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Tuesday 4<sup>th</sup> June 2024

Dear Councillor,

You are hereby summoned to a **Meeting of the CORPORATE SERVICES COMMITTEE** to be held in the Council Chamber, Town Hall, Chesham, on **Monday 10<sup>th</sup> June, 2024 at 7.30pm:**

**Agenda**

**1. Election of Chair**

**2. Election of Vice-Chair**

**3. Apologies for absence**

To receive apologies for absence

**4. Declarations of interests**

To note any declarations of Interest

**5. Minutes of the previous Corporate Services meeting 2<sup>nd</sup> April 2024**

To approve the minutes of the previous meeting and authorise the Chair to sign the same.

**6. Action Tracker**

To note the Committee's Action Tracker

**7. To receive and approve the Pension Discretion report and policy**

**8. To receive and approve the Grievance Policy and Procedure**

**9. To receive and approve the Reserves report**

**10. To decide which Councillors will carry out the probation of the CEO, due 2<sup>nd</sup> July 2024**

## **11. Exclusion of the Public and Press**

It is recommended that, pursuant to Section 100A of the Local Government Act 1972 (as amended), members of the press and public be excluded during consideration of items below as it was likely that there would be a disclosure of exempt information as defined in the relevant paragraphs specified in Part 1 of Schedule 12A to that Act.

## **12. To receive and approve recommendations on staff remunerations following performance reviews**

Yours sincerely,



Louise Hayday  
CEO/ Town Clerk

Cllr Alan Bacon	Cllr Justine Fulford
Cllr Joseph Baum (Chair)	Cllr Francis Holly
Cllr Simon Booth	Cllr Chasey Hood
Cllr Majid Ditta	Cllr Rachael Matthews
Cllr Mohammad Fayyaz	

**The agenda will be circulated to all members of the Council**  
**THE MEETING IS OPEN TO THE PUBLIC**

**CHESHAM TOWN COUNCIL**  
**MINUTES of the meeting of the CORPORATE SERVICES COMMITTEE**

**held on 2<sup>nd</sup> April 2024**

**Councillors:**

Councillor Alan Bacon  
Councillor Joseph Baum  
Councillor Simon Booth

Councillor Majid Ditta  
Councillor Justine Fulford

**In attendance:**

Louise Hayday  
Georgina Fernandez  
Danny Essex  
Ashley Myers  
David Cooper

CEO/ Town Clerk  
Democratic Services Officer  
Head of Operational Services  
Head of Corporate Services  
Elgiva Manager

**56. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Fayyaz, Holly, Hood and Matthews.

**57. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**58. MINUTES OF PREVIOUS MEETINGS**

The minutes of the Corporate Services Committee held on 15<sup>th</sup> January 2024 were noted.

**59. ACTION TRACKER**

This was noted by members.

Councillor Fulford asked for a report on the town hall solar panels to go to the next meeting, outlining the loss of £20,000 due to the supplier going into liquidation. The CEO confirmed that alternative reputable companies are being sourced.

**RESOLVED:**

**CEO to provide a report updating members on the town hall solar panels.**

**60. INTERNAL AUDIT REPORT**

This were noted by members.

**61. REVIEW OF INTERNAL CONTROLS**

To document a review of the effectiveness of internal controls, identify any weaknesses and an action plan for dealing with them.

This was noted by members.

**62. TO RECEIVE MANAGEMENT ACCOUNTS FOR DECEMBER 2023**

This was noted by members.

**63. FINANCE SYSTEMS**

To receive an update on the current and proposed finance systems.

**RESOLVED:**

- i. To alter the staffing structure as outlined in the report.
- ii. To proceed with changes to the financial operating system, moving away from Opera and to Rialtas Omega.
- iii. To implement the facilities booking system in tandem to cut paper processes and increase efficiency.
- iv. To review the structure and system after 6 months

**64. STANDING ORDERS & FINANCIAL REGULATIONS**

To review the current standing orders and financial regulations

**RESOLVED:**

**Standing Orders:**

- i. To approve amends with the following further additions:-
  - a. To review references to district and county throughout.
  - b. To embolden statutory requirements on the front sheet
  - c. Delete section 4d.v
  - d. 9.b – change to 10 clear days
  - e. 9.10 – change to 5 clear days
- ii. To present to Council for adoption at the Annual Meeting of the Town Council in May

**Financial Regulations:**

- i. To approve amends.
- ii. To present to Council for adoption at the Annual Meeting of the Town Council in May

**65. TREASURY MANAGEMENT PLAN POLICY UPDATE**

**RESOLVED:**

To adopt all proposed amendments

**66. RESERVES POLICY UPDATE**

Councillor Bacon proposed that the figure for general reserves should be 25% of general turnover, as recommended by the previous interim RFO. This was seconded by Councillor Fulford. A vote was taken, the motion not carried.

**RESOLVED:**

To adopt all proposed amendments

## **67. FREIDRICHSDORF CORNER**

To explore a resident request to purchase a piece of Council owned land.

All Councillors expressed concerns about the impact that any potential development would have on this land, which is potentially of environmental, ecological and amenity value. It was also noted that strong national and local safeguards are in place which would make development of the site very difficult to achieve in the event that a future landowner sought to submit a planning application. Councillors Baum, Booth and Ditta agreed that it would be useful to understand the current value of the land given the time that has elapsed since the last valuation in 2009.

### **RESOLVED:**

- i. CEO to write to the residents to understand their intentions for the land.**
- ii. The Chair to approve the letter prior to dispatch**
- iii. To confirm if there are any TPO's on the land**
- iv. To clarify if this is amenity land.**
- v. A valuation by the district council to be obtained for the land and the intended purchaser to pay for this valuation.**
- vi. HOP to review the condition of the Freidrichsdorf mosaic**
- vii. An update report to be presented with all information to hand, for members to make an informed decision at the next meeting.**

## **68. LIVING WALL**

It was noted by members that the living wall has now been removed.

## **69. CHRISTMAS IN CHESHAM**

To recommend an external agency to formally assist with the organisation and management of the Christmas in Chesham event.

All members agreed that the Community, Economy & Environment Manager should be applauded for her dedication to this project and hard work.

### **RESOLVED:**

**To approve the engagement of Allan Parker Event Consultancy & Management for the Christmas in Chesham 2024 event, at a cost of £2000. Any continued engagement to be reviewed early 2025.**

## **70. GYM & SWIM EQUIPMENT**

To update members with an overview of the existing fitness kit and the need to consider a 5 year leasing agreement of a new range.

A vote was taken and it was:

### **RESOLVED:**

**Officers to proceed with supplier 2 and a 5-year lease.**

## **71. ELGIVA HEATING**

To review options for the heating and cooling system at the Elgiva.

**RESOLVED:**

**To continue with the current arrangements for heating and cooling using portable heaters and hiring an air con unit if required in the summer. Wait until the PSDS opens in the autumn with a view to applying for funding for a new system and possibly other decarbonisation measures.**

**72. TEMPERANCE HALL**

To receive an update on the current situation with regards to Temperance Hall and present a recommendation for the future of the site.

**RESOLVED:**

- i. To bring Temperance Hall back under the management of the Town Council, with the day to day running of the facility delegated to the Elgiva management team.**
- ii. To consider, at a later date, the installation of a café in the rear of the building to serve Lowndes Park and to review access safety.**
- iii. To confirm deeds of ownership of the Temperance Hall extension**
- iv. To consider a business plan for the period of 6/12/18 months**

**73. DONATIONS SCHEME**

To consider a revision to the donations scheme.

A vote was taken and it was:

**RESOLVED:**

**That the process for the Donations Scheme be amended to include scrutiny of officer recommendations by the Mayor and Deputy Mayor before submission to Council.**

The meeting closed at 9.45pm

## AGENDA ITEM: 6

### Corporate Services Committee

#### ACTION TRACKER FROM MEETINGS OF THIS COMMITTEE

Key to colour is status column

BLUE = ACTION COMPLETE

GREEN = ACTION ON TRACK

AMBER = ACTION DELAYED

RED = ACTION SEVERELY DELAYED

Minute No.	Resolution	Responsible Officer	Status	Update
<b>Monday 17<sup>th</sup> July 2023</b>				
21ii	Bank mandates to be included as a recurring item at first Corporate Services Committee of each new calendar year	Head of Corporate Services	GREEN	Bank has been informed. The mandate will be changing next week and the documents have been ordered.
24v	To communicate Town Partner feedback via external comms	DSO	GREEN	On going
24vi	Report of Town Partners donations and how they have been utilised to be included on agenda of Annual Town Meeting	CEEM	BLUE	Done
<b>Monday 11<sup>th</sup> September, 2023</b>				
31i	The agenda for the Annual Meeting of Council to include the appointment of the Internal Auditor as a standing item.	DSO	BLUE	
33i	Cemetery: To update the Committee on consecrated space at the cemetery at a later date	Cemeteries, Allotments & Open Spaces Manager	GREEN	
<b>Monday 13<sup>th</sup> November, 2023</b>				
42 iii	Moor Hard Standing consider longer-term solution	Head of Operational Services/ CEEM	GREEN	A grant is being applied for to support the surface.
44	<b>Woodland View Play Area:</b> Look at alternative natural and environmental barriers e.g. hedging and to pursue match funding opportunities.	Head of Operational Services	GREEN	ROSPA – confirm no requirement for hard boundary treatment.

	Confirm with ROSPA on recommended fencing for playgrounds. Review quotes ready for presentation at budget setting. Councillors to visit the site prior to budget decisions.	Councillors		
48	<b>Review following polices:</b> Collective Grievance Policy Grievance Policy & procedure Whistleblowing policy & procedure	Head of Corporate Services in conjunction with staff Worknest & NALC		Grievance Policy has been updated
<b>Monday 15<sup>th</sup> January 2024</b>				
53 ii	Councillor Simon Booth to be removed from the bank mandate once the new member names have been added.	Head of Corporate Services		
<b>Tuesday 2<sup>nd</sup> April 2024</b>				
63i	Finance Systems: To alter the staffing structure as outlined in the report.	CEO		Done, finance manager role on hold for time being
63ii	To proceed with changes to the financial operating system, moving away from Opera to Rialtas Omega.	CEO		Install and switch over happening 24 <sup>th</sup> June
63iii	To implement the facilities booking system in tandem to cut paper processes and increase efficiency.	CEO		Going live June 25 <sup>th</sup>
63iv	To review the structure and system after 6 months	CEO		
64ii	Standing Orders: to amend and approve at the Annual Town Council meeting	CEO		
	Financial Regulations: to amend and approve at the Annual Town Council meeting	CEO		
67i	<b>Freidrichsdorf Corner</b> CEO to write to the residents to understand their intentions for the land.	CEO		No response to date
67iii	To confirm if there are any TPO's on the land	CEO		
67iv	To clarify if this is amenity land.	CEO		Yes this is amenity land
67v	A valuation by the district valuer to be obtained for the land and the intended purchaser to pay for this valuation.	CEO		£1,500 to have valued. Resident aware.



67vi	HOP to review the condition of the Freidrichsdorf mosaic	Head of Operational Services		
67vii	An update report to be presented with all information to hand, for members to make an informed decision at the next meeting	CEO		Awaiting resident feedback
71	Elgiva Heating: Wait until the PSDS opens in the autumn with a view to applying for funding for a new system and possibly other decarbonisation measures.	CEEM		On track – waiting for fund to open
72i	Temperance Hall To consider, at a later date, the installation of a café in the rear of the building to serve Lowndes Park and to review access safety.	Head of Operational Services		
72ii	To confirm deeds of ownership of the Temperance Hall extension	Head of Corporate Services		
72iii	To consider a business plan for the period of 6/12/18 months	CEO/David Cooper		To be passed to the new theatre manager
73	Donations Scheme: That the process for the Donations Scheme be amended to include scrutiny of officer recommendations by the Mayor and Deputy Mayor before submission to Council.	CEEM		Done

## **AGENDA ITEM NO 7: Pensions Discretionary Policy**

### **Reporting Officer:**

Name: Louise Hayday

Title: CEO/Town Clerk

Contact No:01494 774842

Email: [louise.hayday@chesham.gov.uk](mailto:louise.hayday@chesham.gov.uk)

### **Purpose of Report**

1. To receive and approve a new pensions discretionary policy, where one does not currently exist.

### **Background Information**

2. Under the LGPS regulations, LGPS employers must hold a policy on all mandatory discretions. These policies must be reviewed regularly and at least on an annual basis.

3. The LGPS is a statutory scheme with the regulations set out in law. However, the scheme allows for employers to exercise certain discretions over members' pension benefits.

To ensure the Council is fulfilling its duties when it comes to discretions it must:

- hold a policy for mandatory discretions and any non-mandatory discretions it chooses to adopt.
- provide Buckinghamshire Council with a copy of the LGPS directions policy within one month of it being introduced and upon any amendments.
- publish the LGPS discretionary policy to ensure it is accessible to Town Council staff.
- keep the policy up to date and review it regularly, at least once a year.

### **Findings**

4. Mandatory discretions are those which CTC must hold a policy for. If a policy is not held, Buckinghamshire LGPS won't be able to process a decision made under an employer discretion. There are 5 mandatory discretions for employees who are currently paying in (active members) or those who left the scheme after 1 April 2014. All 5 mandatory discretions have been included in the proposed policy.

5. In addition to the mandatory discretions, it is recommended local Councils consider the benefits of putting in place a policy for the non-mandatory discretions that may be beneficial for employees. 1 non-mandatory discretion has been included and it is recommended that others are considered on a case-by-case basis.

### **Implications**

6. Financial: Implications may arise on a case-by-case basis.
7. Strategic: We will ensure that the money entrusted to us by the residents of Chesham is securely managed and spent effectively on achieving the above strategic objectives.
8. Environmental: None pertaining to this report
9. Equality Act: Discretionary policies allow CTC to consider what is right for the Council and gives the opportunity to consider individual employee circumstances.

### **Recommendation:**

- i) **The pensions discretionary policy is adopted.**

## Pension Discretions Policy

### 1. Introduction

1.1 The Local Government Pension Scheme Regulations require each local authority to publish a policy statement detailing how it will exercise the discretionary items in relation to the Local Government Pension Scheme (LGPS). Chesham Town Council is a local authority for the purposes of these regulations.

1.2 The purpose of the statement is to manage the severance arrangements for employees where voluntary redundancy or early retirement is in the best interest of efficiency of service, whilst giving regard to workability, affordability, and reasonableness.

1.3 This Policy explains how the Council will exercise the discretions available to it under Parts 3 and 4 of the regulations and reflects changes caused by the May 2018 amending Regulations.

1.4 Following the updated May 2018 Regulations, any leaver from the LGPS scheme from 1998 to 2014 with a deferred pension, can now ask for immediate payment of it from age 55. They do not need the employer to agree, but the employer gets the opportunity on the members request to switch on the 85-year rule when it is applied or waive some or all of the percentage if applicable.

1.5 The Council has the discretionary power to consider any request received on a case-by-case basis.

### 2. Mandatory Discretions

<b>1. Regulation 31</b>	<b>Policy Decision</b>
<b>Power of Employing Authority to Grant Additional Pension</b> An employer can choose to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency by up to £6,500 per annum. <sup>1</sup>	<i>The Council will obtain cost estimates before any decision is made to grant additional pension to an active member and the decision will be made on a case-by-case basis.</i>
<b>2. Regulation 16(2)(e) &amp; R16(4)(d)</b>	<b>Policy Decision</b>
<b>Shared Cost Additional Pension Scheme</b> An employer can choose to pay for or contribute towards a member's Additional Pension Contract via a Shared Cost Additional Pension Contract (SCAPC)	<i>The Town Council would not contribute to a Shared Cost Additional Pension Contract.</i>
<b>3. Regulation 30(6)</b>	<b>Policy Decision</b>
<b>Flexible Retirement</b> Employers may allow a member from age 55 onwards to draw all or part of the pension benefits they have already built up while continuing employment. This is provided the employer agrees to the member either reducing their hours or moving to a position on a lower grade. In such cases, pension benefits may be reduced in accordance with the actuarial tables unless the	<i>The Council will only agree to requests for flexible retirement in exceptional circumstances. Each request will be considered on a case-by-case basis and cost estimates must be obtained before any decision is made.</i>

<sup>1</sup> The figure of £6,500 will be increased each April under the Pension (Increase) Act 1971 (as if it were a pension with a PI date of 1 April 2013.) Currently £7,579 as 1<sup>st</sup> April 2023.



employer waives reduction, or a member has protected rights.	
<b>4. Regulation 18 TPSch 2, para 2(2) &amp; 2(3)</b>	<b>Policy Decision</b>
<p><b>Power of Employing Authority to 'Switch on' the 85 Year Rule</b></p> <p>An employer can choose whether to 'switch on' the 85 year rule for members who voluntary retire on or after age 55 and before age 60 or request early payment of deferred benefits between age 55 and 60 and left employment after 1 April 1998.</p> <p>An employer can also choose to wave, on compassionate grounds, the actuarial reduction applied to benefits for a member voluntary drawing benefits on or after age 55 and before 60 who left employment before 1 April 2014.</p>	<p><i>Each request will be considered on a case-by-case basis considering any changes to retirement regulations.</i></p>
<b>5. Regulation 30(8)</b>	<b>Policy Decision</b>
<p><b>Waving of Actuarial Reduction</b></p> <p>Employers have the power to waive the actuarial reduction (in whole or part) applied to members benefits paid on the grounds of flexible retirement.</p> <p>Employers may also waive the actuarial reduction (in whole or part) applied to members benefits:</p> <ul style="list-style-type: none"> <li>• If leavers after 31 March 2014 aged at least 55 request payment of their benefits before normal pension age.</li> <li>• For deferred members who left between 1 April 1998 and 31 March 2014 and on request are aged at last 55.</li> </ul>	<p><i>The Council will obtain cost estimates before any decision is made concerning the waiving of an actuarial reduction. (Waiving reduction on flexible retirement, early voluntary request for pension payment either from leaving employment or for a request for early payment of deferred pension). Each request will be considered on a case-by-case basis, considering the business case and associated costs and when appropriate, leavers with pre 2014 membership, the compassionate grounds which by apply.</i></p>

### 3. Non-mandatory Discretions

<b>1. Regulation 100(6)</b>	<b>Policy Decision</b>
<p><b>Facility to extend time limits for active members to request a transfer of previous pension rights into the LGPS</b></p> <p>Where an active member requests to transfer previous pension rights into the LGPS, the member must make a request within 12 months of becoming an active member. Employers, with agreement of the Administering Authority, may allow a longer period than 12 months.</p>	<p><i>The Council will not normally consider extending the time limit of 12 months.</i></p>

3.1 Other non-mandatory discretions are available for Chesham Town Council to consider and cases where these may arise in the future will be considered on an individual basis, the merits of each case being fully investigated.

**AGENDA ITEM NO 8:**

**Reporting Officer:**

Ashley Myers

Head of Corporate Services

01494 774 842 ex 118

[ashley.myers@chesham.gov.uk](mailto:ashley.myers@chesham.gov.uk)

**Purpose of Report:**

1. To review the Grievance Policy.

**Background Information:**

2. The Grievance Policy was adopted on the 3<sup>rd</sup> September 2018 and was due for review in September 2022. Subsequently Grievance Procedures were included in the Staff Handbook dated January 2022.

**Findings:**

4. The Grievance Procedure has been reviewed, and amended to reflect staffing and committee restructure, and is presented as **Appendix 1**.

**Implications:**

5. Financial: there are no financial implications of this report.
6. Strategic: the report accords with the following strategic aims;
  - SA6 - To ensure that the money entrusted to us by the residents of Chesham is properly managed and spent efficiently and effectively on achieving the strategic aims of the Council.
7. Environmental: there are no implications in this report.
8. Equality Act: there are no implications in this report.

**Recommendations:**

9. **The following recommendation is made:**
  - i) **That the amended Grievance Procedure is adopted.**

**Appendix**

10. The following is appended to this report:
  - a) Appendix 1, Grievance Procedure



## **GRIEVANCE POLICY AND PROCEDURE**

Updated on the 23 April 2024

Next review by 23 April 2028

### **1. INTRODUCTION**

The purpose of this policy is to specify the formal procedure by which employees can raise a grievance, whilst encouraging employees to use informal discussions to resolve problems in the first instance.

This policy applies to all employees of Chesham Town Council.

This policy does not apply to grievances raised on behalf of two or more employees by a representative of a recognised trade union or other appropriate workplace representative. Such grievances will be dealt with using the council's collective grievance process.

This policy does not apply where an employee has a grievance about a councillor. If it is not possible to informally resolve a complaint of this nature, the complaint must be passed on to the Monitoring Officer.

This policy does not apply where the council has no control over the matter, although the council will give information and advice where possible, to help an employee resolve the issue.

This policy does not apply where the procedure has been invoked within six months of the completion of any action under the grievance procedure of the same or similar issue, unless the original action agreed to redress the grievance has not been implemented.

### **2. DEFINITION OF GRIEVANCE**

For the purpose of this policy, grievances are defined as concerns, problems or complaints over work-related matters that an employee raises with the council. Examples of grievances include concerns over employment terms and conditions, contractual or statutory rights, health and safety, work relations, the working environment, new working practices, bullying and harassment, organisational change and discrimination.

For instances of bullying and harassment, employees are also advised to refer to the council's Bullying and Harassment Policy.

### **3. INFORMAL PROCEDURE**

Chesham Town Council recommends that all employees talk to their manager informally to try to resolve a problem before raising a formal grievance. However, if the informal approach fails to resolve the matter, employees can use the procedure outlined in this document to raise a grievance formally. The grievance should be raised without unreasonable delay.

#### **4. PRINCIPLES OF THE GRIEVANCE PROCEDURE**

- (i) All grievances will be treated fairly and objectively.
- (ii) Employees will not be dismissed or suffer disadvantage because of raising a genuine grievance.
- (iii) If the employee has difficulty reading and writing, or if English is not their first language, any written documentation, e.g. a letter explaining the outcome of a meeting, will also be explained to them orally. Additional support that may be required at meetings will also be taken into consideration and provided as appropriate.
- (iv) Any action taken because of a grievance will be monitored and reviewed, as appropriate, to ensure that issues are dealt with effectively.

#### **5. RAISING A GRIEVANCE**

If you feel that the matter needs to be raised formally you should raise a grievance by making a written complaint, stating that it is being made under this procedure. You should give as much information about your grievance, including any relevant dates and times, as you can, so as to allow for any investigation into your concerns to take place.

A grievance will normally be dealt with by your manager and should be addressed to them directly. In the case of the Town Clerk/CEO this should be addressed to the Chair of the Corporate Services Committee on a formal basis. Where the grievance is directly concerned with your manager's behavior, however, you should submit your grievance to Head of Corporate Services.

Upon receipt of a grievance, it may be necessary to conduct an investigation. If appropriate, an investigatory meeting will be held to gather all relevant facts and evidence.

#### **6. GRIEVANCE HEARING**

A grievance hearing will then be arranged so that you can explain the issue and suggest how it can be resolved. You will have the right to be accompanied by a fellow employee or trade union official as described in Section 5.1 (*of the staff handbook*). The manager conducting the hearing will consider what you have said and may either deal with the matter immediately or decide to carry out further investigations. In that case the hearing will be adjourned until the investigation has been completed.

Once the investigations are concluded, if new information comes to light, if it is considered appropriate, you may be invited in to a reconvened meeting, to have the opportunity to consider and respond to the findings of the investigation. Following this a decision on the outcome of your grievance will be made.

#### **7. ALLEGATIONS OF MISCONDUCT**

Where an employee is making allegations of misconduct on the part of other employees then the Council may need to carry out an investigation into the allegations and pursue the matter through the disciplinary procedure. Where this happens, the grievance will be held over until

the disciplinary process has been concluded.

## **8. RELATIONSHIP WITH OTHER PROCEDURES**

Where your grievance relates to the conduct of other procedures such as the disciplinary or performance management procedures then the Council may choose to either delay the consideration of the grievance until that procedure has been completed or to deal with the grievance in the course of that procedure or by way of appeal if that appears to be a fairer or more straightforward way of dealing with the issue.

If an employee raises a grievance during a disciplinary process, the disciplinary process may be temporarily suspended in order to deal with the grievance. However, where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.

## **9. APPEALS**

If you are dissatisfied with the outcome of a grievance then you may appeal. You should submit your appeal in writing within one week of being informed of the outcome of your grievance. Your appeal should be directed to the Chair of the Corporate Service Committee. An appeal hearing will then be convened and conducted by a Panel drawn from the Full Council and officers. You will have the right to be accompanied at the appeal by a fellow employee or trade union official as described in Section 5.1 (*of the staff handbook*). The outcome of any appeal will be final.

The Council aims to be responsive to concerns raised by employees and if you are unhappy with something affecting you at work you are encouraged to raise this with your line manager. If that is not possible then you should speak to Head of Corporate Services who will try to assist you in resolving any issue you may have. The following procedure is designed to be used when these informal attempts to resolve any dispute have not been successful.

## **10. PROCEDURE MONITORING AND REVISION**

This procedure will be reviewed in line with the annual update of the staff handbook, and will also be revised in the light of changing needs, changes in legislation and guidance, or in the light of experience.



**AGENDA ITEM NO 9: Ear Marked and Ring Fenced Reserves**

**Reporting Officer:**

Name: Louise Hayday

Title: CEO/Town Clerk

Contact No:01494 774842

Email: [louise.hayday@chesham.gov.uk](mailto:louise.hayday@chesham.gov.uk)

**Purpose of Report**

1. To identify the current reserves, both ring fenced and ear marked in preparation for the new finance system and to identify funds that can be re-allocated for alternative purposes.

**Background Information**

2. The Council has various reserves in addition to the General Reserve, the current position of each of these is:

Reserve	Type	Balance	Comments
Capital Fund	Capital	£36,471.00	Can only be spent on capital projects
Staff Sickness	Ear Marked	£13,185.00	
Produce Market	Ring Fenced	£1,348.50	Cannot be spent, waiting to be paid out
Codmore Pavilion	Ear Marked	£3,222.00	Should have been spent on Codmore
Green Flag	Ear Marked	£769.00	No longer entering green flag award
Lords Mill	Ring Fenced	£10,000	Given by CDC for use on fish pass
Christmas Party	Ring Fenced	£3,662.00	Cannot be spent, held for Christmas 2024.
Total		£68,657.50	

Ring Fenced Reserves: amounts set aside for a specific purpose, where the Council has no discretion as to how they are spent.

Ear Marked Reserves: set aside for specific purposes or projects, created from the precept or from existing general reserves.

Capital Reserves: used only for capital rather than revenue expenditure.

3. In addition to the above there is also £67,229.22 however this has already been allocated to specific projects.

**Findings**

4. The Capital Fund can be allocated to capital projects only, this includes land and building purchases, improvements to structural assets or vehicle purchases. It is suggested that some of this fund could be used to repair the damaged wall on Amersham Road (Freidrichsdorf Corner)
5. Funds in Ear Marked Reserves can be released, therefore it is suggested that the Staff Sickness Reserve, the Codmore Reserve and the Green Flag Reserve (totalling £17,176) be released from these pots and utilised either back into the General Reserves, in the creation of a repairs and renewals fund or allocated to specific projects in the current year.

## **Implications**

6. Financial: Moving funds from Ear Marked Reserves will free up funds for use in other areas or projects.
7. Strategic: We will ensure that the money entrusted to us by the residents of Chesham is securely managed and spent effectively on achieving the above strategic objectives.
8. Environmental: None pertaining to this report
9. Equality Act: none pertaining to this report.

## **Recommendation:**

- i) **That the funds currently in the Staff Sickness Reserve, The Codmore Pavillion Reserve and the Green Flag Reserve be released from these reserves and be used to create a new Repairs and Renewals fund to be used on emergency facility and equipment repairs.**