

UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
Uckfield, East Sussex, TN22 1AE

Tel: (01825) 762774 Fax: (01825) 765757
e-mail: townclerk@uckfieldtc.gov.uk
www.uckfieldtc.gov.uk

Town Clerk – Holly Goring

A meeting of the **General Purposes Committee** to be held on
Tuesday 29th May 2018 at 7.00pm
in
The Council Chamber, Civic Centre

AGENDA

1.0 DECLARATIONS OF INTEREST

Members and officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

2.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE CHAIRMAN'S DISCRETION

3.0 APOLOGIES FOR ABSENCE

4.0 MINUTES

- 4.1 Minutes of the meeting of the General Purposes Committees held on the 16th April 2018
- 4.2 Action list – for information only
(Attached)
- 4.3 Project list – for information only
(Attached)

5.0 FINANCIAL MATTERS

- 5.1 To note bills paid
- 5.2 There are no income and expenditure reports until accounts are completed.
- 5.3. Bad Debts
(Attached)

5.4 To consider the recommendations of the Environment & Leisure Committee held on 30th April 2018
(Attached)

6.0 BUILDINGS

6.1 To note the current position with the Council's buildings
(Attached)

7.0 POLICY

7.1 To review the Probation Procedure – Policy No. 50
(Attached)

7.2 To review the Appraisal Policy – Policy No. 20
(to follow)

7.3 To note an update on the steps being taken to prepare for the General Data Protection Regulations (GDPR)
(Attached)

7.4 To review a revised version of the Freedom of Information Requests Policy – Policy No. 16
(Attached)

8.0 ADMINISTRATION

8.1 To receive a report on the administration of the Council
(Attached)

8.2 To receive Members' audit reports
(Attached)

9.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

9.1 To consider reports from:-

- (i) Citizens Advice Bureau (Attached)
- (ii) Ridgewood Village Hall Management Committee (nothing to report)
- (iii) Uckfield and District Preservation Society (nothing to report)
- (iv) Uckfield Volunteer Centre (nothing to report)
- (v) Wealden District Association of Local Councils – Management Committee (nothing to report)
- (vi) Wealden District Association of Local Councils – Planning Panel (nothing to report)

10.0 CHAIRMAN'S ANNOUNCEMENTS

11.0 TOWN CLERK'S ANNOUNCEMENTS

12.0 CONFIDENTIAL BUSINESS

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted:-

12.1 Action list (confidential business)
(Attached)

12.2 To consider a report on Luxfords Restaurant
(Attached)

12.3 To review the lease for the Small Hall (Chapel) at Foresters Hall
(Attached)



Town Clerk
22nd May 2018

UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS

| | | | |
|-----------------------|---|------------------|--------------------------|
| Date of Report | May 2018 | | |
| Number | Project Name | Committee | Status |
| 36 | UTC Building Maintenance Programme (Year 2) | GP | Complete albeit snagging |
| 37 | UTC Building Maintenance Programme (Year 3) | GP | Open |

| Resolution Number | Funds | Date | Commentary |
|--------------------------|--|-------------|--|
| | UTC Building Maintenance Programme (Year 2) | | Project Number 36 |
| | | 13.11.17 | The coin operated doors are now in operation. Signage to be added to the doors to improve user information. Awaiting the return of the contractors to address snagging. Otherwise works are now complete. |
| | | 16.11.17 | Contractors are still addressing the works which were picked up in the snagging list. Pressure is being placed on the contractors to finalise these works as soon as possible. |
| | | 28.02.18 | Outstanding works are being addressed, but not as quickly as preferred. Our surveyors have therefore held a meeting with contractors to confirm outstanding works and timescales. |
| | | 22.05.18 | Contractors returned to address doors, although as a result of vandalism, further issues have been experienced and repairs been required to the locking mechanism on one of the doors. |

**UCKFIELD TOWN COUNCIL
PROJECT MONITORING – OVERALL STATUS**

| Project Name | UTC Building Maintenance Programme (Year 3) | Project Number | 37 |
|--------------|---|--|-----------------|
| | <p>£51,057</p> | <p>Works have now commenced on UTC's Year 3 programme of building maintenance works.</p> <p>Contractors started onsite wk beginning 19th February 2018.</p> <p>The contract incorporates works at the following locations:</p> <p>Victoria Pavilion Installation of external grade steel faced doors, matching frames and door furniture.</p> <p>Foresters Hall Replacement of special bricks and repairs to mortar. New knee rail fencing to be installed in car park.</p> <p>Signal Box Fire retardant paint to be added to ground floor storage area.</p> <p>Snatts Road Cemetery Excavation and repairs/replacement bricks to front boundary wall Under Party Wall Act, excavate, repair and replace to rebuild boundary wall.</p> | |
| | <p>24.02.18</p> | <p>First site inspection report by our surveyors indicated that works had commenced on the boundary wall at Snatts Road Cemetery under the Party Wall Act. Heras fencing had been placed up around site to protect neighbouring property owner's gardens and ensure site safety within the cemetery. Demolition of the existing brick wall had begun by hand. A route had also been identified for contractors to use which would not interfere with graves and plaques within the cemetery.</p> | <p>28.02.18</p> |

Meeting of the General Purposes Committee

Tuesday 29th May 2018

Agenda Item No. 5.3

BAD DEBTS UPDATE

1.0 Summary

1.1 The report details the current position regarding bad debts.

2.0 Details

2.1 The following bad debts are being pursued by the office:

- Sussex Support Service
- East Sussex Fire & Rescue
- Nus Ghani MP
- Mencap
- NHS High Weald Lewes & Havens
- Uckfield Singers

3.0 Recommendation

3.1 Members are asked to note the report.

Contact Officer: Christine Wheatley

Meeting of the General Purposes Committee

Tuesday 29th May 2018

Agenda Item 5.4

TO CONSIDER THE RECOMMENDATION OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 30TH APRIL 2018

1.0 Summary

1.1 This report sets out the recommendation of the Environment and Leisure Committee from their recent meeting on 30th April 2018.

2.0 Background

2.1. The Environment and Leisure Committee considered a request to install bike or scooter racks in Ridgewood Village Hall car park to provide suitable parking for these items and encourage greater health and wellbeing, and use of sustainable modes of transport.

2.2 Environment and Leisure Committee agreed to recommend the following to General Purposes Committee:

Ridgewood Village Hall Car Park bike/scooter racks

Members at the meeting on the 26th March discussed and agreed the provision of a bike and scooter rack at the village hall car park. Members noted the report and the options of funding the items.

EL111.04.18 It was **RESOLVED** to recommend to the General Purposes Committee that the items be funded from General Reserves at a total cost of £155.00.

3.0 RECOMMENDATION

3.1. Members are asked to approve the above recommendation put forward by the Environment and Leisure Committee, to fund the purchase and installation of an appropriate bike and scooter rack in Ridgewood Village Hall car park.

Contact Officer: Christine Wheatley

Meeting of the General Purposes Committee

Tuesday 29th May 2018

Agenda Item 6.1

TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S BUILDINGS

1.0 Summary

1.1 This report sets out the current position with the Council's buildings.

2.0 The Buildings

2.1 The Civic Centre, Victoria Pavilion, The Cemetery Chapels, The Signal Box, West Park and Foresters Hall, Osborn Hall.

The Civic Centre

Works are gradually continuing throughout the building around bookings and events, to decorate the corridors and meeting rooms.

Decoration works have commenced in the foyer area of the Civic Centre particularly up in the very high areas to paint a robust base coat and blocker for future decorative works in the restaurant and foyer area.

Works have taken place to the ventilation system in the restaurant to install a new control panel and increase the efficiency and effectiveness of the system. This is now up and running, and staff are learning how to use it.

Quotes and samples are being obtained to purchase a new carpet for the Civic Centre corridors and stairwells, and works are being arranged to book in a suitable time to replace the ceiling in the foyer area outside the Weald Hall, and in the bar area.

Victoria Pavilion

The replacement of new patio doors on the first floor of the building is anticipated to take place mid-June. The leaseholder has been made aware and will make necessary arrangements to vacate the building.

A reported leak around the velux window has been repaired.

Contractors will need to be called back to review the locking mechanism on one of the toilet doors.

The Signal Box

The Town Council's surveyors are preparing a planning application for submission to the local planning authority for the installation of a new staircase adjacent to the Signal Box, using a powder coated galvanised material.

Foresters Hall

Decoration works are due to continue through the May half term, to complete painting in the main hall.

Osborn Hall/Hempstead Lane car park

Quotations have been received to complete repairs and lay new tarmac in the car park. Additional drainage has been included within the

proposed schedule of works to help prevent water ingress to the lower areas around Osbourne Hall. Quotes will be reviewed before instructing works to commence.

2.2 2A Vernon Road,

All works have now been completed.

3.0 Annual maintenance programme

3.1 Building contractors are making good progress towards completing the Year 3 maintenance programme.

4.0 Recommendations

4.1 Members are asked to note the report.

Background Papers: None

Contact Officers: Holly Goring

UCKFIELD TOWN COUNCIL



PROBATION PROCEDURE POLICY

| Policy Number 50 | | |
|------------------|-------------------|---|
| Issue No. | Date completed | Details of amendments |
| 01 | 29.09.2008 | GP.039.09.08 |
| <u>02</u> | <u>22.05.2018</u> | <u>Revisions made to appendices 2 and 3 in the Probation Procedure Policy for consideration of General Purposes Committee on 29.05.2018</u> |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

1.0 INTRODUCTION

This document sets out the process to be followed to establish that newly appointed employees satisfy the requirements of the post to which they have been appointed.

2.0 SCOPE

This procedure applies to all new entrants to the Council.

3.0 THE PROBATIONARY PERIOD

The length of the probationary period is six calendar months, unless extended with the agreement of the employee (see Section 5).

Dismissal may occur at any stage during the probationary period, so long as an employee has been advised of the way in which their performance does not meet the requirements of the role and has been given the opportunity to improve.

A decision to dismiss may only be made by an employee's manager in consultation with the Town Clerk.

4.0 REVIEW PROCEDURE

This procedure will be applied taking into account all relevant circumstances and having regard to the Council's statutory obligations, including the requirement to make "reasonable adjustments" for employees with a disability as defined in the Disability Discrimination Act 2005.

Accurate records of probationary reviews must be kept at each stage.

4.1 Procedure for carrying out probationary reviews

A flow chart of this process is attached as Appendix 1.

The manager will meet with the new member of staff in the first week to set out the standards and assessment criteria that will be used to evaluate their performance during the probationary period. This will include setting appraisal objectives and agreeing a programme of induction and appropriate training, taking into account the development needs identified at recruitment.

A programme of review dates must be scheduled for the end of one, three and five months.

4.2 First review meeting (one month)

4.2.1 If the employee is making satisfactory progress:

- 1) The manager will meet with the employee and review the employee's performance against the standards and objectives that have been agreed. This must take into account:
 - The limited time the employee has had in post.
 - Any training and development needs yet to be met.

If there are any minor concerns where performance is not satisfactory this must be discussed and recorded. The employee must be encouraged to respond to any issues and discuss any additional support or training required.

- 2) A written record must be made of the discussion and the conclusions of the meeting. A copy of this should be given to the employee and a copy placed on their personnel file. The pro-forma attached at Appendix 2 should be used to record the conclusions of the meeting.

4.2.2 If the employee's performance or progress is not satisfactory:

- 1) During the meeting the manager must inform the employee where performance is falling short of expectations and give them the opportunity to improve. The manager will state clearly, in writing, what is expected of the employee and in what way the performance is falling short of expectations. This will involve:
 - Setting specific measures in relation to the quantity and quality of work required to be delivered.
 - Establishing the criteria by which required improvement will be measured.
 - Establishing any training and support measure to assist the employee in meeting those improvement targets.
 - Setting timescales for improvement and review.
- 2) A written record must be made of the discussion and the conclusions of the meeting. A copy should be given to the employee and a copy placed on their personnel file. The pro-forma attached at Appendix 2 should be used to record the conclusions of the meeting.

4.3 Second review meeting (three months)

4.3.1 If the employee is making satisfactory progress:

- 1) The manager will meet with the employee and review the employee's performance against the standards and objectives that have been agreed. This must take into account:
 - The limited time the employee has had in post.
 - Any training and development needs yet to be met.

If there are any minor concerns where performance is not satisfactory this must be discussed and recorded. The employee must be encouraged to respond to any issues and discuss any additional support or training required.

- 2) A written record must be made of the discussion and the conclusions of the meeting. A copy of this should be given to the employee and a copy placed on their personnel file. The pro-forma attached at Appendix 2 should be used to record the conclusions of the meeting.

4.3.2 If the employee's performance or progress is not satisfactory:

- 1) The employee has the right to be represented by a single companion, who is either a:-
 - 1) work colleague
 - 2) employee representative
 - 3) trade union official (trade union officials must be certified as trained to act as a workers companion at discipline or grievance hearings), or
 - 4) a family member or friend.

In some circumstances additional aides may be required e.g. an interpreter or signer. Legal representation is not allowable. The Council will not bear costs.

- 2) During the meeting the manager must inform the employee where performance is still falling short of expectations and given them further opportunity to improve.
- 3) The manager will state clearly, in writing:
 - In what way targets set have not been achieved.
 - Setting further specific measures in relation to the quantity and quality of work required to be delivered.
 - Establishing the criteria by which required improvement will be measured.
 - Establishing the training and support measures to assist the employee in meeting those improvement targets.
 - Setting timescales for improvement.
 - Formal notification that failure to improve will lead to termination of their employment.
- 4) A written record must be made of the discussion and the conclusions of the meeting. A copy of this should be given to the employee and a copy placed on their personnel file. The pro-formas attached as Appendix 2 and 3 may be used to record the conclusions of the meeting.

4.4 Final review meeting (five months)

4.4.1 If the employee is making satisfactory progress:

- 1) The manager will meet with the employee and review the employee's performance against the standards and objectives that have been agreed.**

If there are any minor concerns where performance is not satisfactory this must be discussed and recorded. The employee must be encouraged to respond to any issues and discuss any additional support or training required.

A written record must be made of the discussion and the conclusions of the meeting. A copy of this should be given to the employee and a copy placed on their personnel file. The pro-forma attached at Appendix 2 should be used to record the conclusions of the meeting.

- 2) Following this meeting a decision should be taken that the probationary service has been successfully completed and the employment can be confirmed.**
- 3) The manager must inform the Town Clerk accordingly using Appendix 4 and the Town Clerk will confirm this decision to the employee in writing.**

4.4.2 If the employee's performance or progress is not satisfactory:

- 1) If performance requirements are still not being met the employee must be invited, in writing, to a final review meeting.**

The employee must be advised of their right to be accompanied at this formal review meeting by a trade union representative or a work colleague of their choice.

The final review meeting must be arranged to include:

- The Town Clerk
- The manager
- HR adviser
- The employee
- The employee's chosen representative.

The letter to the employee inviting them to this meeting must state:

- The date, time and location of the meeting and their right to be accompanied.
- Details of how their performance has fallen short of requirements.
- State clearly that one outcome of the meeting could be termination of their employment.

To allow the employee sufficient time to prepare for the meeting and consider a response, this letter must be sent at least seven working days in advance of the meeting date.

- 2) At the meeting the manager will present details of the case to the Town Clerk, and explain:
In what way performance has fallen short of expectations.
 - The measure, objectives, targets and criteria that were used to assess this performance.
 - The training and support measure that were in place.
- 3) The employee must then be given the opportunity to respond.
- 4) The Town Clerk may question both the manager and the employee throughout the proceedings and must ensure that both have full opportunity to state their case.
- 5) At the end of this meeting a decision will be taken either to:
 - Extend the probationary period to give further opportunity to improve (see Section 5).
 - Terminate the employment.
- 6) If a decision is made to terminate the employment, the employee must be advised immediately following the decision. This decision must then be confirmed, in writing, within five working days of the meeting. The letter will set out:
 - The reason(s) for the termination.
 - The effective date of dismissal.
 - The right to appeal against the decision.
 - To whom the appeal must be made.
 - The prescribed timetable for appeal (see below).

There is a minimum notice period of one week from the date of dismissal during which time outstanding leave should be taken. All equipment, passes, etc, must be returned to the Council at a time agreed with the manager. This will be no later than the last day of service on which the employee attends their place of work.

- 7) A written record of the conclusion of the probation procedure should be placed on the employee's personnel file. The proforma at Appendix 4 may be used for this purpose, along with a copy of the letters as at (6) above.

5.0 EXTENSION OF THE PROBATION PERIOD

There may be circumstances where it is appropriate to extend the period of probation, for example:

- Where necessary training has been delayed.
- The employee has been absent for a significant period of time.
- The employee has made considerable improvement in performance but further review is necessary before employment can be confirmed.

If an extension is required the employee must be informed before the six month probationary period elapses. A revised date to conclude the procedure and the reason for the extension must be confirmed in writing.

In conjunction with the Town Clerk, the manager should adjust this procedure appropriately to fit within the new timescales.

6.0 RIGHT TO APPEAL

An employee may appeal against a decision to dismiss. The employee must set out the grounds for their appeal, in writing, to the Town Clerk within ten working days of receiving the written confirmation of dismissal.

The appeal will be heard by the Personnel Sub-committee. A letter confirming the decision of the Sub-committee, signed by the Chairman of the Personnel Sub-committee, will be sent to the employee within five working days of the date of the hearing.

Appendix 1 Probation Procedure – Flow chart of process

| | | |
|--|---|---|
| <p>Within first few days of employment</p> <p>↓</p> | ⇒ | <p>Manager to meet with employee and set out the standards and assessment criteria that will be used to assess performance.</p> <ul style="list-style-type: none"> • set appraisal objectives, programme of induction and training • programme review meetings for one, three and five months. |
| <p>FIRST REVIEW - one month</p> <p>↓</p> | ⇒ | <p>If performance is satisfactory, confirm in writing OR If performance is not satisfactory:</p> <ul style="list-style-type: none"> • set specific measures and criteria for improvement • establish training and support measures • set timescales for improvement • Involve HR adviser |
| <p>SECOND REVIEW - three months</p> <p>↓</p> | ⇒ | <p>If performance is satisfactory, confirm in writing OR If performance is not satisfactory:</p> <ul style="list-style-type: none"> • set specific measures and criteria for improvement • establish training and support measures • set timescales for improvement • give written warning that failure to improve may lead to dismissal |
| <p>FINAL REVIEW - five months</p> <p>↓</p> | ⇒ | <p>If performance is satisfactory, confirm in writing. OR If performance is not satisfactory invite to final review meeting, in writing, with:</p> <ul style="list-style-type: none"> • The Town Clerk • The manager • The HR adviser • The employee • The employee's chosen representative. <p>Set out:</p> <ul style="list-style-type: none"> • The date, time and location of the meeting • The right to be accompanied • Details of how performance falls short of requirements • That the outcome of the meeting could lead to dismissal. <p>Immediately following the meeting decide:</p> <ul style="list-style-type: none"> • Whether to extend the procedure and give further opportunity to improve • To terminate employment <p>If employment is to be terminated set out in writing:</p> <ul style="list-style-type: none"> • Reasons for termination • Notice period • Right of appeal • To whom the appeal must be made • Timescales for appeal |
| <p>RIGHT OF APPEAL</p> | ⇒ | <p>Employee may make appeal in writing within ten working days of receiving written confirmation of dismissal.</p> <p>Personnel Sub-committee will hear the appeal and this decision is final. Written confirmation of decision to be sent within five working days of appeal meeting.</p> |

Appendix 2 Probation Report – ONE/THREE/FIVE MONTH REVIEW* (* delete as appropriate)

| | |
|--|-------------------------------------|
| Name of Employee | |
| Employee's chosen representative (if appropriate) | |
| Manager | |
| HR advisor (if appropriate) | |
| Date | |
| <p><i>This form should be used to aid discussion between the manager and the employee on progress during the probationary period and to provide a summarised record of that discussion. It must be completed with reference to the job description, person specification and attendance record. Comments must be made against each category. The grading columns should be ticked as an overall observation which nearest matches the comments made. Where there are shortfalls in any area of performance, details must be completed in Appendix 3.</i></p> | |
| 1. GENERAL ASSESSMENT OF PERFORMANCE: | |
| Assessment of Performance | Examples and Comments |
| 1. Punctuality and timekeeping | Striving for continuous improvement |
| 2. Attendance record | |

| Assessment of Performance | Excellent | Good | Average | Poor | Examples and Comments | Striving for continuous improvement |
|--|-----------|------|---------|------|-----------------------|-------------------------------------|
| 3. Understanding of job role and remit (employee demonstrates understanding of role and relates to all areas of job description, standards and assessment criteria) | | | | | | |
| 4. Understanding and implementing core values (e.g. understanding and incorporating core values in early work performance) | | | | | | |
| 5. Providing quality customer service (e.g. employee demonstrates that they can provide good quality customer service to residents, partners, councillors and staff) | | | | | | |
| 6. Effective communication and engagement (e.g. demonstrates able to communicate effectively in person, written format and online) | | | | | | |

| Assessment of Performance | Excellent | Good | Average | Poor | Examples and Comments | Striving for continuous improvement |
|--|--|------|---------|------|-----------------------|-------------------------------------|
| <p>7. Working with others (e.g. able to relate to colleagues at varying levels in a polite, clear and constructive manner – will consider relationship with peers, direct reports and managers and equality and diversity)</p> | | | | | | |
| <p>8. Planning and organising (e.g. able to plan, prioritise, and balance workload effectively using a variety of techniques in order to meet deadlines)</p> | | | | | | |
| <p>9. Conduct and competency (e.g. ability to work without close supervision, positive attitude expressed towards work and demonstrates ability to perform to person specification of role)</p> | | | | | | |
| <p>10. Personal learning and development needs</p> | <p>Record any identified personal learning and development needs here:</p> | | | | | |

2. HAS THE EMPLOYEE SATISFACTORILY COMPLETED THIS STAGE OF THE PROBATIONARY REVIEW?

YES

NO

NOT CLEAR

If 'no' or 'not clear' expand using format Appendix 3.

Manager

Date:

Employee

Date:

A copy of this form should be retained by the employee and a copy placed on their personnel file.

Appendix 3 Probation Report - SPECIFIC AREAS OF DIFFICULTY AND SUPPORT IDENTIFIED

| Areas of Difficulty | Improvement Required | Progress or Evidence | Support Required | Update by Manager |
|--|---|--|--|-------------------|
| <p><i>Example</i> Communication skills</p> | <p>To listen actively and ask questions To demonstrate clarity of understanding through letter and report writing To accurately communicate information to relevant parties</p> | <p>Polite and courteous handling of telephone and personal callers. Sufficient information gained from caller to answer (or pass on) query and response relayed accurately and clearly. Clear and comprehensive and accurate letters and reports produced that relay the necessary information in plain English.</p> | <p>Attendance at telephone skills and report writing course (date) "Buddy" available for support on enquiry desk for a further week:</p> | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Areas of Difficulty | Improvement Required | Progress or Evidence | Support Required | Update by Manager |
|-----------------------|----------------------|----------------------|------------------|-------------------|
| | | | | |
| Signature of Manager | | | | |
| | Date | | | |
| Signature of Employee | | | | |
| | Date | | | |

Appendix 4 Probation Procedure – CONCLUSION

To be completed at the conclusion of the Probation Procedure and to be placed on the employee's personnel file.

EMPLOYEE DETAILS

Name: _____

Date of Commencement: _____

Designation: _____

Department: _____ Location: _____

Initial meeting to set assessment criteria: _____ (date)

Review Dates:

- First Review (1 month): _____ (date)
- Second Review (3 months): _____ (date)
- Final Review (5 months): _____ (date)

OUTCOME OF PROCEDURE

The Town Clerk must complete either of the following.

1. This employee's probationary service is satisfactory.

Signed: _____ Date: _____

OR

2. This employee's probationary service is unsatisfactory. A decision has been taken to terminate this employment with effect from _____ in accordance with the Council's probationary procedure.

Signed: _____ Date: _____

Meeting of the General Purposes Committee

Tuesday 29th May 2018

Agenda Item 7.3

TO NOTE AN UPDATE ON THE STEPS BEING TAKEN TO PREPARE FOR THE GENERAL DATA PROTECTION REGULATIONS (GDPR)

1.0 Summary

1.1 This report provides an update on the latest actions that Uckfield Town Council have undertaken to prepare for the new General Data Protection Regulations (GDPR).

2.0 Update

2.1 Actions carried out to date include:

- The Town Clerk attended a training course in 2017 to understand the key principles of the new regulations, has received regular updates from SSALC and NALC and plans to undertake further training via webinars with Act Now Training;
- The Town Council has renewed its Data Protection registration with the Information Commissioner's Office and reference made to CCTV cameras;
- Briefings have been provided to office staff following the training and updates are being provided in team meetings on key tasks that staff must carry out;
- A new privacy notice has been created and uploaded on the Uckfield Town Council website;
- A new privacy notice has been prepared for the new Civic Centre website, which is due to be launched shortly;
- Prior to launching our new e-bulletin in late 2017 for the Civic Centre events programme, the Marketing Officer contacted all email addresses, to check that they still wanted to be contacted via the bulletin. Mailchimp was specifically chosen for the e-bulletin as this allows those receiving the e-bulletin to unsubscribe as they wish;
- The Town Council has appointed GDPR-Info to become the Town Council's Data Protection Officer and a Data Protection audit will be undertaken at the end of June 2018 to review the council's practices and procedures. Training will be provided to staff and councillors as part of their package of support;
- New email accounts using the @uckfieldtc.gov.uk domain have been set up by the Council's IT provider for use by all Town Councillors, specifically for the purpose of Town Council business;
- The FOI Requests Policy has been reviewed and due to be presented to General Purposes Committee on 29th May 2018;
- The Town Council's retention policy has been updated and agreed in line with the model policy provided by SSALC;
- Staff are being asked to review all records held on file on their computer system and consider whether they still need to retain the information they hold;
- Gradual clear outs are being undertaken within the offices of the Town Council to review the paper files held by the Town Council in line with the council's retention policy;
- Enquiries have been made with the council's IT company to understand how the council can improve its encryption of mobile devices;
- Enquiries are being made with the hosts of the Town Council's websites to ensure that the existing and new website meet GDPR requirements.

2.2 The next steps include;

- Preparing for the data audit in June, by reviewing the data held by all officers, why it is held, what information is held and the way in which the information is held;
- Undertaking a review of all booking forms and seeking consent from customers;
- Reviewing personnel and employment data;
- Reviewing contract arrangements with external contractors and their data protection procedures;
- Reviewing the Town Council's IT security policy.

2.3 A more detailed update will be provided to members at the next meeting of General Purposes Committee in July 2018, following completion of the data audit.

3.0 Recommendations

3.1 Members are asked to note the report.

Background Papers: None

Contact Officers: Holly Goring

UCKFIELD TOWN COUNCIL



HANDLING 'ACCESS TO INFORMATION' REQUESTS FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION REGULATIONS REQUESTS POLICY

| Policy Number 16 | | |
|------------------|-------------------|---|
| Issue No. | Date Agreed | Details of amendments |
| 1 | 25.03.08 | GP.065.03.08 |
| | | This policy should be read in conjunction with Freedom of Information; Publication Scheme Policy (No. 54) |
| 2 | | Formerly Freedom of Information Requests Policy - revised to incorporate provisions for requests made under Environmental Information Regulations 2004. |
| <u>3</u> | <u>22.05.2018</u> | <u>Formerly Freedom of Information Requests and Environmental Information Regulations Requests Policy. Revisions made to policy to strengthen procedures and update in line with the General Data Protection Regulations.</u> |
| | | |
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| | | |

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1.0 **Background Freedom of Information Act 2000 (FOI)**

Under the Freedom of Information Act, individuals have the right to access information held by the Council. The Council must also advise and assist the individual in making their request.

The Freedom of Information Act 2000 (FOIA) was passed on 30th November 2000. It gives a general right of access to all types of recorded information held by public authorities. It sets out exemptions from that right and places a number of obligations on public authorities.

The Act came into force in January 2005 and anyone wishing to exercise the right has to make a written request to the local authority. If such a request is made the Council is under obligation to inform the person whether or not the requested information exists and to supply access to the information, unless it is subject to an exemption.

Section 39 of the Freedom of Information Act exempts environmental information from being dealt with under the Freedom of Information Act and provides it should be dealt with under the Environmental Information Regulations [EIR], which also came into force on 1st January 2005.

2.0 **Environmental Information Regulations 2004 (EIR)**

The Environmental Information Regulations 2004 provide the public with access to environmental information held by public authorities that relate to or affect the environment.

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When reviewing a request for information, officers at the council will need to determine, whether the information requested sits under the Freedom of Information Act 2000 or Environmental Information Regulations 2004.

These regulations initially derived from European Law set out to increase public awareness of issues affecting the environment.

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Environmental Information is defined in the EIR as information falling into one of the six categories below:

1. the state of the elements of the environment, such as air and atmosphere, water, soil, land, landscape and natural sites including wetlands, coastal and marine areas, biological diversity and its components, including genetically modified organisms and the interaction among these elements.
2. factors, such as substances, energy, noise, radiation or waste, including radioactive waste, emissions, discharges and other releases into the environment, affecting or likely to affect the elements of the environment referred to in 1.
3. measures (including administrative measures), such as policies, legislation, plans, programmes, environmental agreements, and activities affecting or likely to affect the state of the elements and factors mentioned above, and as well as measures or activities designed to protect those elements.

3.

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4. reports on the implementation of environmental legislation.
5. cost-benefit and other economic analyses and assumptions used within the framework of the measures and activities referred to above.
6. the state of human health and safety, including the contamination of the food chain, where relevant, conditions of human life, cultural sites and built structures in as much as they are or may be affected by the state of the elements of the environment or, through those elements by any of the factors or measures referred to above.

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32.0 Procedure for handling requests for information

3.1 The FOI Act requires that all requests must be made in writing (by letter or email). Requests can also be made via the website if an online form is available or via social media accounts.

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When receiving a request for environmental information, the person making the request does not have to specify that the request is being made under the Environmental Information Regulations 2004, this is for the officer to determine.

Under the EIR regulations, requests can be made verbally or in writing, whereas the EIR also allow requests for environment information to be made verbally.

32.24 Requests for information under either legislation must however clearly indicate:

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- what information is being required and if there is a specific time period that relates to the information requested;
- the name of the applicant and contact details for correspondence.

Applicants do not have to state the purpose of their request and public authorities have an obligation to provide advice and assistance to requesters if further information is required to understand the request.

32.3 On receipt of a request for information under the FOI Act or EIR, an acknowledgement should be sent out within three working days advising whether the information is subject to the Act or not and how the Council will be responding to the request.

Where the information is subject to the Act or Regulations, it should be dealt with accordingly and a response given to the enquirer, in writing, within 20 working days. The time allowed for complying with the request starts when the Council receives the request. The Act or Regulations allow the Council to extend this deadline if further clarification of the request is needed but must advise the individual accordingly.

Where the information is not subject to the FOI Act or EIR, it should be dealt with in line with the Council's general handling of enquiries or the Council's complaints procedure.

32.4 Most requests for information will be free of charge. However, the Council reserves the right to charge the enquirer for photocopies or postage.

The individual may request that the information be given to them in a particular format at (excel, word, csv etc) and the Council may take into account the cost of providing the information in this form before complying with the request.

If the Council believes that it will cost more than £450 (in excess of 18 hours) to find the information and prepare it for release, then the request can be refused or the part of the request that has taken 18 hours can be

provided. However, in all such cases the Council will ask the enquirer to narrow down the request by being more specific.

- 32.5** The FOI Act and EIR do not place restrictions on how the individual may use the information, but does not transfer copyright in any information sent to the enquirer. The Council should advise the enquirer in writing if any of the information is copyrighted.
- 32.6** Under Section 36 of the Freedom of Information Act 2000 the Town Clerk will be the only "Qualified Person" when making decisions about the disclosure of information that is believed to prejudice the conduct of public affairs. In the absence of the Town Clerk, this will be performed by the Assistant Town Clerk.
- 32.7** If the Council refuses a request or withholds some of the information that has been requested, the enquirer will be advised of the reasons for the refusal. (see Section 3.0 Exemptions in regards to the FOI Act, and Exceptions in regards to the EIR).
- 32.8** Under Section 16 of the FOIA and Section 9 of the EIR, The Town Council has a duty to provide advice and assistance to applicants. The Council will provide advice and assistance so far as it would be reasonable to expect it to do so to anybody who proposes to make or have made an Information Request.
- 32.9** Where the cost of compliance in providing the information to a number of related requests, whether from the same or different individuals, exceeds the "appropriate limit" the Council will not be obliged to comply with the request. However, the Council may, on a discretionary basis, be prepared to offer assistance as to what could be disclosed in a more cost effective manner. It will be a matter for the Council to determine whether the various requests are related and form part of an organised campaign.
- 32.10** If the Council received an Information Request for information that it does not hold, but is aware that another public authority holds this information, the Council will provide assistance to the applicant and transfer their request to the public authority known to hold the requested information. If the Council holds any part of the information that has been requested by the applicant it will treat that part of the request as an official Information Request and process it accordingly.

43.0 Exemptions (FOI Act) and Exceptions (EIR)

43.1 In certain instances, the Council will withhold information if it considers an information disclosure would be subject to one or more of the exemptions included in the FOI Act or exceptions in ~~and~~ EIR.

4.2 In the case of the FOI Act, exemptions must be applied under the following:

Absolute Exemptions, e.g.:

s.21 – Information reasonably accessible to the applicant by other means;

s.23 – Information supplied by, or relating to, bodies dealing with security matters;

s.32 – Court records;

s.34 – Parliamentary privilege;

s.36 – Prejudice to the effective conduct of public affairs;

s.40 – Personal information;

s.41 – Information provided in confidence (*only if it would constitute an actionable breach in confidence*);

s.44 – Prohibitions on disclosure;

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Qualified Exemptions (i.e. subject to public interest test)

s.22 – Information intended for future publication;

s.24 – National Security;

s.26 – Defence;

s.27 – International relations;

s.28 – Relations with the UK;

s.29 – The economy;

s.30 – Investigations and proceedings conducted by public authorities;

s.31 – Law enforcement;

s.33 – Audit functions;

s.35 – Formulation of government policy etc.;

s.36 – Prejudice to effective conduct of public affairs;

s.37 – Communications with her Majesty and honours;

s.38 – Health and Safety;

s.39 – Environmental information;

s.42 – Legal professional privilege;

s.43 – Commercial interests

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4.3 In the case of requests relating to EIR, exceptions apply but all are subject to the public interest test:

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- Regulation ~~42(3)~~13 - Personal Information
- Regulation 12(4) – exemptions based on the type of information:
 - Regulation 12(4)(a) – the Council does not hold the information
 - Regulation 12(4)(b) – the request for information is manifestly unreasonable
 - Regulation 12(4)(c) – the request is too general
 - Regulation 12(4)(d) – the request relates to information which is unfinished or in the course of being completed
 - Regulation 12(4)(e) – the request involves the disclosure of internal communications.
- Regulation 12(5) – exceptions based on the content of the information requested

- Regulation 12(5)(a) – international relations, defence, national security and public safety.
- Regulation 12(5)(b) – the course of justice, the ability of a person to obtain a fair trial or the ability of a public authority to conduct an inquiry of a criminal or disciplinary nature.
- Regulation 12(5)(c) – Intellectual property rights.
- Regulation 12(5)(e) – the confidentiality of commercial or industrial information where such confidentiality is provided by law to protect a legitimate economic interest.
- Regulation 12(5)(f) – the interests of the supplier of the information
- Regulation 12(5)(g) – Protection of the environment
- ~~Regulation 12(6) and (7) – Neither confirm nor deny~~
- Regulation 12(9) – Emissions

43.42 The Council will always explain its reasons for applying an exemption to the applicant within 20 days.

43.53 The Council will not classify information as exempt unless there are reasons for doing so. Where documents contain exempt information, the remaining information contained within the requested document will be available under the FOI Act and EIR.

43.64 Qualified exemptions will only be applied if the Council believes it is not in the public interest to disclose the information having considered the Public Interest Test. The PIT requires that information should be withheld under an exemption if, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

5.0 Appeals

5.1 If the Council refuses a request for information, the individual has the right to appeal the decision and should, in the first instance, request an internal review of the decision in writing within 5 working days of notification of the refusal.

5.2 The Council does have the right to refuse to review the decision.

5.3 The review should be conducted by a panel of three Councillors who were not connected with the initial decision who will be appointed by the Chairman of the General Purposes Committee who will chair the review. The individual should be advised of the outcome of the review within 15 working days.

- 5.4 If the individual is unhappy with the outcome of the review, or the Council has refused to undertake a review, the individual has the right to appeal directly to the independent Information Commissioner. The Commissioner has the power to investigate the way the Council handled the request and the response given by the Council. If the Commissioner agrees that the Council has wrongly withheld information, the Council can be ordered to disclose it.

The Information Commissioner can be contacted as follows:

Information Commissioner's Office Helpline:

0303 123 1113

~~08456 30 60 60~~ or ~~01625 54 57 45~~ Fax: ~~01625 524510~~

By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Online: An online form is available at <https://ico.org.uk/>.

6.0 Right of access to your personal information

6.1 Individuals have the right to access information held about them. Any request for personal information is known as a Subject Access Request.

6.2 The right of access was first provided under the Data Protection Act 1998, and this right has since been strengthened by the General Data Protection Regulations (GDPR) and enables individuals to ask an organisation, who they think is holding, using or sharing their personal information, to supply them with a copy.

7.0 Procedure for handling requests to access personal information

7.1 To make a request for information that Uckfield Town Council holds about an individual, the individual would need to complete the 'Subject Access Request Form' provided on the Town Council's website and attach the appropriate identification and any other documentation relevant to the request.

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7.2 Local authorities now have a period of one month in which to deal with the request, upon receipt. This time period can be extended up to three months if the request is complex but an explanation must be given to the individual to explain how much extra time is required and why.

7.3 As with requests for information received via the FOI Act and EIR, officers must ensure that the request is clear at the start and the Town Council fully understand, what information is specifically being requested.

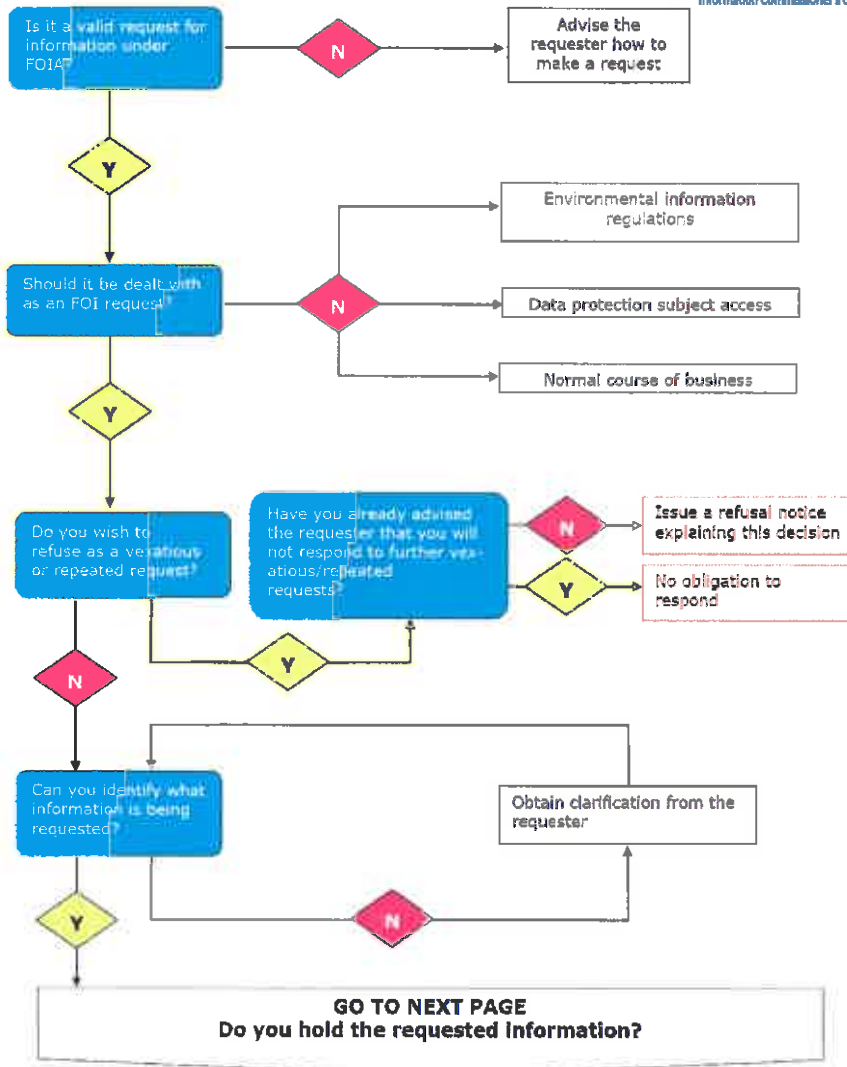
7.4 If the information provided includes information about other individuals, this should be removed or redacted from the response, unless the person in questions has agreed to it being included.

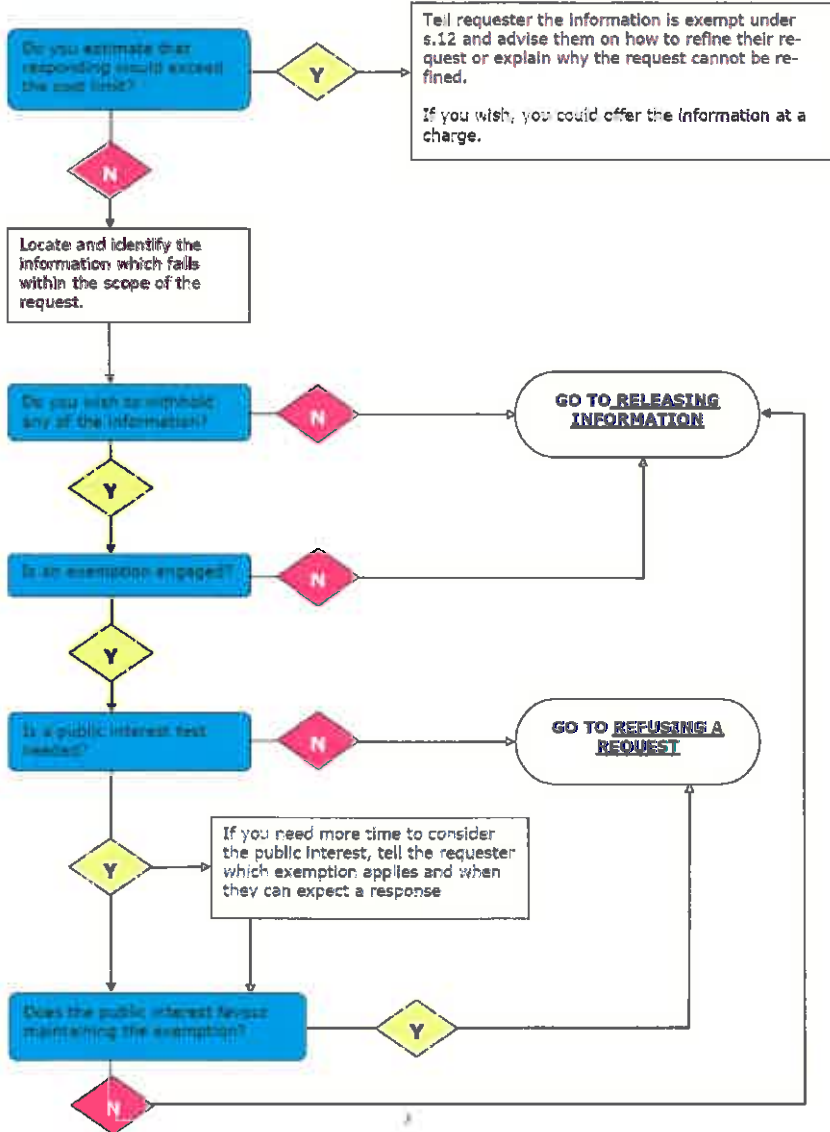
7.5 If the information requested is considered 'manifestly unfounded or excessive,' in particular because of its repetitive character, the organisation can charge a reasonable fee or refuse to provide the information requested. Evidence needs to be provided in these cases, to explain why that decision was taken.

7.6 Measures must also be taken to ensure that the information being disclosed is being provided to the relevant person. The organisation therefore requires proof of identity such as a photo ID (drivers licence or passport), and check undertaken of the electoral roll.

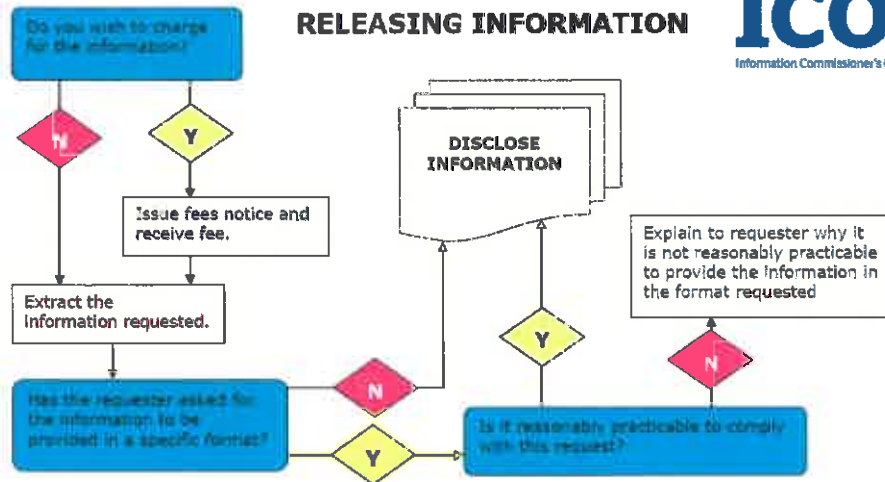
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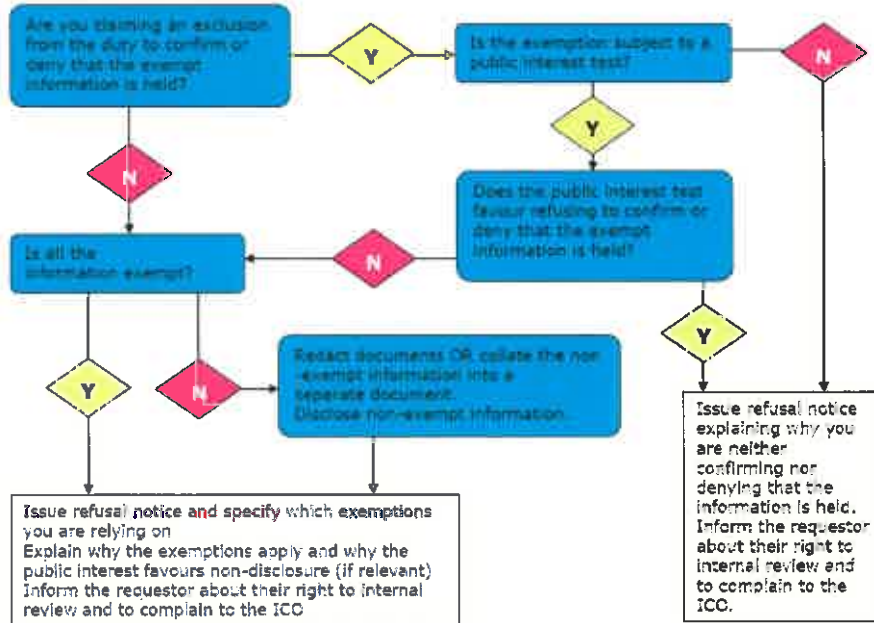




RELEASING INFORMATION



REFUSING A REQUEST



Meeting of the General Purposes Committee

Tuesday 29th May 2018

Agenda Item 8.1

TO RECEIVE A REPORT ON THE ADMINISTRATION OF THE COUNCIL

1.0 Summary

1.1 This report details activities and statistics in relation to staff and other areas of Council business.

2.0 Sickness:

2.1

| | As at 21.05.18 (27 staff) | As at 26.05.17 (26 staff) |
|--|---------------------------------|---------------------------------|
| Actual days taken as short term Doctors' certificate | 0 days | 37 days |
| Actual days taken as self-certificated sick leave | 5 days | 3 days |
| Average number of days self-certificated sick leave per person | 0.19 days | 0.12 days |
| Actual days taken as long term sick leave | 0 days | 37 days |
| Average number of days sickness per person | 0.19 days | 2.96 days |
| National average of sick days taken in the public sector per person (<i>*sickness absence in the labour market – ONS 2016</i>) | 4.3 days | 4.3 days |

N.B The most recent figures are for the current period. We have had two members of staff on long term sick leave, who are now on phased returns to work.

3.0 IT and Computers

3.1 In the period (11 April 2018 – 21 May 2018), the Town Council website (www.uckfieldtc.gov.uk) had 848 regular users, 1,230 sessions of which 79.6% were new visitors. April alone saw 589 regular users and 851 sessions.

3.2 The Civic Centre website (www.uckfieldciviccentre.com) has had 655 regular users and 839 sessions between 11 April 2018 – 21 May 2018, of which 80.5% were new visitors. April alone saw 470 regular users and 593 sessions.

3.3 The Facebook page (www.facebook.com/uckfieldtowncouncil) has had 639 "likes" since launch in June 2012. This is five more 'likes' since that reported in April 2018.

- 3.4 The Facebook page (www.facebook.com/luxfords) has had 321 “likes” since its launch in June 2013. This is 2 more “likes” since the last report in April 2018.
- 3.5 The Twitter account for the Town Council (@UckfieldTC) has obtained 938 “followers” since the launch in June 2013. This is five more than that reported in April 2018.
- 3.6 The Twitter account for Luxfords (@LuxfordsUCC) has obtained 372 “followers” since its launch in June 2013. This is two more than that reported in April 2018.
- 4.0 Risk Assessments and Training**
- 4.1 Work has started with the various departments of the Town Council to review all existing risk assessments.

Background Papers: None

Contact Officer: Holly Goring/Christine Wheatley

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH JUNE 2017

Checklist:

Documents will be chosen at random by Members carrying out the Audit.

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

- | | |
|-------------------|-------------------------------------|
| Supplier Invoices | <input checked="" type="checkbox"/> |
| Customer Invoices | <input checked="" type="checkbox"/> |
| Timesheets | <input checked="" type="checkbox"/> |

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

Check bank reconciliation to SAGE print outs, bank statement and nominal codes.

- | | |
|--------------------------|-------------------------------------|
| Clerks Account | <input type="checkbox"/> |
| General Account | <input checked="" type="checkbox"/> |
| Special Interest Bearing | <input type="checkbox"/> |
| Lloyds Bank Account | <input type="checkbox"/> |

PETTY CASH

Check cash balance and vouchers

- | | |
|-------------------------|-------------------------------------|
| Town Council Petty Cash | <input checked="" type="checkbox"/> |
| Luxfords Petty Cash | <input type="checkbox"/> |

Signed

Print Name M. P. ...

Dated 17/05/18

Bank Reconciliation Checked

| Bank Account | Statement No. | Signed | Reconciled | Nominal Code |
|--------------|---------------|--------|------------|--------------|
| GENERAL A/C | 836 | YES | YES. | 1200 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Petty Cash Checked

| Account Name | Reconciliation Correct, Month | Voucher Name | Correct float to SAGE balance |
|--------------|-------------------------------|--------------|-------------------------------|
| Town Council | JUNE 2017 | KIDS STUFF | YES. |
| Luxfords | | | |

Supplier Invoice Checked

| Supplier Name | Invoice No. and Date | P. Order No | Confirmed Stamped, signed, correct nominal code | Confirmed Cheque No. entered and signed by two Cllrs. |
|------------------|----------------------|-------------|---|---|
| RIGBY TAYLOR | 223569 5/6/17 | 10392. | YES | 113211 YES |
| KONT FROZEN FOOD | 6337692 13/6/17 | 10539 | YES. | 113226 |
| | | | | |
| | | | | |
| | | | | |

Customer Invoices Checked

| Customer Name | Invoice No. | Charges correct | Payment date on invoice | Bank Paying in receipt No. |
|------------------|-------------------|-----------------|-------------------------|----------------------------|
| WOALDGN LIB DOMS | 223309 24/5/17 | YES | 1/6/17 | 105637 |
| RUTHOR D COUNCIL | 23461 31/5/17 | YES | 28/6/17 | STATEMENT NO 535 |
| | | | | |
| | | | | |
| | | | | |

Timesheets checked

| Staff Name | Week/month Checked | Hours correct | Payment correct | Payslip date | BACS Form |
|------------|--------------------|---------------|-----------------|--------------|-----------|
| S. SMALL | JUNE 2017 | YES | YES | 27/6/17 | 402157646 |
| | | | | | |
| | | | | | |
| | | | | | |

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH *JULY 2017*

Checklist:

Documents will be chosen at random by Members carrying out the Audit.

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

- Supplier Invoices
- Customer Invoices
- Timesheets

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

Check bank reconciliation to SAGE print outs, bank statement and nominal codes.

- Clerks Account
- General Account
- Special Interest Bearing
- Lloyds Bank Account

PETTY CASH

Check cash balance and vouchers

- Town Council Petty Cash
- Luxfords Petty Cash

Signed,

Print Name *HELEN FIRTH*

Dated *15-5-18*

Supplier Invoice Checked

| Supplier Name | Invoice No. and Date | P. Order No | Confirmed Stamped, signed, correct nominal code | Confirmed Cheque No. entered and signed by two Cllrs. |
|---------------|----------------------|-------------|---|---|
| ALBION BAKERY | 2/7/17 16620 | 10601. | YES | 113285 |
| ACTIVITY | 0796 3/5/17 | N/A. | YES | 113256 |
| | | | | |
| | | | | |
| | | | | |

Customer Invoices Checked

| Customer Name | Invoice No. | Charges correct | Payment date on invoice | Bank Paying in receipt No. |
|-----------------|-------------|-----------------|-------------------------|----------------------------|
| RESPIRE CARE | CC33397 | YES | 13/7/17 | 105668 |
| SCHOOL ALLIANCE | L33596 | YES | 20/7/17 | 105675 |
| | | | | |
| | | | | |
| | | | | |

Timesheets checked

| Staff Name | Week/month Checked | Hours correct | Payment correct | Payslip date | BACS Form |
|------------|--------------------|---------------|-----------------|--------------|----------------|
| L CAVEY | JULY 2017 | YES | YES | 28/7/17 | CHEQUE NO 8314 |
| | | | | | |
| | | | | | |
| | | | | | |

Bank Reconciliation Checked

| Bank Account | Statement No. | Signed | Reconciled | Nominal Code |
|--------------|---------------|--------|------------|--------------|
| GONGLEAZ AC. | 551 | YES. | YES. | 1200 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Petty Cash Checked

| Account Name | Reconciliation Correct, Month | Voucher Name | Correct float to SAGE balance |
|--------------|-------------------------------|----------------|-------------------------------|
| Town Council | | | |
| Luxfords | JULY 17 | TGSCO £3.34 | YES. |

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH MARCH 2018

Checklist:

Documents will be chosen at random by Members carrying out the Audit.

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

- Supplier Invoices
- Customer Invoices
- Timesheets

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:


Check bank reconciliation to SAGE print outs, bank statement and nominal codes.

- Clerks Account
- General Account
- Special Interest Bearing
- Lloyds Bank Account

PETTY CASH

Check cash balance and vouchers

- Town Council Petty Cash
- Luxfords Petty Cash

Signed 

Print Name M. P. READIN

Dated 2/05/18

Supplier Invoice Checked

| Supplier Name | Invoice No. and Date | P. Order No | Confirmed Stamped, signed, correct nominal code | Confirmed Cheque No. entered and signed by two Cllrs. |
|---------------|----------------------|-------------|---|---|
| BID FOOD | 18686202 7/2/18 | 11142 | YES | 113971 YES. |
| BGS LTD. | 344357 14/3/18. | 11171 | YES | 114029. YES. |
| | | | | |
| | | | | |
| | | | | |

Customer Invoices Checked

| Customer Name | Invoice No. | Charges correct | Payment date on invoice | Bank Paying in receipt No. |
|-----------------------|-------------|-----------------|-------------------------|----------------------------|
| WORLD AND CONSORCIUMS | 235005 | YES | 26.3.18. | BACS 684 Statement No. |
| Baker Intire. | 134876 | YES | 14.3.18. | 105880. |
| | | | | |
| | | | | |
| | | | | |

Timesheets checked

| Staff Name | Week/month Checked. | Hours correct | Payment correct | Payslip date | BACS Form |
|------------|---------------------|---------------|-----------------|--------------|------------|
| HOFFER. | AMM1-18 | YES. | YES | 30/3/18. | 456949500. |
| | | | | | |
| | | | | | |
| | | | | | |

Bank Reconciliation Checked

| Bank Account | Statement No. | Signed | Reconciled | Nominal Code |
|--------------|---------------|--------|------------|--------------|
| GENERAL | 686 | YGS | YGS | 1200. |
| CLERKS A/C | 461. | YGS | YGS | 1210. |
| | | | | |
| | | | | |
| | | | | |

Petty Cash Checked

| Account Name | Reconciliation Correct, Month | Voucher Name | Correct float to SAGE balance |
|--------------|-------------------------------|---------------|-------------------------------|
| Town Council | MAY 2018 | HALL No 77 | YGS |
| Luxfords | | | |

Meeting of the General Purposes Committee

Tuesday 29th May 2018

Agenda Item 9.1 (i)

REPRESENTATIVES ON OUTSIDE BODIES: REPORT OF THE CITIZEN'S ADVICE BUREAU

The last Trustee Board meeting spent a great deal of time discussing the implications of the ending of the Lottery Funding without any replacement. The management of the Citizen's Advice Bureau (CAB) are therefore using the next three months to talk to staff, volunteers and councils and then decide on priorities and how best they can deliver the service in the future with a reduced budget.

As other sources of government funding have reduced, there is increased competition for other funds which is both time consuming with all the applications to complete and disappointing when unsuccessful.

There was also an update on Universal Credit and although there is not a Job Centre in Wealden, the CAB have forged good relations with the surrounding Job Centres and they have direct numbers for job coaches so can make progress with individual cases.

The negatives, which are echoed by the job centres, was that neither CAB or them had any better contacts with the Central Service Centre to progress benefit claims. So this is their main focus, including with MPs but as at 26th April 2018, they had not received a reply from MP Nus Ghani to the Chief Executive's last letter.

The volume of people calling for help is growing and some of the help required is substantial with it recently taking three hours to complete a benefit application. They are receiving a lot of good publicity via Twitter, local media and Facebook. Citizen's Advice have an annual Twitter campaign called #CABlive and have been tweeting positive client outcome as part of that.

Councillor P. Sparks

