

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL

Held at Stanley Civic Hall on Tuesday 21st January 2020 at 6.30pm

PRESENT: C Hampson* C Bell G Binney D Marshall A Clegg
 M Davinson B Nair J Kane J Nicholson J Pallas
 J Stephenson L Timbey D Tully J Tully

*Town Mayor

OFFICERS: Alan Shaw (Town Clerk)
 Alan Tubman (Deputy Town Clerk)
 Nicola James (Senior Administration Officer)
 James Harper (Operations Manager)

ABSENT: Cllrs J Clark, L Christie & J McMahon

The Town Mayor, Cllr Carole Hampson, asked colleagues to join her in a minutes silence in memory of Ron Hogg, Police, Crime and Victims' Commissioner for County Durham and Darlington who sadly passed away in December 2019.

174 APOLOGIES FOR ABSENCE

Apologies from Cllrs H Clark, G Wilkinson & C Marshall were accepted by Council.

175 DECLARATIONS OF INTEREST

None.

176 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor informed members about the various appointments she has attended since the last Full Council meeting which included many Strategic Grant Funding appointments and Christmas celebrations both in Stanley and representing the town at events organised by other local councils.

The Town Clerk reminded Members to wait until recognised by the Town Mayor and to stand when speaking. He announced that the meeting was being recorded by STC and requested those present to either switch off or turn phones to silent mode.

177 LEADER'S STATEMENT

Cllr L Timbey advised Council that since the last Full Council meeting, the Town Council had provided two successful and well attended Christmas events for residents, the Carol Service and the Front Street Christmas Event.

He stated that the highlights of the Front Street event was seeing the kids faces enjoying the show and seeing the Town Mayor dancing on the stage with Father Christmas. He thanked all the staff who worked to put on both of these events.

Cllr Timbey stated that the main item on the agenda tonight is the budget.

"Allowing for the effects of inflation, the budget is as close as possible to a standstill. The new budget prioritises supporting the regeneration of the Stanley Town Council area and the Council are keeping the free events such as Play in the Park and heritage events such as Miners Sunday."

"The budget also allows the Council to continue to financially support groups like Advice in County Durham, SHAID, PACT House, for all those people who need it.

The Council is also working closely with Durham County Council and the LCTRS which is the only scheme in the North East."

As a general update, Cllr Timbey noted that the new broadband and telephones are up and running. He thanked the Civic Hall Working Group for their hard work getting the refurbishment of the toilets and decoration of the Civic Hall underway. Work on the toilets should commence mid March and the decorating which has been approved by the Dementia Friendly Coordinator will commence in February.

Cllr Timbey also noted that there is a report on the details of the NALC Conference that himself and Cllr Stephenson attended. Since the conference, amendments to the Cyber Security Policy and Risk Register were made. Both gained an insight on how to submit an application for the Star Council Awards and would request that Council submit an application based on their findings.

178 **PUBLIC PARTICIPATION**

Nothing was received in writing prior to the meeting and no members of the public were in attendance.

179 **CONFIRMATION OF MINUTES**

It was proposed by Cllr A Clegg seconded by Cllr J Stephenson and **RESOLVED** that the minutes of the Council meeting held on 26th November 2019 be approved as a correct record and signed by the Town Mayor.

It was proposed by Cllr M Davinson seconded by Cllr J Kane and **RESOLVED** that the minutes of the Extra-Ordinary Council meeting held on 26th November 2019 be approved as a correct record and signed by the Town Mayor.

180 **COMMITTEE MINUTES**

It was proposed by Cllr M Davinson, seconded by Cllr G Binney and **RESOLVED** that Council **RECEIVE** the minutes of the Finance & GP Committee held on 14th January 2020.

181 **ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

It was proposed by Cllr M Davinson, seconded by Cllr G Binney and **RESOLVED** that Council **APPROVE** the payment of accounts for December 2019 and **NOTE** the Bank Reconciliation for December 2019.

182 POLICY WORKING GROUP

The Town Clerk advised that the Risk Register presented for approval now has consideration given to cyber security and the assessment procedure has improved allowing risks to be more effectively prioritised.

The Members Allowances Scheme has also been presented which states that if members go outside the Parish on Council business and cannot car share with an officer, they can claim mileage as per the report.

Cllr M Davinson noted that following the December Finance meeting S4 and C5 were also added to the Risk Register.

It was proposed by Cllr M Davinson, seconded by Cllr L Timbey and **RESOLVED** that the Council **APPROVE** the Risk Register and that a note be produced on member's allowances and car sharing.

183 EVENTS

The Town Clerk presented a draft Schedule of STC Events for 2020.

It was proposed by Cllr L Timbey, seconded by Cllr A Clegg and **RESOLVED** that the Schedule be **APPROVED** and that the Events Working Group be **DELEGATED** with the responsibility for the delivery of the programme.

The WG should determine the dates for Play in the Park, particularly in relation to the Annfield Plain event(Wed/Sat).

184 CIVIC HALL

(i) Pantomime

The Town Clerk advised that following meetings with the Pantomime provider and the Finance Committee meeting, a marketing plan for the Pantomime has been prepared which can be implemented straight away.

It was proposed by Cllr M Davinson, seconded by Cllr A Clegg and **RESOLVED** that the Council should proceed with the Pantomime proposal, the Town Clerk is to prepare the contact on the basis put forward in the proposal with an additional clause to permit the Council to renew for a further year if the Pantomime is successful.

(ii) Cinema

The Town Clerk noted that the reports attached to the agenda provide the detail of films since the cinema was installed, some which sold strongly, some had not. The Council has made a small profit overall and it has been a great opportunity to use the cinema and experiment with the programme.

Cllr Timbey noted that the Cinema was started as a trial and there are lessons to be learned. The staff have put a lot of hard work and determination into making it a success.

It was proposed by Cllr L Timbey, seconded by Cllr B Nair and **RESOLVED** that the Council continue running the Cinema and that a post be created on the establishment to reflect the additional duties and put through job evaluation before the current officer's secondment ends.

185 COUNCIL ACTIONS UPDATE

The Town Clerk noted the following updates:

- (i) **Road Safety Visor** - Members need to decide what to do with this initiative.
- (ii) **Stanley Fund** - The Deputy Town Clerk will arrange a meeting for Michelle Cooper to provide an update to Council.
- (iii) **Civic Hall** - Proposals for the Comms Plan, Community Consultation Plan and Marketing Plans to be brought to February Full Council. .
- (iv) **IT / Telephones** - Work has been completed today.
- (v) **South Moor Miners Banner** - The Deputy Town Clerk has met with someone this week from Help for Heroes who are doing the refurbishment work for free.

186 2020/21 BUDGET (Fourth Estimate)

The Town Clerk presented the latest version of the Draft Budget to members. **(ATTACHMENT L)**.

Cllr J Kane requested a named vote on the budget.

It was proposed by Cllr M Davinson, seconded by Cllr B Nair and **RESOLVED** by majority vote that the precept for the Financial Year 2020/21 be set at **£777,789** and that the Town Mayor be **AUTHORISED** to sign the precept demand of behalf of the Council.

For:

Cllrs C Hampson, G Binney, D Marshall, A Clegg, M Davinson, B Nair, J Kane, J Pallas, J Stephenson & L Timbey.

Against:

Cllrs C Bell, J Nicholson, J Tully & D Tully.

187 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 25th February 2020, 6.30pm, Stanley Civic Hall

MINUTES of the FINANCE AND GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday 18th February 2020 at 6.30pm

PRESENT: Cllr G Binney * Cllr M Davinson Cllr J Kane Cllr J Nicholson
Cllr L Timbey Cllr D Tully Cllr C Hampson

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
Alan Tubman (Deputy Town Clerk)
Ann Barry (Finance Officer)
James Harper (Operations Manager)
Nicola James (Senior Administration Officer)

IN ATTENDANCE: Cllr A Clegg

ABSENT: Cllr J McMahon

188 APOLOGIES FOR ABSENCE

Apologies from Cllrs J Stephenson, H Clark, B Nair & D Marshall were accepted by Committee.

189 DECLARATIONS OF INTEREST

None.

190 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

The Town Clerk reminded Members to turn their mobile phones off or switch them to silent. The meeting was being recorded by the Town Council.

191 PUBLIC PARTICIPATION

Nothing was received in writing before the meeting and there were no questions from the floor.

192 CONFIRMATION OF MINUTES

It was proposed by Cllr M Davinson, seconded by Cllr D Tully and **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 10th December 2019 and the minutes of the Extra-Ordinary Finance & General Purposes Committee meeting held on 14th January 2020 be **APPROVED** and signed as a correct record.

193 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

It was proposed by Cllr M Davinson, seconded by Cllr L Timbey and **RESOLVED** that the Committee **APPROVE** the payment of accounts for January 2020 and **NOTE** the bank reconciliation for January 2020.

194 WORKING GROUPS

The Town Clerk discussed the minutes of the Civic Hall Working Group held on 5th February 2020. Committee had no questions.

The Town Clerk discussed the minutes of the Events Working Group held on 7th February 2020. It was proposed by Cllr M Davinson, seconded by Cllr J Nicholson and **RESOLVED** that the Play in the Park event at Annfield Plain Park be held on the Saturday 22 August as proposed at the Events Working Group. Offers were also tasked to come up with an alternative name for the Christmas Tree Light Switch On event.

The Town Clerk noted the minutes of the Policy Working Group held on 7th February 2020. Committee **APPROVED** the attached Member's Allowances policy and **DEFERRED** the approval of the Recruitment policy until it had been reviewed again by the Policy Working Group along side a management guide/toolkit.

195 STRATEGIC GRANTS FUND PANEL

The Town Clerk discussed the minutes of the Strategic Grant Fund Working Group held on 31st January 2020. Committee **RECOMMEND** that Full Council adopt the amended policy, application form and guidance notes.

196 EXCLUSION OF PRESS AND PUBLIC*

*Recording of proceedings was stopped at this point.

Council **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

*Justification for excluding the public and press from consideration of the following item:
Staff Confidentiality*

197 STAFFING MATTER

The Committee considered the new job description proposed and **RECOMMEND** that Full Council implement the new post and advertise internally first.

The JD is to be amended due to an error re: flexible working policy.

The Town Clerk is to ask for expressions of interest from officers as soon as practicably possible.

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DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 10th March 2020, 6.30pm, Stanley Civic Hall.

Strategic Grant Funding Working Group Minutes

31st January 2020

Present: Cllrs J Stephenson, L Timbey, J Nicholson & G Binney

Officers: A Tubman (Deputy Town Clerk)
N James (Senior Administration Officer)

1. Apologies

Cllrs J McMahon & J Tully.

2. Policy Review

Following the first year of Strategic Grant Funding the Working Group **AGREED** the following changes to the Policy and Application Form. Changes can be seen in the attached Policy Document and Application Form.

- a) Officers should check all applications to ensure all information is provided before the Working Group consider them for funding. Officers will return incomplete applications to the applicant and offer support where needed.
- b) Deadlines for complete applications will now be:
 1. Round 1 - Officers process applications during April - The WG consider applications at a meeting in May - Successful applicants confirmed at the Full Council meeting in May.
 2. Round 2 - Officers process applications during September - The WG consider applications at a meeting in October - Successful applicants confirmed at the Full Council meeting in October.
- c) Deadlines may change subject to any change in Council (Members and budget).
- d) Officers will produce a guidance note / tick list to allow applicants to ensure they provide all relevant information.
- e) Acceptance of terms and conditions on page 6 to be brought further forward in the Application Form.
- f) Applicants can only apply once in any financial year for the same project.
- g) Applications from Football Clubs may only apply for essential items i.e. strips, footballs, cones, nets. None essentials such as base layers, coats, drinking bottles etc. will not be considered. Applicants must state why they require the items they are applying for and show value for money in the quotes provided.
- h) Box 9 on the Application Form to be expanded to allow applicants to provide details of other funding sources.
- i) Officers will provide details to applicants who were unsuccessful as to the reason why.
- j) Officers will arrange a Monitoring Meeting with the Working Group 6 months after the last applicant has received their funding.

3. Neighbourhood Watch Association

There has been discussions that the Neighbourhood Watch Association had dissolved and there were concerns over unspent funding provided during Round 1 in 2019. The WG considered the letter received by Susan Boggon-Smith. Officers confirmed that Round 1 funding had been spent by the NHW and that monitoring and receipts had been provided for the amount of funding they had received. The WG **AGREED** no recovery action be taken for the funding provided.

4. Next Meeting

Monitoring Meeting - Thursday 9th April 2020 1pm in the Civic Hall

POLICY DOCUMENT

Name of Policy:	STRATEGIC GRANTS POLICY
Date policy created:	10th January 2019 - V2 6th February 2020
Author:	Alan Shaw, Town Clerk
Date adopted by Full Council:	26th February 2019
Signed: (Town Mayor)	

1. INTRODUCTION

- 1.1** Local councils have a general power to make grants under section 137 of the Local Government Act 1972, where there is not provision in any other legislation. For example, the Local Government (Miscellaneous Provisions) Act 1976 provides for financial support to providers of leisure, recreation and sport activities.
- 1.2** Stanley Town Council encourages local voluntary organisations which provide services to local people and which require funding to apply for grant aid. The Council must ensure that grants (which are all funded by local taxpayers) provide value for money. Therefore the following criteria will be taken into account when considering applications:

2. POLICY STATEMENT

- 2.1** A Grant is any payment made by Stanley Town Council (the Council) to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally or for a specific purpose, and which is not directly controlled or administered by the Council.
- 2.2** The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit part or all of the Council's designated area by, for example: providing a service; enhancing the quality of life; reducing crime; improving the environment; promoting the area in a positive way or otherwise positively contributing to the achievement of the Council's objectives, which are published from time to time.

- 2.3** A beneficiary organisation must be either non-profit making or charitable and be properly constituted with its own bank account and independent audit of its accounts. Grants will not be made to individuals unless there is a demonstrable and compelling benefit to the wider community of the Stanley area by doing so.
- 2.4** Grants will not be made retrospectively. No applications for financial support will be granted where the expenditure being requested has already been incurred.

3. STRATEGIC GRANT FUND

The Town Council sets aside money within its budget each year for awarding grants to local organisations and applicants are advised to refer to the annual budget to see the level of allocation for the relevant year. Applications for grants are assessed twice annually (see Application deadlines section below)

QUALIFYING CRITERIA

3.1 Will the grant benefit Stanley residents?

The Town Council will only give grants for purposes which directly benefit Stanley residents and will give priority to organisations which are based in the Stanley Town Council area. The Council may consider grants to organisations that cover a wider area than Stanley (e.g. the Derwentside area or North Durham) if the organisation provides services to Stanley residents or which benefit the Stanley area.

The Town Council will not generally contribute to national appeals or to appeals that benefit only a single individual.

3.2 Can the applicant organisation show that it needs the grant?

The Town Council has only limited funds and therefore will only give grants to organisations that can demonstrate that a grant from the Town Council will make a difference and that there are not alternative ways of raising the money.

You will be required to provide a copy of your most recent accounts (including a balance sheet), annual report if you produce one and details of other organisations approached for funding and whether you were successful.

The Town Council will not normally provide grants to organisations which, for example, have large unallocated reserves or where funding should be available from another source. In some circumstances the Council may provide advice and information, or request that your organisation re-applies after exploring alternative options.

3.3 Does the applicant organisation follow basic organisational rules?

The Town Council will only give grants to properly constituted bodies that are not for profit. This usually means that, at a minimum, the organisation should have a constitution, set of rules or memorandum and articles. The organisation should have clear roles and responsibilities and produce annual accounts. All grants will be paid by BACS and paid direct to the organisation's account. Payment will not be made to any individual's personal bank account.

3.4. What purposes must the grant be used for?

Applicants must identify a specific purpose for which funding is sought. Acceptable examples include capital grants for a specific project or purchase, upgrading existing facilities, training costs, and start-up costs for new initiatives/projects. Grants will not be given towards activities that are part of statutory obligations, or research costs. *Retrospective applications where an event or activity has already taken place will not be considered.* Organisations with a profit making remit are not eligible nor are religious/political activities unless it can be shown that the event will be open to and for the benefit of the community as a whole. The list above provides examples only, more detailed criteria can be found in paragraph 3.9.

3.5. How much can be applied for?

A single application under the Strategic Grant Fund can be a maximum of **£2,000**. No application for under **£250** will be considered under this process. A single applicant may apply for a grant in each and any round of funding but only one application per applicant will be considered in any single round of funding.

3.6. How to complete the application form

Please complete all sections of the form; applications may be rejected if incorrect or incomplete information is supplied. The Council will only consider requests for specific sums. You should also submit the following information with your application:

- The organisation's constitution or other governing document.
- The year-end accounts (or in the case of a new organisation, please provide a brief business plan showing your projected costs and expected income for at least one year.)
- All accounts relating to the organisation must be disclosed, not just those relating to the specific purpose associated with the application.
- If your latest accounts show more than 12 month running costs in reserves please give an explanation as to why you require additional funding.
- Proportion/number of beneficiaries living in the Council's designated area;
- An explanation as to why your organisation needs this funding.
- How the provision of the grant supports the Town Council's objectives.

3.7. Conditions of grant

- The application should be supported by estimates for the project where appropriate, or a price list for items of equipment to be purchased and any further information requested by the Town Council.
- Only one grant per funding round will usually be made to any applicant. Applicants are not precluded from applying for a grant in any round of funding, even if they have received a grant in an earlier round in the same year (provided the grant application meets eligibility criteria).
- Organisations are encouraged to search for sustainable alternative means of funding their activities. Acceptance or refusal of a particular application does not determine, predicate or influence the outcome of any further applications by the Town Council at a later date.
- The Town Council may, at its discretion, fund all or only part of any given application.
- Applicants agree that if they are awarded funding by the Town Council, they will participate in publicity which will as a minimum include a presentation photograph with the Town Mayor and press release.
- A spokesperson for the applicant organisation must be prepared to give a quote which the Town Council can use in any publicity material.
- Funding will not be released to the applicant until the publicity conditions have been met.

3.8. Further conditions

- The Council reserves the right to attach specific conditions to any individual grant above and beyond the conditions in this policy.
- Any such conditions will be explained in your offer of grant letter. You must state at the time of your application if you are applying to other funding organisations for match or part funding, or if you have already raised part of the funding from other sources.
- The Council reserves the right to reclaim any award not spent for the purposes it was granted and/or not spent during the financial year it was awarded.
- All decisions regarding applications are final and non-negotiable.

3.9. Additional eligibility criteria

The Council will not consider applications for grant funding in the following circumstances:

- If the applicant has applied for funding in a previous round in the same financial year.
- Projects that have ongoing costs that extend beyond the year in which the grant is allocated unless agreement to meet the additional costs has been secured.
- Projects that do not start within 12 months of the date application.
- Projects that could lead to future operating cost difficulties for the recipient organisation.

- To support profit-making organisations.
- Religious projects that are deemed denominational, although faith-based organisations can be supported where there is wider community benefit.
- Funding for political activities.
- Funding for the purchase of alcohol
- Projects that should be paid from mainstream budgets of the principal authority or of an external agency UNLESS it can be demonstrated that the project will provide 'additionality'.
- Funding for mainstream educational activity i.e. activities/services that schools have a statutory responsibility to provide.
- Projects where the applicant has not managed a previous grant satisfactorily.
- Funding for VAT that the recipient organisation can recover.
- Funding loans and interest payments.
- Funding for liability arising out of negligence
- Funding for payments to employees of the organisation arising from claims of unfair dismissal or redundancy.
- Funding for the purchase of used vehicles.
- Where an officer or key individual within an applicant group has unspent convictions for fraud or dishonesty*
- Grants will not be awarded to organisations for the purpose of facilitating further grants to be made by that organisation. All applications must be related to the direct cost of an initiative being undertaken by the applicant.
- Further grants to an organisation will not be considered where there is outstanding monitoring and/ or feedback from projects previously funded by the Town Council.
- Football clubs that apply for none essential items such as base layers, jackets, drinking bottles etc. Grants will only be awards for essential items such as strips, footballs, goal posts etc. Organisations must state why the funding is required (contact the officer for further clarification).

*to be dealt with by way of declaration on the application form

3.10.Publicity

Your organisation must acknowledge the support of Stanley Town Council and include the Town Council logo in any promotional material. This helps let people know where the Council's grant aid is being spent and to encourage others to apply.

You will be asked to forward to us any publicity and photographic evidence of the project/purchase where appropriate and this may be used on the Town Council's websites and publications. Recipients of Town Council grant funding must NOT portray the Town Council in a negative light to the general public or make politically motivated statements to the public.

3.11. Monitoring

All successful applicants will be required, within 6 months of the award, to:

- Update the Town Council on progress.
- Account for how the grant money has been spent (with receipts/ other supporting documents)
- Provide to the feedback to the Council detailing how the grant was used.

3.12. Funding Appraisal panel

- The Funding Appraisal Panel will consist of 6 members of Stanley Town Council and will reflect as close as is practicable the political balance of the Council overall.
- The Chair of the panel will be appointed by the Town Council.
- The panel will meet twice yearly, in May and October and its role will be the appraisal of projects for suitability against the councils grant making policy and the Council's Medium Term Plan Objectives and make funding recommendations to the Full Council.
- The panel will also inspect the monitoring and evaluation of all grants made in previous rounds of funding including the impact of these projects on the wider community and highlight projects which were particularly effective (or not) to the Council in its report.

3.13. Application Deadlines

Applications will be accepted in two rounds each year:

Round 1: 1st to 30th April

Round 2: 1st to 30th September

Funding decisions will be made at the Full Council meetings in May and October each year and applicants notified of the outcome of their application thereafter.

Applications can be submitted to the office at any point throughout the year and will be considered by the panel at the end of the relevant round.

Deadlines may change subject to a change in Council or budget.

3.14. Where do I get an application form?

You can download the application form, guidance checklist and policy from the Town Council's website, or by contacting the Town Council:

Stanley Town Council
Civic Hall
Front Street
Stanley
DH9 0NA

Phone: 01207 299109
Email: info@stanley-tc.gov.uk

Please return completed application forms and supporting documentation to the address above, marking the envelope: 'Grants'. Electronic submissions should be in pdf format.

All applications will be considered on individual merit and judged against the Council's priorities as published in the Medium Term Plan.

The final decision on applications and the level of any grant made lies with the Town Council.

The Town Council reserves the right to amend these guidelines, and in exceptional circumstances to award grants that do not meet all the criteria.

STANLEY TOWN COUNCIL

Application for Strategic Grant Funding 2020/21

All boxes must be completed (see guidance notes)



1	PROJECT NAME:
2	TOTAL COST OF PROJECT: £
3	AMOUNT REQUESTED (from STC): £
4	DATE OF APPLICATION:
5	APPLICANTS DETAILS: Delivery Organisation: _____ Project Manager / Monitoring Officer: _____ Position Held in Organisation: _____ Telephone Number: _____ Address: _____ _____ Email Address: _____ Bank Sort Code: _____ Bank Account Number: _____ Page 6 Acceptance of Terms and Conditions signed: <input type="checkbox"/>
6	Registered Charity: YES/ NO Charity Number:
7	Expenditure of your Organisation in the last year: £ (Please state main items of expenditure. A full set of audited accounts for the last year and/ or a breakdown of income and expenditure should also be attached)

8	BRIEF PROJECT DESCRIPTION, OBJECTIVES / EXPECTED OUTCOMES & STC WARDS TO BENEFIT FROM THE PROJECT: (i.e. what is the grant required for)	
9	ELEMENTS OF THE PROJECT AND A BREAKDOWN OF THE COSTS:	
		£
		£
		£
		£
		£
		£
		£
10	PLEASE ATTACH A QUOTE / EVIDENCE OF COSTINGS TO THIS APPLICATION <i>(i.e. letter headed quote or price list from reputable supplier)</i> Done <input type="checkbox"/>	
11	DETAILS OF ANY FINANCIAL ASSISTANCE THAT HAS BEEN SOUGHT / OBTAINED FROM OTHER BODIES:	
	NAME OF ORGANISATION	AMOUNT £
		CONFIRMED IN WRITING? YES / NO
12	HAS YOUR ORGANISATION PREVIOUSLY APPLIED TO STC FOR FUNDING? Yes <input type="checkbox"/> No <input type="checkbox"/> PLEASE PROVIDE DETAILS BELOW:	
13	ELECTED MEMBERS	
	Are any Stanley Town Council Councillors involved with the project? <i>(Please give names)</i>	

	Member's declaration of interest <i>(if any)</i> :	
	Is the interest referred to on your registration of interests (ROI) form? Yes <input type="checkbox"/> No <input type="checkbox"/>	
14	Application APPROVED/ DECLINED at Full Council	Date of Meeting
15	Amount of Grant Awarded: £	
16	Signed (Town Mayor)	Date

1) General Terms and Conditions:

- a) Your application sets out full details of the estimated eligible costs. Funding will only be payable in respect of money spent on the approved project. Any money spent prior to the date of any Funding Offer may be ineligible. The funding must be spent within 6 months of receipt of the funding.
- b) Any significant change to the project as described in the application must be agreed in advance by the Responsible Finance Officer.
- c) Stanley Town Council reserves the right to vary the amount of funding payable where there have been such changes.
- d) Stanley Town Council reserves the right to reduce the amount of funding if the total amount spent on the project is less than the estimated total in the Funding Offer.
- e) A monitoring report must be submitted within 6 months of the date of receipt of funding. The monitoring form will be sent to you with payment, and it is designed to collect financial and non-financial details to enable progress to be monitored.

2) Eligible Project Costs:

- a) The delivery organisation agrees that the funding must be used on the Project and must not be used for:
 - i. Payment for unfair dismissal or redundancy to staff.
 - ii. Expenditure on activities of a political or exclusively religious nature.

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- iii. Expenditure supported from other sources (for example: the total cost of the Project must not be less than the total of ALL Grants, Offers of Funding etc towards its cost).
 - iv. Expenditure on works or activities which any other person or organisation has a statutory duty to undertake.
 - v. Recoverable VAT.
 - vi. Any liability arising out of negligence.
- b) The delivery organisation should contact the RFO at Stanley Town Council (01207 299 109) if there is any doubt as to whether a particular cost is eligible to be paid out of the funding.

3) Breach of Conditions and Recovery:

- a) Stanley Town Council may also reduce, suspend or withhold funding or require all or part of the funding to be repaid, if it is believed that:
- i. The funding has not been used for the purposes for which it was given.
 - ii. The application form was completed dishonestly or the supporting documents gave false or misleading information.
 - iii. Insufficient measures are being taken to investigate and resolve any reported irregularity.
 - iv. There are reasonable grounds to believe that it is necessary to protect public money.
 - v. There are any other reasons why continuing to fund the Project would be undesirable.

4) Maintaining Records:

- a. The delivery organisation must keep accurate records of activities and outcomes achieved by the project.
- b. These must be available for inspection at any reasonable time by Stanley Town Council.
- c. Up to date accounts must be kept with all invoices, receipts and other relevant documents relating to a claim for payment, such that a clear audit trail can be followed. These must be made available for inspection at any reasonable time.
- d. All receipts for spend must be copied and returned with the claim and monitoring forms when requested; (please only supply copies, not the original receipts).

5) Publicity:

- a. The delivery organisation must ensure that appropriate publicity is given to the approved project wherever practicable by:

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- i. Drawing attention to the benefits and opportunities afforded by the scheme.
- ii. Appropriate reference to the Stanley Town Council funding should be included on any related literature and publicity associated with the project e.g. annual report, posters etc. (with evidence provided to STC).
- iii. Digital photographs shall be provided (and other audio/visual material if applicable) for use in future Town Council publications such as Town Council News and/or the website etc.

6) Other Matters:

- a. The delivery organisation should ensure that it and anyone acting on its behalf complies with the law for the time being in force in the United Kingdom and in particular:
 - i. Takes all necessary steps to secure health, safety and welfare of all persons involved in the project.
 - ii. Does not unlawfully discriminate against any person on the grounds of sex, disability, race, age or faith.
- b. The delivery organisation should ensure that the project has the necessary authority (legislative or otherwise) for the activity proposed.

7) Insurance:

- a. The delivery organisation will maintain adequate appropriate insurance at all times.
- b. The delivery organisation must keep any assets acquired by the funding in good repair and must make sure that it has adequate insurance for all of them.

8) Financial Arrangements:

- a) The delivery organisation must have a bank account in its own name, or obtain written agreement from STC to use another organisation as an 'accountable body'. Appropriate arrangements should be in place for the management and administration for this account.
- b) The delivery organisation may be required to provide Stanley Town Council with details of all income or profit received in respect of the project.
- c) The delivery organisation must seek advice from the Responsible Finance Officer (01207 299 109) if financial problems appear likely or are actually experienced.

- d) When purchasing equipment and supplies, services etc. the delivery organisation should ensure that it is able to obtain value for money.

Acceptance of Funding Award / Offer of Financial Support:

- a) Any queries regarding this offer letter should be referred to the Town Council's Responsible Finance Officer.
- b) Please sign below to show that you have read and understood the Conditions of Funding above.
- c) A separate offer letter with more detailed conditions may also be applicable to this application.

Name _____

Signature _____

Date _____

- d) Please specify to whom the cheque/s should be made payable if BACS is not an option

STANLEY TOWN COUNCIL

Application for Strategic Grant Funding 2020/21



Guidance notes

Box no.	Detail required	Applicant completed? ✓
1	Full title of project	
2	Total cost of the project	
3	How much of the £2,000 limit are you applying for?	
4	The date you submitted the application to STC	
5	Details of the organisation applying for funding – address, telephone number and email should be of the organisation and the lead person managing the application	
6	If you have a charity number please provide this here	
7	We must have details of your main items of expenditure and accounts should be attached	
8	What is the funding for and who will benefit from it?	
9	Breakdown of how you will spend the funding / individual items you plan on purchasing	
10	Quotes to be attached i.e website screenshots, quotes from suppliers, room hire booking costs etc.	
11	If your project costs more than the £2,000 maximum STC can provide, where else have you sought funding from? Provide details and attach evidence if possible	
12	If you have received any Member Initiative Funding (MIF) of Strategic Grant Funding (SGF) before, please provide details here (reference numbers appreciated)	
13	Are any of our Councillors involved in your project? If so, please provide their names, and ask them to declare their interest on this application form.	
14	For office use only	X
15	For office use only	X
16	For office use only	X
Page 6	Please provide your name, signature and date to show you have read and accept the terms and conditions of funding on pages 3 – 6	



Stanley Learning Partnership LTD (Trading as Stanley Learning Partnership)
Registered office: Unit G3, Tanfield Lea Business Centre, Tanfield Lea North Industrial Estate, Stanley, Co. Durham, DH9 9DB
Telephone: 01207 266700
Company number: 10380011 (Registered in England & Wales)

Wednesday 15th January, 2020

Dear Les,

First and foremost, I would like to formally take this opportunity to thank Stanley Town Council for your tremendous support with the enrichment opportunities Stanley Learning Partnership are able offer the children that attend our schools. Without this we would never be able to run such initiatives on the scale in which we do. Whilst we already enjoy a wide variety of initiatives we are continuously looking to grow and improve our offering.

Stanley Learning Partnership currently provide a sport Service Level Agreement to 31 Derwentside schools, both academies and maintained. As part of this we manage and host an annual calendar of sporting events that are both competitive and non-competitive. Events range from traditional disciplines such as football and cricket, through to swimming, dodgeball and gymnastics as well as some tailored specifically for our children with special needs. Whilst participation numbers may be capped for some events, the calendar caters for ages 4-11 years.

As we endeavour to give our children as many opportunities as possible, we are currently looking to introduce a sporting awards initiative; The SLP Sports Stars. This will be open to all 31 schools within the current sport SLA and see staff nominate children within various categories. An independent panel of judges will then select winners who would in turn be invited to join us at an awards ceremony.

Should this project become a reality we would welcome the opportunity of further support from Stanley Town Council via the complementary use of the Alun Armstrong Theatre. Having held both the SLP Superstar Showcases and Marvellous Minds events at this venue we feel it is the perfect setting for the project. As this initiative will include schools outside of SLP it is an excellent platform for us to raise awareness of our strong working relationship and highlight further the opportunities STC create for the children within our community.

If successful we would look to begin work on the project with immediate effect with a view to hosting the awards ceremony on the evening of either Friday 19th or Thursday 16th July, subject to availability.

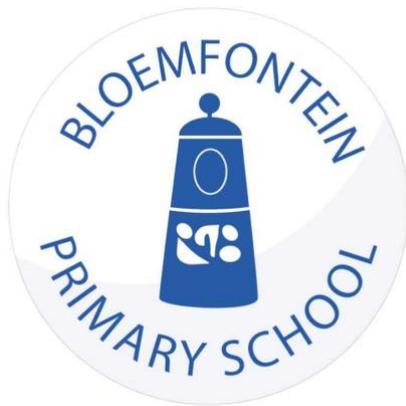
As with all of our successful partnership events this initiative will be supported with extensive marketing within which STC would be fully credited.

I hope the above provides you with all the information needed for you and your colleagues to discuss the project, however, should you need any more please do not hesitate to contact me. In the meantime, thank you for taking the time to consider the proposal and I look forward to hearing from you soon and the opportunity to work with you once again.

Kindest regards

L Milbourne
Marketing & Communications Manager





Seeing Things Differently

Vision

January - July

2020



Background

Seeing Things Different is a project being ran by The Forge designed to empower young writers. Using a lens-based approach to storytelling, the project aims to improve children’s creative writing and their understanding of narrative techniques.

Vision

South Stanley Junior School & Bloemfontein Primary School aim to make Seeing Things Differently something that every child and school stakeholder can enjoy. Whilst the main focus of the project will be the facilitation of empowering our young writers, we aim to create a platform that enables them to engage with family members, peers and the wider community to share their creative writing, understanding of narrative techniques and photography.

Our vision is to create a full year of activities that can be broken down into five stages:

- Stage 1: Children will utilise their photography skills to develop their creative writing.
- Stage 2: An exhibition of photographs will be created.

10th & 11th June – school exhibitions
- Stage 3: VIP exhibition launch on Friday 12th June whereby families, friends and school stakeholders will be given an exclusive opportunity to see the children’s work.
- Stage 4: Exhibition open to the community on the weekend of 13th & 14th June.

Postcards are reproductions of the children’s creations will be available to purchase.
- Stage 5: Working with the local community we will aim to display images in local businesses and unused shop windows. If feasible we will aim to create a ‘treasure hunt’ style initiative to encourage children from the wider community to search and find all photographs.

Working in partnership with Stanley Town Council

We would ask that an exhibition space be made available to the children for them to showcase and present their work. Children and staff will set the area up, dressing it in a way that showcases their photographic creations best. Together they will be on hand throughout the exhibition to talk about their work to the engaging community.

Raising awareness

With the support of Stanley Town Council we are confident we can maximise community engagement in this initiative.

All stages of the project will be well documented on school and partnership websites and social media. We will also work alongside local media to raise as much awareness as possible of the initiative, children's work and impact.

SLP to provide

All artwork.

All set up and take down.

Staff and children to cover the event for its entirety.

All marketing and publicity of the initiative.

STC to provide

Platform to exhibit children's work.

Friday 12th June - Exclusive access to the exhibition area for VIP / family launch event. This will be on the afternoon of the school day.

Saturday 13th & Sunday 14th June - Open access to the exhibition for the general public. STC may wish to consider opening the café.

MR. C. ORFIELD,
43, EDEN TUE,
OXMILL,
STANLEY,
CO. DURHAM
DN9 7LL

TEL NO 01207 284011
MOB NO 07905 720021

DEAR SIR,

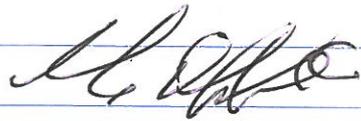
I AM WRITING ON BEHALF
OF THE NORTH EAST HORTICULTURAL
SOCIETY TO RESPECTFULLY REQUEST
THE CONTINUATION OF THE FINANCIAL
SUPPORT THE COUNCIL HAS KINDLY
SUPPLIED OVER THE LAST FIVE
YEARS TO COVER THE COSTS OF
OUR MONTHLY MEETINGS AND ANNUAL
AGM AT THE CIVIC HALL.

WE FIND THE CIVIC HALL PERFECT
FOR OUR NEEDS AS IN A RUSH TO
FIND LOCATION FOR OUR MEMBERS
AND THE STAFF ARE SECOND TO NONE

WITH NOTHING BEING TO MUCH TROUBLE
AND IS A MAJOR STEP UP FROM
PREVIOUS VENUES AND WE HOPE
WITH YOUR GRACIOUS SUPPORT WE
CAN USE THIS VENUE FOR MANY
YEARS TO COME.

PLEASE FIND ATTACHED A PLAN
AND COSTED ITINERARY AGREED WITH
THE CIVIC HALL. IF YOU NEED
ANYMORE INFORMATION FROM ME
PLEASE CONTACT ME ON THE PHONE
NUMBERS ABOVE.

YOURS SINCERELY



NORTH-EAST HORTICULTURAL SOCIETY.

10 MEETINGS = £180.

AUG 26th

SEPT 30th

OCT 28th

NOV 25th

JAN 27th 2021

FEB 24th

MARCH 31st

APRIL 28th

MAY 26th

JUNE 30th

H JUDGES MEETINGS = £72

JULY 16th

AUG 13th

OCT 15th

FEB 18th 2021.

AGM

MARCH 7th 2021. £140.

TOTAL £392

Month	Date	Event/ Activity	Officer Lead	Member Lead	Comms Plan	Coms activity	Estimated Cost
Jan	21	Budget announcement	NJ	JS	PR outlining the plan for the year ahead - mentioning consultation, masterplan, summer activities, panto, civic hall upgrades/website	Press release, video	£400
Jan/ Feb	28	Panto	AS	LT	Announcement of new panto for 2020	Press release, pic vid, social	£400
Feb		Masterplan release	AS	CM	Launch Masterplan document - details of the who, what, why and when	PR, pic and intvw with CM	£400
Feb		Consultation announcement	AS	LT	Outline of first major consultation exercise in three years - a refresh of understanding what the residents of Stanley want from the Council	PR, pic, video intvw, questionnaire, mailshot/parish mag	£TBC (approx £6k)
Feb/ March		Launch of new website	AS/NJ		Social push on new site - need to build up cinema, theatre and any other shows collateral.	Social posts of URL, details of any shows, cinema special event	£400
March		Strategic Grants	NJ	CH/DM	All recipients on their home turf, handover "big cheque" photos with Town Mayor taken - Creo promoting larger/quirky ones	PR, pic, vid	£400
March		Annual Town Meeting	AS/NJ	CH/LT	Invitations to be sent to local orgs to participate in the event, 'exhibition syle'	PR, pic, vid	£400
March		Panto filming/pics	AS	LT	Start to add some details for panto - filming some teasers	PR, pics, video	£400
April		Northumbria in Bloom	JH	MD	Announcement of NiB/environmental schemes - pics of the mayor/leader surrounded by blooms at garden care	PR, pics, vid	£400
April		Blooming Good Fun Launch	JH	MD	Launch of the BGF Competition	PR, pics, vid, social	as part of above
April		Crime crackdown	JH	LT	A piece on work of wardens - can we arrange another clampdown on scramblers, fly tippers or something similar?	PR, vids, pics	£400

Stanley Town Council Comms Plan 2020/21

Item 10 - ATTACHMENT I

Month	Date	Event/ Activity	Officer Lead	Member Lead	Comms Plan	Coms activity	Estimated Cost
April		Town Mayor's Awards	NJ	CH	Launch TMAs with details of where they'll be and when - outline of why they're important by the mayor	PR, vid, pic	
May		Town Mayor's Awards Event	NJ	CH	Pics from the event and stories about the good causes and community champions who have been honoured	PR, pics - maybe link in with Northern Echo for excl. coverage	£400
May		New Mayor	AS	DM	Profile of new mayor and farewell from outgoing mayor - videos of blogs for social media	vids and blogs	£400
June		Summer programme	JH	LT	Details of the Stanley Summer of Fun - how to find out more, register and keep in touch with all the fun activities planned in Stanley and across the area	social and PR	£?
June		Panto pro-mo	AS	LT	Announce Stanley Search for a Star "How to Bag Our Belle"? - details of talent event to find the Panto's new Belle	PR, video, social, pics	£400
June		Panto pro-mo	AS	LT	Announcement of successful Belle - pics of her on stage in full costume. Nice outside shot/video interview in grassed area	PR, video, social, pics	£400
June/ July		Summer Civic/Cinema special	JH		What's happening at the Civic Hall to occupy kids over the summer holidays?	PR, social, video?	
Jul		Armed Forces Day	AS	MD	A1 Poster in Noticeboard on Front Street Vinyl Banners at East Stanley + on Beacon railings Posters inside Civic Hall STC website STC Facebook event been on since date agreed STC boosted post DH9 Radio Photos on Event day by STC Staff for follow up	Social media content - picture-led. In-house.	

Stanley Town Council Comms Plan 2020/21

Item 10 - ATTACHMENT I

Month	Date	Event/ Activity	Officer Lead	Member Lead	Comms Plan	Coms activity	Estimated Cost
Jul		Stanley in Bloom	JH	MD	Photos of sites on In Bloom route to be taken in advance of judging - release to go out on STC website and FB with photos in week of judging	Social media content - picture-led. In-house.	
Jul		Stanley Community Fund	AT		Publicise the award of grants from the community fund - CREO Press release and video interviews about the success of the initial round and the projects being supported	PR for awards with strong visual element and photography/video. release with pic*	£400
Aug	Dates TBC	Play in the Park - NDA Play in the Park - Oakies Play in the Park - South Moor Greenlands Play in the Park - Annfield Plain Play in the Park - Craghead	AS	MD	Vinyl Banners to go up at locations 2 weeks before events STC website STC Facebook event has been on since dates agreed DH9 Radio Posters inside Civic Hall A1 Poster in Noticeboard on Front Street Photos to be taken/ FB Livestreams from events throughout and shared on STC FB to build momentum and publicise events	Social media content - picture-led. In-house.	
Aug	All	Strategic Grants	NJ	JS	Drip feed of SGF award pics all containing message encouraging people to apply for round 2	PR for awards with strong visual element and photography/video. release with pic*	£400

Stanley Town Council Comms Plan 2020/21

Item 10 - ATTACHMENT I

Month	Date	Event/ Activity	Officer Lead	Member Lead	Comms Plan	Coms activity	Estimated Cost
Aug	TBC	Miner's Sunday	AS	MD	Vinyl banners to go up at Civic Hall and in Front St early August A1 poster on noticeboard on Front Street Posters inside Civic Hall STC website STC Facebook event has been on since dates agreed STC Boosted post closer to event Press Release to focus on the Miner's Heritage being supported to include the unveiling of the presentation case fo the Louisa Pit banner in the Civic Hall/ Louisa Morrison disaster anniversary and financial support for local banner groups- CREO	Social media content - picture-led. In-house.	
Aug/ Sep		Strategic Grants	AS/NJ	JS	Launch Round 2 - Announce window open - STC website/ Social - Mailshot to MIF recipients	Social media content - short piece on previous successful bidders	£200
Sep	TBA	Neighbourhood Wardens	JH		Follow up piece to follow the progress of the wardens and look at some case studies of the impact they have been having - CREO - Video piece + press release STC website STC FB page	Video/release/pics - PR and social	£400
Sep	TBA	Stanley Advice Service	AS		Local publicity for service to promote to local residents, to highlight seasonal issues in conjunction with Sam Scotchbrook - CREO STC website STC FB	PR and pic	£400

Month	Date	Event/ Activity	Officer Lead	Member Lead	Comms Plan	Coms activity	Estimated Cost
Oct	TBC	Full cast pants photocall/ video interviews	AS		Full cast in costume to allow us to gain collateral for the run-up to the panto - meet the cast, out of character photoshoot (The Beast serving tea, teaser rose animation with petals falling off, Belle shopping in Asda etc.), general excitement-raising PR for panto launch. Aldo, interviews with Leader/Mayor about why STC is “bringing panto back”		
Oct	TBC	Blooming Good Fun awards (will this be happening again this year?)	JH	MD	Awards event being planned to invite local in Bloom participants and competition entrants. To feature the outcome of the STC In Bloom entry. Awards night in the Civic with a buffet, Photographs and press release - CREO STC website STC FB page	PR - content supplied/ in-house pics	£250
Oct	TBA	<i>In Bloom award/ results</i>	JH	MD	Awards event being planned to invite local in Bloom participants and competition entrants. To feature the outcome of the STC In Bloom entry. Awards night in the Civic with a buffet, Photographs and press release - CREO STC website STC FB page	As above	
Oct	TBA	<i>Stars Youth Project</i>	AS		Publicise the service - who/ where/ how/ why - maybe shadow youth workers - video piece - CREO + Darren McMahon	Video - social content	£250
Nov	TBC	Panto promo	AS		Ticket announcement - all social media and PR has led up to release of tickets on the website and at Civic Hall. Pic of “Beauty” on stage with with STC Leader or Mayor. More release of panto collateral from October shoot.		
Nov		Cinema Showcase	JH		Push on Christmas film schedule - what’s being shown when and how much will it cost?	Social and PR - stills from movies?	

Stanley Town Council Comms Plan 2020/21

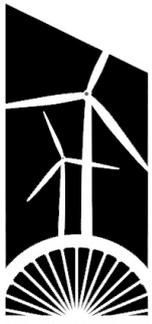
Item 10 - ATTACHMENT I

Month	Date	Event/ Activity	Officer Lead	Member Lead	Comms Plan	Coms activity	Estimated Cost
Nov		Strategic Grants	NJ	JS	All recipients to have handover "big cheque" photos with Town Mayor taken CREO - discussion on strategy for release of the photos over the summer period to ensure constant interest in the award of grant funds Follow up visits to be arranged on receipt of monitoring to show the outcomes of the grant funding	PR for awards with strong visual element and photography/video.	£400
Nov	TBC	Fireworks extravaganza	AS	MD	Support local publicity on STC website/ FB in advance of event. Press release about how well supported event has been with video/ photos after event Press release - video interviews with organisers on night of event? - to be discussed w CREO/ Organisers	Pre-event social content. Video intvws	£200
Nov	8	Remembrance Sunday - Beacon Event	AS	DM	Vinyl Banners to go up at Beacon site late October STC FB Event STC FB post STC Website Local DLI association/ Stanley & Consett RBL Photos to be shared of event after on local sites	Social content - in-house	
Nov	11	Armistice Day	AS	DM	Wreath laying Ceremony at coal tub at Civic Hall at 11 am To be publicised along with Beacon lighting Roundup of remembrance events across the parish - photos to be provided by organisers/ attending Cllrs STC Website STC Facebook	Social content - in-house	

Stanley Town Council Comms Plan 2020/21

Item 10 - ATTACHMENT I

Month	Date	Event/ Activity	Officer Lead	Member Lead	Comms Plan	Coms activity	Estimated Cost
Dec		Mayor's Carol Service	NJ		Details of Mayor's Carol Service	PR, pic, video (maybe at lights switch-on, depending on timing?)	£400
Dec		Lights Switch on/ Xmas Event	AT	MD	Vinyl Banners to go up at locations 2 weeks before events STC website STC Facebook event has been on since dates agreed DH9 Radio Posters inside Civic Hall A1 Poster in Noticeboard on Front Street Photos to be taken/ FB Livestreams from event	Video and pics	
2021							
Jan	21	Budget Setting	AS	LT	Announce projects being supported by STC in the coming year - CREO Press release ready to go before meeting STC Facebook STC website	"2020 Priorities" - Leader spells out new year plans. PR/ pic/ vid	£400
Total Estimated spend							£8,900



STANLEY TOWN COUNCIL

Community Consultation Questionnaire 2015

Why are you consulting us now?

When Stanley Town Council was established in 2007, it consulted with residents to ask you what you wanted our priorities to be. We took the information you provided and from that developed a delivery plan based on what you said your concerns were. This plan needs to be updated.

Accurately reflecting your concerns

When we consulted in 2007, we asked a series of questions about a range of issues and we asked residents to rank them in order of importance to them. From the responses we developed a plan. On reflection, we believe that by identifying issues in the first place, we had limited the discussion. This time, we want residents to tell us what is important to them and use these responses to identify the issues. For this reason, this questionnaire asks a small number of very open questions. We will use the information we receive from this part of the consultation to identify issues and options for a more specific questionnaire later on.

Making sure we can meet expectations

We want to make sure that we focus on issues that we are actually able to deliver on, so we are making it clear that there are areas that **are** outside our control. Therefore when answering, please bear in mind the following:

Things the Town Council <i>CAN'T</i> do:	Things the Town Council <i>CAN</i> do:
Repair roads	The Town Council can get involved with almost anything else that affects people in Stanley. We want to hear all and any concerns from residents but we need to be clear about things we cannot do so that we can get the best information about things we can deal with.
Deal with traffic problems	
Provide healthcare facilities	
Improve bus services	
Build houses	
Provide social care services	

The Questionnaire

Please take your time to think about the questions. We want to build a plan for the next five years, so we are interested in knowing what your priorities are today and what you think they could be in the medium term.

This questionnaire can be completed online. If you have access to a web browser, responding online will take you less time and be easier for us to analyse. The online survey can be found at this address:

or by following the links from the Stanley Town Council website.

Question	Your response
What part of the Stanley Town Council area do you live in?	
Tell us 3 things about your area that you like	1. 2. 3.
How could they be improved?	1. 2. 3.
Tell us 3 things about your area that you do not like	1. 2. 3.
What do you think should be done to improve them?	1. 2. 3.
What Leisure facilities do you and/or your family use in the Stanley area?	

Question	Your response
How could these facilities be improved?	
What leisure facilities would you like to be provided in the Stanley area that currently are not?	
What Council services in the Stanley area do you currently use?	
How could these services be improved?	
What services would you like to be provided in the Stanley area that are not currently?	
The Town Council currently funds or directly provides a number of events for residents. What sort of events should be organised for residents in Stanley?	
What sort of development would you like to see in the Stanley area? Please talk about any kind of development you think is needed, e.g. housing, infrastructure, transport, commercial, leisure, recreational	
How can the Town Council and other services in the Town communicate effectively with residents? What kind of information would you like to be provided and through what means?	



Resident Survey

Proposed Methodology

1. Background

Council has taken the decision to consult with residents to update the priorities identified by residents in the last survey in 2016.

2. Survey Format

After consultation with Creo Communications, it is suggested to Council that repeating the same questions from the previous survey would be beneficial because it would permit the results to be directly compared with those gathered in 2016.

This will have multiple benefits; it will show if people's concerns and priorities have stayed the same or if they feel there are now emerging issues. The hard copy version of the questionnaire is attached to this report for members to examine the questions (ATTACHMENT J).

3. Gathering the data

It is proposed that the survey be set up in SurveyMonkey. All digital responses can be captured directly by the software and any hard copy surveys gathered can be keyed in by office staff to allow access to the analytical tools which SurveyMonkey offers. An annual subscription to SurveyMonkey costs a few hundred pounds

4. Digital Engagement

in 2016, over 80% of the responses came through digital engagement. It is proposed to repeat the methodology:

- Boosted FB post
- Launch PR through Creo/ Social/ Website
- Regular social media updates through the campaign period

5. Non- Digital Engagement

This was the harder audience to tap. In 2016, a hard copy questionnaire was sent to every address in DH9 and visits to local community centres were carried out. The community centre visits yielded very little engagements and the number of responses received from the mail shot was totally disproportionate to the cost of the exercise.

It is proposed that for this survey we adopt the following methodology:

- After launch, attend a number of market days to speak to people on the Front Street and try to engage.

Item 11 - ATTACHMENT K

- Ask to have a stand in the front of ASDA for a few days through the period to talk to residents
- Write to groups and organisations the Council has worked with or provided funding to asking them to complete questionnaires.
- Distribute surveys through the local Advice in County Durham and AAP Networks
- Invest in some bus stop advertising in 5 key locations to drive traffic to the website for digital engagement.

5. Timeline

The survey should be launched at the Annual Town Meeting on 17th March 2020 and run for 2 months; reporting results back to Council at the Full Council Meeting in June 2020.

Report Author

Alan Shaw
Town Clerk
Stanley Town Council

alan.shaw@stanley-tc.gov.uk
01207 299109

STANLEY MASTERPLAN BRIEF



1.0 Introduction

Stanley has a population of over 31,000 which has grown in the past few years, due in part to a marked rise in the birth rate and the development of new housing in the area.

2.0 Purpose of the Masterplan

To develop a shared vision for Stanley town centre and its surrounding settlements, that is meaningful and locally distinctive, and is agreed by key partners and residents of Stanley.

To develop and present a deliverable long-term plan that challenges current use, target change and inspire action from key partners to guide future investment and activity.

3.0 Areas for Consideration

We need to consider any impact and opportunities presented from the emerging Durham Plan. With consideration given to housing, jobs, and the environment, as well as the transport, schools and healthcare to support it.

We need to balance the different needs of the resident, trader, visitor and investor to ensure that projects create a lasting impact and benefit.

We need to ensure that local people are central to this plan as decisions taken will impact upon them.

4.0 The Masterplan should:

Provide initiatives and proposals for implementation that relate to the following:

1. The quality of the environment and opportunities for promoting environmentally sustainable development and embedded renewable energy use
2. Key spaces and how these are used by the community and connectivity with each other and ensuring they meet future needs
3. People and how they access the town centre and surrounding settlements giving consideration to both vehicle and pedestrian movement

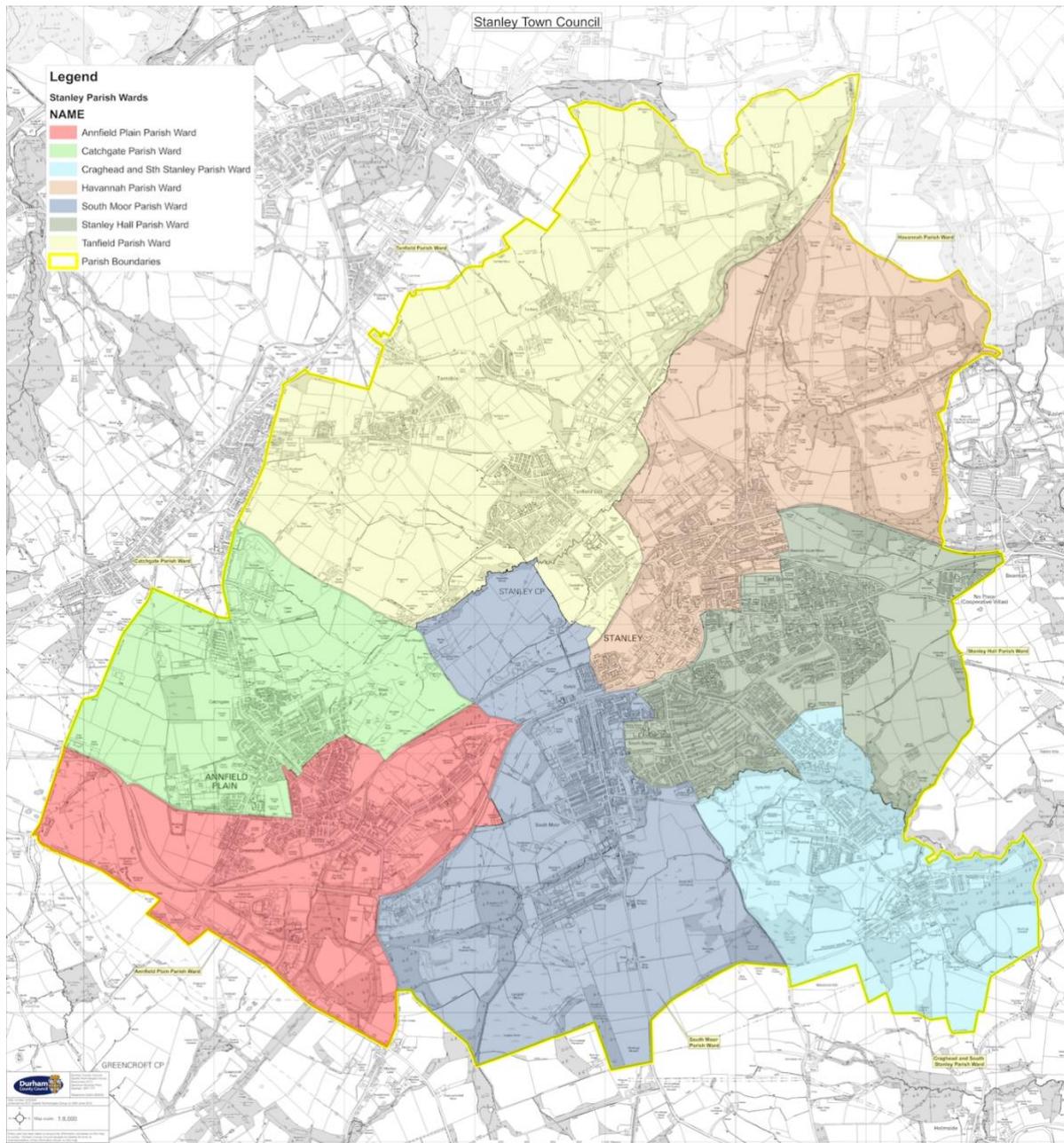
4. Transport infrastructure and connectivity between settlements, town centre and employment areas with consideration to parking provision
5. Retail in terms of its offer, redevelopment of retail areas, infill development sites, and diversification for the longer-term use of retail land and premises
6. Non retail business space in terms of its current offer and opportunities to increase or improve the offer including both large and small premises and consideration for start-ups/seedbed developments
7. Leisure and culture and identifying how best to enhance and develop the offer and identify opportunities for introducing new areas to create a stronger family base and evening economy focus.
8. Community spaces and their use of the open spaces and making best use of community space.
9. Local attractions including Beamish and Tanfield Railway, and how to maximise benefits from their exposure and visitors
10. Signage Audit: to be undertaken to support Economy & Enterprise Overview and Scrutiny Recommendation (4.)
11. Digital agenda identifying areas that Stanley can improve on its digital presence and continue delivering a Digital High Street agenda, and what would be needed to enable business and local people to engage on this platform
12. Healthy Towns agenda should be considered and embedded across all proposals.
13. Housing needs to be looked at in terms of its current stock and proposed developments, considering opportunities to support a sustainable housing stock.
14. Employment sites and job opportunities play a key part to support residents and economic growth across Stanley and sustainability and growth for the benefit of the local community needs to be considered.
15. Opportunities to tailor education provision to local employment needs

Whilst considering the long-term vision and opportunity, the proposals that are brought forward need to be realistic, practical, deliverable, affordable, and supported.

Any proposals that are brought forward should be informed by a comprehensive consultation exercise that has sought the views of the resident, trader, visitor and investor.

4.0 Study Area

Town centre and secondary areas that influence the core and including Stanley Parish Wards as below map:



It is proposed that the main focus is the town centre with housing, environment and

employment consideration given to outer lying areas. A phased approach to be agreed at inception meeting.

5.0 Methodology

5.1 Phase 1 – Mobilisation

An initial meeting with the client will be required to clarify the scope of the work, the timescales, consultees and frequency of contract management meetings.

The client will provide you with information on recent activity across Stanley and supply electronic copies of documentation as appropriate.

5.2 Phase 2 – Desktop assessment

Information available from key partners will provide some local understanding and background information on the area.

To include, and agreed at inception:

- Durham County Council core documents
- Stanley Town Council's Parish survey; and
- Local information held by Stanley Area Action Partnership.

Government papers; policies and agendas need to align to any proposals brought forward.

5.3 Phase 3 – Consultation

A robust communications plan is to be produced, and agreed by the client.

A series of consultation events and activities are to take place to ensure that the views of local communities, local business, current users and other key stakeholders are considered in the development of the Plan.

A concise consultation log and findings report will be produced to promote transparency and clarity.

6. Roles and responsibilities

6.1 The commissioning organisation is Durham County Council

6.2 The lead officer for the commissioning is Wendy Benson, Community Economic Development Manager. The lead officer has direct reporting / project management responsibilities for the commission.

6.3 A small governance group will advise and oversee the commission and will receive bi-monthly progress reports presented at scheduled meetings.

7. Consultant

7.1 The appointed consultant will be responsible for undertaking the work outlined in the brief and as agreed on appointment.

7.2 The appointed consultant will be responsible for all administration associated with the work and professional/technical surveys that may be required.

7.3 Any assistance the consultants may require, from Durham County Council, over and above that specified in this brief, should be stated in the submission.

7.4 The appointed consultants will be required to provide an implementation plan that will include:

- Area based summary sheets to include project outlines and risk.
- An overarching phasing plan
- Analysis of likely external funding support from public and private sectors

8. Tender Requirements

8.1 Tenders should include:

- An understanding of the key issues
- Overall methodology proposed
- A statement of related experience
- Details of the experience of the staff to be engaged in the contract and alongside a breakdown of the time envisaged to be spent on the project by each member of the consultancy team
- A list of two referees including details of recently completed commissions
- The proposed work programme and timescale for completing the commission, including key review points, and

- Full cost breakdown (excluding VAT) for the commission with a forecast cost including the estimated number of consultancy hours / days, for each stage of the commission – separately detailing likely expenditure.

All requirements and time lines are set out in the appropriate procurement documentation

9.0 Budget

To be determined through the procurement process?

The budget is not to exceed ??

10. Selection Criteria and timescales

10.1 Timescales

Closing date for tenders	
Short listing	
Interview	
Appointment of consultants	
Inception meeting	
Research & Consultation Activity	
Bi-monthly update meetings with Steering Group	2 nd Wednesday of the month bi-monthly
Draft Masterplan presented to Steering Group	
Adoption of the Masterplan by the Steering Group	

10.2 Tenders will be selected on the following criteria

Price and Value for Money	50%
Track record of the tenderer and its staff in delivering similar projects and capacity allocated to this submission	30%
Understanding the requirements of the project brief including delivery and proposed methodology	20%

FULL COUNCIL ACTIONS LOG						
Meeting Date	Minute Ref	Lead Officer	Agenda Item	Action	Notes	Est Completion Date
1	Champion the regeneration of Stanley and its villages by bringing back into use empty buildings and derelict land across the area					
26.03.19	266	Alan Shaw	Road Safety Visor	Check progress with Road Safety Visor following funding application to STC & AAP	Working with DCC highways and Police to progress matter Cllr C Marshall to liaise with DCC Highways	Still Outstanding
22.10.19	122	Alan Tubman	Stanley Fund	CDCF to attend a future STC meeting to report progress with the fund		Meeting has been arranged for 2nd March 6 pm
26.01.19	150	Alan Shaw	St Georges South Moor	Write to diocese requesting to be kept informed what will happen to the war memorial		DONE
2	Tackle environmental crime and issues by reintroducing the wardens service across the area					
22.01.19	209	James Harper	Blooming Good Fun	Blooming Good Fun judging July 19; Awards night to include all the partners from the In Bloom projects	Number of entries up from when last held in 2017; judging days planned for end of July; Awards night scheduled for October 2019	DONE
3	Develop new ways of engaging and working with young people ensuring there are a range of activities and facilities for them					
4	Develop a focused programme of good quality events					
24.07.18	76	Alan Shaw	Civic Hall	Media consultant engaged - Creo	Leaflet/promotion information under production	Regular Meetings with CREO - Full Comms plan to be brought to Full Council In Feb 2020 for sign off
24.07.18	76	Alan Shaw	Civic Hall	Pantomime	No budget for 2019/20 Civic Hall Working Group to look at 2020/21	DONE - Contract signed; promotion has commenced

Item 13 - ATTACHMENT M

25.06.19	38	James Harper/ Alan Tubman	Civic Hall Working Group	Obtain quotes for additional PA system in hall, painting & curtains for main hall; carpet curtains and painting in Bamburgh and report back to Finance Cttee/ Full Council		Contractors have been appointed and works are scheduled for Jan 20 (paint and carpet) and March (toilets)
5 Provide support for community facilities and Sports Clubs across the area						
6 Ensure the people of Stanley achieve good value for money by ensuring Stanley Town Council is managed effectively						
22.01.19	208	Alan Shaw	Policy Working Group	Review all policies to ensure fit for purpose Utilise DCC Polices where appropriate	Working group looking at policies.	Ongoing
13.03.19	254	Nicola James	Local Council Awards Sceme	Take required steps to meet the standard for the Foundation award	to be managed via Policy Working Group	Last few actions need to be completed before submission. Target Feb 2020
16.07.19		Alan Shaw	Budget First Draft	First draft of budget for 2020/21 to be prepared for consideration by Finance Committee in September	Take account of existing commitments and predictable growth	First draft provided to Finance Committee in October
23.07.19	64	Alan Tubman	IT & Telephone	Upgrade Phones + Broadband		January 2020 - new system has been installed; there are issues with the telephony system which DTC is liaising with Aprire to resolve
7 Introduce a living wage for all Town Council staff and contractors, making sure that people are paid a fair rate for the work they do						
8 Communicates effectively with residents of the area						

11.6.19		Alan Shaw	Finance Committee	Develop Comms Strategy and proposals to make savings to fund an additional £10k for Comms & Marketing		
25.06.19	43	Alan Shaw	Comms Plan	Develop 2 year Comms plan to ensure the Council effectively informs the community what it is doing/ supporting etc	Draft Plan produced to be discussed with Creo Comms 17/7/19	On this agenda
9	Investigate the feasibility of a Heritage Facility on Stanley Town Centre					
26.02.19	237 (i)	Alan Tubman/ James Harper	Recommendations of committee	Install South Moor Miners Banner in a case in Civic Hall stairwell	To contact potential case suppliers, to be installed for unveiling on Miners Sunday 25.08.19	(Target date 25.08.19) Work ongoing and progressing
26.03.19	269	Alan Shaw/ James Harper	Louisa Morrison Memorial	Arrange an Interpretation/ Heritage Board for Annfield Plain Park, to commemorate the Louisa Morrison Disaster	Cllr J Stephenson and Alan Shaw, in association with Jack Hair to research and commission a Notification Board to celebrate the heritage as well as. Design will centre round a restored Coal Tub and a green heritage plaque. At present checking feasibility of incorporating opening event into 'Miner's Sunday' weekend provisionally 24th August.	Commissioning has been deferred til Spring Date of event is set 4th April 2020

POST TITLE: Facilities Officer

POST NUMBER: STC005

GRADE: Grade Grade 5 - SCP 7 -12

LOCATION: Your main place of work will be the Civic Hall Stanley, however you will also be required to work from other council locations covered by the remit of Stanley Town Council

RELEVANT TO THIS POST:

Working Hours: 37 hours a week

Disclosure & Barring Service: Enhanced

ORGANISATIONAL RELATIONSHIPS:

This role reports to the Duty Officer.

DESCRIPTION OF ROLE:

The post holder will provide care taking, building management and operational support services across the Town Council's portfolio of buildings.

DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:

- Acting as Duty Officer, when no other senior member of staff is available,
- Oversight of bar and event stock, including ordering new stock,
- Overseeing facilities management duties, in addition to basic maintenance, and reporting to the Operations Manager any concerns or issues,
- Ensuring legal/statutory compliance on the building facilities and services, including legionella and P.A.T. testing,
- Liaising with contractors and ensuring any necessary remedial works are carried out to the required standard,
- Lead Officer and main call out for Civic Hall security system (incl Alarm and CCTV),
- Carrying out Risk Assessments and Health and Safety checks at the direction of the Operations Manager,



- To assist with the set up of staff rotas and management of staff in the absence of the Duty Officer or Operations Manager,
- Assisting with the installation and running the equipment for the cinema, and supporting staff with cinema operations,
- Booking and arranging films, including, contacting potential customers to help arrange special events, e.g. local schools,
- Reporting to the Civic Hall Working Group on proposals for the cinema, and potential program of films and film based events,
- Preparing information regarding the performance of the cinema, including collecting feedback from customers, in addition to assisting with a grant funding application,
- Reviewing infrastructure of the Civic Hall/Alun Armstrong Theatre and recommending improvements, including speaking to contractors and receiving costs/quotations, in order to enhance the Theatre/Cinema experience for customers and improve popularity.

Listed below are joint responsibilities shared with other facilities team members:

- **Property:** General supervision and security of the premises including opening/locking up, supervision of public order, maintenance procedures including plant and equipment, reporting on repairs and safety items, maintenance of appropriate records, monitoring of cleaning and some cleaning duties required.
- **Users:** Maintenance of high standards of customer care and service for the users of Council Buildings.
- **Bookings:** Preparation of rooms, arrangement of seating, setting up and dismantling of exhibitions and events, returning rooms to appropriate layout.
- Preparation of specifications for external contract services, oversight of implementation and delivery of contracts.
- Regular inspections of Council buildings as directed by the Duty Officer to ensure any and all issues regarding repair and maintenance are identified and addressed appropriately.
- **Technical Support:** To provide basic technical support to users of the Civic Hall including assistance with lighting, rigging and sound box, to assist users of the theatre with the fulfilment of the technical rider by bringing in additional tech support in consultation with the hirers.
- **Bar:** To provide cellar support to the Civic Hall Bars - barrel changing, line cleaning, restocking as required.
- **Front of House:** To provide front of house and basic building security for low risk bookings e.g. weekly clubs and groups or as required by the Duty Officer.



- **Maintenance:** To undertake routine simple maintenance tasks in buildings within the Town Council's portfolio including tidying and cleaning as required.
- To support the review of legal, operational and management frameworks, codes of practice and procedures to ensure the Council is managed in an efficient, lawful and cost effective manner

COMMON DUTIES AND RESPONSIBILITIES:

Quality Assurance

To be aware and focused on individual and team performance and service quality so that the user and the Service's requirements are met and that the highest standards are maintained.

Communication

To participate in the establishment and management of team communications systems ensuring that the Council's procedures, policies, strategies and objectives are effectively communicated to all team members.

Professional Practice

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Council's stated objectives of continual improvement in quality of its service to internal and external customers.

Health and Safety

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

Appraisal

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

Equality and Diversity



To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

Confidentiality

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

Induction

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

POLICY DOCUMENT

Name of Policy:	Disciplinary Policy
Date policy created:	
Author:	Alan Shaw (Town Clerk)
Date endorsed by Finance & General Purposes Committee:	
Signed: (Chair of Finance & General Purposes Committee)	
Date adopted by Full Council:	26 th March 2019
Signed: (Chair of Council)	



Stanley
Town
Council

DISCIPLINARY POLICY

DISCIPLINARY POLICY

1 Introduction

The council expects the highest standards from all its employees and has established a set of standards of behaviour that all employees are expected to maintain. These are set out in the council's Code of Values, Behaviours and Conduct and supporting policies and procedures. A disciplinary matter arises when an employee breaches council policy or fails to meet the required standards with regard to their conduct and behaviour.

The purpose of this procedure is to support employees whose behaviour falls short of what we expect and provides a framework for managers to deal with any shortcomings in a fair and consistent way.

Certain conditions of service include additional or alternative rules in relation to disciplinary procedures and these should be considered where appropriate, e.g. conditions for Town Clerk.

The council aims to be an inclusive employer and reasonable adjustments will be supported throughout the disciplinary process, where employees require additional support in their employment.

2 Informal Stage

Upon becoming aware of the issue of conduct, the manager will make initial enquiries to determine the most appropriate course of action.

Minor misconduct issues can often be dealt with quickly and effectively through informal discussion between the employee and their manager to establish some initial facts. The manager will inform the employee of the concern and give them the opportunity to respond and explain any factors affecting their behaviour or conduct.

As a result of the discussion, it may become evident that there is no problem in which case the manager will make this clear to the employee and conclude the discussion. However, the manager may decide to issue a letter of management advice or that a more formal investigation is required.

2.1 Letter of Management Advice

Where the discussion has established that the problem is not serious enough to proceed to a formal investigation, but the manager feels that it is appropriate for the issue to be recorded in writing, they may decide to issue a letter of management advice.

The manager must explain to the employee how their conduct or behaviour has caused concern and the letter should record the details of this discussion and what standard of behaviour is expected in the future.

Letters of management advice are considered to be informal action and used by the manager to retain a record of the discussion and any informal advice offered to the employee. There is therefore no set time limit for the retention of management advice or right of appeal.

3 Formal Stage

Where it has been established that a more detailed investigation is required, an Investigating Officer will be appointed. This may be the employee's manager or another nominated manager. The Investigating Officer will investigate the alleged misconduct, produce a report and make recommendations as to whether a disciplinary hearing is required.

Joint investigations will be carried out in line with any partnership agreement in place and there may be circumstances where this includes the involvement of internal audit or the appointment of an external investigating officer.

3.1 Types of Misconduct

Disciplinary issues are categorised as misconduct or gross misconduct depending upon their severity and impact upon the employment relationship. There are some examples below, but it should be noted that there may be individual circumstances that mean it is appropriate to categorise them differently.

Examples of misconduct include, but are not limited to:

- Unauthorised absence;
- Poor time keeping;
- Inappropriate use of social media;
- Insubordination or using abusive language;
- Misuse of council facilities and equipment;
- Refusal or failure to carry out a reasonable management instruction;
- Unacceptable behaviour or attitude;
- Unlawful discrimination and harassment;
- Failure to follow council policies and procedures including the Code of Values, Behaviours and Conduct.

Examples of gross misconduct include but are not limited to:

- Theft or fraud or a deliberate falsification of records;
- Bribery, attempted bribery or knowingly allowing another person to offer a bribe;
- Physical violence or bullying;
- Deliberate and serious damage to council and other property;
- Serious misuse of the council, or an associated organisation, property or name;
- Deliberately accessing internet sites containing pornographic, offensive or obscene material;
- Serious insubordination;
- Incapability at work through drugs, substances or alcohol;
- Bringing the council, or an associated organisation, into disrepute (including comments on social networking);
- Gross negligence which causes, or might cause, unacceptable loss, damage or injury;

- Serious breach of health and safety rules;
- Criminal or other serious misconduct outside the workplace which affects the employee's suitability for the post;
- Knowingly providing false information on any matter relating to the employee's employment;
- Serious data breach or information security breach;
- Serious breach of council policies and procedures including the Code of Values, Behaviours and Conduct;
- Allegations against another person that are malicious or made for personal gain;
- Criminal or serious misconduct involving children or vulnerable adults.

3.2 Special Considerations

3.2.1 Fraud and Financial Irregularities

The Town Clerk will be informed when the allegation involves possible financial irregularities or a breach of the councils financial regulations and the investigation will be carried out in conjunction with the Internal Audit.

3.2.2 Safeguarding and Professional Bodies

Where the allegation relates to abuse and the employee works with children, the Town Clerk will be informed. Where the employee works with vulnerable adults a referral will be made to the Town Clerk under the Safeguarding Policy.

In some cases, the council is required to notify, and possibly provide evidence or information to, the appropriate professional body of investigations, warnings, dismissals or restrictions placed on practice. Depending on the seriousness of the allegations, the Investigating Officer may be obliged to inform the professional body at any stage of the formal procedure.

In some cases, a safeguarding statement may be requested and incorporated into the investigation process to ensure that all safeguarding concerns are clear and evident within the report and/or any subsequent disciplinary hearing.

3.2.3 Trade Union Representatives

Where the employee is a trade union representative, an official from their union will be informed after obtaining the employee's agreement.

3.2.4 Criminal Charges or Convictions

If an employee is charged with or convicted of, a criminal offence not related to work, this is not in itself reason for disciplinary action. Similarly, an employee will not be dismissed solely because they are absent from work as a result of being remanded in custody. Consideration will be given to the charge or conviction and the likely effect upon the employee's ability to carry out his or her duties.

The Investigating Officer will liaise with the Police to determine whether the

disciplinary investigation can proceed in parallel with the criminal investigation.

3.2.5 Resignation During Disciplinary Investigation

Where an employee submits their resignation before the disciplinary process has been concluded, the manager will continue with the disciplinary process during the employee's notice period.

Where the allegation(s) are of a safeguarding nature, the case will progress to a disciplinary hearing, *even* if the employee's notice period has ended and the hearing is conducted in their absence. Any sanction issued will be given 'if the person had continued to be employed' and reported to the appropriate professional body.

3.2.6 Grievance During Disciplinary Process

Where an employee raises a grievance during the disciplinary process advice should be sought from the HR Advice and Support Team. It may be appropriate to deal with the issues concurrently, however, in certain circumstances the disciplinary process may need to be suspended in order to deal with the grievance.

3.3 Suspension

In certain circumstances it may be necessary to suspend the employee from work while the investigation is carried out. This is a precautionary measure to enable the Investigating Officer to conduct a fair and impartial investigation. It should only be considered where absolutely necessary and only after all other alternatives have been exhausted. Every effort should be made to keep an employee at work and the following alternatives to suspension should be considered:

- Temporarily transferring the employee to alternative council premises, team or role;
- Restricting the duties they can carry out whilst the investigation takes place;
- Limiting access to resources, such as ICT.

Suspension is not a disciplinary sanction and is without prejudice on full contractual pay. It is essential that the period of suspension is kept as brief as possible and the decision to suspend is regularly reviewed by the manager.

An employee who is suspended must be available for work during their normal working hours in order to attend investigation meetings, as appropriate. A suspended employee must not undertake any other work during normal working hours.

3.3.1 Contact Officer

The suspended employee should be provided with a Contact Officer as their first point of contact for any issues regarding work and the investigation.

The role of the Contact Officer is to keep the employee up to date, as appropriate, with the progress and likely timescale of the investigation, however, detailed information relating to the investigation will not be shared with the employee. The frequency of contact will be determined by both the Contact Officer and the employee and dependent upon the length and complexity of the investigation.

3.3.2 Sickness and Annual Leave During Suspension

If an employee becomes ill during their suspension, the employee must inform their manager as soon as possible and will be required to self-certify or submit fit notes, as appropriate. The employee will be classed as being on sick leave and will be managed through the Attendance Management Policy by their manager.

Annual leave can be taken during suspension subject to approval from their manager through the normal procedures.

3.4 Investigation

The purpose of the investigation is to gather facts relating to the allegation(s) made to enable the Investigating Officer to decide whether or not there is a case to answer.

The Investigating Officer will:

- Interview the employee who is the subject of the allegation(s);
- Interview any witnesses;
- Gather evidence relating to the case;
- Take a balanced view on whether there is sufficient evidence to proceed to a formal disciplinary hearing.

Every effort should be made to allow an employee who is under investigation to be accompanied by a trade union representative or work colleague of their choice provided they will not prejudice the investigation. It is up to the employee to make these arrangements, however if their chosen companion is unable to attend the meeting, the process will not be unreasonably delayed.

The order of the interviews will depend on the nature of the case, and it may be necessary to interview people more than once as the investigation progresses and further information comes to light or clarification is required. All witnesses who are to be interviewed will be invited in writing by the Investigating Officer. The employee and witnesses should be aware they will be asked to agree and sign a written statement, which will form part of the investigation report. Witnesses may be called upon to provide evidence at any subsequent disciplinary hearing or appeals process.

Should further allegations come to light during the course of the investigation, the Investigating Officer will write to the employee informing them of the additional allegations and the employee will be provided with an opportunity to respond to them during the course of the ongoing investigation.

The investigation process is confidential and the employee under investigation and witnesses must not discuss the details of the case with anyone other than their chosen representative.

3.4.1 Final Investigation Meeting

To conclude the investigation, the Investigating Officer will offer a final meeting with the employee who the allegations were raised against.

The Investigating Officer will use this meeting to:

- Outline the key points of the investigation including who has been interviewed;
- Allow the employee the opportunity to highlight any areas they feel have not been sufficiently investigated;
- Allow the employee the opportunity to respond to any key additional information or evidence that has come to light during the investigation.

The Investigating Officer will collate a report of the findings and determine whether there is sufficient evidence to progress to a disciplinary hearing. It is not the Investigating Officers role to make a recommendation as to the level of sanction to award.

4 Disciplinary Hearing

4.1 Before the Hearing

The employee will be informed by the Investigating Officer that a hearing will be arranged to consider the issues that have been investigated. The employee will receive written confirmation of the hearing, providing at least 7 working days' notice of the date and will be provided with a copy of the Investigation report. At this time, both the Investigating Officer and employee will also be asked to confirm if they would like any witnesses to attend.

The employee must submit any documents that they wish to be considered at the hearing at least 3 working days before the hearing. If relevant documentation is not received within these timescales, it would be at the discretion of the hearing officer whether this information could be considered at the hearing.

4.2 At the Hearing

The hearing will allow the Hearing Officer to consider all the evidence related to the case and reach a decision with regards to whether a disciplinary sanction is appropriate. The Town Clerk has delegated authority to deal with disciplinary issues.

The Investigating Officer and the employee (or their Trade Union representative) will present their case, call any relevant witnesses and ask relevant questions to seek clarification where necessary. Once all information has been shared, the Hearing Officer will adjourn the hearing to deliberate and reach a decision as to whether there is a case to answer, whether a sanction should be issued and what the level of any such sanction should be.

Following deliberation, the hearing will reconvene, and the Hearing Officer will inform the employee of their decision and this will be confirmed in writing, within 5 working days of the hearing.

4.3 Postponing the Hearing

The employee must make all reasonable efforts to attend the hearing, including securing the attendance of their representative, but if they are not able to attend, they

will be offered one alternative date. This should normally be within 5 working days of the original date, although this can be extended by mutual agreement.

If the employee fails to attend the rearranged hearing without explanation the hearing may proceed and a decision reached in their absence.

4.4 Right to be Accompanied

Employees have a statutory right to be accompanied by either a work colleague, a trade union representative or an official employed by the trade union at disciplinary hearings. The individual accompanying the employee must not be someone whose presence would prejudice the hearing or who has a conflict of interest. The employee's representative can play an active role in the hearing, however they should not answer questions that are put directly to the employee.

If the employee's chosen representative is not available on the original date for the meeting, the employee has the right to have one postponement, within 5 working days of the original date, although this can be extended by mutual agreement. The hearing will not be unreasonably delayed due to the availability of the employee's chosen representative.

4.5 Outcomes

The outcomes available to the Hearing Officer are:

No Further Action	Insufficient evidence of any wrong doing
Informal Action	The employee's conduct is considered to be unsatisfactory but not serious enough to warrant formal disciplinary action, the matter will be referred back to the manager for further consideration. This may include issuing a letter of management advice.
Written Warning	For a first instance of misconduct. This will usually remain live for 12 months, although this can be extended.
Final Written Warning	There has been further misconduct while a written warning is still live, i.e. within 12 months, or the first instance of misconduct is considered to be serious. This will usually remain live for 18 months, although this can be extended.
Dismissal with Notice	For further misconduct where a previous warning is still live. An employee will not be dismissed for a first breach of misconduct, except in cases of gross misconduct.
Summary Dismissal	Dismissal without notice for cases of gross misconduct.

Where a formal disciplinary sanction is issued, the sanction will remain in place for the relevant time period and will be disregarded for disciplinary purposes thereafter. However, where issues of safeguarding or a pattern of behaviour have been identified, a previous warning maybe taken into consideration, even where the warning is no longer live.

4.5.1 Alternative to Dismissal

In exceptional circumstances, where the Hearing Officer has taken the decision to dismiss but there are mitigating circumstances, they may consider alternatives such as a transfer or demotion.

The transfer or demotion will be offered in writing, as an alternative to dismissal and considered by the employee. If they accept, the employee will be issued with a final written warning and there will be no protection of salary. If an alternative to dismissal is refused the employee will be dismissed.

4.5.2 Referral to Professional Bodies

Where the employee is subject to a Disclosure and Barring Service (DBS) check, the DBS and/or other relevant professional body will be informed of the outcome of the disciplinary hearing where a sanction is issued.

5 Performance Hearing

Where the employee has reached the formal stage of the Managing Employee Performance policy and it has been determined that a performance hearing is necessary, the following will apply:

5.1 Before the Hearing

The employee will be informed by the manager that a hearing will be arranged to consider the ongoing performance issues. The employee will receive written confirmation of the hearing providing at least 7 working days' notice of the date and will be provided with a copy of the manager's report.

Both the manager and the employee must submit a statement of case at least 3 working days before the hearing. The employee's statement of case should detail their responses to the issues set out in the report. Any documents that the employee wishes to be considered at the hearing should also be submitted at this time. If documentation is not received within these timescales, this may lead to an adjournment of the hearing. (Previously it is said the documents could be accepted and considered at the Officers discretion)

Witnesses will not be allowed to attend the meeting, as the hearing is to consider an employee's individual performance.

5.2 At the Hearing

The hearing will allow the Hearing Officer to consider all the evidence related to the case and reach a decision with regards to whether a disciplinary sanction is appropriate.

At the hearing, the manager and the employee will present their statement of case and ask relevant questions to seek clarification where necessary.

Once all information has been shared, the Hearing Officer will adjourn the hearing to deliberate and reach a decision as to whether there is a case to answer, whether a sanction should be issued and what the level of any such sanction should be.

Following deliberation, the hearing will reconvene and the Hearing Officer will inform the employee of their decision and this will be confirmed in writing, within 5 working days of the hearing.

5.2.1 Postponing the Hearing

The employee must make all reasonable efforts to attend the meeting but if they are unable to attend, they will be offered one alternative date. This should normally be within 5 working days of the original date, although this can be extended by mutual agreement.

If the employee fails to attend the rearranged meeting without explanation the meeting may proceed and a decision reached in their absence.

5.2.2 Right to be Accompanied

Employees have a statutory right to be accompanied by a work colleague, a trade union representative or an official employed by the trade union at disciplinary hearings. The individual accompanying the employee must not be someone whose presence would prejudice the hearing or who has a conflict of interest. The employee's representative can play an active role in the hearing, however they should not answer questions that are put directly to the employee.

If the employee's chosen representative is not available on the original date for the meeting, the employee has the right to have one postponement, within 5 working days of the original date, although this can be extended by mutual agreement. The hearing will not be unreasonably delayed due to the availability of the employee's chosen representative.

5.3 Outcomes

The Hearing Officer, supported by a member of the HR Advice and Support Team, will consider the performance concerns in detail, and the outcomes of the meeting could be:

No further action	The employee's performance is considered satisfactory and will be managed under the normal performance frameworks.
Informal action	The employee's performance is considered to be unsatisfactory but not serious enough to warrant formal disciplinary action. The matter will be referred back to the manager to develop a further action plan with the aim of improving performance.
Written warning	The performance issues are serious enough to warrant formal action and will set out the nature of the improvement required. This will usually remain live for 12 months, although

	this can be extended, and will be accompanied by an action plan developed by the manager.
Final written warning	There has been further performance issues while a written warning is still live i.e. within 12 months or the performance issues are considered to be significant. This will usually remain live for 18 months, although this can be extended, and will be accompanied by an action plan developed by the manager.
Dismissal with notice	Where an employee's performance does not meet a sustained and sufficient improvement following a previous warning(s), and employee may be dismissed, with notice. An employee will not be dismissed at a first Performance Hearing.

Where a formal disciplinary sanction is issued, the sanction will remain in place for the relevant time period and then will be disregarded for disciplinary purposes thereafter.

5.3.1 Alternatives to Dismissal

In exceptional circumstances, where the Hearing Officer has taken the decision to dismiss but there are mitigating circumstances, they may consider alternatives such as a transfer or demotion.

The transfer or demotion will be offered in writing, as an alternative to dismissal and considered by the employee. If they accept, the employee will be issued with a final written warning and there will be no protection of salary. If an alternative to dismissal is refused the employee will be dismissed.

5.3.2 Referral to Professional Bodies

Where the performance issues are in relation to a role that is governed by professional standards, the appropriate professional body will be informed of the outcome of the disciplinary hearing where a sanction is issued.

6 Right of Appeal

Employees have the right of appeal against any formal disciplinary action taken against them.

7 Contact Details

If you would like any further advice or would like the document in an alternative format, please contact the Town Clerk using the contact details below:

Stanley Town Council
 Civic Hall
 Front Street
 Stanley
 DH9 0NA

01207 299 109
alan.shaw@stanley-tc.gov.uk