

LIGHTATOUCH

7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

10 March 2023

The Parish Clerk

Bursledon Parish Council

Lowford Centre,

Portsmouth Road,

Bursledon.

Southampton.

SO31 8ES

Dear Roland

Second Interim Internal Audit Report

Bursledon Parish Council – November 2022 to February 2023

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2022-23 Annual Governance and Accountability Return.

We have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2022
- The Accounts and Audit (England) Regulations 2015 (as amended).



Background

Bursledon Parish Council had income and expenditure of between £200,000 and £300,000 and is subject to review by the External Auditor, PKF Littlejohn in 2021/2022. The Annual Governance and Accountability Return was submitted to the External Auditor. The Council received a clean annual report from the External Auditor for 2021-22.

The Council is a sole managing trustee.

It is good practice for the Council to comply with the Local Government Transparency Code 2015.

The Council’s accounting records are maintained on AdvantEdge Software.

This is the second review in 2022/2023 to check the internal control systems, following on from previous internal audit work done focussing on checking and validating internal control systems in use at the Parish Council, including transactional elements of the financial accounts.

The Parish Clerk continues to provide view access to the AdvantEdge Software, so we can check financial information in advance of the visit. This has been used to test check the records of the Parish Council for the period November 2022 to February 2023 to support the current governance and financial management position of the Council.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulation 2015 from the Council’s website.

We discussed with the Parish Clerk the need to update the Parish Council website to ensure that it complies with the best practice requirements of the Transparency Code Regulation 2015. ***(Audit Note: The Parish Clerk is currently in the process of completing the update before the end of financial year 2022/2023)***

There are some financial adjustments required to the AdvantEdge Software to ensure that all transactions posted to the financial ledger provide the evidence of approval for payment or the clearance of the entry where adjustments to the financial ledger totals are required. ***(Audit Note: The Parish Clerk will ensure that these are cleared before the end of the financial year 2022/2023).***

The Parish Clerk is working currently to update the Contract of Employment information of all staff which includes detailed reporting requirements by staff to report sickness leave. It will also include a new process of escalating long term sickness so that action can be taken when required to ensure the health and wellbeing of staff.



We reported in the previous internal audit report that the External Auditor requires authenticity checks to be shown on invoices that goods and services have been delivered before the list of invoices to pay are taken to the Parish Council for payment ratification.

We are pleased that the Parish Clerk has introduced evidence of these checks by electronic certification on the AdvantEdge Software. We were shown that additional certification on the AdvantEdge Software has been introduced so an established audit trail can now track the confirmation that the goods and services have been received and invoices are appropriate for payment.

We discussed in detail the information to be updated on the Risk Assessment 2022/2023. The Parish Clerk is now finalising the details and will be presenting it to the Parish Council for approval at their meeting on Thursday 29 March 2023.

We also discussed with the Parish Clerk the opening of the CCLA investment account which will be completed once the mandate information is submitted.

The Parish Clerk is aware that one allotment holder has yet to complete payment for the licence for 2022/2023. *(Audit Note: This is currently being followed up by the Parish Clerk)*

Internal audit checks

We have undertaken a series of audit tests on the Council's financial records, vouchers, documents, Minutes, policies, procedures to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at the visit.

During this visit we test checked the following:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Investments
- Income and Expenditure
- Allotments
- Insurance
- VAT claims
- Risk Assessment
- Budgets and Reserves
- Transparency of the Council website.

Findings

Details of good practice noted, our recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- The Council maintains its books and records on AdvantEdge Software.
- The Clerk/RFO is aware of the requirements of GDPR.
- The Council is registered with the ICO.
- Details of total payments authorised at meetings are recorded in the Minutes.
- The Reserves position is appropriate for the size of the Council.
- The Insurance cover is appropriate for the size of the Council.
- All income records are appropriate and recorded correctly.
- All expenditure items could be traced and are recorded correctly in the financial ledger.
- The budgeting process is detailed and monitored throughout the year.
- Bank reconciliations are carried out promptly each month.
- The Council takes an active scrutiny role.
- VAT claims are made regularly.

Recommendations

- There are no formal recommendations made from this second interim internal audit visit.

Other matters to be brought to the Council's attention

- We note that the risk assessment for 2022/2023 will need to be approved by full Council by 29 March 2023. Once completed we will be satisfied that the Council can tick "Yes" to Assertion 5 on Section 1 (Governance Statement) of the AGAR 2022/2023 to comply with the requirements for the External Auditor. We will then tick "Yes" to Control Objective C on the Annual Internal Audit Report 2022/2023. The 2022/2023 risk assessment should then be uploaded on to the Council website for information.
- As a reminder, the Council will need to review and approve the Asset Register. This will need to be Minuted at a Full Council Meeting by 31 March 2023. The Council can then tick "Yes" to Assertion 6 on the Annual Governance Statement on the AGAR 2022/2023. Once this has been approved, we will be able to tick "Yes" to Control Objective H on the Annual Internal Audit Report 2022/2023.

Based on the tests we have carried out at this interim internal audit visit, in our view, the internal control procedures in operation are appropriate to meet the needs of Bursledon Parish Council.

Next review

The next internal audit review has been arranged for **Wednesday 20 April 2023**.

At this review detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Investments
- Income and Expenditure
- Payroll
- VAT claims
- Risk Assessment
- Asset Register
- Budgets 2023/2024
- Transparency of website
- End of Year Procedures

Next Steps

This report should be noted and taken to the next meeting of the Parish Council.

Tim Light FMAAT
Internal auditor

Financial Risk assessment

Report of the Roland Potter (Parish Clerk)

29 March 2023

1. Purpose of the Report

The purpose of this report is to present the potential financial and legal risks to the Council in 2022/23 and in the near future.

The Council agreed that the report should be presented quarterly and any changes noted and amended on the Risk Report Register.

The Council are requested to note the updates to the Risk Register.

Supporting Information

2. Update to risks.

- Sickness and Absence Management has been a growing concern and the Council are advised to implement a formalised Sickness and Absence Management Policy
- Lone Working and Staff safety – Council staff have been subjected to unsafe behaviour from residents – The Council are recommended to introduce measures to improve staff safety.
- The Transfer of assets including play areas have been deferred until 2024.
- Outsourcing the Tennis courts to be progressed.

3. Policy & Legal Issues

- The Council is required to undertake a Financial Risk assessment at least annually and is required to be reported to Council by 31st March of each fiscal year.
- To comply with the requirements of the Annual Governance statement the Council are required to:
- To identify if the Council has any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end (giving examples of each in our guidance) and if so, to provide a breakdown of them and evidence of the authority's consideration of them, (e.g., Minutes of the Council).

Bursledon Parish Council

Agenda Item 8

- Whether these items have a budgetary impact and if so, to provide details.
- Where there is a fiscal impact, evidence that it has been correctly reflected in the accounting statements.

4. Staffing Implications

The staffing implications are set out in the attached Financial Risk Report.

5. Financial Implications

The costs of undertaking mitigations will be considered by the Council under separate reports accompanying the agenda.

6. Crime and Disorder Implications

The safety of staff is an issue and Council staff have been put in fear for their safety because of violent and abusive language, threats of criminal activity and intimidation.

7. Equal Opportunities Implications

There are no Equal Opportunities Issues in this report.

8. Environmental & Climate Change Implications

The Council has an established biodiversity strategy which it seeks to improve and extend on an annual basis.

9. Risk Assessment

The risk issues are identified in the report.

10. General Data Protection Regulations

There are no implications for the General Data Protection Act in this report.

11. Recommendations

- **To note the updates to the Financial Risk Register.**

RISK AREA	RISK IDENTIFIED	Risk H/M/L	MITIGATION	NOTES & ACTION REQUIRED
To provide and maintain standards for Parish Council services to the residents of Bursledon	The risk of legislative change which will have an impact on the Parish Councils powers, duties, and funding	L	Parish Clerk and staff keep apprised of developments. Members to receive regular updates as needed.	Changes in legislation to be reported to Council & Staff Reported through Council Reports.
To provide and maintain standards for Parish Council services to the residents of Bursledon	The protection of physical assets owned by the Parish Council including buildings and equipment (loss or damage)	M	All physical assets insured. All assets recorded on finance software and checked regularly, and training arranged to facilitate this.	Asset Register Reviewed in September 2021 with insurers. Asset register has been generated but not loaded onto the Pear system. Parish Clerk (to be transferred on to Pear Mapping System completed in 2022/23)
To provide and maintain standards for Parish Council services to the residents of Bursledon	The risk of damage to third party property or individuals because of the Parish Council providing services (public liability)	L	Public liability Insurance renewed annually	Included in the Insurance renewal notice

To provide and maintain standards for Parish Council services to the residents of Bursledon	Insufficient staff or other resources to deliver the service needs	L	Staff have general awareness of other team members essential tasks and can provide cover when required. Parish Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council	Council operates monthly team meetings. All IT systems are saved on the cloud and Council services can be operated remotely.
To provide a safe and fulfilling working environment for staff	Employees contravene H & S Regs	L	H & S and First Aid training, insurance, Risk Assessments regularly checked, work practices observed and updated	Legionella inspection to be completed and remedial action taken to reduce risk. Parish Clerk (To arrange training in 2022/23) First Aid training for one member of office staff and one grounds person
To provide a safe and fulfilling working environment for staff	Potential legal proceedings up to corporate manslaughter	L	Employers Liability insurance. Employee and Members training and awareness	None
To provide a safe and fulfilling working	Staff retention issues	L	Staff training where appropriate	To be reviewed as part of the Councils appraisal procedure.

environment for staff				
To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action, and loss of confidence in Parish Council	L	Parish Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors	None
To maintain financial records that are correct and comply with all recommended accounting practice	Loss of income through error or fraud	L	Fidelity Guarantee Insurance Parish Clerk continually review controls and current procedures	Encourage Income to be directly paid into the Councils Bank Account Fidelity Guarantee increased to £400K
To ensure that all actions taken by the Parish Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	L	Parish Clerk to keep up to date with changes in legislation, seek advice from SLCC, HALC, NALC and others as necessary	Parish Clerk & Deputy Clerk (to attend annual update training)

Cemetery and Cemetery Services	Inadequate space to meet demand	L	Identify additional land for allocation if needed and flag up with EBC Local Plan.	None
Cemetery and Cemetery Services	Inadequate space to meet demand for cremation plots	L	Identify new space for cremation plots within the current cemetery, by extending current unused space.	An area for new burial and cremation plots has been identified and is in the process of being constructed and a new access point for vehicles has been created.
Cemetery and Cemetery Services	Preparation for pandemic	M	Mark out new grave spaces and agree a policy for internments.	Three new rows of grave spaces marked out for unknown additional impact of pandemic. Burials spaces to be used based on alternative grave selection until the row had been fully used.
Cemetery and Cemetery Services	Potential Risk of Rising water resulting in loss of income and damage to the reputation of the Council.	M	This situation is gradually getting worse each year. Review strategic planting of bushes and trees which will reduce water,	To develop a planting scheme of trees and bushes that will absorb water
Cemetery and Cemetery Services	Potential Risk of Rising water resulting in loss of income and	M	Review the cemetery regulations to increase the size of cremation plots to	Policy changed to increase the cremation plots to 1.5 the size to

	damage to the reputation of the Council.		allow 1.5 spaces to allow to interments next to each other if the depth is not achievable.	allow side by side cremations where a double depth interment cannot be achieved.
Cemetery and Cemetery Services	Demand for family cremation plots	L	To use normal burial plots for family cremation plots at a single depth for up to eight internments.	Policy changed to allow the use of a full- size plot as a family cremation plot.
Cemetery and Cemetery Services	Historically plots not being dug to the correct depth	M	Ground staff attend all internments	There may be a cost to supplying additional grave spaces and compensating for exhumations if required.
Cemetery and Cemetery Services	Potential demand to take over the maintenance of local C of E graveyard.	M	Additional cost for maintenance of grounds, trees, fences etc	Council to quote for maintenance works in a private arrangement, prior to formal closure. Pass on the request to Eastleigh Borough Council.
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	L	Contract of employment in place	Parish Clerk (Contracts of employment to be reviewed and standardised 2022/23) in line with new employment legislation.

Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	L	Legal insurance in place	Limit of cover
HR Administration	Employment Law knowledge and practice	M	Parish Clerk to keep up to date with employment law and seek HR advice where appropriate	Parish Clerk to attend annual Southeast Employer training
HR Administration	HR Policies - Changes in legislation	M	The Council has policies & practices in place for Staffing and Employment and should be reviewed when there are changes to legislation	The Council have recruited Southeast Employers to undertake an independent review of policies
HR Administration	Management of staff information	M	Maintain up to date records of all staff and to store all supporting information	The Council uses an on-line HR System which allows staff to record their time and the location of their work.
Staffing	Loss of services of employee	M	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	Parish Clerk to delegate responsibilities to Deputy Clerk.

Staffing	Loss of key staff trained in financial systems, process, or rules	M	Staffing arranged so that knowledge is distributed between Parish Clerk/RFO and at least two other staff. Need for succession planning and staff training	Not possible given the size of the staff – but improved training/dual working in office. All new admin staff to be given the opportunity to obtain level one training with the SLCC.
Staffing	Inadequate staff to deliver services due to transfer of additional services.		The Council would be able to respond initially but this would have an impact on service standards for other areas.	Clerk to prepare a long-term staffing plan including plans for retirement in 22/23
Financial Control	Inappropriate expenditure made	M	All Payments are authorised as correct by the Parish Clerk on the Advantage finance software. Two councillors approve each payment by using the Advantage finance software before payments are made This provides a digital audit trail on the finance software	Both Councillors must access the Advantage Financial Software to ensure that invoices are approved for payment and a digital record is made.
Financial Control	Inappropriate expenditure made	L L	Payments reported to Parish Council for review and corrective action if necessary.	None

			<p>All Bank payments scrutinised and authorised by two councillors.</p> <ol style="list-style-type: none"> 1. financial software allows for invoices to be scanned and included on the software 2. Bank signatories have online read only access to finance system to view invoices. 3. Monthly schedule of payments is provided to Council for retrospective approval. 	<p>Schedule of BACS payments emailed to councillor signatories to allow remote approval of payments.</p> <p>Schedule of approved payments to be presented to each Council meeting to comply with external auditor</p>
Financial Control	Financial Regulations become out of date with change in technology, regulation, or business	L	<p>Council to review financial regulations every three years or on change of circumstances or staff.</p> <p>The Parish Clerk can react to any changes in legislation or other areas to ensure the regulations are fully compliant and provide a strong</p>	Financial Regulations reviewed in May 2022

			framework compatible with Council`s practices.	
Financial Control	Lack of budgetary overview/overspend against budget	L	Quarterly review of normal ledger Monthly review of income and expenditure	Quarterly accounts to be prepared for Council for quarters ended June, September, and December. Monthly budget comparison reports to be presented to Council.
Financial Control	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	L	Contingency included in budget Reserves equivalent to at least three months spend available as required by the external auditor.	None None
Financial Systems & Records	Accounts The Edge accounts online system is used which is an accepted accounts package	L	A back up is also made to the main server at the end of each day. Hard copies linked to Council reports are held on file together with bank reconciliation reports,	The Edge accounts online system is used which is an accepted accounts package

			<p>invoices/receipts/payments and cheques issued</p> <p>All cheques issued from the main account are authorised by the Parish Council Documents are retained for 6 years</p>	
Financial Systems & Records	<p>VAT</p> <p>The Edge system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts</p>	L	<p>VAT is applied to all mileage payments at the rate applicable at the time as advise by HMRC VAT returns are lodged on a quarterly basis in line with accepted procedures</p>	<p>The Edge system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts</p> <p>Parish Clerk to ensure that VAT returns are submitted every quarter.</p>
Financial Systems & Records	<p>Payroll</p> <p>The Sage online payroll system is used which is an accepted payroll package</p>	L	<p>The Parish Clerk authorises any overtime, mileage, monthly</p> <p>Payroll</p>	<p>The Sage online payroll system is used which is an accepted payroll package</p>

			<p>Hard copies linked to pay roll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund provider</p> <p>BACs payments and cheques to the pension fund are authorised by Council Payments can only be issued for the nominated employees, which must be authorised in advance of the payment</p> <p>Documents are retained for 6 years</p> <p>Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information & highlight any discrepancies</p>	Payroll summary to be scanned and attached to finance package linked to relevant payment
Banking Arrangements & Procedures Banking Security/Access to Finances	Unity Trust Bank is used Accounts	L	Bank account information used daily with Parish Clerk/RFO and Administrative Assistant	Currently arranging for deposit account with Unity Trust Bank

			Reviewing how much is placed into a higher rate deposit account	Parish Clerk (to look at other investment opportunities 2022/23)
Banking Arrangements & Procedures Banking Security/Access to Finances	Cheques	L	Each cheque from the main account must be signed by 2 Councillors as detailed on the mandates (which are amended when required to ensure that enough signatories are available always)	Customers are proactively encouraged and directed to use BACS payments
Banking Arrangements & Procedures Banking Security/Access to Finances	Transfers	L	Monies may be transferred between the Councils accounts authorised by the Parish Clerk. Consideration of Deposit accounts.	Currently arranging for deposit account with Unity Trust Bank
Banking Arrangements & Procedures Banking Security/Access to Finances	Bank Reconciliation	L	All accounts are reconciled using the Edge system Any discrepancies are immediately reported to the bank for investigation The Imprest account does not have statements but reconciled monthly by the Administrative Assistant	None None None

			against the cash held and any discrepancies are immediately reported to the Parish Clerk.	
Banking Arrangements & Procedures Banking Security/Access to Finances	Separation of Duties	L	The office has established separation of duties over the last few years to ensure that no one person has access to the bank balances or cash wherever possible	None
Banking Arrangements & Procedures Banking Security/Access to Finances	Access to the main bank accounts	L	As detailed under Banking arrangements and Procedures above, no one person has access to monies held in the main accounts All invoices are checked by the Administrative Assistant in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)	None
	Cheques/BACS			None

Banking Arrangements & Procedures Banking Security/Access to Finances	Access to petty cash accounts	L	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money	Review Financial Regulations in May 2020 to adjust for any legislation changes
Banking Arrangements & Procedures Banking Security/Access to Finances	Cheques	L	All payments must be authorised by the Parish Clerk before any cheque or bank authorisation is issued. The Parish Clerk is to sign the invoice to confirm and record that the cheques have been authorised. All payments accepted and are reported to the Parish Council	None
Banking Arrangements & Procedures Banking Security/Access to Finances	Insufficient number of signatories	H	Currently there are only two councillors who are signatories. Previous applications are time expires	Council to appoint one additional signatory for online banking.
Financial Administration	Petty Cash – Cash Payments	L	All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Parish Clerk All payments are reported to the Parish Council with a full	None

			reconciliation report for sign-off	
Financial Administration	Hire Charges	L	<p>Council sets the charges subject too periodic review</p> <p>The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval</p>	<p>Charges to be approved by Council of the budget report.</p> <p>None</p>
Financial Administration	Hire charges received within the office	L	All post is logged, and any payments received are itemised and processed by the Administrative Assistant	None
Financial Administration	Processing and banking	M	<p>When the money is received it is balanced against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the Edge system and all entry references are printed out and retained</p> <p>The cash element is usually below £500 and held in the safe?</p>	Parish Clerk to ensure that banking is completed at least monthly.

Financial Administration	Records non-compliant or inadequate	L	Internal auditor reviews record keeping annually Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation	None
Financial Administration	Expenditure/income coded incorrectly	L	Parish Clerk checks nominal ledger every quarter Items are coded	None
Financial Administration	Standing Orders & Financial Regulations Standing Orders & Financial Regulations are reviewed and approved by Parish Council on an annual basis at the AGM	L	Parish Clerk reacts to any changes in legislation, requests from Parish Council or other areas to ensure the regulations are fully compliant and provide a strong framework compatible with Council practices	Standing Orders and Financial Regulations are reviewed annually to consider any legal changes
Financial Administration	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	L	Programme of meetings to meet statutory deadlines	None
Financial Administration	Invoice payment without authority	L	All payments reviewed once receipt of an invoice against the budget.	None None

			Parish Clerk authorises two councillors to sign cheques or BACS	
Financial Administration	Incoming cash and cheque misappropriation	L	Individual receipts to be issued for all cash payments and for cheque payments on request	Financial software has been updated to allow the emailing of receipts
Financial Administration	Theft of funds	L	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors, and other persons Cash and cheques stored securely and banked within 21 working days of receipt	None
Financial Administration	Incorrect entries by bank	L	Bank statements reconciled monthly	None
Ordering Procedure	To avoid fraud and ensure authority of expenditure	L	This system incorporates the Edge system codes so that any order can be traced from origin to finish across a variety of systems All orders are authorised by Parish Clerk prior to emailing to supplier.	None

Annual Budget & Precept Calculations	The annual budget and precept calculations	L	<p>The annual budget and precept calculations are initially calculated in November/December based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members.</p> <p>The Parish Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance to calculate a budget shortfall on which the future precept is based</p>	<p>Annual Budget & Precept Calculations</p> <p>None</p> <p>None</p> <p>None</p>
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			<p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up-to-date number of band D properties have been confirmed by Eastleigh BC discuss and amend any highlighted budget levels to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p> <p>The final budget is approved in January and Eastleigh BC is immediately advised of the precept</p>	<p>None</p> <p>None</p>
Monitoring of Budgets	Comprehensive budgets	L	Comprehensive budgets are set for each committee, and these are loaded onto Edge accounts system at the start of the new financial year	None
Financial Administration	Monitoring	L	On-going daily expenditures have already been	None

			<p>incorporated within the budget and the Parish Clerk/RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits</p> <p>All invoices checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Parish Clerk/RFO</p>	<p>None</p> <p>None</p>
Financial Administration	Reporting	L	<p>A full report of expenditures against budget is lodged with council at each Council meeting.</p> <p>This incorporates a print-out of the income and expenditure against each annual budget and the cashbook extract</p> <p>Any that do not meet the budget levels are highlighted</p>	<p>None</p> <p>None</p>

			by member if needed along with committed expenditure	None
Financial Administration	Comprehensive budgets	L	Comprehensive budgets are set for each committee, and these are loaded onto Edge accounts system at the start of the new financial year	None
Insurable Risks	Public Liability	L	Insurance cover In addition, weekly, annual checks of play equipment	Limit of cover £10,000,000
Insurable Risks	Employers Liability	L	Insurance cover	Limit cover £10,000,000
Insurable Risks	Theft of money by third party	L	Insurance cover	Cover varies depending on situation Reviewed annually
Insurable Risks	Theft of money by employee or member	L	Fidelity Guarantee cover	Limit of cover £150,000
Insurable Risks	Property	L	Cover for buildings & contents All risks cover for selected items	
Insurable Risks	Officials Indemnity	L	Continue with existing cover (£250k)	
Insurable Risks	Libel and Slander	L	Continued existing cover (£250k)	Limit of cover £250,000

Insurable Risks	Personal Accident	L	Continue with existing cover (scale benefits)	
Insurable Risks	Legal disputes	L	Cover for specified legal disputes	Limit of cover £10,000,000
Insurable Risks	Long term sickness of employee	L	Not covered Liability limited by contract	
Insurable Risks	Business interruption	L	Potential alternative premises, IT back-up off site and ability to restore onto hired equipment etc Cover in place for excess costs	Limit of cover £50,000
Insurable Risks	Loss/destruction of financial records	L	Key financial data held electronically and backed up off site All electronic documents backed up daily offsite	Residual risk considered acceptable
Insurable Risks	Officials Indemnity	L	Continue with existing cover (£250k)	
Insurable Risks	Libel and Slander	L	Continued existing cover (£250k)	Limit of cover £250,000
Insurable Risks	Personal Accident	L	Continue with existing cover (scale benefits)	

Loss of Records	Loss of documentation	L	Deeds and other legal documents relating to real estate stored in the office, historic stored at the pavilion.	All land registry documents have been scanned and loaded on to Council IT system.
Asset List & management	Purchased	L	An asset list is maintained by the Parish Council Office on an Edge Accounting system This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., The asset list is circulated to staff on an annual basis to ensure that all items are correct	Parish Clerk to review Asset register in finance package as part of the year end close. Council adopted the criteria that items with a value over £1,000 or with an expected life cycle of over 5 years and where it has a residual value.
	Transfer of New Assets	L	Enquiries made with EBC regarding the quantity and timing of future transfer of assets	All other I assets under £1,000 to be maintained on the Councils Asset Management software for insurance purposes. Parish Clerk to monitor and follow up.
Internal Audit	Internal Audit	L	The Internal Auditor is approved annually by Council at the AGM and attends the	The Internal Auditor has online read only and real time access to the Council financial package. BPC to

			<p>office to complete the internal audit in May of each year</p> <p>The report is presented to Council for acceptance</p>	<p>load bank statement with each bank reconciliation.</p> <p>Reports are available on the Council Web Site.</p>
Annual Audit	Annual Audit	L	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Parish Clerk and Administrative Assistant completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Parish Clerk presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p>	None

			<p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Parish Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
Insurance	Fidelity Insurance	L	<p>Fidelity insurance levels have been set after considering the possibility of fraudulent activities gaining access to the bank accounts</p> <p>Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, cross referenced receipts of income and the decision not to currently use e-banking</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>	None

Insurance	Insurance	L	<p>Came & Co been used as a recognised Parish Council provider</p> <p>Annual reviews are carried out to ensure enough cover is in place</p>	<p>None</p> <p>None</p>
Web Site	To ensure that the web site is compliant with current legislation	L	The web site is managed by the Parish Clerk and Vision ICT	Vision ICT have undertaken a compliance audit on the web site and amended statement in line with new legislation from Sept 2020 – re Website Accessibility Regulation Statement.
Transparency	To ensure that the web site complies with the legal requirements of the Transparency Act.	L	The web site is managed by the Parish Clerk and Vision ICT	None
Other Risks	Trees and Drainage	H M	The Council has noted the potential liability for managing over 3000 trees and provision has been made in the five-year financial plan to manage this liability.	None

		M	Tree applications have been made for removal of boundary trees which are at risk of damaging neighbouring properties. EBC refused partial planning permission.	The Council has appealed the decision and the Council insurers have been advised of the EBC Decision.
		M	Increasing water logging of all Recreation areas which may have an impact on Income	Council to review strategic planting to manage surplus water
		M	The Pitch on Long Lane was installed several years ago with sand slits, but these have never been maintained.	Clerk to obtain cost of football renovation on Long Lane Football Ground. This will be an annual cost which has not been budgeted for.
		H	Drainage, currently the Council is aware of one potential claim, and has received advice from the Councils insurers.	To continue to monitor and report to Council and advice obtained from insurers.
			Lionheart Way – Landslip Funding identified from Developers Contributions	Tendering to be started in January 2022 – cost of works approved by EBC

				from developers' contributions.
IT & Document retention & business Continuity	Back Up and Security Retention of documents & paperless Office	L L L	All Software is backed up by the cloud suppliers The Council has purchased an additional backup for all software on an independent Sever located in Slough The Council backs up all its software including Microsoft to a continuous back up using Datto. Review of Document Retention	None None Council introduced a Document retention policy in 2020/21
Responding to the impact of Climate Change	Adopting to Government Policy. Availability of Value for money alternatives Impact on Income generation	M	To actively consider options for the delivery services where there is a value for money option. The Council now reports the impact on climate change on its reports	
Maintenance costs on assets leased to third parties	The council is aware of responsibilities for the external maintenance for	H	The Council to obtain all structural and safety reports.	Council to obtain all outstanding survey reports.

	the building at Pilands Wood Community Centre		The Council to add a budget line for the maintenance of the building Third parties to obtain buildings insurance	Council to evaluate cost of works required. To ensure third parties have adequate insurance cover in place
Viability of third parties leasing Council premises	Due to the recent pandemic third parties leasing council premises maybe financially vulnerable	H	The Council need to be aware of the situation, and its responsibilities should the lease fail.	Council to monitor the position.
Asset transfers from other authorities	The Council is aware of up to six play areas and associated areas planned for transfer to the Council	H	The Council needs to agree the time scale for the transfer of assets. The Council need to budget for the recruitment of additional staff at the time of the transfer.	Council to establish time scale. Budget costs to be allocated for the relevant financial year.
Outsourcing of Long Lane Tennis Courts to third parties.	The Council are investigating the outsourcing of the tennis courts to a third party in liaison with EBC and the Lawn Tennis Association	M	The financial viability must be demonstrated by the LTA. A supplier of the outsourced service must be found. A contract for the outsourced service will have to be agreed.	The project needs to be evaluated and submitted to Council in November 2022. For consideration

			The impact on current staffing resources will have to be evaluated and if appropriate additional staff may have to be recruited.	
Impact of inflation on Council budget and Precept	<p>Rising inflation and wage settlement costs are having an impact on the current budget and future budgets</p> <p>Failing to raise the correct level of precept will impact on the Councils reserves</p> <p>The tax base for 2023/24 has fallen.</p>	H	<p>The Council need to set a realistic precept bearing in mind both economic and political situations.</p> <p>The Council should consider amending its medium-term financial strategy to recover and costs that impact on the Councils Reserves.</p>	<p>To be reviewed by Council as part of the budget preparation.</p> <p>The Clerk should update the medium-term financial strategy</p>
Long term capital Planning	<p>The council's asset portfolio is increasing due to developers' contributions and the possible transfer of assets.</p> <p>The Council currently does not have sufficient long-term plans or funding to replace assets,</p>	H	The Council should develop a long-term financial plan to replace capital assets including operational assets e.g. vehicles	<p>To be reviewed by Council as part of the budget preparation.</p> <p>The Clerk should update the medium-term financial strategy</p>
Staff Sickness	There has been an increasing level of sickness over the last two years which has reduced the	H	Introduce a sickness and Absence management Policy	Clerk and Staffing committee to monitor.

	Councils ability to deliver services			
Lone Working and Safety	Council staff have been subject to verbal threats, foul language & intimidation	H	Introduce call monitoring. Introduce one way locking system on doors. Introduce meeting appointments. Introduce body cameras for ground staff. Introduce tracking software on work phones. Obtain evidence and refer to police for enforcement	

Reviews will take place quarterly unless clearly stated differently within each section.

Statement of Particulars of Employment with Bursledon Parish Council

This statement sets out the basic terms and conditions of your employment, which we are required to give you under the Employment Rights Act 1996 as amended.

1) Parties' Details

- a) Name of employee: [name], ("you" or "your"), of [address]
- b) Name of employer: [name of council], ("the council" or "we") of [insert address of council]

2) Job Title and Duties

- a) You are employed as [job title].
- b) You are required to undertake the duties as set out in the attached job description. Your job description does not form part of your contract of employment and may be amended by the council following consultation with yourself.
- c) You may be required to undertake other or additional duties as the council may reasonably require from time to time.

3) General Conditions of Service

- a) During your employment with [insert name of council] some of your terms and conditions will be subject to certain Acts of Parliament and to statutory regulations. Within this, your salary and other payments, standard hours of work, entitlement to holidays (including the period during which they may be taken), holiday pay, sick leave and pay and certain other conditions of employment will be in accordance with collective agreements, as adopted by the council, reached nationally or locally. The national agreements are negotiated through the National Joint Council for Local Government Services and incorporated in the National Agreements on Pay and Conditions of Service (commonly known as the "green book") a copy of which can be accessed on our intranet.
- b) From time to time, variations in your terms and conditions of employment will result from decisions made by the council after full consultation with our employees. Such variations will be separately notified to you and incorporated into relevant policies within one month of any change taking effect.

4) Date of Commencement

- a) Your start date in the post of [insert job title] is [insert start date in this role].

5) Continuous Service with Local Government and Related Employers

- a) For the purposes of establishing statutory employment rights your continuous period of employment with [insert name of council] dates from [insert start date with council].
- b) Your rights in connection with redundancy payments include recognition of previous continuous employment in local government establishments and other related employers as set out in the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999 as amended.

Your continuous service for redundancy payment calculations dates from [insert date of when continuous service started].

- c) For the purposes of calculating entitlement to notice periods, annual leave, occupational sick pay and occupational maternity pay, the council recognises periods of previous qualifying service with employers specified in the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999 on the basis set out in Part 2, paragraph 2(b).

Your continuous service for these conditions of service entitlements dates from [insert date – normally same as para b but if there has been a break for child care purposes this may differ].

- d) If you disagree with any of the dates stated above, you must contact the [insert name or job title of who to contact].

6) Probationary Period

- a) Your initial employment with us as [job title] will be on the basis of a probationary period of six months. The council will assess and review your work performance during this time and reserves the right at any time during this period to terminate your employment with one weeks' written notice. If you should feel that you are not suited to the job during this time you will be required to give written notice of one week to terminate your employment with the council.
- b) The council also reserves the right to extend your probationary period should it be deemed necessary. Your appointment will be confirmed in writing should your probationary period prove satisfactory.

- c) During your probationary period, at the management's discretion, you may be liable to dismissal without the application of the council's standard disciplinary or capability procedures. You will be obliged to follow all the procedures and rules laid down by the council from the commencement of your employment.

7) Term

- a) The post is offered on a permanent part time basis. [temporary/full time]
- b) [for temporary roles only] This role is appointed on a fixed term basis [for a period of 'X' months/ to provide cover for long term absence/ to support deliver of 'Y' project]. Your employment with [the council] will terminate [on the date specified/ one week after the long term absence comes to an end/ on completion of the project], or earlier by giving a minimum of two weeks' notice in writing.

8) Hours of work

- a) The standard working hours are 37 hours per week to be worked Monday to Friday between the business hours of 8am and 6pm. Your actual working pattern within these business hours will be agreed with your line manager.
- b) [for part time roles only] You are contracted to work [X] hours per week, normally on [insert normal working days or exact working pattern]. A reasonable degree of flexibility is required from staff, however, in order to fulfil the demands of their post. The council will give you as much notice as possible if there is a need for you to work on a non-work day.
- c) [for evening work] As part of your role, you will be expected to work some evenings. These occasions will be agreed at least a month in advance where possible. You will be [given time off in lieu / paid overtime at flat rate/time and a half] for any hours worked outside of normal business hours.
- d) Where your working day is more than six hours, you may take a lunch break of at least 30 minutes, which is unpaid.

9) Place of work

- a) Your normal place of work is [insert address of work base location].
- b) [for hybrid working] However, the nature of your role means that you are permitted to work from your home address, [insert address], on occasion. The timing and regularity of any working from home must be agreed with your line manager.
- c) Any travelling between your home address and your normal place of work will be deemed community and not eligible for reimbursement for business mileage.

- d) If there is a change to your home address, you must advise [insert job title of appropriate person] immediately.
- e) [if travel forms part of the role] You may also be required to travel to locations across the [insert geographical area]. Where you travel from home to the first location, or from the last location home, you may claim business mileage reimbursement for any miles travelled in excess of the mileage of your normal commute. Any travel from your normal place of work to alternative sites is treated as business mileage.
- f) If it proves necessary and following consultations with you, the council reserves the right to change your place of work. You will be given one month's written notice to change your place of work.

10) Salary

- a) The starting salary for this post is £XX,XXX per annum FTE, point [insert scale point] within Grade Y, [insert min & max of salary grade].
- b) [For part time employees] Your salary, based on a [insert part time hours] hour week will be, £xx,xxx per annum.
- c) Annual increments, where applicable, are usually payable on 1st April each year, subject to six months service in the post, until the maximum spinal column point of the grade has been reached.
- d) However, if you are starting in this post between 1st October and 31st March, your first annual increment will be payable on completion of your probationary period and annually thereafter on 1st April.
- e) The payment of annual increments is not automatic and is subject to satisfactory performance as assessed by your line manager.
- f) You will be paid monthly, three weeks in arrears and one week in advance on the 20th day of the month by means of a credit transfer into a bank or building society account. You must therefore always maintain a suitable account into which payment can be made.
- g) Overtime is not normally payable. However, where you are required to work additional hours due to the demands of the job, and your line manager has authorised additional hours, time off in lieu will normally be granted at a mutually agreeable time.

11) Annual leave and statutory holidays

- a) The leave year runs from 1 April to 31 March each year.

- b) The full time annual leave entitlement is 22 days per year. This will rise to 25 days after completion of five year's continuous service. The council also provides two statutory days of leave per leave year which must be taken between Christmas and New Year when the office is closed.
- c) These entitlements are calculated on a pro-rata basis for part time employees.
- d) [for part time staff] Your annual leave entitlement, including the statutory days, will be 14.59 days or 108 hours per year.
- e) During the first year of service, and on termination of employment, annual leave will be pro-rated based on the number of days of service in that year. Therefore, your annual leave entitlement for 2022/23 leave year is 6.88 days or 50.89 hours.
- f) In addition to this annual leave full time employees are entitled to a normal days pay for each bank holidays. For part time employees the number of bank holidays is calculated on a pro-rata basis.
- g) [for part time staff] Your bank holiday entitlement for the remaining part of the 2022/23 leave year is 2.55 days or 18.85 hours. When a bank holiday falls on a day that you would normally work, you are required to book your normal working hours for that day as leave.
- h) Your total leave entitlement for the remaining part of the 2022/23 leave year is 9.42 days or 69.74 hours. [for part time workers] Please ensure you allocate sufficient leave to cover any bank holidays that occur between [insert start date] and 31 March 2023 and the Christmas closure period.
- i) All leave must be approved in advance by your line manager and booked using the [insert booking method e.g. spreadsheet or system].
- j) You are permitted, with agreement from your line manager, to carry forward up to the equivalent of one working week of leave from one leave year to the next. In exceptional circumstances your head of service/director may permit leave in excess of this level to be carried forward.
- k) You will normally be advised of your leave entitlement, including any agreed carry forward, within the first week of the new leave year.
- l) Your holiday pay will be calculated based on your normal pay. You are not entitled to pay in lieu of untaken holiday, except on the termination of your employment.
- m) On the termination of your employment, you will be entitled to pay in lieu of accrued and untaken holiday for that holiday year. If you are dismissed for gross misconduct, or if you leave before the contractual notice period has expired, you will not be entitled to payment in lieu of accrued contractual holiday over and above the statutory minimum.

- n) If, on the termination date, you have taken more holiday than your accrued entitlement, you consent to a deduction being made for the corresponding amount from your salary. If your salary is insufficient to allow for any such deduction, you agree to repay the outstanding amount within one month of the termination of your employment.

12) Pension

- a) On appointment, you will automatically be admitted to the Local Government Pension Scheme (LGPS) unless you confirm in writing using the LGPS Opt Out Form that you wish to opt out.
- b) The employee contribution rates are currently between 5.5% and 12.5% of your actual pensionable pay, not the full time equivalent. The contribution rate you pay depends on which pay band you fall into. Currently your contribution rate is 5.8%. [insert name of council] will also contribute to the scheme on your behalf.

13) Benefits

- a) The council operates a non-contractual benefits scheme. The following benefits are available to our employees:
- i) [list any additional benefits such as EAP, bonus schemes, health/dental insurance].

14) Notice period

- a) After successfully completing your probationary period, should you wish to terminate this contract, two months' notice of termination is required. The council is required to give a minimum of four weeks' notice rising to a maximum of 12 weeks based on continuous local government service.
- b) The council reserves the right to ask you not to work during your notice period or to make a payment in lieu of notice.

15) Sickness payments

- a) The council applies the scheme agreed by the NJC for local government services. Should you be absent from work due to sickness a sick pay allowance is payable for up to the following periods:

During 1st year of service:	1 month's full pay and,
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	after completing 4 months service, 2 months half pay
During 2nd year of service:	2 months full pay and 2 months half pay
During 3rd year of service:	4 months full pay and 4 months half pay
During 4th and 5th year of service:	5 months full pay and 5 months half pay
After 5 years' service:	6 months full pay and 6 months half pay

- b) The level of sick pay allowance due to you will be calculated on the first day of any period of sickness absence, taking into account the aggregate of the periods of paid sickness absence during the twelve months immediately preceding the first day of the current absence.
- c) Any sickness allowance paid to you by the council will be inclusive of Statutory Sick Pay entitlement where applicable. In the case of full pay periods, sick pay will be an amount which, when added to Statutory Sick Pay and Incapacity Benefit (if applicable), will not exceed the equivalent of normal pay.
- d) For further details of the sick pay scheme, please refer to the Green Book Sick Pay Scheme.
- e) The council operates local procedures the management of sickness absence. The procedure lays down the steps you must follow if absent from work due to sickness or injury. Failure to follow the notification or certification procedure will result in you no longer being entitled to receive any sick pay. A copy of the procedure is available [from insert job title /on the intranet].

16) Other Paid Absences

- a) You are entitled to take paid maternity leave, paternity leave, adoption leave, parental leave, shared parental leave and parental bereavement leave provided that you meet the eligibility requirements.
- b) Further details can be found in the Green Book or the council's respective policies, available [from insert job title /on the intranet]. We reserve the right to amend or withdraw these policies at any time.

17) Training

- a) The council does not require you to complete any training during your employment. However, the council is keen to support your development within the role and any training needs should be discussed at performance review meetings and 1:1 meetings with your line manager.
- b) **OR** The council requires you to complete the following training during your employment:
 - i) List training requirements and timescales for achieving these.
- c) Failure to complete the required training/qualifications within the timescales without reasonable cause may result in your employment being terminated.
- d) The council will pay any course fees and provide one day of study leave and one day of exam leave for each formal examination to be paid at your normal rate of pay. You will be required to sign a learning agreement before commencing any formal qualification training.

18) Code of Conduct

- a) The council's Code of Conduct as amended from time to time sets out the standards expected of all employees and the values it expects everyone to uphold. It is based on legal, operational and service requirements that apply to all local government employees. The code covers areas such as confidentiality, declaration of interests, outside employment, intellectual property and gifts and hospitality etc.
- b) A copy of the Code of Conduct is available [from insert job title /on the intranet]. It is a condition of your employment that you familiarise yourself, and comply, with this code.
- c) The council is under a legal duty both to disclose certain information under the Freedom of Information Act 2000 and to respect the confidentiality of details held in accordance with the Data Protection Act 2018. All employees have a duty to manage knowledge and information in accordance with this legislation. In the event of any doubt as to the confidential status of any data the matter should be referred to your line manager or [insert job title of relevant person] for further guidance.

19) Equity, Diversity and Inclusion

- a) The council is committed to providing equal opportunities for existing and potential members of staff. It is a condition of employment that all members of

staff comply with the equity, diversity and inclusion policy, a copy of the policy is available [from insert job title /on the intranet].

20) Grievance

- a) If you have a grievance relating to your employment you must raise the matter in accordance with the grievance policy that is in place at the time. A copy of the procedure is available [from insert job title /on the intranet].

21) Disciplinary procedure

- a) Should an allegation of misconduct be made against you this will be dealt with using the disciplinary policy that is in place at the time the alleged event took place. The procedure includes summary dismissal for offences of gross misconduct unless there are mitigating circumstances. A copy of the procedure is available [from insert job title /on the intranet].

22) Recovery of Monies Owed

- a) In case of overpayment of salary or other administrative error the council will recover the amount of overpayment through deduction at source from any payments due to you. In accepting this post, you expressly agree to and authorise such deductions.
- b) If you are given financial assistance under removal/relocation, post entry training or other schemes operated by the council and do not satisfy the qualifying conditions laid down under those schemes, recovery of assistance granted will be made either in full or part. Details will be given whenever assistance is provided.
- c) If you leave your employment with any outstanding loans, contractual debts or repayments due to the council an appropriate adjustment may be made from your final salary to recover such monies, subject to prior notification at least one month in advance of your final day of service, or if not possible then by formal procedures for recovery of the debt.

23) Anti-Fraud and Anti-Corruption Strategy

- a) In managing its responsibilities, the council is determined to protect itself against fraud and corruption. The council's expectation regarding probity and accountability is that Members and employees at all levels will lead by example in ensuring adherence to legal requirements and to all the council's regulations, procedures and practices.

24) Political Activity

- a) Due to the nature of the role, the post of [insert job title] is deemed to be a 'politically restricted' post in accordance with the terms of the Local Government & Housing Act 1989. This means that you are disqualified from becoming an elected member of any local authority or of the House of Commons, and restricted from engaging in such other political activities which may be prescribed in Regulations issued from time to time by the Secretary of State.
- b) **OR** The post of [insert job title] is not deemed to be politically restricted and you are not disqualified from becoming an elected member of any local authority or of the House of Commons, and restricted from engaging in such other political activities which may be prescribed in Regulations issued from time to time by the Secretary of State.

25) Health and Safety at Work

- a) The council is committed to high standards of health and safety. It is important that you read the details of the Health and Safety at Work Policy which is available [from insert job title /on the intranet].
- b) Employees are responsible for understanding and implementing the H&S requirements, including Display Screen Equipment (DSE) safety, to ensure their work location is compliant.

26) Data Protection

- a) [insert name of council] is a "Data Controller" within the terms of the Data Protection Act 2018 (DPA) and collects information about all of our employees for various administrative and health and safety reasons. We retain personal data and special category personal data relating to you and your employment with the council. This is done in accordance with our Privacy Notice for Employees. For the purpose of your employment or for compliance with the council's contractual, statutory, management or other similar obligations, the council and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. The Privacy Notice for Employees is available [from insert job title /on the intranet]. If you wish to submit a query in relation to fair processing, please contact the data protection officer, [insert name and contact details].
- b) You agree that you will only process personal data in accordance with instructions given to you by the council or as required or allowed by law. In addition, you

acknowledge that you are responsible for ensuring that any personal data of other employees, or employees of supplier and client organisations, which you may use or access during your employment or in accordance with your duties and responsibilities is kept secure from unauthorised access or disclosure. You will ensure that all information and data is accurately input into systems and stored to ensure the highest levels of data quality are maintained.

- c) Any Data Breach that occurs will be fully investigated, and where the breach occurs as a result of your action or inaction, will be treated seriously under the disciplinary policy.

27) Change of personal circumstances

- a) It is very important that you inform [insert job title] of any changes to your personal circumstances such as change of address or telephone number, next of kin, bank or building society details, dependants, marriage, gain of qualifications, loss of driving or other relevant licences, loss of work permit, etc.
- b) It is expected that you have given all the correct details concerning dependants, qualifications, grades of examinations passed, etc. Should the council discover that you have provided any false information in this or any other material respect, the council reserves the right to terminate your contract with or without notice or payment in lieu.

28) Email and Internet Use

- a) [insert name of council] has an obligation and legal responsibility to ensure that the email system is used appropriately and that no abuse is made of the facilities. The council will undertake to monitor email traffic on either a random or detailed basis as deemed appropriate to ensure that misuse or abuse of the facility is identified.
- b) The council provides access to email and internet facilities primarily for use for work purposes. However, personal use is permitted provided this is outside of normal working hours or during lunch breaks.

29) Intellectual property

- a) Any invention, improvement or design made or conceived by you while in the employment of [insert name of council] which is in the existing or contemplated scope of the business of the council shall become and remain the exclusive properties of [insert name of council].

30) Acceptance

- a) I acknowledge receipt of the General Terms and Conditions and Personal Statement of Particulars. I have read and understand these documents and accept the terms and conditions specified within them.

Signed:

Name:

Date:

Please return this electronically and retain a copy for your records.

Staff Sickness & Absence Policy

Report of the Roland Potter (Parish Clerk)

29 March 2023

1. Purpose of the Report

The purpose of this report is to consider the adoption of a Sickness and Absence Policy.

Supporting Information

2. Sickness levels

Sickness levels have been increasing and the Council are requested to consider adopting a structures policy, which will establish the future procedure for managing all future sickness and absence.

3. New structure

The new structure proposes that:

- After a period of sickness all staff will have a Return-to-Work Interview
- When there have been three sickness periods within 12 months each the member of staff will have a welfare interview.
- The Policy sets out the requirements for self-certification and for FIT notes.
- The report identifies a series of trigger reports which will activate a three-stage process for interviews and linked to the Councils capability policy.
- The Policy is supported by several options to support staff in returning to work.
- The new policy includes the recording of every interviews on the Councils Staff management software.

4. Policy & Legal Issues

- The Council should consider adopting the Sickness and Absence Policy to establish a good practice for the management of staff.
- The Policy will be supported where necessary by the Councils HR Consultants.
- The Policy directly links to The Councils new contract of Employment and the Local Government Green book.

5. Staffing Implications

The staffing implications are set out in the report and the draft policy.

6. Financial Implications

There are no direct financial implications, however the better management of staff sickness may contribute to improved services.

7. Crime and Disorder Implications

There are no crime and Disorder implications.

8. Equal Opportunities Implications

Equal Opportunities Issues are set out within the Policy.

9. Environmental & Climate Change Implications

There are no Environmental and Climate Change implications in this report.

10. Risk Assessment

The risk issues are identified in the report.

11. General Data Protection Regulations

There are no implications for the General Data Protection Act in this report.

12. Recommendations

- **To note the report**
- **To adopt the Sickness and Management Policy.**

Sickness absence policy and procedures

Policy overview

We encourage our employees to maximise health and wellbeing.

We want to deal fairly with employees who are absent from work due to ill health. This includes for either short or long periods. This is in line with good practice shared by the Advisory Conciliation and Arbitration Service (ACAS).

This policy aims to strike a balance between:

the pursuit of our operational needs, and the genuine need of our employees to take time off work due to ill health

We want to raise awareness and increase the understanding of mental health conditions. As part of this commitment, we have signed up to the Mindful Employer Charter.

In supporting employees with health issues, we comply with the Equality Act 2010.

If there are any uncertainties about any aspect of sickness absence management, then the appropriate HR Business Partner will be contacted for advice.

Principles

Managers and employees will seek to resolve genuine sickness absences that are properly notified and reported, as issues concerning the employee's "capability" to perform their duties and responsibilities; as distinct from an issue of employee "misconduct".

In its application all employees will be treated in a fair, consistent and sympathetic manner and will be given the opportunity to improve their attendance informally in the first instance through welfare meetings and an informal improvement plan before

proceeding to the formal procedures.

Ultimately, the needs of the service will prevail.

The Sickness Absence Policy applies similar principles contained within the Capability Policy in that an employee must receive 'management advice', 'notice' that absence levels are becoming or have become unacceptable and the consequences of a failure to improve. It would normally be inappropriate to reprimand or 'warn' an employee about genuine sickness for which they have little or no control

Where a return to work in the foreseeable future is not likely and/or where there is no realistic date for a return to work the Council will consider available options and this will include termination on the grounds of 'capability'

We will treat employees fairly and sensitively during times of sickness and ill-health. We encourage everyone to use the support mechanisms available to them.

- Managers will maintain regular contact with you when you are absent. This will be by telephone, prearranged meetings or written correspondence.
- Managers will hold return-to-work meetings with you following every period of absence. They will then gain an understanding of the reasons for your absences. This will cover any underlying health concerns and discussions about available support.
- Managers will consider any advice that a doctor provides on a statement of fitness to work. They will discuss available support to help you return to work and to maintain attendance.
- Managers can refer an employee to occupational health advisors for useful support and information. This may include counselling support. Wherever possible, they will offer this support at the earliest opportunity.
- Employees are responsible for actions to improve attendance and support their return to work. This includes attending appointments

with occupational health. We advise you to:

- obtain and follow medical advice and treatment as quickly as possible
avoid activities which could hinder or affect a prompt return to work
- take advantage of council initiatives promoting good health where appropriate
- We use 'trigger points' to decide when we need to act over your sickness absence record.
- When we apply trigger points, consideration will be given to absences related to:
 - pregnancy
 - disability
 - ill-health retirement
 - terminal illness
- Managers will use the disciplinary policy when:
 - an employee fails to comply with absence reporting procedures
 - considering the reasons for absence
 - an employee does not provide satisfactory reasons for absence
- We will use this policy in line with data protection legislation and the Access to Medical Reports Act 1988. We will handle information about your health and wellbeing sensitively. We will keep it as confidential as far as reasonably possible.
- Twelve months refers to a rolling 12-month period. For example, on the first day of an absence, count back 12 months. Use this to calculate how many days absence the employee has had in a 12-month period. This will determine if the current absence results in a trigger point.
- Long-term sickness absence usually refers to a continued absence of 28 calendar days or more.
- Managers will decide whether meetings should be held in person or

virtually or as a hybrid of both.

Absence reporting

Regular and punctual attendance at work is essential. If you are absent, you must contact your manager or alternative designated contact. You must follow our procedure:

- You must report sickness absence to your manager on the first day of absence. You must do this as early as possible and within one hour of your start time. You may have other local arrangements in place.
- You must make personal contact by telephone. Text or email, or another form of messaging, are not acceptable unless in exceptional circumstances.

If you are unable to speak to your manager, leave a message and a contact phone number. Ask for someone to pass it on to your manager as soon as possible. You should expect and be available to receive a return phone call.

- There may be times when you are unable to contact your manager personally. For example, on admittance to hospital. The person who contacts the manager on your behalf must leave a contact name and number.
- If you fail to make contact to report an absence, your manager will contact you. You must have a justifiable reason for failing to make contact. If not, your manager may record your absence as unauthorised. They may refer you to our disciplinary policy.
- If you are going to be absent from work, you should tell your manager:
 - when the illness started
 - the broad nature of the illness (for example, migraine, chest infection etc.)

- if the illness work-related
- if you are seeking medical attention
- the likely date of return, if known

Your manager will advise you how and when they want you to make contact again. You must update them on your absence and your expected return to work date.

- You must get a 'fit note' from your doctor and give this to your manager on the eighth day of absence.
- You must keep managers advised of your health and progress towards returning to work. If you are not returning to work, you must send your manager a new 'fit note' upon expiry of the current one.
- You may return to work early, before the expiry of a 'fit note'. If your doctor indicates that you may be fit to work with adjustments, you must contact your manager. They may not agree to an early return if they cannot give you the support you need.
- If a 'fit note' states that you are not fit to return to work, you cannot return early.

Medical evidence

A sickness of seven calendar days or fewer is self-certified.

All sickness that lasts for eight days or more requires you to provide us with medical evidence. This is usually a doctor's 'fit note'.

The 'fit note' will state the period that it covers. It may say that you:

- are not fit for work, in which case you should remain off work, or
- may be fit for work, if you can follow your doctor's advice.

Your doctor's advice may include:

- a phased return
- amended job duties
- altered hours of work
- workplace adaptations

To support you and plan for your return to the workplace, your manager will:

- seek information and advice from occupational health and the Councils human resources consultants (HRC)
- discuss with you what adjustments or support you need for any ongoing health issues

When your 'fit note' states that you may be fit for work, your manager will contact you as soon as possible to:

- involve occupational health and human resources Consultants (HRC) for advice
- discuss what adjustments might help you return to work
- clearly explain if we are unable to make certain adjustments

If we cannot make the adjustments you need, we will continue to treat you as 'not fit for work'. This is in line with [the Department for Work and Pensions' guidance for employers](#).

In such cases, you should:

- only return to work when recovered and can perform your regular duties
- discuss and agree on a plan to keep in touch with your manager during your extended absence
- discuss any actions with your manager that may help you to return to your regular duties

- agree to review these actions regularly

Keeping in touch

Your manager will keep in touch with you when you are not fit for work. This includes a chronic health condition, progressive illness or disability. They will contact you as early as possible and will maintain regular contact through your absence.

Return to work meetings

Your manager will hold return to work meetings when you return from any period of absence. This should take place within 3 working days of their return. The formality and structure of these discussions will be dependent on individual circumstances, but the overriding approach must be consistent for all employees and must reflect both confidentiality and sensitivity. They will use these meetings to:

- help identify absence problems at an early stage
- provide an opportunity for managers to discuss any underlying issues with you
- consider any relevant adjustments they can make to support you
- Welcome the employee back and ensure they're well enough to return to work
- Clarify that the meeting is informal and is taking place in accordance with the Councils Sickness Absence Management Policy
- Complete the Return-to-Work form
- Confirm the reason for the absence and to accurately note it
- Identify any issues at work or outside work which the employee may wish to bring to your attention which may be contributing to the sickness absence
- stress the importance of a positive attendance culture to the Council
- Ensure an understanding of the relevant policies and procedures involved in monitoring and managing absence
- Identify any underlying issues contributing to sickness absence including

disability if the employee is defined as disabled within the Equality Act 2010

- Agree a referral to the Occupational Health Service if identified as needed
- Update on any relevant information s/he missed during absence
- If applicable, discuss previous absence record and determine what action is appropriate (if any)
- Discuss any other areas of support or advice which may be offered by the Council

Your manager will monitor absence levels and discuss these with you. They will identify when you have reached, or are close to reaching, a trigger point.

Your manager will ensure that you provide all necessary certifications, or 'fit notes'.

When you return to work, it does not always mean that your health and wellbeing has entirely improved. A return to work meeting is an opportunity to discuss these matters with your manager. They will try to provide any appropriate support for when you return.

The interview date should be recorded on the Council HR system

Informal Welfare meeting Stage.

This will normally take place after 4 absences within a 12 Month period. It is a RTW meeting and additionally there is a requirement to agree an Informal Improvement Plan. See below.

The Informal Counselling stage is similar to the RTW with additional responsibility to ensure the employee is aware that absence levels are becoming unacceptable and to see if there is a way that the absence levels can be tackled. It ensures employees are supported and given the opportunity to improve their attendance levels. In addition to a RTW meeting (see above) the informal welfare meeting stage includes:

- Explain how the employee has 'triggered' this stage of the policy (normally 4

occurrences within 12 Months or triggering the Bradford Factor calculation) and that it is an early intervention to seek to help prevent the employee from triggering the formal stages of the Sickness Absence Management Policy

- The consistency with absence management within the team or place of work
- Existing plans or targets to reduce absence levels including the Councils overall targets.
- Note previous RTW meetings and actions
- Recognise that attendance levels are becoming unacceptable
- Provide further opportunity for the employee to discuss any underlying personal, domestic or work-related problems
- Review the need for medical advice and opinion via Occupational Health
- If appropriate agree an informal improvement plan with a specific absence level objective / target for improvement that can be achieved within a reasonable timescale
- Discuss the likely outcome/s of a failure to improve – this would normally be escalation to the formal stages within the procedure
- Any support, learning and development or other intervention as agreed
- Set a date for a review

Short-term sickness absence

We review and take relevant action when an employee hits specific absence trigger points. These are:

- four or more episodes of absence in a rolling 12-month period
 - nine working days of absence in a rolling 12-month period
- absences in a short period warranting immediate action. For example, three episodes or six working days in six months.

- a pattern of absence causing concern, for example:
 - regular Fridays or Mondays
 - absences regularly occurring on a particular day
 - pre or post annual leave
 - school holidays
 - public holidays
 - payday

Trigger points for employees working fewer than five days in a week will be pro-rata. The number of days will be pro-rata, but not the number of occasions. We calculate this using nine days divided by five, multiplied by the number of working days. When necessary, we use the average working days. For example, employees working:

- One day per week = trigger point is two working days' absence
- Two days per week = trigger point is 3.5 working days' absence
- Five days per week = trigger point is nine working days' absence

We apply this formula irrespective of the number of hours an employee works in a day. This is important if you condense your working weeks. For example, if you worked 37 hours over four days, the trigger point would be seven working days' absence.

Some employees do not work the same number of days each week. When this is the case, managers will pro-rata the trigger to an average working week. For example, if you work a nine-day fortnight, the average working week of 4.5 days would apply. Your trigger point would be eight working days' absence.

If you have annualised hour's contracts, managers will apply the nominal

working week. They will make adjustments during the year if needed.

There may be many reasons why you are hitting trigger points:

- Absences may be related or unrelated.
- There is an underlying cause or illness, which is not known.
- You have family or caring issues and are reporting sick rather than requesting time off
- There is a reliability issue

Managers will explain our expectations about attendance and will support you to achieve them. We will use return-to-work meetings to:

- discuss any underlying causes of absence
- provide support
- encourage employees to improve attendance levels
- ensure you understand that we may invoke sickness absence procedure if absence levels are unsatisfactory

At all times, managers will work with you to make improvements and help you to sustain them.

At 3 occurrences of absence within 12 Months Managers should advise employees that their absence levels are becoming an issue and that the employee might trigger the policy if they were to have 4 in a rolling 12-month period

Long-term sickness absence

Long-term sickness is an absence lasting a continuous period of 28 calendar days or more. Our underlying principles are to:

- balance our needs against your circumstances
- recognise that the matters relating to your absence will vary. You may need different responses and actions at different points in time

Your manager will maintain contact with you during a long-term absence. They will start absence review meetings after four weeks of absence, or before if appropriate. These will continue throughout the period of long-term absence.

Your manager must consider the circumstances regarding your absence. They should base absence management meetings on a particular set of facts.

If you know the expected duration of the absence, there may be no need to hold absence management meetings. For example, planned surgery. Your manager should, however, keep regular contact with you throughout the period of absence.

If you do not return on the expected date or extend your absence, your manager may:

- insist upon review meetings
- invoke the sickness absence procedure

Your manager must maintain contact with you to:

- monitor your progress and return to health
- support you and keep you informed about events in the workplace
- provide information so that you may make informed decisions. For example, concerning sick pay entitlement
- seek advice and guidance from occupational health
- encourage a return to work as early as possible

- facilitate a phased return to work if required, by making appropriate adjustments

If you return to work for short periods, your manager will continue to use the long-term absence approach. They do not have to switch between long and short-term sickness absence approaches.

You can move to a long-term absence after the sickness absence procedure. In this case, your manager will continue with the next stage of the sickness absence procedure. It will not restart from the beginning.

Sickness absence procedure

Your manager will review your absence information when you hit a trigger point for short or long-term absence. They may refer you to the sickness absence procedure.

They will tell you if they think it is appropriate. You will have to attend absence management meetings with your manager.

For a short-term absence trigger, your manager will refer you to the sickness absence procedure. There can be circumstances when this may not apply.

For a long-term sickness trigger, managers will review the information first. They will decide whether it is appropriate to invoke the formal sickness absence procedure.

If your manager does not invoke the procedure, they must:

- maintain contact with you
- update you on any arrangements
- advise you that they may invoke it at a point in the future

Throughout this procedure, you may bring a companion who is either:

- a trade union representative
- a work colleague
- an official employed by a trade union

No other companions will be permitted to attend absence management meetings.

Your manager should make a reasonable adjustment if you have a disability. They may permit an alternative companion. You should discuss this with your manager.

You must tell your manager who your chosen companion is, at least 24 hours before the meeting.

Your manager may request an HR representative at formal meetings and will arrange a note-taker.

You can request to re-schedule a meeting if you or your companion cannot attend. It must take place within the following five working days.

Employees must not fail to attend the re-arranged meeting without justification.

Managers can consider your case in your absence based upon the written submissions.

In cases of long-term absence, you may require a meeting venue away from your place of work. You can request an external venue, or it could be your home.

Your manager will be sympathetic. They will carefully consider, in such cases, any request for a family member to be present.

Your manager will document all actions in this procedure. They will include reasons for taking or not taking action, such as:

- a referral to occupational health for an assessment
- signposting an employee to the employee support and counselling service
- implementing of reasonable adjustments

Stage 1

Your manager will arrange a Stage 1 absence management meeting. They will give you a minimum of five working days' notice in writing. They will include any documents relevant to your case, such as:

- your absence record form
- any letters or correspondence previously sent to you
- notes of discussions with you about your absence levels
- any medical evidence

Your manager will advise you that:

- the purpose of the meeting is to review your unsatisfactory attendance level
- a possible outcome of the meeting is to move to a formal review period

If you are on long-term absence, your manager will contact you to agree on a date, time and location for the meeting. They will confirm this in writing.

If you do not respond or cooperate, your manager may arrange the meeting without your agreement.

The meeting aims to:

- establish how you are doing and the likely length of your absence
- consider the advice in your 'fit note' or medical report
- discuss what steps we can take to assist you in returning to work, such as:
 - a phased return
 - amending your job duties
 - altering your hours of work
 - workplace adaptations
- explain your sick pay entitlements
- confirm when the next contact will take place

Stage 1 outcome

After the meeting, your manager will confirm all agreed decisions in writing. Possible outcomes may be:

- no further action
- a referral to occupational health and a follow-up meeting with the manager

adjustments to your role, hours, duties, work or location. We will consider reasonable adjustments if you have a disability, as defined by the [Equality Act 2010](#). We may also refer you to occupational health.

your manager sets a review period and defines the required level of improvement. This is usually two months, but they may extend it for up to four. Throughout the review period, your manager will monitor your absence levels.

Your manager could decide not to move you to a formal review period. For example, if there are extenuating reasons for the absences.

If your manager decides to take no further action, they will confirm this in writing. They will provide you with an explanation for the decision.

Usually, your manager will set you a formal review period to improve your absence levels. They will confirm this formal review period in writing.

At the end of your review period set, your manager will review your absence levels.

If they have improved to the satisfaction of the manager, they may take no further action. They will confirm this in writing.

If you have not made a satisfactory improvement, your manager will move to Stage 2. They will send a written notification of your Stage 2 absence management meeting.

In cases of long-term absence, the appropriateness and length of a review period will depend on:

- individual circumstances
- the reasons for absence
- likely return to work
- medical advice
- available support

Throughout your absence, your manager will keep in regular contact with you. Their efforts to support you returning to work will continue. They will also consider reasonable adjustments and medical advice.

First level Formal Review Notice

- A first level Formal Review Notice is 'management advice' to the employee that their absence levels have become unacceptable and there is a need for improvement recognised formally within the procedure
- The method of monitoring and on-going review of future attendance
- How this will be notified and recorded e.g., Council HR Software
- Agreed future objectives which are both measurable and achievable recorded on a Formal Improvement Plan.
- The level of attendance required
- The period over which improvement is required (normally a minimum of 3 Months).
- Confirmation of progress review meetings during above period (these would normally be 3 Monthly and can be changed by mutual agreement of manager and employee).
- The date of the next review meeting.
- The outcome if standards of attendance are not achieved or maintained during the review period.
- Access to additional support e.g., Occupational Health etc.
- Any other action that has been taken to resolve the situation

This outcome should be confirmed in writing to the employee within 5 working days (or 7 calendar days) covering all of the above points together with the date of the review meetings.

The First Level Formal Review Notice remains operative for the duration of the Formal Improvement Plan and will be considered spent at the end of this time if satisfactory attendance has been achieved. However, this may be extended normally to a maximum of a further 3 Months at the discretion of the manager, where it is considered that further time is required to achieve satisfactory attendances.

Stage 2

Your manager will arrange a Stage 2 absence management meeting. They

will give you a minimum of five working days' notice in writing. They will include any documents relevant to your case, such as:

Stage 2 follows the same steps, outcomes and written notifications as Stage 1.

At the end of your review period set, your manager will review your absence levels.

If they have improved to the satisfaction of the manager, they may take no further action. They will confirm this in writing.

If you have not made a satisfactory improvement, your manager will move to Stage 3. They will send a written notification of your Stage 3 absence management hearing.

Stage 3

A senior manager with authority to dismiss will arrange your Stage 3 absence management hearing. At the meeting will be:

- the chair (usually the head of service from the service area concerned or someone at an equivalent or higher level)
- a second senior manager (from the service area concerned or an alternative area)
- an HR representative to provide advice on policy and procedure (to the panel members)

The panel will be supported by:

- a note-taker

The manager who attended stage 1 and 2 meetings will attend the hearing to:

- provide evidence of actions taken to date
- describe previous discussions
- describe support provided

As previously advised, you may bring a companion who is:

- a trade union representative
- a work colleague
- an official employed by a trade union

The senior manager will:

- provide ten working days' notice of the hearing
- provide all relevant documentation for consideration

The panel will consider:

- all the facts concerning your absence record
- actions taken to date to improve these levels
- any information you submit
- any relevant and up-to-date advice from occupational health or other medical advisers

In long-term absence cases, a senior manager will arrange a Stage 3 hearing when:

- occupational health advice is that you are unable to return for a prolonged period

- occupational health advice does not recommend redeployment
- they explore all reasonable steps to assist you in returning to work. For example:
 - a phased return
 - amending your job duties
 - altering your hours of work
 - workplace adaptations
- they discuss with you the possibility of dismissal, including ill-health retirement

The senior manager will consider all reasonable steps in managing your absence. Only then will they start the processes to dismiss while you are on long-term absence.

These could include:

- consulting with you
- seeking medical advice
- considering redeployment
- retirement due to ill health

The possible outcomes of a Stage 3 hearing are:

- a further review period, usually for two months but no more than four
- reasonable adjustments with a further review period
- redeployment
- dismissal
- permanent ill-health (PIH) retirement

The panel will reconvene a hearing at the end of any new review period. It will determine if absence levels have improved and whether or not to take further action. Dismissal may be an outcome at this stage.

Escalation to stage 3 hearing

Occupational health may advise that you are:

- eligible for permanent ill-health retirement
- unfit to return to your post for a prolonged period due to an underlying health condition
- not suitable for redeployment

In such cases, your manager may escalate to a Stage 3 hearing without the need for a Stage 1 or 2 meeting. They must get advice from HR consultants before considering this.

Extension of review periods

Your manager can extend your review period to up to four months at the time they set it. They can extend it again after the initial review period to allow you more time to improve.

12-months' live' monitoring period

If your absences improve to the required level, your manager may take no further action. They will encourage you to sustain this. You will enter a 12-month 'live' monitoring period, starting when the review period ends.

Your manager will review your absence record if:

- you have further absences within 12 months, and
- on a 12-month rolling basis, your absences hit our trigger points

Your manager will decide whether:

- you re-join the procedure at the stage you were at when the action ceased
- to apply a further review period

Appeals

You have the right to appeal against dismissal under this procedure.

Managing absence and attendance

Occupational health referrals

Your manager may want advice about your fitness for work from occupational health. They may seek this advice at various stages of managing your sickness absence or health issues.

An early referral to occupational health may prevent a period of absence due to ill health.

Your manager might refer you to occupational health:

- to seek advice when:
 - you have a health concern or condition and is continuing to work
 - you are absent,
 - there is the possibility of absence
- if you are absent, to establish when you might be able to return to work ask for guidance on your condition. For example, if it is possible that you have a disability or you are not clear about your ability to work
- to discuss any adjustments that they could make to help your return to work

- to discuss redeployment on medical grounds
- to discuss ill-health retirement

You may benefit from advice from our employee support a. It may refer you to:

- counselling
- physiotherapy
- cognitive behavioural therapy

Report from a medical practitioner

Occupational health may request a report from your doctor or consultant. They will seek your permission first. They will inform you of your rights under [the Access to Medical Reports Act 1988](#).

You have the right to access the report first. You must tell occupational health if you wish to do this so that they can inform your doctor or consultant.

Your manager can make decisions about your employment without your medical information, if:

- you do not allow occupational health to contact your doctor or consultant, or
- you do not allow occupational health to access your report

Your manager will tell you if this is the case.

Other absences

Pregnancy-related absences

If you are pregnant and absent from work due to pregnancy-related ill health, you must follow our:

- [absence reporting procedure](#)
- [return to work arrangements](#)

Your manager will decide if there is a need for formal action under our sickness absence procedures. They will not take pregnancy-related sickness absence into account when making their decision.

Your manager will contact HR and occupational health for advice.

Disability-related absences

Your reason for absence with an underlying health issue could be a disability under the Equality Act 2010.

We will consider disability-related absences in relation to trigger points.

Managers will:

- take advice and provide support to help you to manage any periods of absence
- make reasonable adjustments, including adjusting trigger points where appropriate
- consider disability leave, as detailed in [our leave and time off policy](#)

Your manager may seek advice from HR and occupational health.

Menopause support

Information about the menopause and support available can be found on [Sharepoint](#).

Work-related absence

Managers will have regular discussions with you if you are absent due to a work-related issue. For example, an accident or injury at work or work-related stress. They will support you in your period of rehabilitation and your return to work.

The same sickness absence procedures apply to support and manage any resulting absence.

Medical suspension

There may be times when you are:

- confirmed fit for work but the manager does not think that you are
- advised by a doctor to refrain from work but you disregard this

If this either of these happens, your manager may invoke a period of medical suspension. This will allow them to seek further advice. You will remain on full pay and your manager will not record this period as

sickness absence.

Transmission of illness

Some disease and illness, whilst not making the employee unfit for duty, would be dangerous to health if transmitted to clients and colleagues. For example:

- Rubella or German Measles (where the employee may come into contact with pregnant women)
- diarrhoea (in food handlers where the food may become contaminated)

In these circumstances, the sick employee must be sent home immediately and urged to visit his or her GP at the earliest opportunity. It may be necessary to obtain a fit note before a return to work is permitted.

In addition, any existing employee who has regular and close contact with children as part of their job must seek immediate medical clearance if they have contact with an individual or visit a community or country with a history of tuberculosis.

Any doubts regarding fitness for work should be referred to Occupational Health.

Return to work arrangements

If you have been on long-term sickness absence, we would like you to return to your previous post and way of working. However, we recognise that this is not always possible.

We see the value of:

- phasing you back to work
- temporarily adjusting your duties
- temporarily reassigning you to an alternative role
- considering redeployment opportunities

If your manager reassigns you to another role, they will agree a plan and timescale to move you back. They will also consider medical advice as part of the arrangements. Your manager will monitor your progress and take medical advice, where appropriate.

When you return to work, your manager will arrange to reintroduce you back into the workplace. They will ensure that we make arrangements to support you on your return.

These should include any agreed adjustments and, where necessary, completion of risk assessments. Managers will consider:

- modifying or acquiring equipment
- making adjustments to premises
- assigning to a different place of work
- car parking arrangements
- access and egress routes
- accessibility of toilet and welfare arrangements
- workstation design (for example seating arrangements). It is essential to [complete a Workstation Assessment](#)
- explaining systems which have been introduced during the period of sickness absence, such as new information technology, new evacuation procedures
- inform colleagues and first aiders regarding any action to take in an emergency, for example a [Personal Emergency Evacuation](#)

[Plan \(PEEP\)](#)

Phased return

Occupational health or your doctor may recommend a phased return to work.

A phased return is usually no more than four weeks. You will remain on full pay but with reduced hours. A phased return aims to help deliver a gradual, successful return to work.

Occupational health may recommend a phased return of more than four weeks. Your manager should consider whether they can accommodate this on full pay. They may ask you to use annual leave, flexi-time, time off in lieu or disability leave, if applicable.

Making workplace adjustments

Occupational health or HR may recommend workplace adjustments to support you in work. These may help to reduce your absences and contribute to you being able to perform your role effectively.

Your manager will also:

arrange risk assessments, if needed. For more details, read our health and safety manual. This includes guidance on stress risk assessments for mental health-related absences

decide whether to inform colleagues to help them understand the need for the adjustments. They will do this without breaking confidentiality and discuss any concerns that colleagues may have

- record any workplace adjustments you have agreed to and how long you expect them to last
- monitor any workplace adjustments to see if they are meeting your needs

and ours. Your manager will arrange regular reviews agreed with you in a return-to-work plan

- encourage you to raise any issues related to the workplace adjustments
- ensure you are aware of other interventions that may support you in the workplace

We will try to respond sensitively to the needs of employees who may be:

- at particular risk of stress caused by work and working conditions
- experiencing mental health problems for other reasons

This policy helps us to identify employees who are experiencing stress early. We will offer them support, such as counselling or stress risk assessments.

Redeployment

Your manager may discuss with you a move to a more suitable role if one is available. They might do this at any point in the return-to-work procedure.

They will seek the appropriate advice and help you to understand the impact of making such a decision.

If you have a disability under the Equality Act 2010, you will have 'at risk' status. This means you will have priority when we consider you for an alternative role with us. We will take a positive approach to redeploy you. A trial period for alternative roles on a four-week basis will be offered where a role has been identified. The trial allows the employee and the new manager to assess whether the job is suitable.

Your manager should be aware of:

- [the requirements of the Equality Act 2010](#)
- the need to make reasonable adjustments to assist you to continue in

work

We are committed to retaining employees who become disabled.

Ill-health retirement

You may have to retire on the grounds of ill health when:

1. Medical advice suggests you are unlikely to return from long-term sickness
2. You meet the criteria for ill health under the relevant pension scheme

It is also possible if you continue to work and:

- you experience significant difficulties
- long-term absence is likely

Your manager will submit a referral to occupational health if ill-health retirement is an option. They will explore whether you are eligible or not. They will look at the impact of this upon your pension and any other relevant financial arrangements.

Occupational health may advise that you are:

- eligible for permanent ill-health retirement, or
- unfit to return to your role due to an underlying medical condition and do not recommend redeployment

Your manager may escalate to a Stage 3 absence management hearing without the need for a Stage 1 or Stage 2 meeting.

Entitlements

Annual leave entitlement concerning sickness absence

If you are absent on sick leave, you will continue to accrue holiday entitlement. You can take this at a later date, in the current or following leave year. This will follow local annual leave booking arrangements.

You may wish to use annual leave to support your gradual return to work following a period of absence. Your manager will seek to accommodate any requests where possible.

If you are absent due to sickness, you may request to take annual leave during a period of sickness absence. You must request this with your manager in writing.

If you fall sick before the start of pre-booked annual or flexi leave, you can reclaim it. You must still follow the sickness reporting procedure.

You must provide a way for your manager to contact you and attend absence management meetings when absent. You must supply a 'fit note' to cover the period you wish to reclaim.

If you fall sick while on leave, you can reclaim a proportion of your leave. You must still follow the sickness absence reporting procedure. You must supply a 'fit note' to cover the period you wish to reclaim.

Sick pay

You are entitled to sick pay as per:

- the local scheme of conditions of service, and
- national conditions of service, where applicable

A third party may have to pay damages if you are absent from work as a result of an accident. If this is the case, you are not entitled to sick pay. Your manager may, at their discretion, advance you an allowance. You must agree to refund the amount from any damages awarded.

Sickness during the working day

If you leave work during the working day due to illness:

- you must report this to your manager
- your manager will class you as absent for sick pay and recording purposes
- you must self-certify and attend a return-to-work meeting

Your manager will decide whether to record a full or half day's sickness absence. If you work flexi-time, your manager will credit you with the time you worked.

Your manager will record absences of half a day or more on the sickness system. They will count towards your trigger points.

Bursledon Parish Council

Code of Conduct for Local Government Employees

1. Standards

Local government employees are expected to give the highest possible standard of service to the public and, where it is part of their duties, to provide appropriate advice to councillors and fellow employees with impartiality.

Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the appropriate level of management any deficiency in the provision of service.

Employees must report to the appropriate manager any impropriety or breach of procedure.

2. Disclosure of Information

- 2.1 It is generally accepted that open government is best. The law requires that certain types of information must be available to members, auditors, government departments, service users and the public. The authority itself may decide to be open about other types of information. Employees must be aware of which information their authority is and is not open about, and act accordingly.
- Employees should not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way. Any particular information received by an employee from a councillor which is personal to that councillor and does not belong to the authority should not be divulged by the employee without the prior approval of that councillor, except where such disclosure is required or sanctioned by the law.

3. Political Neutrality

- Employees serve the authority as a whole. It follows they must serve all councillors and not just those of the controlling group, and must ensure that the individual rights of all councillors are respected.

- Subject to the authority's conventions, employees may also be required to advise political groups. They must do so in ways which do not compromise their political neutrality.
- Employees, whether or not politically restricted, must follow every lawful expressed policy of the authority and must not allow their own personal or political opinions to interfere with their work.

4. Relationships

4.1 Councillors

- Employees are responsible to the authority through its senior managers. For some, their role is to give advice to councillors and senior managers, and all are there to carry out the authority's work. Mutual respect between employees and councillors is essential to good local government.
- Close personal familiarity between employees and individual councillors can damage the relationship and prove embarrassing to other employees and councillors and should therefore be avoided.

4.2 The Local Community and Service Users

- Employees should always remember their responsibilities to the community they serve and ensure courteous, efficient, and impartial service delivery to all groups and individuals within that community as defined by the policies of the authority.

4.3 Contractors

- All relationships of a business or private nature with external contractors, or potential contractors, should be made known to the appropriate manager. Orders and contracts must be awarded on merit, by fair competition against other tenders, and no special favour should be shown to businesses run by, for example, friends, partners or relatives in the tendering process. No part of the local community should be discriminated against.
- Employees who engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, should declare that relationship to the appropriate manager.

5. Appointment and Other Employment Matters

- Employees involved in appointments should ensure that these are made based on merit. It would be unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees should not be involved in an appointment where they are related to an applicant, or have a close personal relationship outside work with him or her.
- Similarly, employees should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner, etc.

6. Outside Commitments

- Some employees have conditions of service which require them to obtain written consent to take any outside employment. All employees should be clear about their contractual obligations and should not take outside employment which conflicts with the authority's interests.
- Employees should follow their authority's rules on the ownership of intellectual property or copyright created during their employment.

7. Personal Interests

- Employees must declare to an appropriate manager any non-financial interests that they consider could bring about conflict with the authority's interests.
- Employees must declare to an appropriate manager any financial interests which could conflict with the authority's interests.
- Employees should declare to an appropriate manager membership of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules or membership of conduct.

8. Equality Issues

- All local government employees should ensure that policies relating to equality issues as agreed by the authority are complied with in addition to the requirements of the law. All members of the local community,

customers and other employees have a right to be treated with fairness and equity.

9. Separation of Roles During Tendering

- Employees involved in the tendering process and dealing with contractors should be clear on the separation of client and contractor roles within the authority. Senior employees who have both a client and contractor responsibility must be aware of the need for accountability and openness.
- Employees in contractor or client units must exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors. Employees who are privy to confidential information on tenders or costs for either internal or external contractors should not disclose that information to any unauthorised party or organisation. Employees contemplating a management buyout should, as soon as they have formed a definite intent, inform the appropriate manager and withdraw from the contract awarding processes. Employees should ensure that no special favour is shown to current or recent former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

10. Corruption

- Employees must be aware that it is a serious criminal offence for them corruptly to receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity. If an allegation is made it is for the employee to demonstrate that any such rewards have not been corruptly obtained.

11. Use of Financial Resources

- Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the authority.

12. Hospitality

- Employees should only accept offer of hospitality if there is a genuine need to impart information or represent the local authority in the community. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community or where the authority should be seen to be represented. They should be properly authorised and recorded.
- When hospitality has to be declined those making the offer should be courteously but firmly informed of the procedures and standards operating within the authority.
- Employees should not accept significant personal gifts from contractors and outside suppliers, although the authority may wish to allow employees to keep insignificant items of token value such as pens, diaries, etc.
- When receiving authorised hospitality employees should be particularly sensitive as to its timing in relation to decisions which the authority may be taking affecting those providing the hospitality.
- Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal, where the authority gives consent in advance and where the authority is satisfied that any purchasing decisions are not compromised. Where visits to inspect equipment, etc are required, employees should ensure that authorities meet the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions.

13. Sponsorship - Giving and Receiving

- Where an outside organisation wishes to sponsor or is seeking to sponsor a local government activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Care must be taken when dealing with the contractors or potential contractors.
- Where the authority wishes to sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to an

appropriate manager of any such interest. Similarly, where the authority through sponsorship, grant aid, financial or other means, gives support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.

Fixed assets list

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
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Community Assets - Bursledon Cemetery

872		Cemetery extension			£4,943.88	£4,943.88	£4,943.88		
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Total Values					£4,943.88	£4,943.88	£4,943.88		
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Community Assets - Great Down Park

577	577	Greendine Benches and fixings x3	Great Down Park	30/04/2011	£1,150.00	£1,150.00	£1,150.00	£1,231.88	
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Total Values					£1,150.00	£1,150.00	£1,150.00	£1,231.88	
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Community Assets - King George V Recreation Ground

Total Values									
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Community Assets - Lionheart Way Ecology Park

552	552	Signs at Lionheart Way Ecology Park x4	Lion Heart Way	31/03/2010	£200.00	£200.00	£200.00	£214.24	
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575	575	Metal Rubbish Bin x1 Lion Heart Way EP	Lion Heart Way EP		£200.00	£200.00	£200.00	£214.24	
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Total Values					£400.00	£400.00	£400.00	£428.48	
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Community Assets - Long Lane Recreation Ground

528	528	Benches Long Lane Recreation Ground x7	Long Lane Recreation Ground		£2,700.00	£2,700.00	£2,700.00	£2,892.24	
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541	541	Litter binx x 2 Long Lane Rec	Long Lane Recreation Ground		£1,000.00	£1,000.00	£1,000.00	£1,071.20	
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542	542	Metal bench x 2 play area Long Lane Rec	Long Lane Recreation Ground		£1,600.00	£1,600.00	£1,600.00	£1,713.92	
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Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
543	543	Wooden Picnic Table Long Lane Rec	Long Lane Recreation Ground		£290.00	£290.00	£290.00	£310.65	
547	547	Seat/Bench top of FP11 Long Lane	Long Lane		£400.00	£400.00	£400.00	£428.28	
548	548	Signs	?		£1,040.00	£1,040.00	£1,040.00	£1,114.05	
556	556	Gates/Fences/Height Barriers	?		£8,449.00	£8,449.00	£8,449.00	£9,746.96	
564	564	Bins (misc BPC facilites)	?		£1,560.00	£1,560.00	£1,560.00	£1,671.70	
Total Values					£17,039.00	£17,039.00	£17,039.00	£18,949.00	

Community Assets - Pilands Wood Open Space

Total Values

Community Assets - Pocket Park

Total Values

Community Assets - View Point

501	501	Viewpoint wooden bench	Viewpoint		£450.00	£450.00	£450.00	£482.04	
Total Values					£450.00	£450.00	£450.00	£482.04	

Consumable Equipement (Grounds)

803	803	Stihl Brushcutter and visor	Long Lane	31/03/2010	£294.47	£315.44	£315.44	£315.44	
804	804	Stihl Cow Horn brushcutter and harness 295106737	Long Lane	01/08/2013	£300.00	£321.36	£321.36	£321.36	
805	805	Stihl Blower Vac BG55	Long Lane		£300.00	£321.36	£321.36	£321.36	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
806	806	Stihl Hedge Cutter HS86R 176982707	Long Lane	01/11/2013	£350.35	£375.29	£375.29	£375.29	
807	807	Fertiliser hopper	Long Lane		£300.00	£321.36	£321.36	£321.36	
809	809	Knapsack sprayer 435 20 ltr	Long Lane	31/03/2003	£132.50	£149.97	£149.97	£149.97	
811	811	Mower - Allen Hover(trade in 2013 £80)			£550.00	£85.70	£85.70	£0.00	
815	815	Stihl HS45 HedgeTrimmer (stolen) 802321280	Long Lane	01/02/2012	£211.00	£226.02	£226.02	£226.02	
816	816	Stihl Long Reach Hedge Cutter	Long Lane	01/08/2013	£435.00	£465.97	£465.97	£465.97	
871	871	White liner x 2	Long Lane	31/03/2003	£233.43	£249.59	£249.59	£249.59	
Total Values					£3,106.75	£2,832.06	£2,832.06	£2,746.36	

Consumable Equipment (Administration)

700	700	Calypso Shelving	Parish Council Offices	11/01/2019	£1,065.00	£1,065.00	£1,065.00		£1,065.00
701	701	Ceiling projector	Bursledon Library	03/01/2019	£1,725.00	£1,725.00	£1,725.00		£1,725.00
702	702	Laptop	Re homed		£0.00	£0.00	£0.00	£0.00	
703	703	Shed		20/02/2019	£1,269.00	£1,269.00	£1,269.00		£1,269.00
705	705	IBM ThinkPad laptop 2373-N10 S/N99 D4XBI	?	31/03/2009	£469.00	£535.60	£535.60	£535.60	
707	707	Furniture	BPC office		£1,100.00	£1,100.00	£1,100.00	£1,392.02	
712	712	Sanyo Projector PLC-XW65 68902139	BPC office	31/03/2009	£448.98	£480.95	£480.95	£480.95	
714	714	Misc add. Per Came and CO email 7.3.13	?		£506.39	£542.45	£542.45	£542.45	
718	718	5 x fold up tables and chairs for BPC meetings	Library	01/04/2014	£460.00	£492.75	£492.75	£492.75	
873		Library set up costs			£12,643.48				

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
Total Values					£19,686.85	£7,210.75	£7,210.75	£3,443.77	£4,059.00

Land & Buildings - Allotments

2	2	Allotments Bottom	Hungerford		£1.00	£1.00	£1.00	£1.00	
3	3	Allotments Top	Hungerford		£1.00	£1.00	£1.00	£1.00	
560	560	Allotment fencing	Hungerford	31/03/2009	£4,140.00	£4,140.00	£4,140.00	£4,434.77	
561	561	Allotment Deer Fencing	Hungerford	31/03/2013	£965.42	£965.42	£965.42	£1,034.16	
Total Values					£5,107.42	£5,107.42	£5,107.42	£5,470.93	

Land & Buildings - Bursledon Cemetery

5	5	Bursledon Parish Council Cemetery	Bursledon	15/01/1987	£15,000.00	£15,000.00	£15,000.00	£1.00	
557	557	Height Barrier Cemetery	Bursledon Cemetery		£478.00	£478.00	£478.00	£512.03	
568	568	Memorial Wall (natural portland stone)	Bursledon Cemetery		£300.00	£300.00	£300.00	£321.36	
Total Values					£15,778.00	£15,778.00	£15,778.00	£834.39	

Land & Buildings - Fishers Piece

7	7	Fishers Piece	Kew Lane	18/03/2013	£5,187.00	£5,187.00	£5,187.00	£1.00	
Total Values					£5,187.00	£5,187.00	£5,187.00	£1.00	

Land & Buildings - Great Down Park

8	8	Great Down Park	Great Down Park Long Lane	27/10/1992	£32,000.00	£32,000.00	£32,000.00	£1.00	
558	558	Height Barrier Great Down Park	Great Down Park		£478.00	£478.00	£478.00	£512.03	
578	578	Kissing Gate Great Down Park	Great Down Park		£600.00	£600.00	£600.00	£642.72	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
579	579	Fencing Great Down Park	Great Down Park		£600.00	£642.72	£642.72	£642.72	

Total Values £33,678.00 £33,720.72 £33,720.72 £1,798.47

Land & Buildings - Hungerford Bottom Nature Reserve

9	9	Hungerford Nature Reserve			£1.00	£1.00	£1.00	£1.00	
562	562	Hungerford Nature Reserve Fencing/decking	Hungerford	01/06/2013	£500.00	£500.00	£500.00	£0.00	

Total Values £501.00 £501.00 £501.00 £1.00

Land & Buildings - King George V Recreation Ground

Total Values

Land & Buildings - Lionheart Way Ecology Park

10	10	Lion Heart Way Ecology Park			£1.00	£1.00	£1.00	£1.00	
570	570	Fencing Lion Heart Way Ecology Park	Lion Heart Way EP		£1,400.00	£1,400.00	£1,400.00	£1,499.68	
571	571	Fencing and gate around culvert Lion Heart Way EP	Lion Heart Way EP	31/03/2010	£396.00	£396.00	£396.00	£424.20	
573	573	6ft metal gate Lion Heart Way EP	Lion Heart Way EP		£250.00	£250.00	£250.00	£267.80	
574	574	Kissing gate x2 Lion Heart Way EP	Lion Heart Way EP		£1,200.00	£1,200.00	£1,200.00	£1,285.44	
576	576	Footbridges x2 Lion Heart Way EP	Lion Heart Way EP		£200.00	£200.00	£200.00	£214.24	

Total Values £3,447.00 £3,447.00 £3,447.00 £3,692.36

Land & Buildings - Long Lane Recreation Ground

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
1	1	Long Recreation Ground Pavilion and Workshops	Long Lane Bursledon		£163,552.78	£163,552.78	£163,552.78	£163,552.78	
16	16	Long Lane Rec Drive Way	Long Lane	31/03/2012	£7,246.67	£7,246.67	£7,246.67	£7,246.67	
18	18	Pavilion Alarm System	Long Lane		£692.00	£692.00	£692.00	£741.27	
19	19	Pavilion CCTV System	Long Lane		£6,924.00	£6,924.00	£6,924.00	£7,417.00	
559	559	Height Barrier Long Lane Rec	Long Lane Recreation Ground	31/03/2010	£478.00	£478.00	£478.00	£512.03	
813	813	Pavilion water boiler	Long Lane		£200.00	£200.00	£200.00	£214.24	
Total Values					£179,093.45	£179,093.45	£179,093.45	£179,683.99	

Land & Buildings - Peewit Hill

11	11	Peewit Hill Woodland and open space			£1.00	£1.00	£1.00	£1.00	
580	580	Wooden Gate Peewit Hill Woods	Peewit Hill Woods	31/03/2012	£300.00	£300.00	£300.00	£321.36	
581	581	Fencing Peewit Hill Woods	Peewit Hill Woods	31/03/2012	£3,026.40	£3,026.40	£3,026.40	£3,241.45	
Total Values					£3,327.40	£3,327.40	£3,327.40	£3,563.81	

Land & Buildings - Pilands Wood Community Centre

12	12	Pilands Wood Community Centre			£1.00	£1.00	£1.00	£1.00	
20	20	Pilands Wood Open space	Pilands	31/03/2011	£1.00	£1.00	£1.00	£1.00	
Total Values					£2.00	£2.00	£2.00	£2.00	

Land & Buildings - Pilands Wood Open Space

Total Values

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
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Land & Buildings - Pocket Park

4	4	Pocket Park	Hungerford		£1.00	£1.00	£1.00	£1.00	
Total Values					£1.00	£1.00	£1.00	£1.00	

Land & Buildings - Rear of the Laurels

14	14	Land at Hungerford between Hillandale/Willows & bhd Laurels			£1.00	£1.00	£1.00	£1.00	
Total Values					£1.00	£1.00	£1.00	£1.00	

Land & Buildings - Station Woods

6	6	Bursledon Station Woodland	Bursledon		£1.00	£1.00	£1.00	£1.00	
563	563	Bursledon Stations Woods Fencing and gate	Bursledon Station Woods	01/04/2011	£695.00	£695.00	£695.00	£744.48	
Total Values					£696.00	£696.00	£696.00	£745.48	

Land & Buildings - The View Point

15	15	The View Point		01/01/2012	£1,200.00	£1,200.00	£1,200.00	£1,200.00	
503	503	Viewpoint interpretation board	Viewpoint	01/05/2014	£650.00	£650.00	£650.00	£696.28	
Total Values					£1,850.00	£1,850.00	£1,850.00	£1,896.28	

Noticeboards

549	549	Notice Boards/Posts(misc BPC roads) x7 6A4u/o-SPK/o	?	01/03/2010	£3,354.00	£3,354.00	£3,354.00	£3,592.80	
550	550	Notice Boards/Posts Hungerford Nature Reserve 6A4u/0-spl/o	Hungerford Nature Reserve	01/11/2011	£564.41	£564.41	£564.41	£604.60	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
551	551	Notice Boards/Posts lockable Long Lane rec	Long Lane Recreation Ground	02/11/2011	£1,714.80	£1,714.80	£1,714.80	£1,836.89	
Total Values					£5,633.21	£5,633.21	£5,633.21	£6,034.29	

Play Areas - King George V Recreation Ground

Total Values

Play Areas - Long Lane Recreation Ground

151	151	Rocker Seesaw	Long Lane Recreation Ground	29/08/2019	£9,956.00	£9,956.00	£9,956.00	£0.00	
530	530	Swing Junior 1 Bay 2 Seat	Long Lane Recreation Ground		£1,067.00	£1,067.00	£1,067.00	£1,067.00	
531	531	Rocker Rotator Rodeo Rider	Long Lane Recreation Ground		£1,406.00	£1,406.00	£1,406.00	£1,506.11	
534	534	Stepping pods x 7	Long Lane Recreation Ground		£623.00	£623.00	£623.00	£667.36	
534	534	Rotating Carousel Bowl	Long Lane Recreation Ground		£846.00	£846.00	£846.00	£906.73	
535	535	Multiplay Toddler	Long Lane Recreation Ground		£7,330.00	£7,330.00	£7,330.00	£7,851.90	
538	538	Multiplay Junior	Long Lane Recreation Ground		£8,000.00	£8,000.00	£8,000.00	£8,569.60	
539	539	Trampoline	Long Lane Recreation Ground		£1,986.00	£1,986.00	£1,986.00	£2,127.40	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
540	540	Springer Rocker Bike 1	Long Lane Recreation Ground		£549.00	£549.00	£549.00	£588.09	
544	544	Fencing Childrens Play Area Long Lane Rec	Long Lane Recreation Ground		£12,002.00	£12,002.00	£12,002.00	£12,856.54	
545	545	Wet Pour Safe Surface Long Lane Rec	Long Lane Recreation Ground		£6,494.00	£6,494.00	£6,494.00	£6,956.37	
Total Values					£50,259.00	£50,259.00	£50,259.00	£43,097.10	

Play Areas - Pilands Wood Open Space

13	13	Pilands Wood Play Areas and MUGA			£1.00	£1.00	£1.00	£1.00	
152	152	Junior Play Area		29/08/2019	£34,440.00	£34,440.00	£34,440.00	£0.00	
504	504	Pilands Wood Concrete skate park	Pilands Wood		£113,400.00	£113,400.00	£113,400.00	£113,400.00	
506	506	Pilands Wood 2 x black plastic bins skate park	Pilands Wood		£600.00	£600.00	£600.00	£600.00	
507	507	Pilands Wood play area (Foundary Crescent) Rodeo Board	Foundary Crescent Pilands Wood		£3,058.00	£3,058.00	£3,058.00	£3,275.73	
508	508	Pilands Wood Play area (Foundary Crescent) Nest swing	Foundary Crescent Pilands Wood		£2,402.00	£2,402.00	£2,402.00	£2,573.02	
509	509	Pilands Wood play area Trampoline	Foundary Crescent Pilands Wood		£1,986.00	£1,986.00	£1,986.00	£2,127.40	
510	510	Pilands Wood play area (Foundary Crescent) 1 x litter bin	Foundary Crescent Pilands Wood		£500.00	£500.00	£500.00	£535.60	
511	511	Pilands Wood play area (foundary crescent) fencing	Foundary Crescent Pilands Wood		£2,900.00	£2,900.00	£2,900.00	£3,106.48	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
512	512	Pilands Wood Play area (foundary cres) wet pour safe surface	Foundary Crescent Pilands Wood		£5,435.00	£5,435.00	£5,435.00	£5,821.98	
Total Values					£164,722.00	£164,722.00	£164,722.00	£131,441.21	

Play Areas - Woodlands Way

150	150	Roundabout and Multi play area	Woodlands Way	29/08/2019	£18,551.90	£18,551.90	£18,551.90	£0.00	
513	513	Woodlands Way Play Area Springers x 2	Woodlands Way, Pilands Wood		£1,370.00	£1,370.00	£1,370.00	£1,467.55	
514	514	Woodlands Way Cradle Seat Swing	Woodlands Way, Pilands Wood		£1,465.00	£1,465.00	£1,465.00	£1,569.31	
517	517	Litter bin	Woodlands Way, Pilands Wood		£500.00	£500.00	£500.00	£535.60	
518	518	2 x metal benches	Woodlands Way, Pilands Wood		£1,600.00	£1,600.00	£1,600.00	£1,713.92	
519	519	Fencing	Woodlands Way, Pilands Wood		£6,002.00	£6,002.00	£6,002.00	£6,429.34	
Total Values					£29,488.90	£29,488.90	£29,488.90	£11,715.72	

Sports Equipment - King George V Recreation Ground

Total Values

Sports Equipment - Long Lane Recreation Ground

521	521	Football Goals and Nets	Long Lane Recreation Ground	31/03/2012	£2,600.00	£2,600.00	£2,600.00	£1,071.20	
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Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
523	523	Football Practise Goal Posts	Long Lane Recreation Ground	31/03/2008	£400.00	£400.00	£400.00	£428.48	
524	524	Metal tennis net posts x 4	Long Lane recreation Ground		£360.00	£360.00	£360.00	£385.63	
525	525	Tennis nets x 2	Long Lane Recreation Ground		£600.00	£600.00	£600.00	£642.72	
526	526	Cricket - Artificial Wicket	Long Lane Recreation Ground	31/03/2012	£4,385.00	£4,385.00	£4,385.00	£5,179.25	

Total Values £8,345.00 £8,345.00 £8,345.00 £7,707.28

Vehicles & Equipment

201	201	Ford Ranger Pick Up HG10 OAM		10/06/2014	£7,200.00	£7,200.00	£7,200.00	£0.00	
202	202	John Deere 455 Tractor Mower CH30290103660		31/03/2001	£8,000.00	£8,000.00	£8,000.00	£13,170.40	
203	203	John Deere 1445 Tractor Mower TC 14450D050396	Long Lane		£8,000.00	£8,000.00	£8,000.00	£8,569.60	
204	204	Trailer - Single Axle	Long Lane		£300.00	£321.36	£321.36	£321.36	
205	205	Peugot Van WD17LXP		21/02/2020	£7,345.00	£7,345.00	£7,345.00		

Total Values £30,845.00 £30,866.36 £30,866.36 £22,061.36

Grand Total £584,738.86 £572,052.15 £572,052.15 £447,030.20 £4,059.00

+ assets disposed during year £0.00

£572,052.15

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3083	FPS230220 Arbbits	£230.00	402/1	19/01/23	Arb-Bits - Dan Bentall new chainsaw boots	6921
		£230.00	Arb-Bits - Total			
3079	FPS230220 Carters	£62.00	403/3	16/01/23	Carters of Swanwick - Chain and guide bar for chain saw	1/134701
		£62.00	Carters of Swanwick - Total			
3095	FPS230220 SSquared	£206.88	203/2	01/02/23	D Squared Fire and Security - New harddisk for Parish Office CCTV and 2 hours engineers time	7257
3096	FPS230220 SSquared	£86.40	203/2	01/02/23	D Squared Fire and Security - Call out charge to look at Parish Office CCTV and determine that we needed a new hard drive	7240
		£293.28	D Squared Fire and Security - Total			
3082	FPS230220 EBC	£258.02	420/7/2/1	18/01/23	Eastleigh Borough Council - Trade Refuse Collection 1.10.22 to 31.12.22 Long Lane	02880563
		£258.02	Eastleigh Borough Council - Total			
3105	FPS230120 PotterExp	£16.64		12/01/23	R Potter -	2023000443040
1		£16.64	213/4/2		Adobe Acrobat	
3093	FPS230220 Screwfix	£89.99	420/7/1	30/01/23	Screwfix Direct Ltd - Spotlight Torch	1340705753
		£89.99	Screwfix Direct Ltd - Total			
3101	FPS230220 SLCC	£174.40	218	06/02/23	Society of Local Council Clerks - Arnold Baker Book	ORD508771-1
		£174.40	Society of Local Council Clerks - Total			
3092	FPS230220 SolentLocks	£320.46	430/1/1/2	30/01/23	Solent Locksmiths - Replace Entrace locking attachment and lock at KGV and supply 4 keys	3690
		£320.46	Solent Locksmiths - Total			
3089	FPS230220 Viking	£86.96	365/1/1	25/01/23	Viking - Printer cartridges for library printer	9932112
		£86.96	Viking - Total			
		£11,935.99	Confidential			
Total		£13,467.74				

Signature _____

Signature _____

Date _____

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3146	FPS230320 AccessUK	£420.00	226/1	28/02/23	Access UK Ltd - Software support training	1591429
		£420.00	Access UK Ltd - Total			
3113	FPS230320 Carters	£70.20	409/4	14/02/23	Carters of Swanwick - Functional Forest Helmet Matt Docking	1 135212
3132	FPS230320 Carters	£72.14	403/3	01/03/23	Carters of Swanwick - File kits, sharpening kit and 2 stroke oil	1 136093
		£142.34	Carters of Swanwick - Total			
3116	FPS230320 Edgeltsyste	£465.36		21/02/23	EDGE IT Systems Ltd - Galaxy tablet plus software	36705
	1	£308.40	400/1		Galaxy tablet and set up	
	2	£42.48	552/1/1		Epitaph Inspect Edge	
	3	£33.48	502/1		Allotments Inspect Edge	
	4	£34.74	213/4/1		Asset Manager Inspectedge	
	5	£46.26	400/1		Playgrounds Inspectedge	
		£465.36	EDGE IT Systems Ltd - Total			
3133	FPS230320 HedgeTC	£151.20	409/1	06/03/23	Hedge End Town Council - Matt Docking and Dan Bentall Manual Handling Course at Hedge End Town Council Friday 3 March 2023	24341
		£151.20	Hedge End Town Council - Total			
3144	FPS230320 Lighttouch	£241.66	221/2	10/03/23	Lightatouch - Internal Audit fees	
		£241.66	Lightatouch - Total			
3120	FPS230320 Officefurni	£460.80		20/02/23	Office Furniture On Line -	SN997373/ 997411
	1	£142.80	203/1		Comfort Ertgo Operators Chair Product No 282709CH	
	2	£318.00	203/4		Karbon Combination 3 Shelf Cupboards in Beech Produc 310359B	
		£460.80	Office Furniture On Line - Total			
3140	FPS230320 PotterExp	£362.40	420/1/1/1	08/03/23	R Potter - Expenses Payment of Skip Hire from TJ Waste services for removal of fly tipped waste and clearance of pavilion loft area. 8 Yard skip for 2 weeks hire delivery Thursday 9 March 2023	
3147	FPS230320 PotterExp	£16.64		13/03/23	R Potter -	2023000443040
	1	£16.64	213/4/2		Adobe Acrobat	
3119	FPS230320 Screwfix	£44.37	420/7/1	21/02/23	Screwfix Direct Ltd - padlocks	1348530499

Signature

Signature

Date

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3141	FPS230320 Screwfix	£42.07	505/2	10/03/23	Screwfix Direct Ltd - 2 x replacements padlocks for allotments and epoxy adh x 2	1353488586
3142	FPS230320 Screwfix	£25.00	552/2/2	10/03/23	Screwfix Direct Ltd - Goodhome MP compost for Smith Grave	1343140749
3143	FPS230320 Screwfix	£23.98	455/2	10/03/23	Screwfix Direct Ltd - Coach screws for Lion Heart way Fencing	1340705745
		£135.42			Screwfix Direct Ltd - Total	
3112	FPS230320 SLCC	£72.00	226/1	14/02/23	Society of Local Council Clerks - HR Training 22 March 2023	BK209379-1
		£72.00			Society of Local Council Clerks - Total	
3118	FPS230320 Solentlock	£112.99	203/1	23/02/23	Solent Locksmiths - Change to thumb lock in Council Office	3711
		£112.99			Solent Locksmiths - Total	
3130	FPS230320 SurreyHills	£294.00	220/2	01/03/23	Surrey Hills Solicitors - Legal Advice regarding Peewitt Hill Woods	8408
		£294.00			Surrey Hills Solicitors - Total	
3117	FPS230320 Viking	£178.80	203/1	21/02/23	Viking Office Supplies - Vacuum Cleaner	2080221
		£178.80			Viking Office Supplies - Total	
		£11,805.43			Confidential	
Total		£14,859.04				

Signature _____

Signature _____

Date _____

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	Revised	Reserve Movements	Actual Net	Balance	
INCOME					
Parish Office Central Charges					
100	Precept	£219,425.00	£0.00	£219,425.00	£0.00
103	Other Income	£0.00	£0.00	£0.00	£0.00
105	Office Services	£0.00	£0.00	£0.00	£0.00
110	Interest	£0.00	£0.00	£0.00	£0.00
112	Intrest	£350.00	£0.00	£238.64	-£111.36
Total Parish Office Central Charges		£219,775.00	£0.00	£219,663.64	-£111.36
Community Library					
150	Income	£0.00	£0.00	£0.00	£0.00
Total Community Library		£0.00	£0.00	£0.00	£0.00
Allotments					
120	Allotment Rents	£1,140.00	£0.00	£1,220.38	£80.38
Total Allotments		£1,140.00	£0.00	£1,220.38	£80.38
Cemetery Services					
125	Income	£5,500.00	£0.00	£6,865.00	£1,365.00
Total Cemetery Services		£5,500.00	£0.00	£6,865.00	£1,365.00
Grounds Maintenance					
130	Income - Outside Services- Long Lane	£1,714.00	£0.00	£1,411.85	-£302.15
135	Income - Outside services - King George V	£1,430.00	£0.00	£450.00	-£980.00
Total Grounds Maintenance		£3,144.00	£0.00	£1,861.85	-£1,282.15
Capital Projects					
160	Developers Contributions & Grants	£0.00	£0.00	£18,710.81	£18,710.81

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	Revised	Reserve Movements	Actual Net	Balance	
Total Capital Projects	£0.00	£0.00	£18,710.81	£18,710.81	
Total Income	£229,559.00	£0.00	£248,321.68	£18,762.68	
EXPENDITURE					
Parish Office Central Charges					
201	Community Centre Rent	£2,100.00	£0.00	£2,075.00	£25.00
202	Community Centre Service Charges	£4,500.00	£0.00	£2,959.93	£1,540.07
203	Property Costs	£1,000.00	£0.00	£2,746.91	-£1,746.91
210	Postage	£75.00	£0.00	£8.95	£66.05
211	Stationery/Printing	£400.00	£0.00	£723.07	-£323.07
212	Photocopier Hire & Charges	£700.00	£0.00	£801.51	-£101.51
213	Information Technology	£5,150.00	£0.00	£4,960.85	£189.15
216	Telephone	£1,500.00	£0.00	£2,199.70	-£699.70
217	Website	£1,400.00	£0.00	£1,433.17	-£33.17
218	Subscriptions & Publications	£1,949.00	£0.00	£2,032.24	-£83.24
219	General Insurance	£4,500.00	£0.00	£4,378.38	£121.62
220	Legal Fees	£3,000.00	£0.00	£2,846.66	£153.34
221	Audit Fees	£1,700.00	£0.00	£1,444.58	£255.42
222	Bank Charges	£175.00	£0.00	£111.75	£63.25
225	Salaries	£66,118.00	£0.00	£60,567.14	£5,550.86
226	Staff Overheads	£1,395.00	£0.00	£1,081.63	£313.37
230	COviD expenses	£0.00	£0.00	£0.00	£0.00
998	Suspence Petty cash	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	Revised	Reserve Movements	Actual Net	Balance
999 Suspence	£0.00	£0.00	£19.00	-£19.00
Total Parish Office Central Charges	£95,662.00	£0.00	£90,390.47	£5,271.53
Community Library				
365 Library - Operational Costs	£5,462.00	£0.00	£3,944.17	£1,517.83
Total Community Library	£5,462.00	£0.00	£3,944.17	£1,517.83
Civic Expenditure				
300 Newsletter	£0.00	£0.00	£0.00	£0.00
305 Chairmans Allowance	£200.00	£0.00	£0.00	£200.00
306 Councillor Expenses	£100.00	£0.00	£0.00	£100.00
307 Councillor IT Expenses	£650.00	£0.00	£631.20	£18.80
308 Councillor Training	£400.00	£0.00	£15.00	£385.00
309 Civic projects	£100.00	£0.00	£108.50	-£8.50
310 Room Hire	£200.00	£0.00	£0.00	£200.00
315 Election Expenses (RESERVE)	£250.00	£0.00	£0.00	£250.00
Total Civic Expenditure	£1,900.00	£0.00	£754.70	£1,145.30
Community Development				
360 Community Development	£4,500.00	£0.00	£3,588.00	£912.00
Total Community Development	£4,500.00	£0.00	£3,588.00	£912.00
Grants				
350 Grants	£4,300.00	£0.00	£1,440.66	£2,859.34
Total Grants	£4,300.00	£0.00	£1,440.66	£2,859.34
Allotments				
500 Salary Costs	£0.00	£0.00	£0.00	£0.00
502 Administration Costs	£718.00	£0.00	£199.80	£518.20

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	Revised	Reserve Movements	Actual Net	Balance
505 Operational Costs	£0.00	£0.00	£337.87	-£337.87
Total Allotments	£718.00	£0.00	£537.67	£180.33
Cemetery Services				
550 Bursledon Cemetery Staff Costs	£0.00	£0.00	£0.00	£0.00
552 Bursledon Cemetery	£808.00	£0.00	£1,899.07	-£1,091.07
555 St Leonnards Staff Costs	£0.00	£0.00	£0.00	£0.00
557 St Leonnards Cemetery (Closed)	£0.00	£0.00	£0.00	£0.00
560 Mauseleum Salaries	£0.00	£0.00	£0.00	£0.00
Total Cemetery Services	£808.00	£0.00	£1,899.07	-£1,091.07
Grounds Maintenance				
400 Administration Costs	£1,030.00	£0.00	£2,103.13	-£1,073.13
402 Health & Safety	£500.00	£0.00	£334.15	£165.85
403 Equipment Costs	£4,000.00	£0.00	£2,706.34	£1,293.66
404 Fuel	£2,000.00	£0.00	£2,036.69	-£36.69
405 Vehicle Costs	£3,500.00	£0.00	£2,685.78	£814.22
406 Illegal Tipping	£513.00	£0.00	£0.00	£513.00
407 Notice Boards	£0.00	£0.00	£0.00	£0.00
408 Salaries	£89,819.00	£0.00	£79,726.46	£10,092.54
409 Staff Overheads	£1,883.00	£0.00	£946.41	£936.59
419 Grounds Services	£29,000.00	£0.00	£31.76	£28,968.24
420 Long Lane Recreation Ground	£0.00	£0.00	£4,331.12	-£4,331.12
430 King George V Playing Fields	£0.00	£0.00	£5,076.00	-£5,076.00
440 Pilands Wood Open Space	£0.00	£0.00	£8,282.12	-£8,282.12

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	Revised	Reserve Movements	Actual Net	Balance
445 Woodlands Way	£0.00	£0.00	£129.90	-£129.90
450 Great Down Park	£0.00	£0.00	£140.40	-£140.40
455 Lionheart Way Ecology Park	£0.00	£0.00	£2,611.42	-£2,611.42
460 Hungerford Bottom Ecology Park	£0.00	£0.00	£0.00	£0.00
465 Pocket Park Kew Lane	£0.00	£0.00	£671.37	-£671.37
470 Fishers Piece	£0.00	£0.00	£0.00	£0.00
475 The Laurels	£0.00	£0.00	£0.00	£0.00
480 The View Point	£0.00	£0.00	£53.02	-£53.02
485 Bursledon Station Woods	£0.00	£0.00	£0.00	£0.00
490 Peewit Hill	£0.00	£0.00	£0.00	£0.00
Total Grounds Maintenance	£132,245.00	£0.00	£111,866.07	£20,378.93
Capital Projects				
601 Parish Council Offices	£0.00	£0.00	£883.10	-£883.10
602 Bursledon Community Library	£0.00	£0.00	£229.87	-£229.87
603 Long Long Lane Recreation Ground	£0.00	£0.00	£2,142.50	-£2,142.50
604 King George V Recreation Ground	£0.00	£0.00	£1,700.00	-£1,700.00
605 Bursledon Cemetery	£0.00	£0.00	£425.00	-£425.00
606 Great Down Park	£0.00	£0.00	£850.00	-£850.00
607 Lionheart Way Ecology Park	£0.00	£0.00	£11,893.31	-£11,893.31
608 Pilands Wood Open Space	£0.00	£0.00	£1,700.00	-£1,700.00
609 Woodlands Way	£0.00	£0.00	£0.00	£0.00
Total Capital Projects	£0.00	£0.00	£19,823.78	-£19,823.78

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	Revised	Reserve Movements	Actual Net	Balance
Old Accounts				
1465 Tree Maintenance	£0.00	£0.00	£0.00	£0.00
Total Old Accounts	£0.00	£0.00	£0.00	£0.00
Pilands Wood Community Centre				
700 Asset Management	£4,300.00	£0.00	£750.00	£3,550.00
Total Pilands Wood Community Centre	£4,300.00	£0.00	£750.00	£3,550.00
Total Expenditure	£249,895.00	£0.00	£234,994.59	£14,900.41
Total Income	£229,559.00	£0.00	£248,321.68	£18,762.68
Total Expenditure	£249,895.00	£0.00	£234,994.59	£14,900.41
Total Net Balance	-£20,336.00		£13,327.09	

BURSLEDON PARISH COUNCIL

Parish Council Office,
The Lowford Centre,
Portsmouth Road.
Bursledon Southampton SO31 8ES
Telephone 023 8040 7535
Website: bursledon-pc.gov.uk
Email: clerk@bursledon-pc.gov.uk

Bursledon Parish Council

Notes for the Planning and Highways Working Group
Wednesday 8 February 2023 at 7pm (Virtual Meeting)

Attendance Councillors who are members of the working group:

Cllrs M Garrett (Chair), G Gill, M Penn.

Other Councillors:

Officer: S Hannen (Deputy Parish Clerk)

Members of the Public: 0

Apologies for Absence

Cllrs, K House, J O'Sullivan, J Rich, K Whitlock

Declarations of Interest

None

Questions from the Public

There were no public present.

Signed.....

Dated.....

Planning Applications received from Eastleigh Borough Council within the Parish or on its boundary.

Application No: [H/23/94575](#)

Address: ARRAN LODGE, HILL PLACE, BURSLEDON, SOUTHAMPTON, SO31 8DX

Description: Single storey side porch

Suggested Comments for the Councils Officers to consider:

Councillors had no objection to this application

Application No: [H/23/94571](#)

Address: LYNCIES, SALTERNS LANE, BURSLEDON, SOUTHAMPTON, SO31 8DH

Description: New entrance gates and brick pillars

Suggested Comments for the Councils Officers to consider:

Councillors had no objection to this application

Close of the Meeting 19:05

Signed.....

Dated.....

BURSLEDON PARISH COUNCIL

Parish Council Office,
The Lowford Centre,
Portsmouth Road.
Bursledon Southampton SO31 8ES
Telephone 023 8040 7535
Website: bursledon-pc.gov.uk
Email: clerk@bursledon-pc.gov.uk

Bursledon Parish Council

Notes for the Planning and Highways Working Group
Wednesday 22 February 2023 at 7pm (Virtual Meeting)

Attendance Councillors who are members of the working group:

Cllrs M Garrett (Chair), G Gill, K House.

Other Councillors:

Officer: S Hannen (Deputy Parish Clerk)

Members of the Public: 0

Apologies for Absence

Cllrs J O'Sullivan, M Penn, J Rich, K Whitlock

Declarations of Interest

None

Questions from the Public

There were no public present.

Planning Applications received from Eastleigh Borough Council within the Parish or on its boundary.

Signed.....

Dated.....

Application No: [H/23/94605](#)

Address: CRABLECK, HIGH STREET, BURSLEDON, SOUTHAMPTON, SO31 8DJ

Description: Single storey side extension towards the rear and conversion of car port to habitable accommodation

Suggested Comments for the Councils Officers to consider:

Councillors had no objection to this application.

Application No: [H/23/94615](#)

Address: LURGAN, PORTSMOUTH ROAD, BURSLEDON, SOUTHAMPTON, SO31 8ET

Description: Single storey rear extension (Amended scheme)

Suggested Comments for the Councils Officers to consider:

Councillors had no objection to this application.

Close of the Meeting 19:05

Signed.....

Dated.....

BURSLEDON PARISH COUNCIL

Parish Council Office,
The Lowford Centre,
Portsmouth Road.
Bursledon Southampton SO31 8ES
Telephone 023 8040 7535
Website: bursledon-pc.gov.uk
Email: clerk@bursledon-pc.gov.uk

Bursledon Parish Council

Notes for the Planning and Highways Working Group
Wednesday 8 March 2023 at 7pm (Virtual Meeting)

Attendance Councillors who are members of the working group:

Cllrs M Garrett (Chair), G Gill, J O'Sullivan, M Penn, J Rich.

Other Councillors:

Officer: S Hannen (Deputy Parish Clerk)

Members of the Public: 0

Apologies for Absence

Cllr K House

Declarations of Interest

None

Questions from the Public

There were no public present.

Planning Applications received from Eastleigh Borough Council within the Parish or on its boundary.

Application No: [F/23/94651](#)

Address: DERRY DACY, PEEWIT HILL, BURSLEDON, SOUTHAMPTON, SO31 8BL

Description: Erection of replacement dwelling.

Suggested Comments for the Councils Officers to consider:

Due to concerns over the size of the proposed building, Councillors asked that a condition be attached requesting no subdivision of the building be permitted without a further planning application being submitted.

Application No: [H/23/94728](#)

Address: ARRAN LODGE, HILL PLACE, BURSLEDON, SOUTHAMPTON, SO31 8DX

Description: Installation of 18 no.solar PV panels on main house roof.

Suggested Comments for the Councils Officers to consider:

Councillors had no objection to this application.

Close of the Meeting 19:10