face interaction at Council premises, to collaborate and learn from each other;
- The minimum proportion of the working week based from the workplace should be no less than 40-60% (2 or 3 days for a full time employee)
- Employees are responsible for ensuring their home or other offsite environment is suitable and meets Council required standards;
- All smarter working arrangements are subject to ongoing monitoring and review and may be modified for reasons including a change in the needs of service, problems with contactability, a change in the requirements of an employee's role, or performance or conduct concerns;
- Employees should be available to attend the workplace for meetings, to undertake training, to deputise for absent colleagues or other operational matters. It can therefore be expected to come into the workplace on a day where smarter working was agreed. In most cases, reasonable notice will be given, although this may not always be possible. Employees may also be required to attend the workplace when an IT or other problem prevents them working effectively from a remote working location. This could be at short notice and until such a time as the issue has been resolved;
- In the event of a disagreement concerning a discussion regarding remote working, the employee has the right to raise this with the Staffing Sub Committee. Staff should try to resolve disagreements regarding remote working with the Town Clerk in the first instance;
- An employee who wants to work from home whole-time will need to make a formal request for consideration under the Council's Sickness, Leave and Flexitime Policy.

4. Home/Smarter Working

- 4.1 Smarter working may be undertaken on an ad-hoc, temporary or regular basis. Not all jobs can be done remotely and some people find that homeworking suits them less than others. The type of smarter working arrangements and suitability of it generally will depend on a number of factors, including:

- The type of work the Council requires;
 - The need for office cover;
 - The impact on colleagues and customers;
 - What management or supervisory responsibilities an individual holds;
 - Their ability to complete their duties away from the workplace;
 - Having a suitable and safe space available at home or another suitable agreed working environment;
 - Being able to satisfy health and safety requirements and complete a satisfactory workstation assessment;
 - The ability to keep data secure and have private conversations when required;
 - Whether the individual is able to work productively at home: and
 - Any positive/negative impacts on mental health from working remotely.
- 4.2 Employees may request a smarter working arrangement to be put in to place. Should an employee wish to request smarter working, they should do so by discussing the proposal with their line manager. All requests will be considered by the Town Clerk in line with the Town Council's Equality Policy (or in the case of the Town Clerk requesting smarter working, proposals will be discussed and agreed with the Staffing Sub Committee).
- 4.3 The agreement for smarter working will include the following:
- Date from which the arrangements are to start;
 - Proposed number of remote working days;
 - Extent of availability to cover workplace for meetings, colleague absence etc;
 - A trial period if applicable;
 - A Smarter Working Agreement is resolved (see appendix A).
- 4.4 If employees wish to claim tax relief for homeworking, they can find out more at this link: <https://www.gov.uk/tax-relief-for-employees/working-at-home>
- 4.5 Employees working in a smarter way should work their contracted weekly hours each week, although can continue to access flexi-time credit/debit facilities if the needs of the service allows for this
- 4.6 It is important when working away from the workplace, that managers and colleagues know when and how they can contact each other and that working time suits business needs.
- 4.7 Journeys to and from the office or other workplace will be in the employee's own time, just as a normal commute would be for those working in the workplace each day. Business travel between sites will be in work's time as normal and business mileage can be claimed.
- 4.8 If an employee needs to rely on a regular working arrangement to accommodate caring responsibilities or any other domestic issues, then a flexible working request must be made.

- 4.9 Every employee has a right to disconnect when they are not working. This means a right not to reply, or feel obliged to reply, to work emails and contacts from other colleagues in evenings and weekends unless they are officially on duty or the Council has an emergency situation which needs a rapid response and management.

5. Health & Safety

- 5.1 The Council as an employer has a duty of care to its employees and will carry out a risk assessment before smarter working is approved. There will always be greater risks for lone workers with no direct supervision or anyone to help them if things go wrong. The employee's line manager will keep in touch on a regular basis.
- 5.2 If smarter working becomes a long term or permanent arrangement, a remote workstation risk assessment will be carried out and appropriate adjustments will be made, or additional equipment provided. Please refer to the Display Screen Equipment (DSE) workstation checklist at appendix B.
- 5.3 Employees also have responsibility for their own health and safety or wellbeing. If any issues arise, these should be discussed with their line manager at the earliest opportunity.

There are some simple steps they can take to reduce the risks from display screen work:

- Breaking up long spells of DSE work with rest breaks (at least every 5 minutes every hour) or a change in activity;
 - Avoiding awkward, static posture by regularly changing position;
 - Getting up and moving or doing stretching exercises;
 - Avoiding eye fatigue by changing focus and undertaking rest breaks;
 - Maintaining eye health by undertaking regular eye tests and use of glasses as required. (The law says employers must arrange an eye test for DSE users if they ask for one, and provide glasses if an employee needs them only for DSE use).
- 5.4 Employees are responsible for reports accidents, incidents, hazards and dangerous occurrences when smarter working, just as they are in their normal workplace.
- 5.5 Employees working remotely must ensure that they take adequate rest breaks as required by the Working Time Regulations 1998 and must not work more than 6 hours continuously without a 20 minute break. Any additional hours, if worked, must not exceed limits within the Work Time Regulations.
- 5.6 If an employee becomes ill whilst smarter working, the Sickness, Leave and Flexitime Policy should be followed.

- 5.7 Employees who are working alone or visiting private premises, must ensure that they comply with the Town Council's Lone Working Policy.
- 5.8 Employees smarter working are covered by the Council's insurance scheme for employers' liability whilst undertaking Council business. Employees must check if their home insurers need to be informed.
- 5.9 Employees must not arrange meetings with or divulge their home address to customers or officers from other organisations. Meetings with other employees should take place at the Council office or other suitable/appropriate premises and not in the employee's home.

6. ICT & Data Protection

- 6.1 All staff should follow the Town Council's approved ICT and Data Protection policies and procedures, regardless of the workplace.
- 6.2 The Council will provide the necessary equipment and access to ICT to carry out the role in a smarter working environment. Line Managers should determine what is required for each individual who is working in a hybrid way.
- 6.3 Software updates must be carried out promptly on any equipment used for smarter working.
- 6.4 Whilst smarter working, if you leave your workstation, the device being used should be locked. The device should not be left unattended in a public place.
- 6.5 The device should be shut down at the end of the working day. Keeping the device in standby mode will ultimately slow down the logging in process over time and will not allow for essential updates to be applied to the device.
- 6.6 The Council device must not be used for personal use.
- 6.7 When smarter working, only print out confidential information when absolutely necessary. Ensure it is kept in a safe place and shred to dispose of securely.
- 6.8 Minimise the risk of loss or theft by keeping any Council devices and files in a safe place (e.g. do not store in your car overnight).
- 6.9 On termination of an employee's contract, all equipment, files etc must be returned to the Town Council office.

APPENDIX A – SMARTER WORKING AGREEMENT

The terms of the agreement are to include the following:

- The Council reserve the right to terminate the smarter working agreement at any time with reasonable notice;
- Employees are expected to work during core hours;
- Smarter working arrangements are subject to regular review;
- Employees working from home are expected to attend meeting and other workplace events when required;
- Employees working from home are required to comply with all Council policies and procedures, including holiday, performance, sickness reporting etc;
- Employees are responsible for completing their working hours and taking rest breaks;
- The Council's Health and Safety Policy applies to smarter working;
- A risk assessment will be undertaken to determine any relevant risks and prevent harm to the remote worker or anyone else who may be affected by their work, in respect of the workplace itself and the working arrangements;
- Annual display screen assessments should be completed for all work locations.