



# Christchurch Town Council

Old Town Hall  
30 High Street  
Christchurch  
Dorset, BH23 1EA

## Resources Committee Agenda

**Tuesday, 9 July 2019, 6.00pm**

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at Druitt Hall, High Street, Christchurch BH23 1AJ on **Tuesday, 9 July 2019 at 6.00pm.**

**Membership:**

**Chairman:** Cllr P Hilliard

**Vice Chairman:** Cllr A E Coulton

Honorary Freeman Cllr C Bungey

Cllr Mrs S Bungey

Cllr C A Gardiner

Cllr W Grace

Cllr F Neale

Cllr Mrs S Spittle

Cllr M J Tarling

The business to be transacted is set out overleaf

Daniel Lucas

**Town Clerk**

3 July 2019

For further information please contact Daniel Lucas on 01202 022479 or email [townclerk@christchurch-tc.gov.uk](mailto:townclerk@christchurch-tc.gov.uk)

# Agenda

**1. Apologies for Absence**

To receive apologies for absence.

**2. Declaration of Interests**

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination of bias.

**3. Public Participation**

In accordance with the Council's Standing Orders the period of time designated for Public Participation cannot exceed 15 minutes unless directed by the Chairman of the meeting and a member of the public shall not speak for more than 5 minutes.

**4. Public Questions**

Members of the public who wish to ask a question at the meeting shall give notice to the Town Clerk of the question no later than 12 noon on the working day before the meeting is on. The question stated in the notice shall be the question asked at the meeting. The Chairman will call on those wishing to speak in turn, each questioner being allowed to speak for a maximum of 3 minutes. Those wishing to speak shall state their name and address.

**5. Minutes**

To confirm as a correct record the Minutes of the meeting of the Resources Committee held on 11 June 2019 (copy attached). Exempt Minutes withheld from agenda pack but to be confirmed also.

4

**6. Adoption of Policies:**

8

To recommend to Full Council the Adoption of the following staff-related policies:

Grievance Policy  
Disciplinary Policy  
Sickness Absence Policy (no report)

<b>7.</b>	<b>Town Clerk's Report</b>	30
	Income/Expenditure June 2019 for information.	
<b>8.</b>	<b>Budget Monitoring Report</b>	31
	Quarterly report for Members to consider the Town Council's financial position against the approved Annual Budget.	

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

## **CHRISTCHURCH TOWN COUNCIL**

### **RESOURCES COMMITTEE**

Minutes of the Meeting held on 11 June 2019 at 6.00pm at the Druitt Hall, High Street, Christchurch BH23 1AJ

#### **Present:-**

Chairman: Cllr P Hilliard

Vice-Chairman: Cllr A E Coulton

Present: Honorary Freeman Cllr C Bungey, Cllr Mrs Susan Bungey, Cllr C A Gardiner, Cllr W Grace, Cllr F Neale, Cllr Mrs S Spittle, Cllr M J Tarling.

#### **19. Election of Vice-Chairman**

**RESOLVED that Councillor A E Coulton be elected as Vice-Chairman of the Committee for the 2019/2020 Municipal Year.**

Voting: unanimous

#### **20. Declarations of Interest**

There were no declarations of interest on this occasion.

#### **21. Bank Account Signatories**

The Town Clerk submitted a report, a copy of which had been circulated to each member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Honorary Freeman Cllr Colin Bungey joined the meeting at 6.20pm.

The Town Clerk informed Members that the Financial Regulations and Standing Orders required that the banking mandate and appointment of authorised signatories to be approved by Full Council.

A Member stated that if the Mayor and Deputy Mayor were appointed as signatories that the mandate would need to be changed each year. The Town Clerk informed the

Committee that the regulations required that the signatories should be reviewed regularly for safety and efficiency.

Members agreed that Cllr F Neale should be the additional authorised signatory from Resources Committee.

**RECOMMENDED to Full Council that:**

- (a) appointment of a minimum of 4 Members be given authority on behalf of the Town Council to authorise payments and sign cheques;**
- (b) the Mayor and Deputy Mayor be authorised and that the Chair and Vice-Chair of Resources Committee also be authorised; and**
- (c) the Town Council considers appointing Cllr F Neale to also be authorised from Resources Committee for business continuity purposes.**

Voting: unanimous

## **22. Town clerk's Report**

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The Town Clerk provided the Committee with an overview of expenditure and income since the Council was established on 1 April 2019 up until the end of May 2019.

Members discussed the cost of payroll which they considered high.

Members enquired if any income from Play areas had been received from Bournemouth Christchurch and Poole Council (BCP). The Town Clerk reported that no income had yet been received from BCP.

The Chairman thanked the Town Clerk for a good report.

**RESOLVED that the report be noted.**

Voting: unanimous

## **23. Councillors' Email Addresses**

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

The Town Clerk informed the Committee that there was no requirement to have a Town Council email address for Councillors.

The committee discussed Councillors' email addresses with the following points raised:

- Members considered it was an added level of protection to have Councillor email addresses;
- Members would not like their personal email address given out to the public or displayed on the Council website;
- It would maintain a professional appearance having Councillor email addresses; and
- It was a high cost per year to have Councillor email addresses.

Members asked the Town Clerk to enquire with the Council's IT provider who would be hosting the emails and whether it was available on web mail. Members further enquired if it was possible to have a Councillor email address of [@christchurch-tc.gov.uk](mailto:@christchurch-tc.gov.uk) without using outlook.

Members queried the cost of setting up the Council's Web page and development. The Town Clerk advised that the Council's IT provider had quoted £60 per hour for 3 days design with the total cost of £1,728.00 inclusive of VAT.

**RESOLVED that:**

- a) the report be deferred to the next Full Council meeting; and**
- b) delegate to the Town Clerk to appoint Rejuvenate to undertake the Council's web page design.**

Voting: unanimous

## **24. CiLCA Training**

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

The Town Clerk informed Members that having a CiLCA qualified clerk would allow the Council to apply for Quality and Quality Gold statuses and gave general power of competence to the Council to act as an individual.

**RESOLVED that the Resources Committee authorise the expenditure outlined for staff training of the Town Clerk and the Administrative Support Officer:**

- (a) For the payment of the Certificate in Local Council Administration ("CILCA") registration for both the roles of Town Clerk and Administrative Support Officer; and**

- (b) Delegate to the Town Clerk the necessary actions to ensure payment of, and enrolment onto the qualification.**

Voting: unanimous

- 25. RESOLVED to exclude the press and public pursuant to Public Bodies (Admissions to Meetings) Act 1960 due to the confidential personal nature of the business and information to be transacted.**

Voting: unanimous

### **Highcliffe and Walkford Neighbourhood Council- assistance**

The Town Clerk submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'E' to these Minutes in the Minute Book.

Members received an overview and were asked to consider assistance for Highcliffe and Walkford Neighbourhood Council.

The meeting ended at 8.04pm

CHAIRMAN

**ITEM 6**



# **Christchurch Town Council**

## **Grievance Policy**

<b>Policy name</b>	<b>Version</b>	<b>Owner</b>	<b>Date Adopted</b>	<b>Review Date</b>
Grievance Policy	V1.0	Clerk	July 2019	June 2020

## 1. PURPOSE AND SCOPE

It is the policy of the Christchurch Town Council to foster and maintain a safe, pleasurable and transparent working environment. At times things may go wrong and this policy explains how employees can air and seek redress for any individual employment grievance which they may have. Grievances may be any concerns, problems or complaints employees wish to raise with the council. This document describes the procedure which aims to facilitate a speedy, fair and consistent solution to an individual employee's employment grievance. This procedure is produced in line with "*Discipline and Grievances at Work: The ACAS Guide*" (February, 2019).

Issues that may cause grievances include (but are not limited to):

- terms and conditions of employment
- health and safety
- work relations
- bullying and harassment
- new working practices
- working environment
- organisational change
- discrimination.

## 2. PRINCIPLES

a) At every stage in the procedure the employee will be given the opportunity to state his or her case before any decision is made. b) Grievances will be dealt with promptly and consistently. c) At all formal stages the employee will have the right to be accompanied by a work colleague or trade union representative during the Grievance Hearing. d) An employee will have the right to appeal against any outcome of a Grievance Hearing. e) At no time will an employee be penalised or victimised for having raised a Grievance.

## 3. PROCEDURE

### 3.1 Informal Approach

Wherever possible, any grievance should be raised informally with the employee's line manager, or if this is inappropriate with the next level of management. All grievances should state the nature of the complaint clearly, with supporting facts and/or evidence and suggest ways upon which the cause for complaint can be resolved. In cases where the Town Clerk is the subject of the grievance employees should discuss their concerns with the Chair of Resources Committee. In the case of the Town Clerk raising a grievance this should be in the first instance raised with the Chair of Resources Committee, unless the complaint is about the Chair of the Resources Committee in which case the Vice-Chair of Resources Committee ("Vice-Chair") should handle the

Clerk's concerns. The recipient of the grievance will meet with the employee to discuss the nature of the grievance and establish if an informal approach can be taken, usually by meeting with all involved parties and discussing the concerns. Discretion and confidentiality will always be upheld throughout this process. If required, the Chair of the Resources Committee or Vice-Chair, whoever is dealing with a grievance from the Clerk, may wish to seek external professional support during this process.

If the grievance is not contested and/or easily resolvable the Town Clerk, Chair of Resources Committee, or Vice-Chair should respond in writing to the grievance within 5 working days. If it is not possible to respond within this time the employee should be given an explanation for the delay and advised when a response can be expected.

At any stage of both informal or formally raised grievances the Chair of the Resources Committee or Vice-Chair can convene a Grievance Sub-Committee consisting of x3 Members of Resources Committee to assist in dealing with grievances, or in following the policies and procedures as set out. The Grievance Sub-Committee shall appoint its own chair.

### 3.2 Formal Approach

If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to their line manager, or if this is inappropriate to the Chair of Resources Committee, or Vice-Chair if the grievance concerns the Chair of Resources Committee. Upon receipt of a formal written grievance the Chair or Vice-Chair of Resources Committee shall convene a Grievance Sub-Committee. The Sub-Committee shall appoint its own Chair. The Chair of the Grievance Sub-Committee will need to take steps to arrange a meeting of the Grievance Sub-Committee. The Clerk or Administration Support Officer to the Town Council can carry out the administration when arranging the meeting bearing in mind the subject of the grievance and the nature and manner of the grievance. The Chair of the Sub-Committee should look to seek external professional support at this meeting.

### 3.3 Hearing

Generally, within a reasonable period of time e.g. five working days of receipt of a written complaint, the Chair of the Grievance Sub-Committee will arrange a hearing with the employee. The Sub-Committee will endeavour to make the hearing arrangements mutually convenient and will arrange a confidential location, free from interruptions. The hearing will investigate the substance of the complaint and hear submissions from the employee concerned together with such other submissions or evidence as s/he shall consider appropriate and take such steps as s/he shall consider necessary to resolve the issue raised. It may be necessary to adjourn the meeting in order for an investigation to take place. Careful consideration of the evidence and the necessary steps required to resolve the problems will be given to the grievance. The

employee may call witnesses by prior arrangement with the panel. There is no right for a Member or employee implicated in an employee's grievance to cross examine the aggrieved during a grievance hearing but the Sub-Committee may wish to make its own investigations through interviewing these individuals and/or other witnesses separately. The Sub-Committee may ask the employee what he or she would like to happen as a result of raising the grievance and bear this in mind when preparing the response. It is not practical to expect the entire Grievance Sub-Committee to carry out an investigation into a grievance. The Sub-Committee would therefore hold a properly convened hearing to initially discuss the grievance with employee. The Chair of the Grievance Sub-Committee should take the lead on investigating a grievance further, if deemed necessary by the Sub-Committee having heard the initial grievance, and report findings back to the Sub-Committee at a further properly convened meeting. The Sub-Committee will then discuss the investigation and findings and agree on a response to the grievance. At any point in the above stages, external support should be sought where felt necessary to ensure a fair and just process is followed.

### 3.4 Response

The Grievance Sub-Committee with the necessary administrative support will advise the decision to the employee in writing and, where appropriate, include an action plan to assist in the resolution of the problem. There may be some value in exploring Mediation as a way in which to resolve differences between two parties.

### 3.5 Appeal

If the employee is dissatisfied with the outcome of his/her grievance investigation, s/he may appeal against the decision to the Appeals Committee by written notice within five working days of the decision. The appeal should be sent to the Chair of the Grievance Sub-Committee. The Appeals Committee shall consist of x3 Members of Resources Committee who took no part in the original Grievance Sub-Committee proceedings. The Appeals Committee shall appoint its own Chair. An appeal may be raised if:

- The employee thinks the finding, or action plan, is unfair;
- New evidence has come to light;
- The employee thinks that the procedure was not applied properly.

On receipt of the appeal the Council's Appeals Committee shall arrange to meet and consult with the employee, the line manager or Members concerned and any other persons, as the Committee shall consider appropriate without unreasonable delay. This will be a properly convened meeting of the Committee. The Appeal Committee Chair shall consider the issues and shall then take all such steps, as s/he may consider necessary to resolve those issues. The Appeal Committee decision will be final.

The Council will need to ensure that the Members involved in the hearings are always able to act impartially and reasonably. The outcome of the appeal should be conveyed to the employee in writing in a timely manner.

### 3.6 Misconduct

If a grievance is deemed to concern the misconduct of another employee, the Council's Disciplinary Procedure will need to be referred to and separate investigations in to the alleged misconduct carried out. Where the grievance concerns the misconduct/breach of the Code of Conduct of a Member, the employee will be advised that if they wish they can lodge a formal complaint with the Monitoring Officer at BCP Council, who will lead an investigation in any allegations made.

### 3.7 Right to be Accompanied

At any formal stage of the procedure an employee may be accompanied by a fellow employee of their choice or their trade union representative or official of a trade union (appropriately accredited) but as this is an internal procedure they will not be entitled to be accompanied by any external supporter e.g. partner, parent, solicitor etc. This right to be accompanied is enshrined in the Employment Relations Act 1999. To exercise this right the employee should make a reasonable request. The companion will be allowed to address the hearing, put and sum up the employee's case, respond to views expressed at the hearing and to confer with the employee during the hearing (sometimes in an adjournment) but is not allowed to answer questions on the employee's behalf, address the hearing if the employee does not wish it or prevent the employer from explaining their case.

### 3.8 Hearing Conflicts of Interest

In situations where, individual members are implicated in the dispute or have undertaken an investigatory role then they will need to be substituted as panel members.

### 3.9 Confidentiality

So far as is reasonably practicable, the Council will keep any grievance or complaint of harassment confidential between the manager, Member, or Committee investigating the grievance or complaint, the employee and the person about whom the grievance or complaint is made. If it is necessary to investigate the matter with any other employee or person, the employee will be so advised.

### 3.10 Record Keeping

In all cases, written records of the nature of the grievance raised, the employer's response, action taken (with reasons), details of any appeal and subsequent

developments will be retained and kept in accordance with the Data Protection Act 2018.

### 3.11 Grievances raised during Disciplinary Proceedings

In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the Council or individual Members. Where an employee raises a grievance during a disciplinary process the disciplinary process may be temporarily suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related, it may be appropriate to deal with both issues concurrently.



# Christchurch Town Council

## Disciplinary Policy

<b>Policy name</b>	<b>Version</b>	<b>Owner</b>	<b>Date Adopted</b>	<b>Review Date</b>
Disciplinary Policy	V1.0	Clerk	July 2019	June 2020

## INTRODUCTION

1. This policy is based on and complies with the 2015 ACAS Code of Practice:

([http://www.acas.org.uk/media/pdf/p/f/11287\\_CoP1\\_Disciplinary\\_Procedures\\_v1\\_Accessible.pdf](http://www.acas.org.uk/media/pdf/p/f/11287_CoP1_Disciplinary_Procedures_v1_Accessible.pdf) )

It also takes account of the 2019 ACAS guide on discipline and grievances at work:

([http://www.acas.org.uk/media/pdf/p/3/DG\\_Guide\\_Feb\\_2019.pdf](http://www.acas.org.uk/media/pdf/p/3/DG_Guide_Feb_2019.pdf))

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

2. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

3. This policy confirms:

- the Council will fully investigate the facts of each case
- the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used to when performance management proves ineffective. For more information see the ACAS website concerning performance management at:

(<http://www.acas.org.uk/index.aspx?articleid=6608> )

- employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
- employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any disciplinary, investigatory or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submission

- If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the Data Protection Act 2018
- recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary action. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure, raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include an oral warning, written warning, final written warning or dismissal
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it.
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the Council's and the employee's consent.

#### *Examples of misconduct*

4. Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct:

- unauthorised absence
- poor timekeeping

- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

*Examples of gross misconduct*

5. Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct:

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of health and safety rules
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

*Examples of unsatisfactory work performance*

6. The following list contains some examples of unsatisfactory work performance:

- inadequate application of office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

## DISCIPLINARY INVESTIGATION

7. The Council's Resources Committee shall assist in dealing with disciplinary matters, or in following the policies and procedures as set out. The Resources Committee will appoint an Investigator who will be responsible for undertaking the investigation - a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the Resources Committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Resources Committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should deal with the following:

- what the investigation is required to examine
- whether a recommendation is required
- how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a report
- who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

8. The Investigator will be asked to submit a report within 20 working days of appointment. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage (see paragraph 16).

9. The Resources Committee will first notify the employee in writing of the alleged misconduct and ask him/her to attend a meeting with the Investigator. The employee will be given at least five working days' notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee should be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

10. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.

11. If there are other persons (eg employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

12. The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be taken.

13. The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:

- the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
- the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
- the employee has a case to answer and there should be action under the Council's disciplinary procedure.

14. The Investigator will submit the report to the Resources Committee which will decide whether further action will be taken.

15. If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

#### THE DISCIPLINARY MEETING

16. If the Resources Committee decides that there is a case to answer, it will appoint a Disciplinary Sub-Committee of three councillors. The Disciplinary Sub-Committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee. No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:

- the names of its Chairman and other two members
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- a copy of the investigation report, all the supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing (at least 15 working days) so that he /she has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least five working days before the meeting
- that the employee and the Council will provide each other with all supporting evidence at least five working days before the meeting. If witnesses are not attending the meeting,

witness statements will be submitted to the other side at least five working days before the hearing

- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The disciplinary meeting will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee
- the Investigator will present the findings of the investigation report
- the Chairman will set out the Council's case and present supporting evidence (including any witnesses)
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or the companion) will have the opportunity to sum up his/her case
- the Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision
- the disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

#### DISCIPLINARY ACTION

17. If the sub-committee decides that there should be disciplinary action, it may be any of the following:

##### *Oral warning*

An oral warning is issued for most first instances of minor misconduct. The Council will notify the employee:

- of the reason for the warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- of the right to appeal
- that a note confirming the oral warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for six months.

### *Written warning*

If there is a repetition of earlier misconduct which resulted in an oral warning, or for different and more serious misconduct, the employee will normally be given a written warning. A written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 12 months.

### *Final written warning*

If there is further misconduct during the period of a written warning or if the misconduct is sufficiently serious, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 18 months.

### *Dismissal*

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

18. The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal.

19. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action imposed as a result of the disciplinary meeting will remain in force unless and until it is modified as a result of an appeal

#### THE APPEAL

20. An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

21. The grounds for appeal include;

- a failure by the Council to follow its disciplinary policy
- the sub-committee's decision was not supported by the evidence
- the disciplinary action was too severe in the circumstances of the case
- new evidence has come to light since the disciplinary meeting.

22. The Appeal will be heard by a panel of three members of the Resources Committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Resources Committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the Resources Committee. The appeal panel will appoint a Chairman from one of its members.

23. The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

24. At the appeal meeting, the Chairman will:

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
- explain the action that the appeal panel may take.

25. The employee (or his companion) will be asked to explain the grounds for appeal.

26. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal hearing.

27. The appeal panel may decide to uphold the decision of the Disciplinary Sub-Committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

28 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

29 The appeal panel's decision is final.



# Christchurch Town Council

## Sickness Absence Policy

<b>Policy name</b>	<b>Version</b>	<b>Owner</b>	<b>Date Adopted</b>	<b>Review Date</b>
Sickness Absence Policy	V1.0	Clerk	June 2019	June 2020

Should you be unwell and unable to come to work, you must comply with the Town Council's sickness absence policy.

In this policy, the expressions listed below shall have the meanings respectively assigned in relation thereto:

The Town Council – Christchurch Town Council;

the Town Clerk – the Town Clerk & RFO.

## 1. Purpose and Scope

The purpose of this policy is to ensure that the operational efficiency of the council can be maintained whilst employees are absent from work for sickness or injury related reasons. It also seeks to provide guidance, security and support to employees during periods of ill health.

## 2. Procedure

Employees who are unable to attend work through sickness, accident or personal circumstances must notify the Town Clerk of the reason for their absence as soon as possible but no later than 12 noon on the working day on which the absence first occurs. If the Town Clerk is unavailable, you should contact the Chairman of the Resources Committee or the Mayor of the Council who must be briefed on your current workload and any urgent matters that may require attention. If possible, you should give an indication of how long you expect to be absent so that arrangements can be made for cover if required. If the Clerk is unable to attend work, he / she should contact the Chairman of the Resources Committee or the Mayor of the Council and his / her assistant.

If the absence is for a period of less than 7 days, employees should complete a self-certification form on their return to work. For periods over 7 days a medical Statement of Fitness for Work (fit note) from a GP (or relevant medical establishment) is required.

It is the responsibility of each employee to keep the Town Clerk (or the Chairman of the Resources Committee or the Mayor of the Council) advised of the circumstances that are preventing them from attending work, of their likely return date, action being taken to mitigate the effect of the illness (e.g. GP / medical appointments) and contact details in case of work-related queries. Employees who are absent from work due to reasons other than sickness / accident are required, wherever possible, to obtain prior permission from the Town Clerk or the Chairman of the Resources Committee or the Mayor of the Council. Where appropriate, the Resources Committee will consider each case of absenteeism on its merits and written evidence may be required.

Where the incapacity to work arises from a voluntary action by the employee e.g. cosmetic surgery or organ donation, then sickness absence leave and pay will be entirely at the Council's discretion and employees are strongly advised to discuss such circumstances, in confidence, with the Town Clerk (or the Chairman of the Resources Committee or the Mayor of the Council) in advance of such a procedure.

Where absenteeism appears unreasonable or unwarranted, employees may be liable for disciplinary action for misconduct. The Town Council reserves the right to make welfare visits to the home of employees whilst they are on sick leave.

Staff members will undertake a “return to work” meeting with the Town Clerk (or the Chairman of the Resources Committee or the Mayor of the Council) on their day of returning to work after any period of absence. This practice is to ensure that staff members are fit to work; agree a phased return to work (where appropriate); receive work related updates and prioritise workload. In the case of the Town Clerk he / she will meet with the Chairman of the Resources Committee and the Mayor of the Council at the earliest opportunity.

### 3. Sickness Payments (SSP)

Sick pay will be paid in accordance with your length of service as outlined in your contract of employment.

Statutory Sick Pay will be paid where applicable at the current rate.

### 4. Long Term or Frequent Short Term Absence Procedure.

This procedure is designed to outline the process where an employee is absent due to sickness on a long-term or frequent short-term basis. Discussions and investigations will review the employee’s capability or capacity to undertake the work. The aim is to ensure fair treatment for all.

The procedure is non-contractual and does not form part of the terms and conditions of employment with the council. The procedure may be amended from time to time.

#### 4.1 Principles

a) Sickness absence issues will be dealt with sympathetically and sensitively, whilst also recognising the requirements of the Council and the impact of the absence on others.

b) The Clerk (or, in the case of the Town Clerk, the Chairman of the Resources Committee or the Mayor of the Council) will maintain periodic contact during the period of sickness absence.

c) A full review, normally including medical reports, may be undertaken in each case.

d) All periods of sickness absence (after the first seven days self-certification period) must be certificated by a medical practitioner (“fit note”) and in some cases the employer may request certification for periods of absence of less than seven days, in which case it will pay the appropriate fee to the medical practitioner issuing the certificate.

e) The employee will be consulted at each stage of the procedure, to establish the true medical position and in order that the situation can be reviewed in full.

f) The employee will be advised if their employment may be at risk (where appropriate).

g) Throughout the procedure, discussions should take place on any reasonable adjustments that might be considered, to enable the employee to return to work.

h) Where possible, appropriate assistance will be provided to help the employee to return to work.

i) In cases of long-term ill health, the Town Council will, where possible, hold employment open for up to two years.

j) In all cases before taking a decision to terminate an employee's contract on grounds of ill health, the council will take into account:

- i) any representations from employees, including additional medical information;
- ii) the employee's length of service;
- iii) the employee's most recent health situation and the likelihood of an improvement in attendance;
- iv) whether it is possible to hold the job open for longer and the effect of past and future absences on the Council;
- v) the availability of suitable alternative work or working hours;
- vi) any other reasonable adjustments which could be reasonably expected to facilitate the return;
- vii) the impact of the Equality Act 2010 on the particular case, and whether this may have a bearing on the actions to be taken.

k) The employee will be informed of the right of appeal against any decision taken to terminate his or her contract of employment.

l) At all formal stages of the procedure, the employee may be accompanied by a colleague or trade union representative.

m) Where it is clear early on that the employee will not be well enough to return to work, and after consultation with the employee, the employee's contract may be terminated prior to stage 3 of the procedure, but not before the employee's sick pay has expired.

n) Where there is reason to believe that the employee is absent due to misconduct rather than genuine sickness, the matter will be dealt with as a disciplinary matter under the disciplinary procedure.

#### 4.2 Informal Meeting

Absence levels will generally start to be of concern to the clerk (or, in the case of the Town Clerk, the Chairman of the Resources Committee or the Mayor of the Council) at the following trigger points:

- i) 10 absences in a 12 week period;
- ii) 20 days intermittent absence over the past 12 months;
- iii) 4 or more weeks continuously off sick.

Where this is the case, the Town Clerk (or, in the case of the Town Clerk, the Chairman of the Resources Committee or the Mayor of the Council) will normally discuss absence levels with the employee.

The aim will be to encourage the employee to understand the clerk's concerns and to agree ways, if possible, of improving the situation. If the employee has been off sick continuously, or if there appears to be an underlying health problem, the council shall have the right at any time to require the employee to submit to examination by an independent medical practitioner selected by the council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment

#### 4.3 The Procedure

##### a) Stage One: First Formal Meeting

A first formal meeting will be arranged where:

- i) in the case of long term sickness absence, there is no clear date of return;
- ii) in the case of frequent short term sickness absence, there has been no improvement in the weeks subsequent to the informal meeting.

The Chairman of the Resources Committee of the Council (in consultation with the Mayor of the Council) will notify the employee in writing of the meeting to discuss the employee's sickness absence. The employee will be advised of the concerns and that this is the first formal stage of the procedure. He or she will be advised of the right to be accompanied by a colleague or trade union representative and will be given the opportunity to state his or her point of view.

Medical reports may normally be reviewed to assess whether there is any underlying health problem, and if so, what this is. Alternatively, permission to access medical records may be sought at this meeting.

There will be a discussion on ways to assist the employee to return to work, where appropriate.

Unless there is a clear date for return (e.g. in the case of a broken limb), the Chairman of the Resources Committee (in consultation with the Mayor of the Council) should advise the employee that employment cannot be held open indefinitely and will state that there will normally be two further meetings, after which the employee's contract may need to be terminated on grounds of capability (using official Town Council approved wording / stationery).

The issues discussed at the meeting will be recorded and a date set for a second formal meeting.

##### b) Stage Two: Second Formal Meeting

The employee will be informed in advance of the meeting in writing and advised that he / she may be accompanied by a colleague or trade union representative. At the meeting the employee's absence will be reviewed. Medical reports will be reviewed again where appropriate.

An up-to-date medical report will normally be sought prior to the second formal meeting; the report will be discussed at the meeting. If at the second formal meeting,

the employee's absence is still a cause for concern, the chairman of the staffing committee should advise the employee that there will be one further meeting, after which the employee's contract may need to be terminated on grounds of capability. The issues discussed at the meeting will be recorded and a date set for a third formal meeting.

#### c) Stage Three: Third Formal Meeting

The employee will be informed of the meeting in writing and advised of his / her right to be accompanied by a colleague or trade union representative. The meeting will be held with the Resources Committee and the Mayor of the Council. A letter will advise the employee that it is possible that termination of employment on the grounds of ill health may be an outcome of the meeting, but that the employee will have the opportunity to state his / her point of view, which will be fully considered.

Medical information should again be reviewed at this meeting. The employee's absence should be discussed again. An up-to-date medical report will be sought prior to the third formal meeting and the employee should be asked for his or her views. The report will be discussed at the meeting. Where there is any lack of clarity, or a dispute on the medical information, a second, independent medical report may be sought.

If absence levels have not reduced at this stage and if the staffing committee believes, on an assessment of medical information and after discussion with the employee, that there is no likelihood of improvement in the foreseeable future, the employee's contract will be terminated on the grounds of capability. Before taking this step, the staffing committee must consider again, and discuss with the employee, whether any reasonable adjustments might be made, to enable the employee to return to work.

If a decision to terminate employment is taken, the employee will be provided, soon afterwards, with a letter outlining the reasons for the termination of his / her contract, the date on which the contract will terminate, and details of the right of appeal.

#### d) Appeal

If the employee wishes to appeal against the decision to terminate employment, he / she should write to the Town Clerk (or, in the case of the Town Clerk, the Mayor of the Council), giving reasons for the appeal.

This appeal must be made within ten working days of the date of the letter confirming termination of employment.

The employee will have the right to be accompanied by a colleague or trade union representative at the meeting, which will be held without unreasonable delay.

The employee will be given the opportunity to state his or her point of view at the meeting.

The termination date of employment may be delayed in order for the appeal hearing to take place.

The Council's decision will be final.

# ITEM 7

Christchurch Town Council Payments List									
Payments List 01.06.19 - 28.06.19									
Expenditure:									
Number	Invoice Date	Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount		
1	04.06.19	9271	Rejuvenate	Software as service	£22.60	£4.52	£27.12		
2	01.06.19	1191	Payroll & Tax Accountants Ltd	Monthly Payroll charge	£48.00	£9.60	£57.60		
3	03.06.19		Christchurch Skips	Skip for Rutland Rd Allotment	£232.50	£46.50	£279.00		
4	11.06.19	174614	Rokill	Rodent control services 8 x Rutland Rd allotment	£148.00	£29.60	£177.60		
5	20.06.19		The Payroll & Tax Accountants Ltd	Lune Payroll	7249.84	£0.00	7249.84		
6	01.06.19	TE5677	Rejuvenate	Phone Charges	£80.25	£16.05	£96.30		
7	30.06.19		Unity Trust Bank	Bank Charge	£18.45		£18.45		
					<b>Total payments:</b>	<b>£7,799.64</b>	<b>£106.27</b>	<b>£7,905.91</b>	
Bank Account Reconciliation									
Date	Details	Receipts	Payments						
03.06.19	Christchurch Skips		£279.00						
30.06.19	Unity Trust Bank		£18.45						
13.06.19	Flower Festival-Licence	£128.00							
14.06.19	K Clare- Allotment fee	£30.93							
19.06.19	BCP- Allotment rent	£4,430.00							
21.06.19	D Marine- Allotment fee	£30.93							
25.06.18	Olympics-Event licence	£16.00							
	Totals:	£4,635.86	£297.45						
	Balance as at 01.06.2019		<b>£898.00</b>						
	Receipts	£4,635.86							
	Less Payments	£297.45							
	<b>Balance as at 30.06.2019</b>		<b>£5,236.41</b>						

**Budget Monitoring Report**

<b>Report Type:</b>	Public Report for Information
<b>Purpose of Report:</b>	To provide the quarterly budget statement of the Council's current budgetary position.
<b>Recommendations:</b>	<b>It is RECOMMENDED that: The Resources Committee:</b>  <b>(a) notes the contents of the report and the current position of the Town Council's finances:</b>
<b>Wards:</b>	All Wards
<b>Contact Officer:</b>	Daniel Lucas – Town Clerk

**1.0 BACKGROUND**

**Quarterly Position**

- 1.1 Councillors are referred to Appendix 1. This sets out row-by-row the approved budget figures for each of the services and costs provided in the "Description" column. The "category" column provides a brief description of the service/cost. Those costs "greyed" out in the Appendix are the services which were accounted for but did not transfer to the Town Council at the start of this financial year. The "Annual Budget" column provides for the allocated budget for each of the services/costs identified, whereas the "Quarter 1" column describes the quarterly budget taken as a quarter of the yearly budget accordingly. Finally the "variance" column explains the current position of the Council's finances where a minus (-) figure illustrates an underspend.
- 1.2 This report provides a "snapshot" of the current budget position and goes on to identify those areas which require comment and further background information.

**Observations**

**IT Budget**

- 1.3 All budgets are performing well and only the IT budget reports a slight overspend. However, this would have always been the case given the capital outlay the Town Council had to make for hardware and software capital purchases such as laptops, wi-fi infrastructure, encryption software in the case of theft of a laptop and general Microsoft Office Products. Going forwards in the

next quarter it is anticipated that the Council shall have to spend upon the outlay of the Town Council website, but in terms of further large capital IT expenditure no further significant expenses are anticipated.

### **Salary Budget**

- 1.4 The salary budget is performing as anticipated for the quarter and the last month's payroll run took into account enrolment to the Local Government Pension Scheme as the default pension provider for the Town Council and 3 months backdated employer contributions to the fund. Full Council, going forwards, will be asked to confirm the default pension provider arrangement. The law requires an employer to provide a pension and this had to be actioned at this stage prior to Full Council. In terms of forecast for the year, the salary budget will hopefully perform as anticipated at the beginning of the financial year.

### **Open Spaces**

- 1.5 In terms of those open spaces identified in the report (marked C1-C20 excluding those "greyed" out) the Town Council is currently negotiating a Service Level Agreement ("SLA") with Bournemouth Christchurch and Poole Council. The anticipated costs of the: maintenance; inspection of play equipment, and so on that this SLA shall provide does not give cause for concern. As this SLA is currently being negotiated and that the contents of such cannot be disclosed due to the contractual negotiations, the Town Clerk can only report at this stage that the final cost of the SLA does not seem to have budgetary consequences. The future position shall of course be reported and duly audited.

## **2.0 IMPLICATIONS**

### **Legal**

- 2.1 None.

### **Environmental**

- 2.2 None directly from this report.

### **Financial and Risk**

- 2.3 The Town Council's Financial Regulations require budgetary control over the Council's finances and this Quarterly Report provides an overview of the position of the budgets as they currently stand. There is no immediate financial risk to the approved annual budget. It is fair to say however that the IT position needs to be considered carefully but it is anticipated that quarters 3 and 4 shall not need any further capital IT infrastructure.

### **Equalities**

- 2.4 None directly from this report.

### **Consultation and Engagement**

- 2.5 No consultation required as the decision does not impact upon the running of services to the public at large.

### **3.0 CONCLUSION**

- 3.1 Members are asked to consider the report and to approve the recommendations outlined.

#### **Appendices:**

Appendix 1 – Budget Quarter Report.

## APPENDIX – 1 QUARTERLY BUDGET REPORT

Description	Category	Annual Budget	Quarter 1	Actual	Variance
C1 - Douglas Avenue	Allotments	£860.00	£215.00	£0.00	-£215.00
C2 - Rutland Road	Allotments	£10,115.00	£2,528.75	£456.60	-£2,072.15
C3 - Southey Road	Allotments	£1,635.00	£408.75	£0.00	-£408.75
C4 - Arena Wheel Park	Play facilities	£4,820.00	£1,205.00	£0.00	-£1,205.00
C5 - Barrack Road Recreation Ground	Recreation grounds / Community facilities	£20,285.00	£5,071.25	£0.00	-£5,071.25
C6 - Christchurch Cemetery	Cemetery	£26,570.00	£6,642.50	£0.00	-£6,642.50
C7 - Christmas Lighting	Christmas lighting	£13,600.00	£3,400.00	£0.00	-£3,400.00
C6 - Druitt Gardens	Druitt Gardens and Hall	£9,735.00	£2,433.75	£0.00	-£2,433.75
C7 - Druitt Hall	Druitt Gardens and Hall	£7,880.00	£1,970.00	£0.00	-£1,970.00
C9 - Enfield Road Play Areas Jumpers Common	Play facilities	£1,921.00	£480.25	£0.00	-£480.25
C9 - Knapp Mill Open Space	Recreation grounds / Community facilities	£6,025.00	£1,506.25	£0.00	-£1,506.25
C10 - Knapp Mill Play Area	Play facilities	£1,921.00	£480.25	£0.00	-£480.25
C11 - Mudeford Quay Play Area	Play facilities	£1,921.00	£480.25	£0.00	-£480.25
C12 - Mudeford Recreation Ground Play Area	Play facilities	£8,088.00	£2,022.00	£0.00	-£2,022.00
C13 - Office of the Mayor	Office of the Mayor	£24,210.00	£6,052.50	£0.00	-£6,052.50
C14 - Old Town Hall	Old Town Hall	£20,000.00	£5,000.00	£631.67	-£4,368.33
C15 - Quomps Open Space	Recreation grounds / Community facilities	£15,965.00	£3,991.25	£0.00	-£3,991.25
C23 - Red House Museum Grant	Red House Museum grant	£51,550.00	£12,887.50	£0.00	£12,887.50
C16 - River Way Play Area	Play facilities	£1,921.00	£480.25	£0.00	-£480.25
C17 - Rutland Road Play Area	Play facilities	£1,921.00	£480.25	£0.00	-£480.25
C29 - Stanpit Recreation Ground (Not included)	Excluded Recreation grounds	£6,650.00	£1,662.50	£0.00	-£1,662.50

	Recreation grounds / Community				
C18 - Tuttons Well and Guide Hut	facilities	£935.00	£233.75	£0.00	−£233.75
C19 - Waterman's Park Play Area	Play facilities	£1,921.00	£480.25	£0.00	−£480.25
C20 - Waterman's Park Wheel Park	Play facilities	£14,700.00	£3,675.00	£0.00	−£3,675.00
Salaries, superannuation	Other costs	£75,000.00	£18,750.00	£17,956.46	−£793.54
Telephone and Internet	Other costs	£1,000.00	£250.00	£197.50	−£52.50
Gen Office Expenses	Other costs	£2,500.00	£625.00	£0.00	−£625.00
Training	Other costs	£2,000.00	£500.00	£0.00	−£500.00
Postage	Other costs	£350.00	£87.50	£0.00	−£87.50
Photocopying	Other costs	£1,250.00	£312.50	£0.00	−£312.50
Insurance	Other costs	£12,000.00	£3,000.00	£2,811.48	−£188.52
Legal Expenses	Other costs	£10,000.00	£2,500.00	£0.00	−£2,500.00
Election expenses	Other costs	£8,000.00	£2,000.00	£0.00	−£2,000.00
Office Equipment	Other costs	£500.00	£125.00	£0.00	−£125.00
Refreshments	Other costs	£500.00	£125.00	£0.00	−£125.00
Travel	Other costs	£280.00	£70.00	£0.00	−£70.00
Advertising	Other costs	£600.00	£150.00	£0.00	−£150.00
Compostible bin liners	Other costs	£50.00	£12.50	£0.00	−£12.50
Membership of outside bodies	Other costs	£2,000.00	£500.00	£1,789.21	£1,289.21
Newsletter	Other costs	£1,000.00	£250.00	£0.00	−£250.00
Public relations	Other costs	£1,000.00	£250.00	£0.00	−£250.00
Professional fees	Other costs	£700.00	£175.00	£0.00	−£175.00
Audit fees	Other costs	£2,000.00	£500.00	£0.00	−£500.00
IT and web site	Other costs	£10,000.00	£2,500.00	£3,271.52	£771.52
Office Space	Other costs	£10,000.00	£2,500.00	£275.65	−£2,224.35
Contingency	Other costs	£18,500.00	£4,625.00	£0.00	−£4,625.00
Rates	Other costs	£4,500.00	£1,125.00	£0.00	−£1,125.00
Reserves	Other costs	£21,500.00	£5,375.00	£0.00	−£5,375.00
		£342,009.00	£85,502.25	£27,390.09	