

Bicester Town Council



Policy Committee Meeting **Ref: POL04/2122**

Monday 20th December 2021 at 19.00 hrs
Bicester Town Council, The Garth, Launton Road,
Bicester, Oxon OX26 2PS

Members:

Cllr Richard Mould – **Chairman**, Cllr Lynn Pratt – **Vice-Chairman**
Cllr Dan Hallett, Cllr Nicholas Mawer, Cllr Zoe McLernon, Cllr Dan Sames,
Cllr Les Sibley, Cllr Jason Slaymaker, Cllr Alex Thrupp, Cllr Fraser Webster

Other Circulation, Substitute Members:

Cllr Nick Cotter, Cllr Sandy Dallimore, Cllr Donna Ford,
Cllr Harry Knight, Cllr James Metcalf,

Other Circulation:

Cllr Calum Miller – OCC, Cllr Michael Waine – OCC,
Cllr Tom Wallis – CDC, Cllr Lucinda Wing – CDC



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Tuesday 14th December 2021

Dear Councillor

You are summoned to attend a meeting of the **Policy Committee** to be held on **Monday 20th December 2021 at 19.00hrs at Garth House, Launton Road, Bicester, OX26 6PS**

Phil Evans
Acting Chief Officer

Agenda

All Council Meetings are open to the public and press, unless otherwise stated.

1. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify Bicester Town Council (enquiries@bicester.gov.uk) prior to the meeting, stating the reason for absence.

2. Declarations of Interest

Councillors are reminded to declare any interests on any item on this Agenda in accordance with Bicester Town Council's Code of Conduct.

3. Minutes of the Policy Committee

To confirm the **MINUTES** and **RESOLUTIONS** of the following Policy Committee meeting: **Wednesday 20th October 2021 - POL03/2122**

4. Public Session

In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda.

Time allocated shall not exceed 10 minutes. No member shall speak for more than 2 minutes.

A presentation by a member of the Bicester Boxing club will be given.

5. Major Town Initiatives

Committee is requested to note and comment as appropriate on the minutes from the following meeting:

5.1 Bicester Vision CIC Executive Board Meeting: 4th November 2021

5.2 Bicester Vision CIC Meeting: 2nd December 2021

6. Bicester Boxing Club

Committee is requested to consider the presentation given by a member of the Bicester Boxing Club.

7. Bicester Health and Safety Policy (GP2) Policy Review

Committee is asked to consider the attached report and recommendations for approving that officers bring in the third-party audit team "Work Nest".

8. Freedom of Information Policy (GP12)

Committee is asked to consider the attached policy and note the updated wording at the end of page two resulting from actions arising from discussion at Policy Committee 20th October. Specifically that a summary of responses will be brought to the attention of this committee.

9. Freedom of Information Activity Report

Committee is asked to consider the attached report and recommendations and to note the Freedom of Information Activity report.

10. Mayors Events Policy

Committee is asked to consider the attached report and recommendations for approving the adoption of a new policy - Mayor's Events.

11. Draft Budget

Committee is asked to agree the proposed 22/23 draft budget and recommend the budget be approved at Council on 24th January 2022.

12. Forward Plan

Committee is asked to review the forward plan.

13. Exclusion of Press and Public

RECOMMENDED

That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

14. Bicester Town Council Leases

Committee is asked to consider the attached report and recommendations for approving the proposed lease renewals.

14. Date of Next Meeting – 15th February 2022, 7pm - Garth House

Close of Meeting:

Minutes of the Bicester Town Council Policy Committee Meeting

A meeting of the **Bicester Town Council Policy Committee** was held Wednesday 20th October 2021 20.00 hrs at the Council Chambers, Garth House, Launton Rd, OX26 6PS

Present:

Cllr Richard Mould – Chairman
Cllr Lynn Pratt – Vice-Chairman
Cllr Zoe McLernon
Cllr Dan Sames
Cllr Les Sibley
Cllr Jason Slaymaker
Cllr Alex Thrupp
Cllr Donna Ford

In Attendance:

Phil Evans – Service Manager
Callum McMahon – Administration Officer
Rachel Mallows
Iain Belton
Christina Riley
Cllr Calum Miller – Oxfordshire County Council
Cllr Sandy Dallimore – Bicester Town Council

1. 263/2122 Apologies for Absence

RESOLVED apologies were received from Cllr Dan Hallett, Cllr Fraser Webster, Cllr Nick Mawer (substituted by Cllr Donna Ford).

2. 264/2122 Declarations of Interest

RESOLVED that no declarations of interest were received.

3. 265/2122 Minutes of Policy Committee

RESOLVED to confirm the minutes of the Policy Committee meeting **POL02/2122** held on 2nd August.

4. 266/2122 Public Session

RESOLVED that the following representations were received.

Christina Riley thanked the mayor for attending Bicester Pride and looked forward to attending Events Working Party 3rd November. Also, that the marketing for Bicester Festival, organised by Cherwell District Council, could have been better.

Iain Belton made a statement around an appeal to the ICO on an FOI request and a related judgement of a third tier tribunal. Mr Belton questioned Bicester Town Council's position on the tribunal's findings, the former chief officer and Cllr involvement.

Rachel Mallows questioned the process of responding to FOIs and the integrity of the authorisation process. Cllr Mould clarified a new process where Cllrs are made aware of responses.

Cllr Calum Miller, had the following questions:

- 1 – Which Cllrs were part of the interview process for the Chief Officer?
- 2 – Was the Chief Officer dismissed?
- 3 – When were Cllrs made aware of FOI responses?
- 4 – When were Cllrs informed of correspondence with the ICO?
- 5 – What is the Council's position on the alleged fabrication of evidence?

Cllr Mould clarified the previously released statement being factual and the previous normal processes around responses to FOI requests.

5. 267/2122 Major Town Initiatives

RESOLVED that Committee **NOTED** the minutes from:

Bicester Vision CIC Executive Board Meeting Thursday 22nd July 2021

6. 268/2122 Burnehyll Woodland

Committee listened to an update regarding the efforts to plant new trees including volunteer and charity groups.

7. 269/2122 Defibrillator Request

RESOLVED that the Committee **AGREED** to support the installation of additional defibrillators in the WEST ward.

8. 270/2122 Online Booking

RESOLVED that the Committee **APPROVED** the introduction of an online booking tool.

9. 271/2122 Fees Charges and Rents 21/22

RESOLVED that the Committee **APPROVED** the 2021/22 fees and charges.

10. 272/2122 Budget Proposals.

Cllr Mould opened the item for discussion by explaining the estimation used around the precept in regards to the increase due to new band D homes.

Committee scrutinised the Policy and Finance section of the draft budget and officers gave summary answers to the questions raised. Detailed answers to specific points will be given at the next Policy meeting.

RESOLVED that Committee **AGREED** the draft budget subject to satisfactory explanations and amendments to be presented at Policy Committee 20th December.

10a. 273/2122 Fees Charges and Rents 22/23

RESOLVED that Committee **APPROVED** the 2022/23 fees charges and rents.

Committee noted the importance of gaining football club input on future fees and charges through the newly formed community football group.

11. 274/2122 Recruitment of the Chief Officer

RESOLVED that Committee

- 1) **APPROVED** the proposed job advert (APPENDIX 3)
- 2) **APPROVED** on pay scales (APPENDIX 2)

- 3) **APPROVED** to place the advert in sector specific job boards.
- 4) **APPROVED** the title Chief Officer be returned to Town Clerk

Cllr Sames left the meeting at 21:16

12. 275/2122 Forward Plan

RESOLVED that Committee **ADD**

- 1) Health and Safety Policy
- 2) Standing Orders
- 3) Recruitment of the Town Clerk

13. 276/2122 Exclusion of Press and Public

RESOLVED That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

14. 277/2122 Community Awards for Exceptional Public Service

RESOLVED that Committee **RECOMMENDED** to Council the award of Freedom of The Town to individuals who have performed exceptionally within the community.

Committee agreed to hold a general celebratory function at the church inviting relevant charity groups to include these awards and others such as the Mayor's Good Citizens awards.

15. 278/2122 Freedom of Information

Cllr Mould stated the need for a tightening of the authorisation and review process on responses to FOI requests.

RESOLVED that Committee **AGREED** a policy in principle where responses to FOI requests are:

- a) Countersigned by the Chief Officer, Mayor and Chair of Policy.
- b) Brought to the attention of Policy Committee for awareness in the form of a standing report.
- c) That the relevant amended policy should be brought for approval at the next meeting.

Committee considered requesting the ICO's feedback on these new measures to validate the Council's efforts to redress previous matters.

Committee considered the impact on existing staff and Councillors and measures that can be taken to mitigate this.

Committee also considered how the Council could alert the SLCC as the relevant professional body to its concerns for their action.

Committee **AGREED** to seek legal opinion on the Council's position.

RESOLVED that committee **NOTED** FOI.001, FOI.002, FOI.003, FOI.004, FOI.005 & FOI.006

**16. 279/2122 Date of Next Meeting: Monday 20th December 2021 at
19.00 hrs**

Close of Meeting: 22:33 hrs

Meeting	BICESTER VISION CIC EXECUTIVE BOARD MEETING	
Directors/Members Present	Lt Col (Ret'd) Lyndon Robinson (Chair) (LR) James Hill (Adalta Real) (JH) Graeme Laws (Business Manager) (Director only) (GL) Miranda Markham (Value Retail/Bicester Village) (MM) Cllr Richard Mould (Bicester Town Council) (RM) Graham Perryman (Bicester Chamber) (GP) Steve Thornton (Brita UK) (ST)	
Observers Present	Richard Byard (OxLEP) (RB) Jacqui Cox (Oxfordshire County Council) (JC) Peter Cox (Grange Mews/Bicester Chamber) (PC) Robert Jolley (Cherwell District Council) (Part meeting) (RJ) William Knighton (Chiltern Railway) (Part meeting) (WK)	
Apologies	Sarah-Jane Curtis (Bicester Motion), Shaun Jardine (Brethertons), Amrik Manku (Oxfordshire County Council), Cllr Lynn Pratt (Cherwell District Council), Phil Shadbolt (Zeta), Cllr Michael Waine (Oxfordshire County Council)	
In attendance	Marion Stevenson, Bullingdon Prison (MS) Paul Reeve, Bullingdon Prison (PR) Sarah Fraser (SF)	
Date of meeting	Thursday 4 November 2021	
Venue	Via Zoom	
Circulation	All Supporters	
Dates of next meetings	Full Partnership – Thursday, 2 December 2021, 12-2pm , via Zoom Executive Board – Thursday 13 January 2022, 10am-12pm , venue tbc/via Zoom	

MINUTES

ACTION

1 CONNECTING PRISON TO VOLUNARY AND COMMUNITY SECTOR

Further to the paper previously circulated and to the presentation given by Marion Stevenson and Paul Reeve, the Board discussed the proposal to run a 2 year pilot creating the role of a Community Connections Worker within Bullingdon Prison to build relationships in the local area with voluntary, community and business sector organisations with the aim of supporting people leaving prison to reintegrate more effectively back into society.

It was noted:

- 24% of offenders have spent time in the care system as children, compared with 2% of the general population.
- 63% of those released after serving a sentence of under 12 months will reoffend within 12 weeks of release.
- Evidence indicates access to supportive relationships has far greater effect in reducing reoffending than more punitive measures, such as tagging.

It was acknowledged there is more work that needs to be done to assist those leaving prison in terms of ensuring accommodation is available; one vital element of ensuring a positive outcome.

The introduction of a Community Connections Worker within Bullingdon will allow important connections to be made prior to prisoners being released and provide for a far more 'joined up' service, bridging the gap between those working in the prison service and those working in the business/wider community.

The Board noted there are currently no funds available to support this role and financial sponsorship will be sought from local businesses to support this pilot scheme which, if successful, could be rolled out across the prison service. Assistance will also be sought from the local community in establishing an advisory group to oversee the pilot and offer support to the Community Connections Worker once appointed, recognising that, whilst important, looking at employment opportunities will only be one strand of this work, which will also need to consider how to support potentially vulnerable people re-entering society.

The Board:

- Were supportive of the scope of the project outlined, noting that those leaving prison may have skills required by local employers.
- Suggested Bullingdon Prison contact the Salvation Army to discuss accommodation provision for those leaving prison.
- Suggested PR/RJ liaise re funding available through Cherwell District to tackle homelessness and accommodation that might be available.
- Suggested PR/RM liaise on how Bicester Town Council might assist with temporary work opportunities as people are released from prison (Bullingdon having no facility to release prisoners on temporary licence prior to them leaving the prison permanently).
- Suggested PR/RB liaise re an introduction to Fedcap.
- **Agreed to invite PR on to the Bicester Vision CIC Executive Board as an Observer to help build links into the Bicester business community, pending the appointment of the Community Connections Worker, who will then take on this role. Progress updates on this project to be added the list of Standing Agenda Items in future.**

PR

PR/RJ

PR/RM

PR/RB

LR/SF

(MS/PR/RJ left the meeting)

2 MARKET SQUARE PROPOSALS (Presentation attached)

JC provided an update on the plans under development for improving Market Square; currently being taken through a consultation process.

The Board commended the work undertaken to date by Wood Consulting, considering the options presented offered a balanced set of achievable alterations that will offer an enormous improvement to the 'environment' in and around Market Square, whether undertaken in full or in part. It was emphasised that Bicester Vision CIC and the businesses in the partnership, are very keen to see progress being made to improve Market Square, plans having been discussed for some time now.

It was confirmed Oxfordshire County Council continue to hold Section 106 monies (approx. £900k) to support improvements in the town centre.

The Board:

- Confirmed Option B as the preferred option of the two presented.

		ACTION
	➤ Questioned whether traffic could re-routed away from Market Square to achieve more green space and more space for screens to advertise businesses in the town.	JC
	➤ Queried whether investment might be made in electric scooters/bikes as a way of reducing traffic and providing revenue.	JC
	➤ Commented that, as far as possible, improvements should be future-proofed.	
	➤ Requested sight of detailed project costings when available.	JC
3	MINUTES OF PREVIOUS MEETING	
	The minutes of the meeting held on 7 October 2021 were agreed as an accurate record. All actions had been undertaken or were covered by the agenda.	
4	BUSINESS MANAGER'S UPDATE	
	Further to the update provided the following items were noted:	
4.1	➤ Finances – The organisation is in a relatively secure position currently with the majority of membership invoices now settled; the remaining 6 invoices expected to be settled in the next few weeks. The organisation continues to run a balanced budget and will be working with Azets in the coming year to minimise the amount of corporation tax paid in future (£5.5k due in the current year).	
4.2	➤ Directors – Further to discussion at the last meeting, John Liggins has confirmed he wishes to step down from the Bicester Vision CIC Board but will remain a friend of the organisation. Directors present: ○ Requested LR (with help from PC) write to John with the Board's thanks for his many years of service to Bicester Vision, having been a founder member of the organisation. PC/LR to progress. ○ Requested GL progress lodging the necessary paperwork with Companies House. ○ Requested an open call be put to the partnership for expressions of interest in taking on a role on the Bicester Vision CIC Executive Board. ○ Acknowledged progress being made by Oxfordshire County Council on appointment of a new Board member to fill the vacancy left by Lawrie Stratford standing down as a Councillor. ○ Acknowledged that Bicester Town Council will nominate a new Observer on the Board to replace Sam Shippen once recruitment of a new Town Clerk has been completed.	LR/PC GL GL
4.3	➤ Future funding – Recognising public funding is stretched, Board members noted the risk from 2023 onwards should Local Authority funding for Bicester Vision CIC reduce or be withdrawn, not only financially but also in that this would fundamentally alter the constitution of the organisation which was developed as a public sector/private sector partnership. GL was asked to investigate any impact on Bicester Vision's CIC status should public sector support be withdrawn post 2022.	GL
5	OXFORDSHIRE LEP LABOUR MARKET INTELLIGENCE UPDATE	
	RB reported the latest labour market intelligence (LMI) data has been delayed as Government assess the full impact of the ending of the Job Retention Scheme (furlough). It was confirmed a full LMI update will be provided to the Board in January 2022 when the latest data will be available.	
	In the meantime, it was reported the local economy in continues to improve across Oxfordshire. Those claiming Universal Credit have reduced to 13,080 (from 15,800 at the end of July); the proportion of the local population claiming being significantly lower than the national average. The data has, however, shown an increase in the number of 18-24 and 25-29 year olds claiming Universal Credit, but with a decrease in the 50+ age group claiming this benefit.	

With regards to furlough, approximately 40% of those still on furlough in August were roles based within the visitor economy and there are concerns around how many of these roles will come back and how many people will return to the labour market.

Apprenticeship take up has seen a 20% drop in the last 18 months and the LEP is very keen to engage with and enthuse young people in an effort to reverse this. It was reported there are currently circa 300 apprenticeship vacancies available and yet there have been very few applications for roles in the visitor economy, health & social care, engineering and IT. Consideration needs to be given as to why there is a growing number of younger people claiming Universal Credit and yet there is a declining number of those applying for work in certain sectors.

It was noted there has been an enormous rise in the number of job postings with an average of 3.5 postings being made for each vacancy; employers needing to advertise roles through multiple routes. The data has shown that 6 of the top 10 most difficult roles to fill lie within the visitor economy.

It was agreed to invite the OxLEP skills team to provide an update at the next planned Partnership meeting (2 December) on apprenticeships. RB/GL to progress.

RB/GL

6 STANDING AGENDA ITEMS UPDATES

6.1 Development

- Units have started to be filled on the Albion Land development next to David Lloyd club.
- The Bicester Town Council planning meeting w/c 8 November will hear from Siemens on proposed development at Junction 9 of a 53,000sqm of B9 space for scanning equipment.
- Discussion of the St John's Street Care Home application has been delayed pending changes being made to the application.

6.2 Town Centre Task Group

- It is planned to bring Garden Town funding and Welcome Back funding into play to help support improvements in Market Square, including: vinyls for shop fronts; a pop up art gallery in the weeks up to Christmas, pending confirmation of appropriate licences; and purchase of gazebos to allow markets to continue throughout the year with reduced costs.

6.3 Recruitment

- It was suggested contacting new businesses occupying units on the Albion Land development next to the David Lloyd club with an invitation to join Bicester Vision (sending a copy of the calendar produced with Eddie Gong Xi). GL to progress.
- RM to send GL contact details for Siemens for GL to approach.

GL
RM

6.4 OxLEP update

- The recent Spending Review provided no clarity on the future of LEPs; the expectation now is that the LEP Review will report around Christmas, tied to publication of the Levelling Up White Paper.
- In the absence of the outcome of the LEP Review, OxLEP continues 'business as usual' and, as a legally constituted organisation, the company is comfortable that the LEP can meet all its obligations until March 2024.
- Whilst the Spending Review made no mention of the Arc, it is not anticipated, at this stage, that this reflects any change in policy direction but it is hoped clarity may emerge as Government departments announce future funding streams in the coming weeks.

6.5 Local intelligence

- Information on the Oxfordshire Strategic Rail Freight Interchange at Ardley is expected in January 2022 with further announcements to come in the summer.
- Grange Mews will, in the next few weeks, be providing housing for a prisoner due to be leaving Bullingdon prison; one example of good local work cross-community.

7 **BOARD MEMBER UPDATES**7.1 Bicester Chamber – Graham Perryman

- The Chamber's AGM will be held on 24 November, 5-6.30pm (prior to a private viewing in the Pop Up Art Gallery from 6.30pm).
- The Hummingbird Centre are looking at holding a story writing competition in the near future which the Chamber are looking at sponsoring; Bicester Vision might also like to consider sponsoring the event.

7.2 Bicester Town Council – Cllr Richard Mould

- Sunday 14 November will see the Remembrance service held at St Egberts.
- Saturday 27 November will see the Christmas lights switch on.
- 7 December will see the lights trail in Garth Park (approx. 2,000 tickets already sold)
- Planning is underway re events to mark the Jubilee in 2022.

7.3 Brita – Steve Thornton

- Brita are looking at undertaking a survey on Brita owned land at the end of Jarvis Lane up to London Road with a view to planting trees in this area and making it green space.
 - GP to forward details to ST of Sacha Barnes Ltd to help with survey requirements.
 - RM to forward details to ST of Bicester Town Council's Arboriculturalist to help with choice of appropriate trees.
 - MM/ST to discuss whether this project might fit under the banner of the Queen's Green Canopy.

GP

RM

MM/ST

7.4 Chairman – Lyndon Robinson

- Bicester Vision CIC is looking to hold an event with Nigel French of Coles Books in the New Year, themed around "Books and Reading in Bicester". More information will be shared as plans progress. It was suggested contacting ARCh and OYAP in connection with this event.

LR/GL

8 **3 OUTPUTS FOR SOCIAL MEDIA AND THE WEBSITE**

- Bicester Vision is to work with Bullingdon Prison to progress a project aiming to build links between the prison service and the voluntary, community and business sectors, with the aim of better supporting ex-offenders to reintegrate into society and, as a consequence, reduce reoffending rates.
- Bicester is to have a pop up Art Gallery in the town centre open daily from 20 November-5 December.
- Bicester Vision is planning an event to encourage book reading through a collaboration with ARCh and Coles Books.

9 **FUTURE MEETINGS**Future dates

- **Full Partnership – Thursday 2 December 2021, 12-2pm**, via Zoom
- **Executive Board – Thursday 13 January 2022, 10am-12pm**
- **Full Partnership – Thursday 3 February 2022, 12-2pm**, venue tbc
- **Executive Board – Thursday 3 March 2022, 10am-12pm**
- **Executive Board – Thursday 7 April 2022, 10am-12pm**

P/Ship
Board
P/Ship
Board
Board

➤ Full Partnership and AGM – Thursday 12 May 2022, 12-2pm, venue tbc	ACTION
➤ Executive Board – Thursday 9 June 2022, 10am-12pm	P/Ship
➤ Executive Board – Thursday 21 July 2022, 10am-12pm	Board
➤ Full Partnership – Thursday 15 September 2022, 12-2pm, venue tbc	Board
➤ Executive Board – Thursday 6 October 2022, 10am-12pm	P/Ship
➤ Executive Board – Thursday 3 November 2022, 10am-12pm	Board
➤ Full Partnership – Thursday 1 December 2022, 12-2pm, venue tbc	Board
	P/Ship

The meeting closed at 12.00pm

BICESTER VISION

Meeting	BICESTER VISION CIC MEETING - https://youtu.be/GX6G88bPAdY
Date of meeting	Thursday 2 December 2021
Venue	Via Zoom
Circulation	All partners
Dates of next meetings	➤ Executive Board – Thurs 13 January 2022, 10am-12pm, possibly via Zoom ➤ Partnership meeting – Thurs 3 February 2022, 12-2pm, venue tbc

MINUTES

1 WELCOME

Grae Laws welcomed those attending the Bicester Vision CIC Partnership meeting and offered apologies for non-attendance from Bicester Vision's Chairman due to broadband connection issues.

2 CHERWELL BUSINESS AWARDS 2022

Peter Cox reported Cherwell Business Awards will be continuing in 2022. The launch date for applications will be 2 March 2022; closing date being 29 April 2022. Finalists will be confirmed in early July, with the final gala evening announcing winners on 16 September 2022 (venue tbc but this will be somewhere in Bicester).

It was confirmed award categories will remain as in previous years. Sponsors are still sought and those on the call were urged, if interested in sponsoring, to contact Grae Laws (info@bicestervision.co.uk) or Peter Cox (pacox@grangemews.co.uk).

3 ARCH – “Improving literacy skills of the future workforce” (Presentation attached)

Jane Rendle and Elaine Adams shared a presentation on the inspirational work of ARCh (Assisted Reading for Children in Oxfordshire), a charity established in 2008 which has helped many thousands of children develop a love of reading since that time; developing literacy skills in the workforce of the future. A number of those present highly endorsed the work being undertaken by ARCh.

The following was noted in answer to questions raised:

- The relationship built between volunteers and children is very important and, therefore, consistency in volunteers attending sessions is important. However, it is recognised that committing x1 hour per week to the scheme may be difficult for those working full time and, therefore, volunteers are given a 'buddy' to work with to try and ensure all sessions are covered.
- Children involved in the scheme cite the time spent reading with volunteers as “their favourite time of the week (not just the school week)” and volunteers, therefore, become very important people in these children's lives.
- ARCh currently covers 120 of the 320 primary schools in Oxfordshire. It is often the more deprived areas of the county where it is most difficult to find local volunteers; this may be due to lack of awareness of the organisation. Volunteers are often prepared to travel to these areas but there has to be a limit to the level of travel expenses/cost that ARCh can support. Businesses local to these areas could help in this regard, allowing volunteering as part of their corporate social responsibility agenda.

3.1 Action

- Adrian Lockwood, Chair of Oxfordshire's Skills Board, offered to broker a meeting for representatives from ARCh with key partners in the county involved in skills to look at how to broaden the support offered by ARCh to all primary schools.
- All those on the call were encouraged to contact ARCh if they are interested in volunteering (either as an individual or as a business), or can offer support in any other way info@archoxfordshire.org.uk.

4 **OXFORDSHIRE CAREERS HUB** (Presentation attached)

Nikki Wakefield, Susan Ledgard-Hoile and Eleanor Gordon-Martin provided an update on the work of the Oxfordshire Careers Hub and Oxfordshire LEP's work with The Careers & Enterprise Company and how this relates to schools in Bicester.

4.1 Workshop: "Working together to improve engagement with Bicester schools"

Plenary feedback from breakout rooms focussed on discussion on the above:

- There is lots of activity taking place already with Bicester schools but more would be welcomed.
- It would be good to hold a Careers Fair in the area in the New Year. Bicester Village are in discussion with OxLEP around holding a "Careers in Bicester" event in the future.
- It would be helpful if schools could do more in preparing children in advance of engagement with businesses and in keeping businesses in the loop with regards to opportunities to meet students; there needs to be flexibility for businesses to engage as they are able with schools.
- More needs to be done in general to ensure students are properly prepared for the world of work.
- Businesses are short of time. Any time investment needs to work for both the school and business.
- The ability of business people to attend sessions with schools may depend on the role that person is fulfilling at work ie it is more difficult for a warehouse operative or production personnel.
- More work shadowing opportunities would help to show students what is involved in particular roles.

5 **PARTNER UPDATES**

5.1 Town Centre Group – "Welcome Back" Project - Miranda Markham

- The Welcome Back project has been supported by Bicester Town Council, Cherwell District Council, Bicester Village and Dragonfly Framing.
- A pop up art gallery opened 2 weeks ago in the town centre and has received a constant stream of visitors and positive feedback, demonstrating 'culture' is alive and kicking in Bicester and that there is an ambition for more pop up/permanent events/exhibitions (special thanks to Graham Perryman for all the time devoted to the project).
- This work has benefitted from better engagement with the town centre landlords who have allowed space to be used for the benefit of all.

5.2 Mediation Zone – Shaun Jardine

- Having retired from Brethertons Shaun reported he has now set up "Mediation Zone" with access to support for those involved in disputes across a wide variety of disciplines: family, education, etc.

5.3 OxLEP – Adrian Lockwood

- OxLEP will be running their Annual Event webinar on the morning of Tuesday 7 December; those present were encouraged to join this free event to hear about achievements during the past year and what is planned for 2022.

6 **CLOSE**

Grae Laws offered his thanks to all speakers and all those attending.

7 3 OUTPUTS FOR SOCIAL MEDIA

- ARCh (Assisted Reading for Children in Oxfordshire) provided Bicester Vision CIC supporters with a presentation on their inspirational work with children across Oxfordshire; with an open invitation to any Bicester Vision CIC supporters wishing to volunteer or offer support to enable this wonderful charity to continue and expand their work, to contact ARCh.
- Oxfordshire Careers Hub are working closely with Bicester schools to prepare students for the careers of the future.
- The Welcome Back Project is in full swing in Bicester's town centre; if you haven't been into town lately then why not make the trip?

8 DATES OF FUTURE MEETINGS

- **Executive Board** – Thursday 13 January 2022, 10am-12pm
- **Full Partnership** – Thursday 3 February 2022, 12-2pm, venue tbc
- **Executive Board** – Thursday 3 March 2022, 10am-12pm
- **Executive Board** – Thursday 7 April 2022, 10am-12pm
- **Full Partnership and AGM** – Thursday 12 May 2022, 12-2pm, venue tbc
- **Executive Board** – Thursday 9 June 2022, 10am-12pm
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BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Monday 20th December 2021

Bicester Health & Safety Policy (GP2) - Policy Review

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Ward Affected: All

1. Overview

- 1.1 The Town Councils Locum has taken an initial look at the current H&S policy (GP2) – Appendix 1
Making the following recommendation

2. Observation

2.1 Given that it is clear that the council is in need of a thorough review on this policy it is considered a wise move to involve a third-party audit “work nest” be brought in to review the working process’ from start to finish. The cost for this is estimated at £2425 we currently have this available against budget code 105 – 4015 Health and Safety (£2500)

3. Recommendation

Committee is **RECOMMENDED** to **APPROVE** that officer’s bring in the third-party audit team “Work Nest”.



Risk Health & Safety Policy (GP2)

Document Control				
Review date is indicative and will depend on changes in legislation, best practice or when required. Alternative formats of this document may be available upon request.				
Version Number	Date Adopted	Minute Number	Amendments	Review Date
V1	20/07/10			January 2022



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FOREWORD FROM THE CHIEF OFFICER

It is the policy of Bicester Town Council ("the Council") to comply with all UK legislation on health and safety and with all EC Directives insofar as they apply to the United Kingdom, by identifying those risks which pose a significant threat to the health, safety and welfare of its employees and others likely to be affected by its operations and to do everything that is reasonably practicable to:

- ✎ ensure that appropriate control measures are implemented and maintained so as to avoid or minimise such risks
- ✎ ensure that all employees are formally advised of the risks to their health, safety and welfare and of the measures taken by the Council to avoid or minimise such risks
- ✎ promote and provide a safe and healthy working environment
- ✎ ensure that premises are safe and provide adequate amenities for all those who are likely to use them
- ✎ provide safe means of access to and from places of work which are under the Council's control
- ✎ ensure safe arrangements for the use, handling, storage and transport of all equipment, products and substances used in connection with the Council's operations
- ✎ initiate and maintain safe plant and equipment and safe systems of work
- ✎ conduct regular inspections to ensure that the safest possible environment and work methods are maintained
- ✎ provide sufficient information, instruction, training and supervision to enable all staff to avoid hazards and contribute positively to the safety and health at work of themselves and others
- ✎ Periodically review its business activities and ensure that this policy and the procedures, risk assessments and control measures contained herein continue to be up to date and relevant to the Council
- ✎ Ensure effective line management and provide adequate resources for the implementation and monitoring of the policy.
- ✎ Employees have a duty to assist the Council in its health and safety objectives and it is essential that all staff read this written statement of safety policy and meet all the obligations imposed, with particular regard to the following:
 - ✎ staff must take all reasonable care to avoid injury to themselves or to other persons likely to be affected by their activities at work and to co-operate in meeting any duty or requirement imposed on the Council by any statutory provisions.
 - ✎ staff must not intentionally or recklessly interfere with or misuse anything provided by the Council in the interest of health and safety

This policy is reviewed annually and is next due for review by **14th December 2022**.

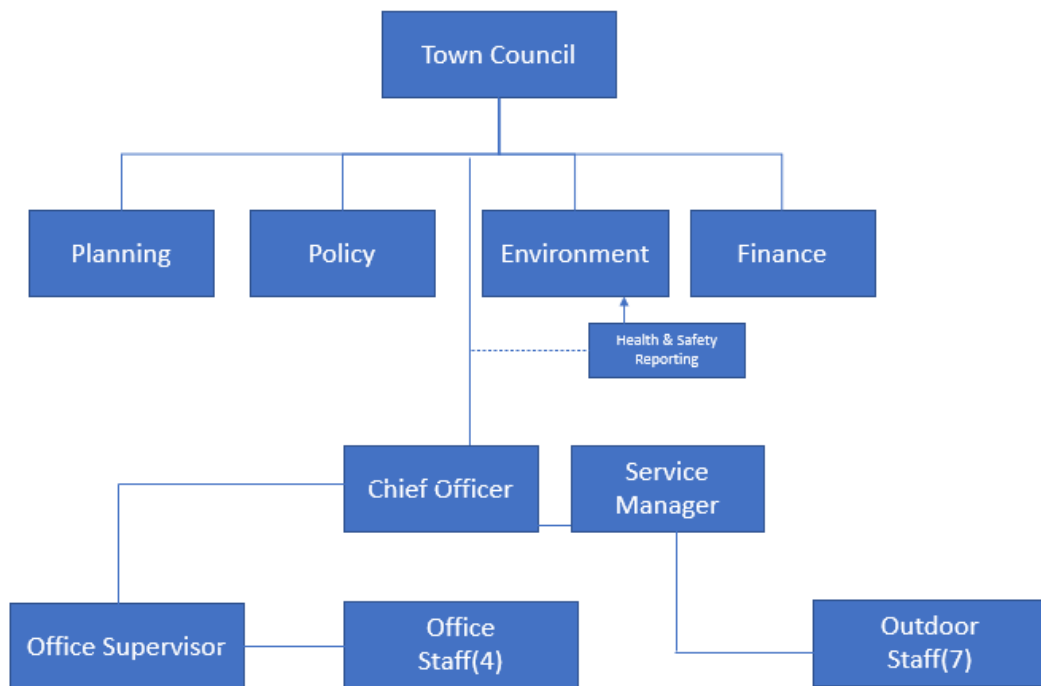
Chief Officer

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ORGANISATION & RESPONSIBILITIES

Health and Safety Organisation Chart



RESPONSIBILITIES

THE CHIEF OFFICER

Will ensure that:

- ✚ adequate resources are available, that the policy is properly prepared, implemented throughout the Council's premises and is brought to the attention of Councillors and all employees
- ✚ the policy is kept under review, so that changes and improvements are incorporated and it remains relevant to all activities
- ✚ all individuals with delegated health and safety roles are aware of their responsibility and that all senior management is encouraged to show leadership by good example and to be enthusiastic advocates of the policy

In respect of operations and/or areas under their control they :

- ✚ are aware that they are directly responsible for the health, safety and welfare of any person who may be affected by the Council's activities and are therefore accountable for any accidents, illness or incidents that may occur as a result thereof
- ✚ ensure that they, and their staff (including new and temporary employees), are familiar with the hazards, risk assessments and the control measures implemented, and will actively encourage safety, and discipline any person who is in breach of the safety measures described
- ✚ ensure that good housekeeping standards are maintained
- ✚ take action to:
 - correct or contain any deterioration in conditions, or new exposures which increase risks on the premises
 - investigate any accident or incident, however minor
- ✚ ensure that any risk improvement, recommendation relating to defects, housekeeping arrangements and reassessment of risks is implemented as quickly as possible

MANAGEMENT

Managers and Supervisors are responsible for:

- ✎ setting a personal example and fostering a positive culture within the Council towards health and safety
- ✎ ensuring that all those under their control understand and comply with the Council's safety policy provisions and that they are being effectively carried out and adhered to
- ✎ inspecting machinery, equipment and structures regularly and if there are faults, preventing access by any person to the defective apparatus until the faults have been rectified
- ✎ ensuring that all those under their control understand and comply with the Council's safety policy provisions for the use and maintenance of all safety/ personal protective equipment, first aid, fire and welfare facilities
- ✎ ensuring that employees are adequately instructed in the safe operation of equipment, machinery or apparatus
- ✎ advising staff of their responsibilities under this policy
- ✎ communicating with all those under their control to ensure the effective dissemination of health and safety information and attending any meeting as required in respect of health and safety
- ✎ ensuring that all persons under their control are given adequate instruction, information and training to carry out the health, safety and welfare requirements and responsibilities delegated to them and are able to effectively implement safe systems of work
- ✎ arranging for incidents, accidents, near misses and dangerous occurrences to be reported
- ✎ ensuring that those under their control do not take unnecessary risks

- ↳ assisting the Council in carrying out the identification of all hazardous activities together with all hazardous substances used; assisting the Council in carrying out risk assessments of such activities and substances and producing safe systems of work to eliminate or reduce the risk of injury to the worker or any other persons who could be affected by the work activity

- ↳ ensuring that all those under their control understand and comply with the Council's safety policy provisions on the use and maintenance of all safety/ personal protective equipment, first aid, fire and welfare facilities

NOMINATED PERSONS

THE CHIEF OFFICER IS RESPONSIBLE FOR:

- ✚ ensuring that the Environment Working Party is informed on all issues concerning the implementation of this policy, and other significant health and safety matters
- ✚ ensuring that all personnel are aware of, and instructed in, their responsibilities as imposed by health and safety legislation and the provisions of this policy
- ✚ ensuring that the Council fulfils its obligations under the Health and Safety at Work Act 1974 with particular regard to:
 - the provision and maintenance of safe plant and systems of work
 - ensuring safe and risk-free use, handling, storage and transport of articles and substances
 - the provision of information, instruction, training and supervision to ensure the health and safety at work of its employees
 - the provision of a safe place of work
 - the provision and maintenance of a safe working environment for its employees together with adequate facilities and arrangements for their welfare at work
- ✚ ensuring that statutory test, inspection and maintenance regimes are followed
- ✚ ensuring that risk assessments are conducted (and reviewed annually) with copies being supplied to relevant staff for implementation of control measures
- ✚ ensuring the provision of suitable personal protective equipment is available, issued and used where required, that it is suitably stored and efficiently maintained and that a programme is in place for its replacement
- ✚ ensuring that fire precautions and fire-fighting equipment comply with current legislation and that all staff are aware of and conform to the Council's arrangements for fire precautions
- ✚ ensuring that reportable incidents are notified under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995
- ✚ ensuring that all accidents and near-misses are investigated, records made and data analysed to identify means of avoiding possible recurrence
- ✚ ensuring that accident and near miss information is co-ordinated, analysed and where necessary, reported to the Environment Working Party and that any remedial measures are acted upon
- ✚ ensuring that meetings with the enforcing authority and insurers are suitably managed and that any recommendations flowing therefrom are actioned
- ✚ ensuring that a positive health and safety culture is actively promoted throughout the workplace
- ✚ keeping themselves up-to-date with best practice in health and safety management

EMPLOYEES

EMPLOYEE RESPONSIBILITIES

Employees have legal responsibilities (under Sections 7 and 8 of the HSWA) which are to:

- ↳ take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions
- ↳ co-operate with management to meet the Council's legal duties; and
- ↳ not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare (eg fire extinguishers, fire doors, safety devices, alarm systems, emergency exits, first aid kits and/or protective clothing or equipment)

Employees must:

1. refrain from actions (or omissions) which might endanger themselves, or others
2. use all equipment safely, including that provided for their personal protection
3. comply with all safety instructions or procedures
4. follow safe systems of work and ensure that all work equipment is used in a safe and responsible manner
5. report to management any defects in equipment or other dangers (i.e. acts or conditions) immediately, or as soon as it is safe to do so and any accident, injury or incident, however minor
6. co-operate in the investigation of accidents and incidents
7. be familiar with, and comply with all safety procedures detailed in this policy document and with any specific instructions on safety matters given verbally or in writing by the Chief Officer or a health and safety specialist who, although they may not be an employee of the Council, is recognised by it for the purposes of this policy
8. familiarise themselves with the local first aid and fire emergency evacuation procedures, which are posted on notice boards and be prepared to comply with them in the event of an incident

ARRANGEMENTS

1 ACCIDENT/INCIDENT REPORTING

We will report all accidents, industrial diseases and dangerous occurrences in order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Accidents to Employees

Employees must report all accidents immediately to their immediate supervisor and, if injury is involved, to a first aider. The first aider will make an assessment of the seriousness of the injury and whether they can give appropriate treatment. If the injury is of a serious nature or if there is any doubt, the injured person will be sent to the nearest hospital for treatment. The first aider will inform the Chief Officer of the accident as soon as possible.

After every accident however small, an entry must be made in The Accident Book BI 510 for all accidents/injuries incurred at work. This is the responsibility of the employee. If, because of their injury, employees are incapable of making an immediate entry, then their manager, the first aider or a nominated person must make that entry.

If the accident/incident qualifies as reportable, then the Chief Officer will ensure that the Enforcing Authority is notified and that form F2508/F2508A is completed either on site, or via the Central Reporting Facility at Caerphilly.

Following any accident that requires treatment, the first aider will complete an accident report form and send a copy to the Chief Officer who will carry out an accident investigation to identify if remedial action is necessary to prevent a recurrence.

Accidents to Non Employees

All accidents to non-employees, i.e. contractors, visitors or members of the public, who suffer injury as a result of either the Council's work activities or its provision of services to the general public should be reported immediately to a first aider and a senior member of staff. Details of the accident must be recorded in the accident book and the procedure outlined above should be adopted.

The Chief Officer will investigate all accidents to non-employees and will report their findings to the Chief Officer and the Environment Working Group if appropriate.

Near Miss or Damage Incident

All incidents resulting in damage to property, plant, equipment, etc. together with near misses should be reported to the Chief Officer who will conduct an investigation, particularly if the incident could have caused personal injury.

Accident Book

The Accident Book will be kept at Reception in Garth House.

Collation of Accident Data

The Chief Officer is responsible for collecting and collating data concerning all incidents once a quarter, whether or not they are reportable and whether or not they involve personal injury.

2. ALCOHOL AND DRUG ABUSE

The misuse of drugs and alcohol can put the health, safety and welfare of employees at risk. It can lead to poor performance at work, reduced efficiency, poor decision-making and lack of concentration, all of which can increase the likelihood of an accident.

Substances in this respect include alcohol, illicit drugs, prescription drugs or any other substance which is capable of impairing behaviour, judgment or job performance.

Abuse is the incorrect, improper or harmful use of any substance.

It is the Council's policy that no illegal drugs may be brought onto its premises. Breach of this rule will result in disciplinary action being taken against the employee, which may include summary dismissal.

Additionally, no employee should be working under the influence of alcohol or drugs whilst on the Council's premises or whilst conducting the Council's business at any other premises.

3. CONSULTATION WITH EMPLOYEES

Legislation requires all employers to consult their employees on health and safety matters. This helps to create a safe working environment and strengthens the Council's health and safety culture. Consultation affords the opportunity to motivate staff and create health and safety awareness. This, in turn, makes a business more efficient, and reduces accidents, incidents and ill-health.

All employees are encouraged to contribute to the management of health and safety. Any employee who does not understand our existing policy, wishes to raise a concern or wishes to suggest an alternative course of action, may do so by contacting the Chief Officer.

Statutory notices and emergency procedures are displayed on notice boards, and all employees are encouraged to read these on a regular basis. Developments in legislation and information specific to the Council's business will be notified to staff.

4. CONTRACTORS

We will follow procedures designed to ensure, so far as is reasonably practicable, that we only engage contractors who are competent.

Prior to the engagement of any contractor who tenders for work at Council premises, they will be required to complete a detailed questionnaire and provide supporting evidence covering:

- ✚ their arrangements for health and safety
- ✚ how they achieve safe working practices
- ✚ skill levels of staff (training records, qualifications etc.)
- ✚ evidence of health and safety awards
- ✚ details of any prosecutions or enforcement notices issued against them
- ✚ details of their accident/incident records
- ✚ information on the controls they impose on any sub-contractors they may engage
- ✚ contractors will be required to work under a permit-to-work system in particularly hazardous situations (hot work, live electrics etc.)

Before we embark on any project which may be subject to the Construction (Design and Management) Regulations 2007, we will ensure that we obtain competent advice on how to meet their requirements.

5 THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Whilst the nature of our business makes it unlikely that staff will encounter hazardous substances in the workplace, we recognise that some substances have the potential to cause ill-health. We will ensure that such substances are assessed and that, so far as is reasonably practicable, we will replace them with suitable and less hazardous substances wherever possible.

Where the Council is aware that its staff may be visiting third-party premises where hazardous substances are present, the Council will seek relevant information from the third party which will be provided to the Council employee.

We will complete COSHH assessments for those operations in which hazardous substances or materials are used, or places in which items are stored (including waste products) to identify and evaluate the risks associated with their use, storage and disposal and to implement control measures to limit exposure to employees and others who may be affected by those operations.

We will obtain from supplier's safety data sheets for all substances used at our premises. These will be kept centrally by the Chief Officer who will provide copies to H&S Representatives and First Aiders when required.

If, as part of a control measure and only as a last resort, personal protective equipment is deemed necessary, employees will be provided with the appropriate equipment, which will be stored, maintained, repaired and tested as required by the Personal Protective Equipment at Work Regulations 1992. Training will be provided for all staff who may need to use such equipment.

We will assess the use of all new substances introduced into the workplace.

COSHH assessments will be carried out by the Chief Officer or by such other suitably qualified persons as he/she may direct.

Unless experience or circumstances dictate otherwise, we will review our COSHH assessments and control measures at least once a year, to ensure that they remain appropriate and effective.

We will provide information, instruction and training for all employees who may be exposed to hazardous substances including information on the results of risk assessments.

Appropriate information and training will also be provided to any non-employees who may be exposed to hazardous substances.

No hazardous substances may be introduced to the workplace without the prior written approval of the Chief Officer.

All contractors bringing chemicals or hazardous substances onto Council premises will be required to declare that they are doing so and to supply the Council with a copy of their COSHH assessments and appropriate safety data sheets.

6 DISPLAY SCREEN EQUIPMENT (DSE)

Health risks to display screen operators may include postural problems and visual fatigue, in addition to the other hazards of the workplace, such as tripping over cables or carpets, lifting injuries e.g., picking up boxes of paper, etc.

Postural problems often manifest themselves in the form of back and neck ache as well as sprains and strains of such areas as fingers, hands, wrists, elbows and shoulders.

Contributory factors include:

- ↳ sitting in an immobile position for long periods
- ↳ high rates of repetitive finger movements, with the wrists bent
- ↳ poor circulation to the legs
- ↳ pressure from the seat/chair upon the thighs caused by incorrectly adjusted seating

Visual fatigue can result in eyestrain, headaches or other related symptoms and can be caused by:

- ↳ poor screen display, such as low contrast or flickering
- ↳ high levels of ambient light compared to the screen display
- ↳ reflections or glare
- ↳ the need for a document holder

To reduce the risks to DSE operators an assessment (formerly recorded) of each user of a workstation will be undertaken to identify and evaluate the risks associated with that workstation.

Employees will conduct assessments of their own workstation and will forward results to the Chief Officer. Where an assessment discloses potential problems for the employee, a second assessment will be undertaken by the Chief Officer or other suitably qualified person, and remedial action will be taken as necessary.

The Council will follow the advice contained in the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (DSE) and where assessment indicates a need, it will offer staff free eyesight tests and a contribution towards corrective spectacles. It will also provide footrests and document holders where their need is recognised, and the opportunity for staff to take rest-periods away from the workstation.

Workstation users will be provided with suitable and sufficient training and information regarding their workstation and will be given a copy of HSE Guidance Note INDG 36 "Working with VDU's".

7. ELECTRICITY AT WORK

Fixed Wiring

In order to maintain the fixed wiring installation which supplies electrical sockets, lighting and other hard-wired equipment, the Council will follow the guidance contained in the Electricity at Work Regulations 1989 and BS 7671 which recommend that the system be inspected by a competent specialist electrical contractor at least once every five years.

Portable Appliances

All portable appliances will be given a thorough electrical test by a competent person on installation or commission and thereafter will be subject to further testing to be determined by the nature of the equipment and the use to which it is put. The frequency of such tests will be determined by reference to HSG 107 "Maintaining Portable And Transportable Electrical Equipment". At the very least, it will undergo a visual inspection every 12 months.

Electrical Contractors

We will ensure that any electrical contractors employed to carry out electrical work on wiring or equipment are competent, belong to an appropriate body, eg NICEIC and comply with all relevant safety standards.

ELECTRIC SHOCK

If there is any accident involving electrical injury to an employee, a first-aider should be summoned immediately.

General

Electrical equipment must not be tampered with.

Employees should report loose wires or defects in equipment to the Chief Officer who will decide what action to take.

Employees who wish to bring their own electrical equipment onto the Council's premises must not do so until they have obtained prior permission from the Chief Officer.

7. FIRE SAFETY

We have a legal duty to safeguard our employees and others against exposure to the hazards associated with fire. Exposure to fire can result in burns and inhalation of smoke, either of which can be fatal. Fires can also cause massive destruction to the building structure, services, equipment, and contents.

This section of the Health and Safety Policy defines the responsibilities that we have and the procedures we must follow in order to ensure fire safety at work.

TRAINING

All our employees will receive fire safety training at induction which will include:

- ↳ fire awareness
- ↳ the means of escape from the premises
- ↳ what to do in the event of fire
- ↳ location of fire extinguishers
- ↳ fire assembly points
- ↳ measures for disabled employees where applicable
- ↳ no smoking policy

8.FIRE EQUIPMENT/EXTINGUISHERS

Extinguishers may be found at fire points which are clearly signed and usually located on exit routes. They are checked regularly by a competent contractor who services them on an annual basis.

Training in the use of extinguishers will be given as appropriate. All employees are instructed never to take unnecessary risks and only to fight a fire with equipment provided they have been trained to use the equipment and it is safe to do so.

Evacuation

Detailed fire evacuation procedures are displayed on notice boards.

For reference, the procedure is as follows:

- ↳ On being informed of a fire, all employees should evacuate the premises immediately, without stopping to pick up belongings. Staff should use the nearest available exit and proceed to their designated assembly point as quickly as possible without panicking or running and await the roll call.
- ↳ Following evacuation, staff must not re-enter the building to collect personal belongings or leave the assembly area until told to do so by management, acting under instruction from the senior fire officer at the scene.
- ↳ Designated persons will check the premises to ensure that every employee and visitor is accounted for.

Evacuation drills will be undertaken at least twice a year to familiarise staff with the procedure and test the effectiveness and suitability of the arrangements. The Chief Officer will evaluate fire safety systems after each drill.

'Actions in the Event of Fire Notices' are prominently displayed throughout the office.

FIRE DOORS

All fire doors are suitably marked and should be kept shut and clear of obstruction at all times including the area immediately outside any external fire exit. The doors should not be kept open by wedging or propping anything against them. Any employee finding a fire door blocked or locked should report it immediately to the Chief Officer.

FIRE ESCAPE ROUTES

These include all fire escape corridors and staircases. They must be kept clear at all times. Any employee finding a fire escape route blocked or obstructed should report it immediately to the Chief Officer.

FIRE ALARM

Smoke detectors are provided throughout the office area and are regularly tested by the Chief Officer

Tests are conducted weekly.

Emergency Lighting

Emergency lighting conforms with fire safety legislation and is maintained and tested every 6 months by an approved contractor. Records of all tests and maintenance activities are kept by the Chief Officer.

Fire Risk Assessment

We will undertake an assessment of the risks presented by fire and put in place appropriate control measures to minimise the risks identified. These measures will include:

- ↳ a regular inspection for general fire safety

- ↪ checking that fire detection equipment and emergency lighting is inspected and maintained regularly
- ↪ placing fire extinguishers at clearly labelled fire points and ensuring they are maintained
- ↪ keeping emergency exit routes and signs clear at all times
- ↪ training of nominated staff in the use of extinguishers, procedures for fire drills and evacuation
- ↪ supervision and monitoring of visitors, including contractors
- ↪ implementation of precautions in respect of disabled people

These arrangements will be reviewed at least annually and on any significant change affecting the Council's premises.

Employee Responsibilities

All employees are reminded that:

- ↪ fire fighting equipment must not be tampered with or removed under any circumstances; interfering with safety equipment is a criminal offence under S.8 of the Health and Safety at Work Act 1974
- ↪ electrical equipment should be switched off at close of business wherever practicable
- ↪ fire exit routes must remain free from obstruction at all times and fire doors and exits must not be either locked or propped open
- ↪ smoking is not permitted anywhere within the Council's premises
- ↪ personal electrical equipment should not be used on the premises unless it has been authorised by the Chief Officer.
- ↪ all waste materials must be placed in metal bins or other designated receptacles provided
- ↪ all workplaces should be kept tidy at all times.

9. FIRST AID

We have a legal duty to make adequate provision for first aid in respect of employees should they sustain injury or become ill at work, including those travelling or working away from our premises.

We will assess risks to employees and make appropriate first-aid provision to deal with the risks taking into account the number of people employed, the size of the establishment and the hazards and risks involved in our activities.

We will reassess the first-aid provisions annually, or whenever there is a relevant change in the workforce or the hazards to which they are exposed. When there have been significant changes, we will revise our arrangements accordingly.

Additionally, we will ensure that contractors on our premises either have sufficient first-aid provision, or if their work involves no special risks, the contract may include their use of our facilities, by agreement.

In assessing the need for first aid facilities we will comply, as a minimum, with the provisions of the Health and Safety (First Aid) Regulations 1981.

First Aid Box

A first-aid box is kept by the first-aider at each of the Council's offices. It is checked regularly to ensure that its contents are legally compliant and adequate to fulfil the needs recognised by risk assessments.

10. HOME WORKING

Most of the Regulations made under the Health and Safety at Work Act apply to home workers as well as to employees working at an employer's workplace.

Before permission for homeworking is granted to any employee they will be required to complete a questionnaire regarding work conditions at their home, following which the Chief Officer may undertake a further detailed risk assessment to ensure their health and safety, having particular regard to the provisions of:

- Management of Health and Safety at Work Regulations 1999
- Display Screen Equipment Regulations 1992
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Electricity at Work Regulations 1989

11. HOUSEKEEPING

All employees have a responsibility to ensure their own work area and the workplace in general is kept free from hazards, particularly those which may give rise to fire or to slips, trips and falls.

All work areas are cleaned on a daily basis by an approved contractor.

Carpeting and floor coverings will be selected for their appropriateness to area usage and will be maintained in a condition suitable to prevent the risk of slips, trips and falls.

Materials must not be allowed to encroach onto designated pedestrian walkways. Stacking should be avoided but where this is not possible, materials should be stacked in a stable manner so that, so far as is reasonably practicable, the risk of them falling is reduced to a minimum.

Any spillage or leakage of liquids or solids which may give rise to a slip hazard must be cleaned up immediately.

The Council will promote good housekeeping by positive supervision and through a system of regular workplace inspection.

Waste or surplus materials should be placed in a waste bin or returned to their source and not left lying around to cause a hazard.

12. LONE WORKING

There is no general legal prohibition on working alone but the broad duties placed on us by the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations still apply. These require identifying hazards of the work, assessing the risks involved, and putting measures in place to avoid or control the risks.

Staff who wish to work at any of the Council premises outside normal office hours must first of all seek the permission of their manager so that arrangements can be made to ensure their safety.

The Council will avoid putting lone workers at any greater risk than other employees by introducing control measures which take account of normal work and foreseeable emergencies, eg fire, equipment failure, illness and accidents.

Control measures may include:

- a 'buddy system' by which regular contact is maintained between the lone worker and a nominated person who is advised of the action to take in the event of failed or lost contact
- automatic warning devices which operate if specific signals are not received periodically from the lone worker
- other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity
- checks that a lone worker has returned to their base or home on completion of a task

13. MANUAL HANDLING

Manual handling can be defined as the transporting or supporting of a load including:

- ↳ lifting and lowering
- ↳ putting and taking
- ↳ pushing and pulling
- ↳ twisting, turning and stretching
- ↳ carrying or moving by hand or bodily force.

Injuries are likely to be caused through incorrect lifting techniques or by not taking account of the weight, size, shape of the load, or the environment.

We will undertake assessments for all manual handling operations to identify any risks to employees from manual handling of loads (other than those which are clearly not significant).

Employees are reminded that manual handling should be avoided where reasonably practicable and employees must not engage in manual handling activities that are beyond their capabilities, due to the size, weight or nature of the item to be moved.

The results of risk assessments will be communicated to employees and where appropriate, suitable training will be given to staff in correct lifting techniques.

Manual handling operation assessments will be carried out by the Chief Officer or such other competent person appointed by the Council.

Hierarchy of Measures

- i) avoid or eliminate the hazardous manual handling task
- ii) if it is unavoidable, assess the manual handling task for risk
- iii) introduce measures to reduce the risk of injury from the task to the lowest reasonably practicable level

14. MONITORING AND REVIEW

To ensure that the various procedures and policies set out in the arrangements section of our Health and Safety Policy are being adhered to and being implemented as intended, we will undertake an audit once a year. These audits will be conducted by the Chief Officer and other relevant staff, aided by external health and safety professional(s) where their assistance is considered appropriate.

The findings of the audits will be communicated to the Environment Working Group, management and staff together with a review of the effectiveness of the arrangements contained in this section of the policy.

In addition, the Health and Safety Policy together with all risk assessments will be reviewed at least annually to ensure that they remain valid, and they will be updated to reflect any necessary changes.

15. NURSING AND EXPECTANT MOTHERS

We recognise the extra vulnerability of nursing and expectant mothers and additional risk assessments will be made when a female employee notifies her manager that she is pregnant; they will be informed of any additional risks they may face in our workplace as a consequence of their condition.

As required by law, if additional risks to nursing and expectant mothers cannot reasonably be reduced, we will find alternative work with no loss of terms or conditions, or we will authorise paid leave if alternative work is not available.

The Council is only required to take extra precautions for nursing and expectant mothers if it is notified of their condition. It follows therefore that staff must inform the Council of their condition, supported by confirmation from their medical practitioner. In the absence of supporting medical evidence, the Council reserves the right to request medical confirmation.

16. OTHER OCCUPIERS

We will fulfil our obligations under the Management of Health and Safety at Work Regulations 1999 to co-operate on health and safety matters with other organisations

which share the premises we occupy by keeping them fully informed of any risks specific to our business to which their staff may be exposed.

We will also ensure that such other organisations advise us of any specific risks associated with their work activities and will provide our staff with all relevant information.

17. RISK ASSESSMENTS

The management of Health and Safety at Work Regulations 1999 require that we make suitable and sufficient assessments of the significant hazards in the workplace that could affect our staff or others, arising from our business activities. Certain work activities require separate, specific assessments.

Risk assessments will be conducted in all areas but with particular reference to the following Regulations:

- ✎ Management of Health and Safety at Work Regulations 1999 – General risk assessments
- ✎ Regulatory Reform (Fire Safety) Order 2005 – fire prevention, detection, alarm systems, evacuation procedures
- ✎ Personal Protective Equipment Regulations 2002 – PPE assessments
- ✎ Display Screen Equipment Regulations 1992 – DSE assessments
- ✎ Manual Handling Operations Regulations 1992 – Manual handling assessments
- ✎ Control of Substances Hazardous to Health Regulations 2002 – COSHH assessments

The findings of the assessments will be readily available to all staff upon application to the Chief Officer. Information, instruction and training will be given to employees following an assessment where appropriate.

All our assessments will be reviewed annually or upon any significant change in circumstances or following an accident/incident.

18. SMOKING AT WORK

Smoking is not permitted anywhere within the Company's premises.

All employees who are working away from the Company's premises are reminded that they must observe the smoking restrictions which apply at remote sites and in particular, to observe the requirements of the Smoke-free (Premises & Enforcement) Regulations 2006.

19. STRESS

Stress is defined as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'. This makes an important distinction between the beneficial effects of reasonable pressure and challenge (which can be stimulating, motivating, and can give a 'buzz') and work-related stress, which is the natural but distressing reaction to demands or pressures that the person perceives they cannot cope with at a given time.

If stress is not identified and addressed, it can lead to both physical and mental health problems.

The effect of stress on performance is well established and in the interests of both the health of employees and the efficiency of the Council, it should be minimised.

Symptoms of stress include, inter alia, headaches, depression, raised blood pressure, insomnia, irritability, nervous break-down, psoriasis, eczema, hair loss, panic attacks, palpitations and loss of appetite.

If employees believe that they have a problem with stress, they are encouraged to seek confidential assistance from the Chief Officer.

20. TRAINING

We have a responsibility under Section 2 of the Health and Safety at Work etc Act 1974 to provide training for employees to ensure their health and safety at work.

It is our policy to ensure that all employees are adequately trained in our health and safety policies and procedures as well as being trained to undertake any task they are expected to carry out and for any emergency that may arise during their employment.

We will ensure that all new employees are given a copy of the full version of the Health and Safety Policy. They must sign an acceptance note to state they have read and understood the document and will implement its rules and procedures.

Safety induction training will be provided for all new employees and on the job training will be provided for specific tasks as identified by the person responsible for their area.

Safety induction training will include (where applicable):

- ↳ employees duties and responsibilities
- ↳ safety notices
- ↳ good housekeeping
- ↳ fire safety
- ↳ accident reporting and first aid arrangements
- ↳ hazard reporting
- ↳ need for personal protective equipment
- ↳ hygiene
- ↳ manual handling
- ↳ hazardous substances
- ↳ display screen equipment

On successful completion of any training the employee will be required to complete a form indicating that he/she has received and understood the training. This form will be countersigned by the employee's immediate line manager.

All employees have a legal responsibility to co-operate with the Council's training programme so that its objectives can be met. Employees are expected to attend training courses and must put into practice any new instruction or guideline provided.

Employees must also follow any revised working procedures once they have been given the appropriate information, instruction and training.

21. TEMPORARY WORKERS

The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 make specific provision for the health and safety of temporary workers employed by the Council.

Managers will ensure that all temporary workers are given health and safety induction training covering identified hazards, together with the emergency procedures and the management controls appropriate to those risks before they commence their duties.

Persons working less than one week in total will always work under the supervision of an experienced full-time employee.

We appreciate that temporary employees will be exposed to the complete range of risks to which other employees are exposed and that they will also be unfamiliar with many of the procedures and will need extra supervision for a period after their induction.

Agencies which provide temporary staff will be required to provide evidence that they have a safety policy as a matter of contract between our business and the agency. The policy must include a statement that their workers will comply with our safety procedures whilst on our premises or whilst working under our direction.

We have a duty to advise agencies which provide temporary staff of any specific risks associated with the Council's activities of which the agency would be otherwise unaware.

Agencies which provide temporary staff will be required to provide evidence of their Employers' Liability insurance.

22. VISITORS

As far as possible, visitors will always be accompanied by an employee. Visitors will not be permitted to wander freely around working areas.

In cases where visitors are not accompanied at all times (e.g. auditors) the Chief Officer will give them a brief induction in the emergency procedures applicable to the premises which they are visiting.

Should a fire occur, the person who is accompanying the visitor will assume responsibility for them and will escort him/her to the fire assembly point.

Should an incident occur involving the visitor which results in injury, this will be recorded in the Accident Book and a thorough investigation carried out as soon as possible.

If the injury is of a serious nature or is fatal, the incident must be reported to the enforcing authority and the Council's accident reporting system must be followed.

All visitors must:

- ✎ sign in and out in the Visitors' Book at Main Reception
- ✎ be issued with a visitor's pass, which must be worn
- ✎ be advised of the basic fire procedures

23. WORK AWAY WORKERS

The Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Workplace (Health, Safety and Welfare) Regulations 1992 apply to our employees who visit other premises in the course of their work.

Employees who are working at remote premises must conform to all arrangements made by the dutyholder of the premises regarding compliance with regulations covering health and safety, the environment, fire, security and liaison, such as signing the visitors' book, observing no smoking areas and reporting to named managers before starting or leaving work or moving to a different area.

24. WORK EQUIPMENT

The Provision and Use of Work Equipment Regulations 1998 apply to the functioning and safety of our work equipment.

In order to minimise the risk of injury from work equipment, we will put in place arrangements for the assessment of risks and then create appropriate control measures to minimise the risks identified. These measures will include the following arrangements and procedures:

- ✎ an assessment of all new or second-hand equipment purchased
- ✎ all equipment purchased will comply with any relevant product safety standards
- ✎ all hired or rented equipment will be required to comply with the regulations, and will include the provision of comprehensible information on its safe use
- ✎ inspection of the equipment (including statutory inspection if applicable) and testing where necessary
- ✎ maintenance of a log for all equipment that could give rise to serious injury

- ✍ provision of adequate and identifiable means of isolation, where appropriate
- ✍ ensuring equipment is safeguarded to prevent risks from mechanical and other hazards
- ✍ provision of suitable and effective safety devices and controls
- ✍ provision of suitable and readily comprehensible signs and warnings
- ✍ provision of suitable general, task and emergency lighting
- ✍ ensuring that machinery and equipment are maintained in efficient working order and in good repair
- ✍ ensuring that the suitability of equipment is matched to the tasks involved
- ✍ ensuring that adequate and effective training, information and instruction is provided for operators
- ✍ ensuring that maintenance is carried out safely by competent maintenance contractors
- ✍ ensuring that only trained operators use the machinery
- ✍ maintenance of a reporting system for any difficulties, hazards or defects encountered or identified with work equipment
- ✍ a full list of all equipment and the frequency with which it needs to be maintained (and statutorily inspected if applicable) will be held by the Chief Officer who will also ensure that all necessary statutory inspections and/or maintenance activities are carried out at the appropriate time, and will keep safe the records, certificates and documentation.

These arrangements will be reviewed at least annually and on any significant change in the type, nature or use of equipment.

25. YOUNG PERSONS

We will carry out a suitable and sufficient risk assessment for all work involving young persons (16 to 18 years old) prior to their employment, and will communicate the result of this to them on their commencement of work.

The risk assessments for work involving young persons will take into account their:

- ✍ lack of experience or awareness due to their immaturity
- ✍ physical and psychological capacity to carry out the work effectively
- ✍ potential exposure to toxic or harmful substances or agents (including radiation)
- ✍ inexperience in the recognition of potentially hazardous situations, or lack of training
- ✍ potential exposure to extremes of heat or cold, noise or vibration

Where young persons or children who are below the minimum school-leaving age (on work experience or other work placement schemes) may be exposed to risk, their parent(s) or guardian will be advised of all identified risks and the measures we have introduced to contain them. This information will be provided before the young person starts work with the Council.



FREEDOM OF INFORMATION POLICY

GP12

Document Control

Review date is indicative and will depend on changes in legislation, best practice or when required. Alternative formats of this document may be available upon request.

Version Number	Date Adopted	Minute Number	Amendments	Review Date
V1	28/1/19			2023
V2	20/12/21		Amendment including FOI Logging & communication for transparency	2023



FREEDOM OF INFORMATION POLICY GP12

Bicester Town Council is committed to complying with the provisions of the Freedom of Information Act 2000 and related legislation.

The Act gives every person the right to access information recorded and held by local councils subject to certain conditions and exemptions.

The intention of the Act is to provide a culture of greater openness and accountability for public organisations, and it provides a general entitlement to information that the Council holds to any person subject to exemptions and conditions laid down by law.

Scope

This policy applies to all recorded information the Council holds regardless of how it was created or received. It applies no matter what media the information is stored in and whether the information may be on paper or held electronically.

Making a Request

The request for information must satisfy the following criteria:

- it must be in writing (email accepted)
- state the name of the applicant
- state an address for correspondence (can be email)
- describe the information requested.

We can ask for clarification from the person making the request to ensure that we have understood what is wanted.

Where appropriate, requests in writing will be treated as Freedom of Information requests.

Dealing with Requests

The Council is committed to dealing with requests within the statutory timescales of no more than 20 working days. This can be extended in specific circumstances we will advise the requestor in these circumstances.

The Council will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest.

The Council reserves the right to refuse requests where the cost of supply of the information would exceed the statutory maximum (currently £450).

Each will be logged with a unique identification number. Both Mayor and Chairman of policy will be informed of the request and a report summarizing these requests will be brought to the Policy committee for review.

Appeal



FREEDOM OF INFORMATION POLICY GP12

If you are not satisfied with the decision on the appeal, or where the Council has failed to respond to you within the time specified or within the time agreed between you and the Council you may apply to the Information Commissioner for an independent review at the following address:

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Website: <https://ico.org.uk/>

Relationship with the Data Protection

The Council is under a legal duty to protect personal data under Data Protection legislation. The Council will carefully consider its responsibilities under Data Protection before releasing personal data about living individuals, including current and former officers, members, and users of its services.

Responsibilities

All staff are responsible for ensuring that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and implementing records management policies and procedures as appropriate to their post.

Publication Scheme

Bicester Town Council has adopted a Publication Scheme based upon the Model provided by the Information Commissioner. The Scheme commits the Council to make information available to the public as part of its normal business activities.

Details of the Publication Scheme are available on our website <https://www.bicester.gov.uk>

Last Adopted: 28 January 2019

Planned Review: 2021

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Monday 20th December 2021

Freedom of Information Activity Report.

Chairman: Councillor Richard Mould

Telephone: 07906 810920

Phil Evans – Acting Chief Officer

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

1. Activity Since Last Policy Committee Meeting

Ref Number	Request	Position
BTC.SAR.001	On several occasions I have requested a copy of the tenancy agreement between me and Bicester Town Council, the first request being in March and the latest (prior to this request) being in June. The Council should have recognised these requests as a Subject Access Request and has had ample time to have actioned the matter. Kindly let me have a copy of this document by email by return showing signatures of both parties and full terms and conditions. However, if you reason for failing to respond is because BTC has lost this document please let me know, with confirmation you have advised the Information Commissioner of missing documents.	All information Given (10th November 2021) NOW CLOSED Request 19.10.21 Responded 10.11.21
BTC.FOI.000	I write in connection with the case relating to an information request made by the above individual. Following the First-tier Tribunal (Information Rights) issuing its judgement on this matter, I am now writing to you to explore further how the circumstances that came to light during the Tribunal case came about. I will also seek detail as to what action has been taken by Bicester Town Council (the Council) to prevent any repeat. No doubt you are by now very familiar with the circumstances to which I refer, which were summarised by the Tribunal at paragraph 15 of the judgment as: “...somewhat incredulously, we are left with the strong impression that an officer of the Council has fabricated an account to the Commissioner...” As we understand it, the Council does not dispute that the email attachment sent to the ICO on 27 November 2020, which indicated a response had been sent to XXXXX on 22 July 2020, was fabricated. My review of the case file suggests that a further response intended to mislead was sent from the Council to the ICO on 17 December 2020. That response again indicated that a response of 22 July 2020 had been sent by the Council to Mr XXXX. That this fabrication occurred is, of course, extremely concerning to the ICO. It is essential that we can rely on the good faith and probity of public authorities to supply us with the	Information Commissioner issued Practise Recommendation (APPENDIX 4) NOW CLOSED Request xxx Responded xxx

	evidence we require in order to carry out our role, including in situations where this may open a public authority to an adverse finding. To give some context, the events of this case are in our collective recollection unique; never previously has a public authority fabricated materials with the intention of misleading the ICO. It is vital that we are now provided with a full description of how this situation came about, and of what action has been taken by the Council following this situation coming to light during the Tribunal case. To this end, in your reply to this letter please address the following: • Give a full account of how the Council understands this situation to have come about. • Describe any action taken by the Council to prevent any recurrence of this situation. I believe it may also be worthwhile for the Council to familiarise itself with our published decision notices. These represent the formal outcome of investigations carried out under section 50 of the FOIA. Doing so may help to 'demystify' the ICO process and demonstrate that, whilst decision notices are routinely issued that make a formal adverse finding against a public authority, going to the lengths exhibited in this case to avoid such an outcome is entirely unnecessary. Finally, my colleague XXXXX , who handled the Tribunal case, has brought to my attention that the fabrication referred to in this letter may amount to the offence by the individual responsible of misconduct in public office. Whilst the ICO will not seek to prosecute, the Council may separately wish to consider the possibility of an offence having occurred and what steps it should take if so. This may include seeking independent legal advice. I look forward to receiving your reply. Should you wish to discuss this matter in the meantime, I can be contacted on the number below.	
BTC.FOI.003	I write to request information of Bicester Town Council under the Freedom of Information Act. I believe these are proper questions under the terms of the Act and that no exemptions apply which would prevent the Council responding to them within the required 20 working days - that is, by Wednesday 10 November. I have sought the information I am requesting through publicly available material on the Council's website but have been unable to find it. Nevertheless, I consider it to be administrative information that the Council should hold. 1. Between July 2012 and December 2016, a. How many BTC staff left due to (i) redundancy; (ii) resignation or (iii) retirement? b. Of those employees leaving in this period, (i) how many were awarded discretionary payments in excess of the minimum required by contract? (ii) If so, what was the total value of these payments? c. Over this period as a whole, how many days of sick leave were there for BTC staff? d. How many of employees signed Non-Disclosure Agreements (or equivalent) as part of their exit agreement? 2. Between January 2017 and June 2021, a. How many BTC staff left due to (i) redundancy; (ii) resignation or (iii)	Partial information Given Other Information Declined under section 40(5)(a)(b) Personal (3rd November 2021) NOW CLOSED Request 13.10.21 Responded 03.11.21

	retirement? b. Of those employees leaving in this period, (i) how many were awarded discretionary payments in excess of the minimum required by contract? (ii) If so, what was the total value of these payments? c. Over this period as a whole, how many days of sick leave were there for BTC staff? d. How many of employees signed Non-Disclosure Agreements (or equivalent) as part of their exit agreement? 3. Between July 2020 and June 2021, a. How much did BTC spend on the use of consultants? b. What function were any consultants hired in this period contracted to undertake? c. What process was used to select the consultant?	
BTC.FOI.004	I write to request information of Bicester Town Council under the Freedom of Information Act. I believe these are proper questions under the terms of the Act. I appreciate that, in asking about employment matters, concern could be expressed about personal data. However, I have carefully drafted the questions to make sure that they can be answered with reference to processes relating to the recruitment and management of a public office holder, not to a named individual. I therefore believe that no exemptions apply which would prevent the Council responding to them within the required 20 working days - that is, by Thursday 11 November 2021. 1. Which Council members formed the selection committee for the new Chief Officer in 2016? 2. Where and when did interview/ interviews take place? 3. How many applications were received? 4. How many candidates were interviewed? 5. Were references taken up for the chosen candidate? 6. Were background checks conducted on the chosen candidate's previous employment history? 7. When was the final decision to hire the Chief Officer taken and by whom? 8. How are the performance goals of the Chief Officer set, and by whom? 9. Which Councillors hold responsibility for conducting this exercise? 10. With what frequency is the performance of the Chief Officer reviewed? 11. What evidence is gathered to support this process, from whom and by whom? 12. Is feedback sought from other staff members?	All information Given (4TH November 2021) NOW CLOSED Request 13.10.21 Responded 04.11.21
BTC.FOI.005	I write to request information of Bicester Town Council under the Freedom of Information Act. I believe these are proper questions under the terms of the Act and that no exemptions apply which would prevent the Council responding to them within the required 20 working days - that is, by Wednesday 10 November. I have sought the information I am requesting through publicly available material on the Council's website but have been unable to find it. Nevertheless, I consider it to be administrative information that the Council should hold. 1. Bicester Town Council made a statement ("the statement") on 8 October that was published that day in the Bicester Advertiser. Who approved this statement and issued it on behalf of the Council? 2. The statement said that the Council had identified the officer responsible for fabricating evidence to the ICO. Was that officer the Chief Officer?	All information Given (4TH November 2021) NOW CLOSED Request 13.10.21 Responded 04.11.21

	3. The statement said that the officer responsible is no longer employed by the Council. (a) What action has been taken against the officer responsible? (b) Were they dismissed or subject to an investigation for gross misconduct? 4. The statement suggested that the Council did not accept the judgement of the First Tier Tribunal that the evidence had been fabricated. It stated, "The officer who forwarded the original documents to the ICO advised that paper copies were held within the files but there were not acceptable to the Commissioner". (a) Since that officer has now left, does the Council accept the view of the First Tier Tribunal that the evidence provided to the ICO was fabricated? (b) If not, what evidence does Bicester Town Council have to the contrary?	
BTC.FOI.006	I write to request information from Bicester Town Council under the Freedom of Information Act 2000. 1. When and how were the leader of the Council (Cllr Mould) or the mayor (Cllr Slaymaker) first made aware of Mr Iain Belton's FOI request, dated 25 June 2020? 2. When and how were the leader of the Council (Cllr Mould) or the mayor (Cllr Slaymaker) first made aware of Mr Iain Belton's complaint to the ICO, dated 16 October 2020? 3. When and how were the leader of the Council (Cllr Mould) or the mayor (Cllr Slaymaker) first made aware of evidence that information submitted to the ICO by BTC might have been fabricated? 4. What actions were taken by the leader of the Council (Cllr Mould) and the mayor (Cllr Slaymaker) to investigate the claims that the information submitted to the ICO by BTC might have been fabricated? 5. When and how were the leader of the Council (Cllr Mould) or the mayor (Cllr Slaymaker) first made aware of the judgement to this effect handed down by the First Tier Tribunal?	All information Given (3rd November 2021) NOW CLOSED Request 13.10.21 Responded 03.11.21
BTC.FOI.007	In your recent statement you stated " The Commissioner advised the Town Council that without the computer generated documents as evidence they would consider, on the balance of probabilities they would assume the paper documents were fabricated." Will you please let me know when and how the ICO communicated this to the council, the name of the ICO officer who communicated it, and let me have a copy of any record you hold of this communication. If you do not hold this information, please let me know.	Request withdrawn as already answer in another request NOW CLOSED Request 15.10.21 Responded N/A
BTC.FOI.008	Can I please have a copy of the following emails. You are at liberty to redact any names in the correspondence. 22 April 2021 Information Commissioner Office to Bicester Town Council (two emails) 29 April 2021 BTC to ICO 4 May 2021 ICO to BTC 5 May 2021 BTC to ICO	Request withdrawn as already answer in another request NOW CLOSED Request 15.10.21 Responded N/A
BTC.FOI.009	Will you please let me know exactly when the council or individual councillors were made aware of this information by the IT contractor	All information Given (4TH November 2021) NOW CLOSED Request 21.10.21 Responded 04.11.21
BTC.FOI.010	The residents of Bicester should be able to trust their Town Council. On 7 October, the Bicester Advertiser reported that information supplied to a tribunal had been fabricated by the Town Council. On 8 October, the Council released a statement that laid the blame with an officer who "is no longer employed by Bicester Town Council." It would appear that the statement was referring to the former Chief Officer, who apparently resigned recently. The same Chief Officer was hired in 2017 by the Council, despite having been dismissed from her previous role at Seaford Town Council in 2014 for gross misconduct.	All information Given (4TH November 2021) NOW CLOSED Request 3rd Party Responded 04.11.21

	It is time for some answers. The 10 members of the Conservative group have a majority among the 15 councillors. You were leader when the Chief Officer was appointed in 2017 and are still leader today. So I very much hope you can shed light on some key issues by providing answers to the questions below. 1. Which councillors interviewed the former Chief Officer in 2016 and appointed her to the role? 2. Was the former Chief Officer responsible for the Council's submission to the Information Commissioner's Office (ICO) and, if so, has she been subject to an investigation for gross misconduct or dismissed from her role? 3. When did you first become aware of evidence that information submitted to the ICO might have been fabricated and what actions did he take to investigate these claims? 4. When were you first informed of the judgement handed down by the First Tier Tribunal? 5. Do you now accept that the evidence provided to the ICO was fabricated? I plan to attend the Policy Committee meeting on Monday 18 October to give you the opportunity to answer these questions there. If, of course, you are able to answer them before that meeting, I should be very grateful.	
BTC.FOI.011	I hope you are keeping well, in what must be a challenging time. I refer to the Council's letter of 5 February 2021 regarding a FOI Appeal. I've attached a copy for reference. The council was asked for a copy of the minutes of this Appeal, and you responded they couldn't be located whilst the then Chief Officer was on sick leave. It is now clear those minutes are not within the council's control. In fact it is now unlikely they exist, or ever did. The council have not even been able to confirm which councillors attended the review, or erroneously delegated the task to Mrs Shippen. Will you please let me have a copy of the minutes of the FOI review, and the names of the councillors who attended both parts of this meeting, and its dates and times. Alternatively let me know the information is not held by the council. Please consider this email as a request for information under the Freedom of Information Act. Should the council not hold the minutes, then the content of the letter cannot be substantiated, and, in view of Mrs Shippen's record of dishonesty, increases the probability of further misconduct. You will appreciate that if you cannot produce the minutes of this meeting, then I am entitled to consider the review did not happen, and the contents of the letter is a further fabrication. I will therefore feel it appropriate for the council to hold a minuted review as soon as possible. Please let me know how you wish to proceed.	Partial information Given Other Information Declined under section 40(5)(a)(b) Personal (19th November 2021) NOW CLOSED Request 01.11.21 Responded 19.11.21
BTC.FOI.012	On 17 December 2020 Mrs Shippen sent me the attached scanned copies of an email, letter and meeting notes. The documents sent were scanned copies of hardcopy (paper) documents, all scanned on 17 December. The original request was for digital files directly taken, and sent as attachments, from the BTC It system. Your emails of 29 April and 5 May states there was no trace of files on your system, but doesn't make clear whether these documents were also missing, or in fact searched for. Will you please confirm you have these digital files, and if so let me have them, including all metadata. I have the file of the 4th September letter. Will you also please let me have a copy of your Microsoft teams log for 4th September 2020. Please treat this under the foia	Partial information Given Other Information Declined under section 40(5)(a)(b) Personal (19th November 2021) NOW CLOSED Request 02.11.21 Responded 19.11.21
BTC.FOI.013	Hello Bicester Town Council Phil Evans will recall I recently asked for copies of the Personnel Sub Committee minutes, which the council refused. I attach a response to similar request made in December 2017, which Mrs Shippen, supported by Cllr Mould, fulfilled.	All information Declined under section 40(5)(a)(b) Personal Information (19th

	In the circumstances I will be grateful for a copy of the Personnel Sub Committee minutes held from January 2021 to present. You are, of course, entitled to redact any information that identifies a living person, other than in the parts (theoretically held in public) e.g Those present. 9. Which Councillors hold responsibility for conducting this exercise? 10. With what frequency is the performance of the Chief Officer reviewed? 11. What evidence is gathered to support this process, from whom and by whom? 12. Is feedback sought from other staff members?	November 2021) NOW CLOSED Request 04.11.21 Responded 19.11.21
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2. Pending Response

BTC.FOI.015	We are instructed by our above named client in relation to subsidence damage at their property. A tree/vegetation under your ownership and or control is implicated in the damage and we therefore require certain information from you. Pursuant to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, we request the following information and documentation: 1. Copies of your tree/vegetation policies from 2005 to-date or where to locate said policies if readily accessible in electronic format; 2. A copy of your tree maintenance works carried out to the vegetation listed in the below site plan as STG1 and TG1 (Maple). This is within the area of 93 Mallards Way, Bicester, OX26 6WT. 3. Copies of your risk analysis in respect of the trees, from 2005 to-date, to include any maintenance regimes, if any, also carried out within this period; 4. Details of the information retained by and/or accessible to you in respect of the soil types in: 4.1 Bicester; 5. The number of tree related subsidence claims that have been brought against you within 1 mile radius of OX26 6WT postcode area between January 2008 and September 2018 For each claim please confirm: 5.1 Location of the tree (by house number) 5.2 Species of the implicated tree 5.3 The date of the claim We again refer you to the paragraph 2 (i) of the Pre-Action Protocol. We would ask you to forward to us all documentation in support of your position, in order that we can avoid an expensive escalation of costs. In the event you fail to provide your documents, which is contrary to the Practice Direction, we will apply to the Court for these documents and we will seek costs in respect of the claim from you. If you have any queries relating to this matter, please do not hesitate to contact	Q1. Tree Policy – Adopted in 2020 Q2. Regarding TG1. This forms a component to the hedge group, it was not individually plotted on our system as a tree feature and as such, we do not hold tree inspection records, as it is classified under the contract as a hedge. The hedge along the eastern boundary of no. 93 is specified on the maintenance schedule as a “Hedge Above 1.8m” and forms part of the wider “Bicester Fields” contract. Please see below works schedule. Season 2018/2019 – completed 8 February 2019 Season 2019/2020 – completed 4 November 2019 Season 2020/2021 – completed 13 November 2020 Q3. Information Not Held Q4. Soilscape through landis. Q5. BTC records	All information obtained, Response Prepared – Deadline for response 14.12.21 Request 16.11.21 Responded xxx
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	us on the direct dial below or alternatively email smohit@dacbeachcroft.com		
BTC.FOI.016	This request relates to the position of Chief Officer, latterly held by Mrs S Shippen. Will you please let me know; 1. What was the annual salary, including any other contracted payments, of the Chief Officer, as at 1 March 2021. 2. What changes (if any) were made to this amount during the period 1 March 2021 until 30 September 2021 3. What was the total amount paid to the Chief Officer, including any other payments, between and relating to the period 1 March 2021 and 30 September 2021 incl, 4. Was an employment reference given to the Chief Officer, or any third party, with regard to any change, or potential change in employment, at any time on or since 1 March 2021.	Q1 This information can be found on our website at https://www.bicester.gov.uk/the-council/transparency/senior-council-employees/ Q2 – 4 Bicester town council consider this information as exempt, as the duty in section 1 (1) (a) of the freedom of Information Act 2000 does not apply, By Virtue of the following Section 40 (5) (a) (b) Personal information. Please see below for further explanation.	Request will be declined under section 40(5)(a)(b) Personal Response Prepared – Deadline for response 14.12.21 Request 18.11.21 Responded 10.12.21
BTC.FOI.017	On 25 September 2017 In a letter signed by Cllrs Sibley and Mould , BTC wrote "We would advise you that the employment of Mrs Shippen was conducted as per the recruitment policy of the council," yet at the time of Mrs Shippen's employment, the Council did not have an adopted policy, as confirmed by Mrs Shippen in an email dated 20 November 2017, the first policy only being adopted on 17 July 2017. However, the Council did hold a contemporaneous Fraud and Policy Statement which read; "15.The Council recognises that a key preventative measure in the fight against fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the previous record of all potential staff, in terms of their honesty and integrity. Written references will be obtained for all staff offered employment with the Council." A Freedom of Information response from Seaford Town Council confirmed they held no document from Bicester Town Council requesting an employment reference on Mrs Shippen, yet BTC were aware of her employment record. Mrs Shippen was dismissed for two counts of gross misconduct from her position as Chief Clerk of STC, as confirmed by STC minutes and subsequently confirmed by STC under the FoIA. The detailed reasons for dismissal was never revealed following an ICO Decision Notice. Will you please let me know; 1. What policy(ies) did BTC follow in recruiting and employing Mrs Shippen? 2. Who authorised that Policy(ies) use (if any) and when? 3. In taking " effective steps at the recruitment stage to establish, as far as possible, the previous record of all potential staff, in terms of their honesty and integrity" what written references, and from whom, did BTC take to establish Mrs Shippen's previous record?	Q1 & 2 The most recent version of the Fraud and Corruption Policy was adopted in January 2019 by Policy Committee. Previous versions would be adopted in the same way however the Council does not hold a record of the previous version. Q3 & 4 Bicester town council consider this information as exempt, as the duty in section 1 (1) (a) of the freedom of Information Act 2000 does not apply, By Virtue of the following Section 40 (5) (a) (b) Personal information. Please see below for further explanation. Q5 – I can confirm that 3 references were received in the recruitment process for the Chief Officer.	Request will be Partially declined under section 40(5)(a)(b) Personal Response Prepared – Deadline for response 14.12.21 Request 19.11.21 Responded 10.12.21

	4. Did BTC establish the exact reasons for Mrs Shippen's dismissal prior to the employment being unconditionally confirmed? 5. In particular did BTC take a written reference from Seaford Town Council and did it receive a reply?		
BTC.FOI.018	Thank you for the notes of the remote Teams meeting of 26 January 2021 showing the embedded metadata. The notes state " The Panel reviewed the appellant's emails dated 30 November and 16 December alongside an FOI request and response from December 2019, an FOI request of 25 June 2020 and response of 22 July 2020. The Panel considered the appeal and the subsequent email correspondence.". As we now know the purported response from December 2019 has never been able to be produced by the council; the email of 22 July 2020 didn't exist and the letter response of 22 July 2020 was a fabrication. That raises the question what exactly was reviewed by the panel and was the panel misled? For the panel to have been able to review these documents, they must have been sent them, sometime just prior to the meeting by email, with all six documents as attachments, meaning the relevant 'sent' email and attachments will be on the Council server, along with the 'received' emails in each of the councillors BTC inboxes. . Will you please let me have any or all of the Microsoft digital copy(ies) of the sent email(s) with all six attachments as shown in the notes. Alternatively one of the three councillors will have one in their BTC business inbox.	I believe this to be a duplicated request for information made by yourself. The information has already been supplied.	Request will be declined as data already requested. Deadline for response 20.12.21 Request 23.11.21 Responded 14.12.21
BTC.FOI.019	On 19 November 2020 Mrs Shippen sent an email to the ICO with a digital file of a pdf letter dated 4 September 2020 attached, announcing the result of an Internal review held that day. The email also included a copy email purporting to send this copy letter to me on the same date. The copy email is clearly shown as sent at 18.30 on 4 September 2020. The metadata on the digital pdf file shows the file to have been created on 19 November 2020, the day it was sent to the ICO. On the same day I asked Mrs Shippen by email to let me have a digital file of the email, and a copy of the minutes of the meeting on 4 September. I received a scanned copy (effectively a photocopy) of the letter, copy email and minutes on 17 December 2020, which of course does not show original metadata. Today you have sent me the source Microsoft Word document used to create the pdf letter file. The (meta)data reveals the following; Word Document Created 18 November 2020 at 10.04 Modified 19 November 2020 at 18.25 PDF Document Created 19 November 2020 at 18.25 Modified 19 November 2020 at 18.25	A teams meeting was sent by the chief officer to councillors Pratt, Metcaff and Knight the time of this meeting was 12:30 on the 4th September. Attached are the two documents on the councils server that relate to this meeting. Councillors Pratt & Knight confirmed this meeting to have taken place – their emails confirming this as also attached.	All information obtained, Response Prepared – Deadline for response 14.12.21 Request 23.11.21 Responded 10.12.21

	Email to ICO (copy to me) sent 19 November 2020 at 18.33.		
BTC.FOI.020	I am writing to request some information under the Freedom of Information Act 2000 about a phone mast that appeared on Leach Road, Bicester some months ago. I would like to know 1. What the purpose of the mast is 2. Who owns it 3. Whether residents were informed of its installation 4. If so, did they have a right to appeal against its installation 5. Whether its proximity to a large residential area was considered 6. Have you measured the GHz being emitted by the mast? 7. Whether any residents have complained about it or reported any health issues to you about it 8. Whether any other residents in Bicester have complained about other masts erected around the town recently	Please direct your query to Cherwell District Council as the Planning Authority for the area. https://www.cherwell.gov.uk/info/9/planning-and-building 01295 227001	All information obtained, Response Prepared – Deadline for response 14.12.21 Request 23.11.21 Responded 10.12.21
BTC.SAR.002	Internal Request – Personnel ONLY	Ongoing	Ongoing

3. Under Appeal

BTC.FOI.001	Please supply me with copies of all of the minutes of the Personnel Sub Committee Meetings for the past 5 years. As you know these are a public document and must be so under the Local Government Act 1972 to make lawful decisions. I look forward to your compliance as soon as you are able.	Bicester town council consider the information request minutes exempt, as the duty in section 1 (1) (a) of the freedom of Information Act 2000 does not apply, By Virtue of the following Section 40 (5) (a) (b) Personal information.	Request will be declined under section 40(5)(a)(b) Personal This has been challenged with Commissioner BTC await Answer
BTC.FOI.002	Please supply me with copies of all of the agendas of the Personnel sub Committee Meetings for the past 5 years. As you know these are a public document and must be so under the Local Government Act 1972 to make lawful decisions. I look forward to your compliance as soon as you are able.	Bicester town council consider the information request agendas exempt, as the duty in section 1 (1) (a) of the freedom of Information Act 2000 does not apply, By Virtue of the following Section 40 (5) (a) (b) Personal information.	Request will be declined under section 40(5)(a)(b) Personal This has been challenged with Commissioner BTC await Answer
BTC.FOI.014	Please provide an electronic copy of all recorded information you hold relating to a decision of the First-tier Tribunal (Information Rights) under reference EA/2021/0115P. This decision, dated 24 September 2021, contained some strong criticisms of your council.	This information is readily available Bicester Search ICO	This has been challenged with Commissioner as incomplete BTC await Answer

2. Recommendation

Committee is **RECOMMENDED** to **NOTE** the Freedom of Information Activity Report.

Freedom of Information Act 2000 (Section 48)

Practice Recommendation

Date: 1 December 2021

Public Authority: Bicester Town Council
Address: The Garth
Launton Road
Bicester
OX26 6PS

Foreword

1. This Practice Recommendation is issued in relation to actions taken by a representative of Bicester Town Council (the Council) during an investigation carried out by the Information Commissioner under section 50 of the Freedom of Information Act 2000 (FOIA). In light of this event, the Commissioner has reached the view that the Council's request handling practices do not conform to the section 45 [Freedom of Information Code of Practice](#), issued by the Cabinet Office in July 2018 (the Code).
2. The Commissioner considers that the Council's practices do not conform to the following sections of the Code:
 - Part 1 of the Code relating to right of access.
 - Part 4 of the Code relating to time limits for responding to requests.
 - The Commissioner also finds that the Council's actions did not meet her reasonable expectations as to how public authorities will engage with her office during section 50 investigations.
3. Therefore, in accordance with section 48(1) of the FOIA, the Commissioner has elected to issue this practice recommendation.

Summary

4. On 16 October 2020 an individual (the complainant) contacted the ICO to raise the issue of non-response to an information request they had submitted to the Council on 25 June 2020. On 4 November 2020 the ICO contacted the Council and asked it to respond to the complainant's information request, or else confirm that a response had already been sent.
5. On 18 November 2020 the Council replied to the ICO and indicated that it had issued a response to the complainant's information request on 22 July 2020. The reply from the Council to the ICO did not include a copy of the 22 July 2020 response to the complainant. The ICO reverted to the Council to ask for a copy of that response to be supplied. On 27 November 2020 the Council responded and attached a pdf version of a letter from the Council to the complainant bearing the date 22 July 2020.
6. The complainant subsequently questioned when the letter dated 22 July 2020 had first been sent to him. The ICO wrote to the Council on 11 December 2020 seeking confirmation and evidence that the 22 July 2020 letter had been sent to the complainant on that date. The Council responded on 17 December 2020 and provided a scan of paper versions of an email dated 22 July 2020 and the letter of the same date.
7. The complainant continued to dispute the date on which the Council had first responded to his information request and requested that the Commissioner issue a decision notice. On 22 February 2021 the Commissioner issued a decision notice finding that, on the basis of the evidence supplied by the Council, the Council had responded to the complainant's information request of 25 June 2020 within 20 working days of receipt.
8. The complainant appealed the decision notice to the First-tier Tribunal (Information Rights). The grounds for appeal were that the complainant continued to dispute that the Council had responded to him on 22 July 2020 and that the Council's evidence of this response appeared to have been fabricated.
9. The Tribunal at paragraphs 12 to 14 of its written judgement referenced EA/2021/0115P described the course of the appeal as follows:

'12. At this point the case took an unexpected turn. The Response to the appeal from the Commissioner states that the Commissioner had invited the Council to provide further evidence that the response to the

request had been sent on 22 July 2020. The reply from the Council now was that the meta data on the response letter indicated that the earliest it could have been sent to the Appellant was 27 November 2020 (in fact the date that the Council had responded to the Commissioner), and that there was no trace of the email believed to have been sent on 22 July 2020.

13. On that basis the Commissioner accepted that the prescribed periods in s10 and s17 FOIA had not been complied with, and the decision notice had been wrong to find otherwise.

14. The Commissioner's view was that the appeal should be allowed but no further steps are necessary because the request had been replied to, albeit over four months late.'

10. The Tribunal went on to state at paragraph 15:

'Inevitably, and somewhat incredulously, we are left with the strong impression that an officer of the Council has fabricated an account to the Commissioner that the response was sent on 22 July 2020 to avoid criticism that this was not, in fact, done.'

11. And at paragraph 16:

'It is important for both the Commissioner and the Tribunal that the veracity of responses from public authorities in FOIA cases can be relied upon. Moreover, we note the sheer waste of resources in terms of time and money brought about by the Council's actions: for the Appellant, the Commissioner and the Tribunal.'

Nature of non-conformity

12. The Commissioner considers that the practices of the Council in relation to the exercise of its functions under the FOIA do not conform with parts 1 and 4 of the Code.

Part 1 – Right of access

13. Section 1.1 of the Code sets out the right of a requester to be informed whether or not the public authority "holds information meeting the description set out in the request".
14. In this case it became apparent during the Tribunal case that the Council had not taken the necessary steps to give effect to the complainant's right of access, prior to the complaint of non-response being made to the Commissioner.

Part 4 – time limits for responding to requests

15. Section 4.1 of the Code highlights the "*clear*" requirement that public authorities respond to requests for information promptly, and within 20 working days of receipt.
16. In this case the complainant did not receive any response to his information request from the Council until during the Commissioner's investigation, well after 20 working days had elapsed.

Action recommended

17. In relation to parts 1 and 4 of the code, the Council must ensure that it has appropriate procedures in place to record information requests, and to ensure that responses that give effect to the requester's right of access are issued within 20 working days of receipt of the request. The Council must endeavour to meet the statutory timescales on every occasion that it receives an information request.
18. Clearly it is of particular concern to the Commissioner in this case that a deliberate attempt to mislead her office appears to have been made. It appears to the Commissioner that chief amongst the factors that permitted this situation to come about was a lack of oversight of the FOI function within the Council. This allowed that function to be subverted by an individual intent on deception.
19. The Council must strengthen the oversight of its FOI function, so that it is confident that the individuals within that function are appropriately supervised.
20. The Council should also ensure that it takes appropriate steps to review any evidence it is aware of that suggests other incidents of malpractice in its request handling function, and take remedial action where this has occurred.

Other matters

21. As well as the formal findings of this notice, the Commissioner wishes to also stress the basic principles that she expects all public authorities to follow when handling requests made under the FOIA and when engaging with her office.
22. These are set out succinctly in the foreword of the Code:

'For any Freedom of Information regime to be truly effective it is important that both its users and those subject to it have faith in it.'

As well as in paragraph 1.1.3 of the separate code of practice issued under section 46 of the FOIA:

'The three principles of value, integrity and accountability provide a high-level framework for authorities to manage information and maintain a record of their activities.'

23. The faith that the Commissioner, along with the complainant and the Tribunal, can have in the integrity and accountability of the FOI function of the Council has been severely harmed by the actions of the Council referred to in this notice. The Council must now seek to restore that faith.

Failure to comply

24. A practice recommendation cannot be directly enforced by the Commissioner. However, failure to comply with a practice recommendation may lead to a failure to comply with FOIA, which in turn may result in the issuing of an enforcement notice. Further, a failure to take account of a practice recommendation may lead in some circumstances to an adverse comment in a report to Parliament by the Commissioner under section 49 of FOIA.
25. The Commissioner will have regard to this practice recommendation in her handling of subsequent cases involving Bicester Town Council.

Signed ... 

Ben Tomes
Group Manager
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Monday 20th December 2021

Mayor's Events Policy

Chairman: Councillor Richard Mould

Telephone: 07906 810920

Phil Evans – Acting Chief Officer

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

1. Overview

- 1.1 The Council often incurs expense on the behalf of the Mayor in order to run the Mayor's charitable events. A record of this is kept in a contra account and a settlement made at year end. The internal auditor recommends Council adopt a policy to manage this.

2. Analysis

- 2.1 Each year, the Town Mayor raises funds for charitable donations through events such as the Santa Fun Run. These events often require an initial investment to generate the charitable income e.g. purchase of Santa suits.
- 2.2 This expense is before the Mayor has had the opportunity to raise funds and in these instances the Council uses its own money to front the Mayor's events. This is recorded and managed via a contra account within the Council's accounting system.
- 2.3 At the end of the Mayoral year, the balance of the contra account is settled by a transfer from the Mayor's accounts to the Council.
- 2.4 A policy is needed to manage this, particularly for the possibility where the Mayor has insufficient funds to settle that owed to the Council.

3. New Policy – Mayor's Events

- 3.1 At the recommendation of the internal auditor, a policy has been drawn up to address the above. Please find attached at Appendix 1 – Mayor's Events Policy.

4. Recommendation

Committee is **RECOMMENDED** to **APPROVE** the adoption of a new policy – Mayor's Events.



MAYOR'S EVENTS POLICY

GP27

1. INTRODUCTION

1.1 This is a policy for managing the expenses the Council incurs on the Mayor's behalf in order to run the Mayor's charitable fundraising events.

2. DEFINITIONS

2.1 For the purpose of this policy the following definitions apply:

- i) Mayor – the councillor elected Mayor for the period of the mayoral year.
- ii) Charitable Events – events run in the Mayor's name in order to raise funds to be distributed to the Mayor's nominated charities.
- iii) Contra Account – the account in the Council's financial system used to record transactions made on the Mayor's behalf and or in order to support charitable events.

3. PROTOCOLS

3.1 The following protocols govern the management of the Council's financial involvement with the Mayor's Charitable Events.

- 3.1.1 Any financial transactions the Council undertakes related to the Mayor's Charitable Events will be recorded in the Council's Contra Account.
- 3.1.2 The balance of this Contra Account is to be settled at financial year end by a transfer of funds from the Mayor's accounts to the Council's.
- 3.1.3 All financial transactions undertaken by the Council will be as per the Council's Financial Regulations.
- 3.1.4 The Council will only undertake such financial transactions on the Mayor's behalf as is expected to be able to be repaid at year end. This is predicted based on previous events and planned income.
- 3.1.5 If the Mayor has not raised sufficient funds to be able to settle the balance of the Contra Account at year end, the Town Clerk or Responsible Financial Officer will recommend Council consider whether this is written off as bad debt. This is with the intention enabling the Mayor to make at least some charitable donations.

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Monday 20th December 2021

Draft Budget 2022/23

Chairman: Councillor Richard Mould

Telephone: 07906 810920

Phil Evans – Acting Chief Officer

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All Wards

1. Overview

- 1.1 In line with financial regulations and using the same methodology as in previous years, officers have drafted the 22/23 budget and three year forecast for Committee approval.

2. Forward Plan

- 2.1 As per financial regulations, the draft budget shall be presented to each relevant Committee as below for agreement on relevant sections.

October 20 th	Policy
November 3 rd	Events Working Party
November 22 nd	Environment
November 24 th	Personnel
November 29 th	Finance
December 20 th	Policy – for any amendments
January 24 th	Council – final approval

- 2.2 The budget returns to Policy in December to take account of any amendments and after notification of the exact tax base by Cherwell District Council in early December. After approval at Council 24th January the precept demand will be sent to Cherwell District Council.

3. Draft Budget 22/23

- 3.1 Appendix 1 shows a breakdown of the 22/23 draft budget compared with the previous five years. Appendix 2 shows the three year forecast based on a 2% year on year increase.
- 3.2 It is worth noting the overall deficit of the 21/22 budget leading to a budgeted transfer from reserves. Officers have sought to redress this by bringing the 22/23 budget back to a net neutral position.

4. Significant Amendments to the Draft Budget since approval at Finance 29th November

Precept:

- 4.1 Cherwell District Council have now notified the Town Council of the Estimated Tax Base 2022-23. The tax base has increased by 4.3% from 11,994 to 12,515.
- 4.2 The Council's draft budget has been adjusted accordingly, the precept changing from £1,644,137 to £1,684,268.70. This equates to a 2% increase to Band D council tax i.e. from £131.94 to £134.58 per year (an additional £2.64).
- 4.3 The additional £40,131.70 has been allocated to the New Cemetery reserve code.

Christmas Trail:

- 4.4 A second amendment is the re-introduction of an income and expenditure budget for the Christmas Trail event, effectively re-introducing this event into the 2022 programme of events.
- 4.5 This is due to the hugely positive feedback received from residents on the recent inaugural Christmas Trail. In addition, it has been identified that the event would be self-supporting with a conservative estimate on ticket sales, meaning no net increase to expenditure. A breakdown of this can be found at the end of this report.
- 4.6 The re-introduction of the event will need discussion at Events Working Party and Environment Committee.

5. Recommendation

- 5.1 Committee is recommended to:
 - a) **AGREE** the proposed 22/23 draft budget.
 - b) **RECOMMEND** the budget be approved at Council 24th January.

		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
Comparison Costs															
£29,000.00	£9,196.16 GLX	£22,500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00
£13,421.94	Security	£958.71	£958.71	£958.71	£958.71	£958.71	£958.71	£958.71	£958.71	£958.71	£958.71	£958.71	£958.71	£958.71	£958.71
£2,520.00	First Aid	£180.00	£180.00	£180.00	£180.00	£180.00	£180.00	£180.00	£180.00	£180.00	£180.00	£180.00	£180.00	£180.00	£180.00
£1,500.00	Generators	£1,500.00													
£4,900.00	Fuel	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00
£200.00	Advertising	£200.00													
£10,500.00	Staffing	£750.00	£750.00	£750.00	£750.00	£750.00	£750.00	£750.00	£750.00	£750.00	£750.00	£750.00	£750.00	£750.00	£750.00
£1,500.00	Sheds	£1,500.00													
£500.00	Ground Marking	£500.00													
£64,041.94	Total Spend	£26,438.71	£2,738.71	£2,738.71	£2,738.71	£2,738.71	£2,738.71	£2,738.71	£2,738.71	£2,738.71	£2,738.71	£2,738.71	£2,738.71	£2,738.71	£2,738.71
Income															
£61,250.00	Tickets Adult (50%)	£4,375.00	£4,375.00	£4,375.00	£4,375.00	£4,375.00	£4,375.00	£4,375.00	£4,375.00	£4,375.00	£4,375.00	£4,375.00	£4,375.00	£4,375.00	£4,375.00
£30,625.00	Tickets Kid (50%)	£2,187.50	£2,187.50	£2,187.50	£2,187.50	£2,187.50	£2,187.50	£2,187.50	£2,187.50	£2,187.50	£2,187.50	£2,187.50	£2,187.50	£2,187.50	£2,187.50
£1,000.00	Shall Sponsorship (£100)	£1,000.00													
£0.00	Event Sponsorship (£250)														
	Total Income	£5,571.88	£4,921.88	£4,921.88	£4,921.88	£4,921.88	£4,921.88	£4,921.88	£4,921.88	£4,921.88	£4,921.88	£4,921.88	£4,921.88	£4,921.88	£4,921.88
	Rolling Totals	-£20,766.84	-£18,583.67	-£16,400.51	-£14,217.34	-£12,034.18	-£9,851.01	-£7,667.84	-£5,484.68	-£3,301.51	-£1,118.35	£1,064.82	£3,247.98	£5,431.15	£7,614.31
	25% unsold safeguard														

Planning for Year 2022/23		Previous Year(s) information					Budget	Year To Date Month 6	Estimated Year End	Budget Preparation	Difference to 21/22 Budget	Notes
		Actual										
		2016/17	2017/18	2018/19	2019/20	2020/21						
									2022/23			
102	Civic and Democratic											
4028	Meetings and Hospitality	£68.00	£137.00	£78.00	£53.00	£70.00	£200.00	£70.00	£81.20	£100.00	-£100.00	Reduction based on past
4031	Modern Gov	£0.00	£0.00	£0.00	£0.00	£9,000.00	£7,250.00	£7,250.00	£7,250.00	£7,250.00	£0.00	
4150	Mayor's Expenses	£1,500.00	£1,500.00	£1,750.00	£1,750.00	£1,750.00	£1,750.00	£1,750.00	£1,750.00	£1,750.00	£0.00	
4159	Elections	£5,918.00	£3,876.00	£2,638.00	£0.00	£0.00	£3,000.00	£0.00	£0.00	£3,000.00	£0.00	**ER code
4160	Civic Expenses	£8,954.00	£8,458.00	£14,905.00	£8,491.00	£639.00	£11,000.00	£5,486.00	£8,289.40	£11,000.00	£0.00	
4209	Member's Allowances	£12,769.00	£12,600.00	£11,760.00	£12,264.00	£11,388.00	£13,800.00	£12,936.00	£12,936.00	£13,800.00	£0.00	
	Civic and Democratic :- Indirect Expenditure	£29,209.00	£26,571.00	£31,131.00	£22,558.00	£22,847.00	£37,000.00	£27,492.00	£30,306.60	£36,900.00		
		£29,209.00	£26,571.00	£31,131.00	£22,558.00	£22,847.00	£37,000.00	£27,492.00	£30,306.60	£36,900.00	-£100.00	
105	Central Services											
1014	Inc-Miscellaneous	£0.00	£0.00	£0.00	£24,154.00	£254.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Central Services :- Income				£24,154.00	£254.00	£0.00	£0.00	£0.00	£0.00		
4000	Salaries	£110,732.00	£123,010.00	£130,778.00	£112,400.00	£138,376.00	£152,808.00	£93,305.00	£152,808.00	£161,027.00	£8,219.00	Payrise x1 (Inc 2.0% 2022/23 Pay award)
4001	Ers National Insurance	£7,548.00	£10,975.00	£11,108.00	£11,051.00	£13,578.00	£15,024.00	£9,860.00	£15,024.00	£18,549.00	£3,525.00	1.5% increase inc
4002	Ers Pension	£26,753.00	£38,111.00	£37,526.00	£24,170.00	£30,154.00	£33,159.00	£14,501.00	£33,159.00	£34,943.00	£1,784.00	
4003	Temporary Staff	£0.00	£0.00	£0.00	£16,283.00	£0.00	£0.00	£6,706.00	£10,000.00	£2,500.00	£2,500.00	New. (target would be not to use)
4009	Staff Travel	£307.00	£520.00	£24.00	£466.00	£1,000.00	£1,000.00	£0.00	£100.00	£500.00	-£500.00	Reduction based on past
4015	Health and Safety	£392.00	£81.00	£1,607.00	£595.00	£124.00	£2,000.00	£0.00	£0.00	£1,000.00	-£1,000.00	Reduction based on past
4020	Mobile Phones	£1,226.00	£996.00	£908.00	£623.00	£569.00	£900.00	£480.00	£900.00	£500.00	-£400.00	New contract
4021	Office Phones	£2,348.00	£2,554.00	£2,581.00	£2,738.00	£2,198.00	£2,700.00	£1,536.00	£2,700.00	£2,500.00	-£200.00	New contract
4022	Post	£2,556.00	£2,588.00	£2,202.00	£2,619.00	£1,448.00	£1,600.00	£199.00	£400.00	£1,000.00	-£600.00	Increasingly online services
4023	Stationery	£882.00	£935.00	£1,193.00	£1,460.00	£884.00	£1,550.00	£439.00	£1,000.00	£1,400.00	-£150.00	Reduction based on past
4024	Subscriptions	£3,950.00	£4,607.00	£4,061.00	£4,357.00	£4,574.00	£5,000.00	£4,006.00	£4,500.00	£5,000.00	£0.00	
4025	Insurance	£16,952.00	£17,415.00	£18,562.00	£19,241.00	£17,714.00	£18,250.00	£18,587.00	£18,587.00	£19,000.00	£750.00	New defibrillators
4026	Printing	£866.00	£529.00	£220.00	£0.00	£0.00	£500.00	£22.00	£100.00	£300.00	-£200.00	Reduction based on past
4027	Ref. Booksand Publications	£195.00	£0.00	£109.00	£60.00	£123.00	£200.00	£0.00	£0.00	£200.00	£0.00	
4030	Advertising & Promotions	£841.00	£319.00	£680.00	£35.00	£0.00	£500.00	£0.00	£0.00	£0.00	-£500.00	CM to remove coding for 2022/23
4032	Recruitment Advertising	£4,470.00	£0.00	£565.00	£0.00	£294.00	£300.00	£0.00	£200.00	£300.00	£0.00	
4033	Office Expenses	£1,150.00	£876.00	£1,124.00	£1,042.00	£286.00	£1,300.00	£360.00	£1,000.00	£1,300.00	£0.00	
4034	Computer Support	£6,851.00	£8,131.00	£16,536.00	£18,887.00	£17,560.00	£20,000.00	£14,307.00	£20,000.00	£25,000.00	£5,000.00	
4035	Maintenance-Office Equipment	£159.00	£298.00	£18.00	£20.00	-£9.00	£200.00	£0.00	£150.00	£200.00	£0.00	
4040	Website	£385.00	£425.00	£2,755.00	£471.00	£1,065.00	£1,500.00	£654.00	£1,500.00	£1,500.00	£0.00	
4041	Photocopier	£2,746.00	£3,554.00	£3,510.00	£3,509.00	£2,449.00	£3,800.00	£61.00	£1,000.00	£1,500.00	-£2,300.00	New printer purchased on asset code, this is for billing
4055	Press & PR	£0.00	£0.00	£1,800.00	£2,025.00	£2,663.00	£2,750.00	£1,575.00	£2,750.00	£2,750.00	£0.00	
4056	Legal and Professional Fees	£950.00	£3,569.00	£7,489.00	£10,511.00	£740.00	£10,000.00	£12,783.00	£13,000.00	£10,000.00	£0.00	
4057	Audit Fees	£4,070.00	£2,901.00	£3,460.00	£2,613.00	£2,457.00	£4,000.00	£2,370.00	£4,000.00	£4,000.00	£0.00	
4058	Accountancy	£5,363.00	£6,154.00	£6,274.00	£5,354.00	£4,731.00	£6,500.00	£2,292.00	£6,500.00	£6,500.00	£0.00	
4070	Training & Conferences	£555.00	£2,477.00	£1,605.00	£2,040.00	£2,039.00	£10,000.00	£2,614.00	£5,000.00	£7,311.00	-£2,689.00	Reduction based on past
4097	HR	£840.00	£397.00	£1,485.00	£9,904.00	£229.00	£5,400.00	£6,541.00	£7,000.00	£5,400.00	£0.00	
4169	Newsletter	£14,000.00	£14,000.00	£14,000.00	£14,666.00	£15,000.00	£15,000.00	£5,000.00	£15,000.00	£15,000.00	£0.00	
	Central Services :- Indirect Expenditure	£217,087.00	£245,422.00	£272,180.00	£267,140.00	£260,246.00	£315,941.00	£198,198.00	£316,378.00	£329,180.00		
		£217,087.00	£245,422.00	£272,180.00	£242,986.00	£259,992.00	£315,941.00	£198,198.00	£316,378.00	£329,180.00	£13,239.00	

106	Garth House											
1002	Inc-CAB Rent	£4,250.00	£4,250.00	£4,250.00	£4,250.00	£4,250.00	£4,250.00	£4,250.00	£4,250.00	£4,250.00	£0.00	
1007	Inc-Registrars	£2,500.00	£16,817.00	£4,185.00	£2,627.00	£10,093.00	£1,500.00	£0.00	£1,250.00	£1,250.00	-£250.00	End of lease, start of license
1001	Inc-Nais House							£3,200.00	£3,200.00	£4,800.00	£4,800.00	New lease
1010	Inc-Garth Rooms Lettings	£7,825.00	£6,765.00	£6,069.00	£3,307.00	£0.00	£3,000.00	£75.00	£500.00	£3,000.00	£0.00	
1014	Inc-Miscellaneous	£0.00	£0.00	£0.00	£0.00	£2,220.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Garth House :- Income	£14,575.00	£27,832.00	£14,504.00	£10,184.00	£16,563.00	£8,750.00	£7,525.00	£9,200.00	£13,300.00		
4004	Cleaning Contract	£3,448.00	£3,437.00	£3,525.00	£3,539.00	£3,567.00	£3,600.00	£2,227.00	£3,600.00	£3,600.00	£0.00	
4011	Rates	£8,946.00	£7,153.00	£7,080.00	£7,242.00	£7,360.00	£24,000.00	£7,360.00	£24,000.00	£24,000.00	£0.00	
4012	Water Charges	£0.00	£0.00	£96.00	£302.00	£103.00	£500.00	£120.00	£300.00	£300.00	-£200.00	New supplier
4013	Gas	£0.00	£0.00	£1,585.00	£528.00	£1,124.00	£2,500.00	£65.00	£2,000.00	£2,000.00	-£500.00	New supplier
4014	Electric	£6,377.00	£3,117.00	£1,486.00	£2,171.00	£2,011.00	£2,500.00	£371.00	£1,500.00	£1,500.00	-£1,000.00	New supplier
4017	Cleaning Materials	£105.00	£21.00	£12.00	£88.00	£33.00	£200.00	£0.00	£100.00	£100.00	-£100.00	Reduction based on past
4036	Grounds & Buildings Mtce	£2,120.00	£2,235.00	£2,532.00	£6,792.00	£1,759.00	£3,000.00	£2,878.00	£5,000.00	£5,000.00	£2,000.00	NEW.Vinyl coverings for ground floor
4039	Waste Removal	£0.00	£0.00	£0.00	£0.00	£994.00	£1,000.00	£964.00	£1,250.00	£1,250.00	£250.00	Sanitary waste removal
4130	Building Security	£1,610.00	£535.00	£895.00	£2,500.00	£1,035.00	£1,500.00	£1,130.00	£1,500.00	£1,500.00	£0.00	
4203	Window Cleaning	£498.00	£664.00	£498.00	£332.00	£0.00	£1,500.00	£225.00	£750.00	£1,200.00	-£300.00	Reduction based on past
	Garth House :- Indirect Expenditure	£23,104.00	£17,162.00	£17,709.00	£23,494.00	£17,986.00	£40,300.00	£15,340.00	£40,000.00	£40,450.00		
		£8,529.00	-£10,670.00	£3,205.00	£13,310.00	£1,423.00	£31,550.00	£7,815.00	£30,800.00	£27,150.00	-£4,400.00	
107	Garth Lodge											
1006	Inc-Garth Lodge	£9,949.00	£3,756.00	£3,900.00	£8,387.00	£6,600.00	£13,200.00	£6,600.00	£13,200.00	£13,200.00	£0.00	
	Garth Lodge :- Income	£9,949.00	£3,756.00	£3,900.00	£8,387.00	£6,600.00	£13,200.00	£6,600.00	£13,200.00	£13,200.00		
4011	Rates	£0.00	£0.00	£1,485.00	£0.00	£244.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4013	Gas	£0.00	£0.00	£264.00	£115.00	£93.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4014	Electric	£0.00	£0.00	£77.00	£33.00	£69.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4052	Garth Lodge Costs	£1,744.00	£1,389.00	£7,013.00	£3,908.00	£1,512.00	£4,000.00	£660.00	£2,000.00	£2,500.00	-£1,500.00	18/19 and 19/20 were refurbishments
	Garth Lodge :- Indirect Expenditure	£1,744.00	£1,389.00	£8,839.00	£4,056.00	£1,918.00	£4,000.00	£660.00	£2,000.00	£2,500.00		
		-£8,205.00	-£2,367.00	£4,939.00	-£4,331.00	-£4,682.00	-£9,200.00	-£5,940.00	-£11,200.00	-£10,700.00	-£1,500.00	
108	Corporate Finance											
1076	Inc-Precept	£1,262,320.00	£1,339,590.00	£1,399,420.00	£1,468,070.00	£1,566,506.00	£1,582,488.00	£1,582,488.00	£1,582,488.00	£1,684,268.70	£101,780.70	2% annual increase on Band D rates
1077	Inc-Precept Support Grant	£61,716.00	£61,716.00	£61,716.00	£61,716.00	£30,858.00	£0.00	£0.00	£0.00	£0.00	£0.00	CM remove code no longer in use
1096	Inc-Interest Received	£14,341.00	£8,272.00	£16,271.00	£15,896.00	£3,665.00	£4,000.00	£925.00	£2,000.00	£2,000.00	-£2,000.00	Predicted decrease based on market rates
	Corporate Finance :- Income	£1,338,377.00	£1,409,578.00	£1,477,407.00	£1,545,682.00	£1,601,029.00	£1,586,488.00	£1,583,413.00	£1,584,488.00	£1,686,268.70		
4059	Bank Charges	£2,086.00	£2,063.00	£2,107.00	£2,076.00	£1,725.00	£2,400.00	£912.00	£2,000.00	£2,000.00	-£400.00	Past and in year prediction
4306	Loan Repayments	£26,102.00	£25,914.00	£25,726.00	£11,226.00	£11,038.00	£11,000.00	£5,448.00	£11,000.00	£11,000.00	£0.00	
	Corporate Finance :- Indirect Expenditure	£28,188.00	£27,977.00	£27,833.00	£13,302.00	£12,763.00	£13,400.00	£6,360.00	£13,000.00	£13,000.00		
		-£47,869.00	-£42,011.00	-£50,154.00	-£64,310.00	-£21,760.00	£9,400.00	£5,435.00	£11,000.00	£11,000.00	£1,600.00	
109	Community Support											
4060	CAB	£8,250.00	£8,250.00	£8,250.00	£8,250.00	£8,250.00	£8,250.00	£0.00	£8,250.00	£8,250.00	£0.00	
4061	Grants to Voluntary Org.	£16,339.00	£16,209.00	£18,273.00	£18,069.00	£9,350.00	£22,000.00	£16,291.00	£20,000.00	£22,000.00	£0.00	
4062	Shopmobility/Dialaride	£0.00	£0.00	£0.00	£0.00	£0.00	£4,750.00	£0.00	£0.00	£4,750.00	£0.00	
4063	COVID 19 Grants	£0.00	£0.00	£3,000.00	£0.00	£8,140.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4064	OYAP	£3,600.00	£3,600.00	£3,600.00	£12,000.00	£0.00	£12,000.00	£13,500.00	£13,500.00	£12,000.00	£0.00	SLA will likely be renewed
4065	TVP Crime Partnership	£0.00	£0.00	-£218.00	£3,600.00	£3,600.00	£3,600.00	£3,600.00	£3,600.00	£3,600.00	£0.00	
4131	Bicester Vision Manager	£5,000.00	£5,000.00	£5,004.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£0.00	Reviewed every 3 years
4133	Partnership	£0.00	£366.00	£4,767.00	£496.00	£0.00	£6,000.00	£0.00	£0.00	£11,000.00	£5,000.00	£5k 22/23 and 23/24 as BTC contribution to Wild Bicester
4170	CCTV	£5,150.00	£5,150.00	£5,150.00	£5,150.00	£0.00	£5,150.00	-£5,150.00	£5,150.00	£5,150.00	£0.00	CDC Town Centre run CCTV
4191	Community Woodland	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	£0.00	£0.00	£5,000.00	£0.00	**ER code
4192	Youth Initiatives	£0.00	£0.00	£0.00	£0.00	£0.00	£10,000.00	£0.00	£0.00	£10,000.00	£0.00	JS/ZM Initiative - 2021/2022 drwarn into new ER code.
	Community Support :- Indirect Expenditure	£38,339.00	£38,575.00	£47,826.00	£52,565.00	£34,340.00	£81,750.00	£33,241.00	£55,500.00	£86,750.00		
		£38,339.00	£38,575.00	£47,826.00	£52,565.00	£34,340.00	£81,750.00	£33,241.00	£55,500.00	£86,750.00	£5,000.00	
110	Projects											
1019	Inc-Grants Received	£0.00	£0.00	£64,150.00	£30,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Projects :- Income	£0.00	£0.00	£64,150.00	£30,000.00	£0.00	£0.00	£0.00	£0.00	£0.00		
4100	Purchase New Machinery	£0.00	£0.00	£3,584.00	£1,751.00	£0.00	£25,000.00	£0.00	£25,000.00	£0.00	-£25,000.00	New van purchased
4300	New Computer Equipment	£0.00	£0.00	£0.00	£5,904.00	£0.00	£7,000.00	£0.00	£7,000.00	£7,000.00	£0.00	
4301	Garth House Redevelopment	£0.00	£0.00	£1,250.00	£5,000.00	£5,000.00	£40,000.00	£141.00	£500.00	£35,000.00	-£5,000.00	£5k decrease in 22/23 and 23/24 for BTCs contribution to Wild Bicester
4305	New Cemetery	£0.00	£0.00	£1,725.00	£400.00	£0.00	£63,000.00	£0.00	£0.00	£29,791.70	-£33,208.30	**ER code decreased
4312	Asset Maintenance	£0.00	£0.00	£0.00	£0.00	£5,878.00	£60,000.00	-£3,064.00	£0.00	£60,000.00	£0.00	**ER code
4313	Play Area/Open Space Inv.	£7,998.00	£0.00	£0.00	£1,514.00	£2,508.00	£50,000.00	£0.00	£0.00	£80,000.00	£30,000.00	**ER code Increased
4314	Town Centre	£0.00	£0.00	£0.00	£4,014.00	£0.00	£25,000.00	£0.00	£0.00	£25,000.00	£0.00	**ER code
	Projects :- Indirect Expenditure	£7,998.00	£0.00	£6,559.00	£18,583.00	£13,386.00	£270,000.00	-£2,923.00	£32,500.00	£236,791.70		
		£7,998.00	£0.00	-£57,591.00	-£11,417.00	£13,386.00	£270,000.00	-£2,923.00	£32,500.00	£236,791.70	-£33,208.30	
Policy & Finance							£736,441.00			£717,071.70	-£19,369.30	

300	Environmental Services											
4000	Salaries	£174,396.00	£177,807.00	£214,228.00	£177,735.00	£166,189.00	£208,975.00	£98,906.00	£208,975.00	£264,065.00	£55,090.00	Increase x2 - PR role increase to FT - Payrise x2 (Inc 2.0% 2022/23 Pay award)
4001	Ers National Insurance	£13,633.00	£14,360.00	£15,970.00	£14,348.00	£13,741.00	£17,923.00	£8,610.00	£17,923.00	£26,487.00	£8,564.00	1.5% increase inc
4002	Ers Pension	£23,224.00	£35,183.00	£38,895.00	£32,652.00	£35,873.00	£45,347.00	£21,329.00	£45,347.00	£57,302.00	£11,955.00	
4003	Temporary Staff	£0.00	£0.00	£0.00	£25,296.00	£38,943.00	£0.00	£18,061.00	£25,000.00	£5,000.00	£5,000.00	New.To take strain through summer month (target would be not to use)
4016	Uniforms & PPE	£535.00	£905.00	£582.00	£578.00	£1,208.00	£1,400.00	£171.00	£1,000.00	£1,400.00	£0.00	
4020	Mobile Phones	£641.00	£2,395.00	£2,831.00	£1,730.00	£1,635.00	£2,500.00	£937.00	£2,500.00	£3,000.00	£500.00	Increased staff numbers
4042	Maintenance Machinery	£5,339.00	£2,189.00	£5,153.00	£6,102.00	£2,207.00	£7,000.00	£324.00	£7,000.00	£7,000.00	£0.00	
4044	Petrol, Oil & Gas	£4,521.00	£4,718.00	£5,365.00	£5,260.00	£3,245.00	£6,000.00	£3,159.00	£6,000.00	£6,000.00	£0.00	
4045	Tools	£0.00	£0.00	£0.00	£0.00	£387.00	£1,000.00	£16.00	£500.00	£871.00	£-129.00	
4178	Vehicle maintenance	£4,979.00	£2,005.00	£1,868.00	£1,583.00	£2,199.00	£3,000.00	£1,403.00	£3,000.00	£3,000.00	£0.00	
	Environmental Services :- Expenditure	£227,268.00	£239,562.00	£284,892.00	£265,284.00	£265,627.00	£293,145.00	£152,916.00	£317,245.00	£374,125.00		
1014	Inc - Miscellaneous	£0.00	£0.00	£105.00	£0.00	£72.00	£0.00	£74.00	£74.00	£0.00	£0.00	
1211	Inc - Sale of Assets	£0.00	£1,017.00	£0.00	£4,200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Environmental Services :- Income	£0.00	£1,017.00	£105.00	£4,200.00	£72.00	£0.00	£74.00	£74.00	£0.00		
		£227,268.00	£238,545.00	£284,787.00	£261,084.00	£265,555.00	£293,145.00	£152,842.00	£317,171.00	£374,125.00	£80,980.00	
301	Open Spaces											
4126	Lease of Open Spaces	£0.00	£10.00	£0.00	£20.00	£436.00	£21.00	£10.00	£21.00	£21.00	£0.00	Cancel code, use allotments 404/4055
4154	Tree Maintenance	£46,082.00	£0.00	£8,692.00	£45,246.00	£29,335.00	£40,000.00	£0.00	£40,000.00	£40,000.00	£0.00	
4175	Maintenance of open Spaces	£6,914.00	£3,464.00	£3,737.00	£4,282.00	£3,111.00	£14,500.00	£6,190.00	£14,500.00	£14,500.00	£0.00	
4190	Parks & Gardens Contract	£292,314.00	£297,159.00	£260,239.00	£327,837.00	£345,532.00	£328,250.00	£-7,354.00	£328,250.00	£328,250.00	£0.00	
4204	Pest Control Contract	£0.00	£130.00	£0.00	£0.00	£58.00	£250.00	£121.00	£250.00	£250.00	£0.00	
	Open Spaces :- Expenditure	£345,310.00	£300,763.00	£272,668.00	£377,385.00	£378,472.00	£383,021.00	£-1,033.00	£383,021.00	£383,021.00		
1014	Inc-Miscellaneous	£0.00	£0.00	£517.00	£2,111.00	£64.00	£0.00	£4.00	£0.00	£0.00	£0.00	
1028	Inc-Pavilions/pitches	£0.00	£0.00	£365.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CM to remove coding for 2022/23
1037	Inc-Keta Field Pitches	£2,064.00	£1,698.00	£2,230.00	£2,938.00	£1,268.00	£2,500.00	£2,380.00	£2,500.00	£2,500.00	£0.00	
1038	Inc-Bure Park pitches	£0.00	£50.00	£297.00	£17.00	£18.00	£0.00	£42.00	£42.00	£0.00	£0.00	
1040	Inc-Keble Road pitches	£2,907.00	£1,450.00	£989.00	£1,100.00	£0.00	£1,500.00	£1,200.00	£1,200.00	£1,500.00	£0.00	
1041	Inc - Open Spaces	£0.00	£0.00	£1,004.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
1046	Inc-Football Pitches Other	£830.00	£435.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CM to remove coding for 2022/23
	Open Spaces :- Income	£5,801.00	£3,633.00	£5,402.00	£6,166.00	£1,350.00	£4,000.00	£3,626.00	£3,742.00	£4,000.00		
		£339,509.00	£297,130.00	£267,266.00	£371,219.00	£377,122.00	£379,021.00	£-4,659.00	£379,279.00	£379,021.00	£0.00	
305	Pingle Field											
4012	Water Charges	£0.00	£0.00	£590.00	£726.00	£1,591.00	£900.00	£-27.00	£900.00	£900.00	£0.00	
4014	Electric	£3,616.00	£3,836.00	£2,545.00	£2,639.00	£1,723.00	£3,500.00	£5,773.00	£6,500.00	£3,000.00	£-500.00	
4017	Cleaning Materials	£91.00	£108.00	£99.00	£108.00	£394.00	£300.00	£200.00	£200.00	£150.00	£-150.00	Past and in year prediction (20/21 was covid)
4036	Grounds & Buildings Maintenance	£1,278.00	£977.00	£1,311.00	£1,693.00	£2,199.00	£4,700.00	£188.00	£4,700.00	£4,700.00	£0.00	
4039	Waste Removal	£0.00	£0.00	£0.00	£0.00	£223.00	£230.00	£212.00	£230.00	£230.00	£0.00	
4130	Building Security	£397.00	£323.00	£250.00	£2,200.00	£938.00	£1,500.00	£1,058.00	£1,500.00	£500.00	£-1,000.00	Alarm improvements made in 21/22
	Pingle Field :- Expenditure	£5,382.00	£5,244.00	£4,795.00	£7,366.00	£7,068.00	£11,130.00	£7,404.00	£14,030.00	£9,480.00		
1014	Inc- Misc	£0.00	£0.00	£0.00	£2.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CM to remove coding for 2022/23
1028	Inc - Pavilion/Pitches	£4,544.00	£8,227.00	£3,762.00	£4,720.00	£2,690.00	£5,000.00	£3,360.00	£5,000.00	£5,000.00	£0.00	
	Pingle Field :- Income	£4,544.00	£8,227.00	£3,762.00	£4,722.00	£2,690.00	£5,000.00	£3,360.00	£5,000.00	£5,000.00		
		£838.00	£-2,983.00	£1,033.00	£2,644.00	£4,378.00	£6,130.00	£4,044.00	£9,030.00	£4,480.00	£-1,650.00	
306	Sunderland Drive											
4012	Water charges	£0.00	£0.00	£390.00	£850.00	£453.00	£900.00	£370.00	£900.00	£900.00	£0.00	
4013	Gas	£0.00	£0.00	£693.00	£574.00	£852.00	£800.00	£235.00	£800.00	£800.00	£0.00	
4014	Electric	£3,027.00	£3,219.00	£389.00	£621.00	£448.00	£1,000.00	£47.00	£1,000.00	£1,000.00	£0.00	
4017	Cleaning Materials	£0.00	£17.00	£5.00	£96.00	£343.00	£200.00	£0.00	£50.00	£100.00	£-100.00	Past and in year prediction (20/21 was covid)
4036	Grounds & Buildings Maintenance	£879.00	£742.00	£1,666.00	£1,911.00	£2,074.00	£5,000.00	£0.00	£4,000.00	£12,500.00	£7,500.00	NEW.Internal Refurbishment (Split NEW code Sunderland Drive Projects 7.5k)
4039	Waste Removal	£0.00	£0.00	£0.00	£0.00	£223.00	£250.00	£212.00	£250.00	£250.00	£0.00	
4130	Building Security	£234.00	£919.00	£278.00	£1,900.00	£640.00	£1,500.00	£1,058.00	£1,500.00	£500.00	£-1,000.00	Alarm improvements made in 21/22
	Sunderland Drive :- Expenditure	£4,140.00	£4,897.00	£3,421.00	£5,952.00	£5,033.00	£9,650.00	£1,922.00	£8,500.00	£16,050.00		
1028	Inc-pavilion/pitches	£4,160.00	£1,793.00	£4,286.00	£2,068.00	£403.00	£2,000.00	£1,129.00	£2,000.00	£2,000.00	£0.00	
	Sunderland Drive :- Income	£4,160.00	£1,793.00	£4,286.00	£2,068.00	£403.00	£2,000.00	£1,129.00	£2,000.00	£2,000.00		
		£-20.00	£3,104.00	£-865.00	£3,884.00	£4,630.00	£7,650.00	£793.00	£6,500.00	£14,050.00	£6,400.00	

307	Bicester Fields											
4012	Water charges	£0.00	£0.00	£910.00	£525.00	£750.00	£850.00	£974.00	£1,200.00	£850.00	£0.00	
4014	Electric	£4,621.00	£478.00	£3,605.00	£2,045.00	£1,154.00	£2,100.00	£3,839.00	£4,500.00	£2,100.00	£0.00	
4017	Cleaning Materials	£0.00	£0.00	£0.00	£0.00	£343.00	£200.00	£0.00	£50.00	£200.00	£0.00	Past and in year prediction (20/21 was covid)
4036	Grounds & Buildings Maintenance	£857.00	£453.00	£1,085.00	£1,640.00	£1,944.00	£1,500.00	£0.00	£1,500.00	£1,500.00	£0.00	
4039	Waste Removal	£0.00	£0.00	£0.00	£0.00	£224.00	£250.00	£212.00	£250.00	£250.00	£0.00	
4130	Building Security	£150.00	£209.00	£194.00	£1,750.00	£450.00	£2,300.00	£1,858.00	£2,300.00	£500.00	£-1,800.00	Alarm improvements made in 21/22
	Bicester Fields :- Expenditure	£5,628.00	£1,140.00	£5,794.00	£5,960.00	£4,865.00	£7,200.00	£6,883.00	£9,800.00	£5,400.00		
1028	Inc-Bicester Fields pitches	£2,187.00	£2,491.00	£1,657.00	£825.00	£698.00	£1,700.00	£1,308.00	£1,700.00	£1,700.00	£0.00	
	Bicester Fields :- Income	£2,187.00	£2,491.00	£1,657.00	£825.00	£698.00	£1,700.00	£1,308.00	£1,700.00	£1,700.00		
		£3,441.00	£-1,351.00	£4,137.00	£5,135.00	£4,167.00	£5,500.00	£5,575.00	£8,100.00	£3,700.00	£-1,800.00	
308	Sports village											
4069	S W Sports Village operator conts	£0.00	£28,833.00	£52,400.00	£55,091.00	£55,685.00	£56,550.00	£0.00	£56,550.00	£56,550.00	£0.00	Contract Removal MAY 2022 (Nov Expiry)
4075	SW Sports Village Sinking fund	£0.00	£0.00	£0.00	£0.00	£0.00	£10,000.00	£0.00	£0.00	£10,000.00	£0.00	**ER code
4190	Parks & Gardens Contract	£0.00	£0.00	£0.00	£0.00	£0.00	£70,000.00	£0.00	£0.00	£70,000.00	£0.00	**ER code
	Sports village :- Expenditure	£0.00	£28,833.00	£52,400.00	£55,091.00	£55,685.00	£136,550.00	£0.00	£56,550.00	£136,550.00		
1201	Contribution from Commuted Sum	£0.00	£0.00	£0.00	£0.00	£0.00	£40,000.00	£0.00	£0.00	£40,000.00	£0.00	**ER code
1250	Contribution from earmarked Reserve	£0.00	£0.00	£0.00	£0.00	£0.00	£10,000.00	£0.00	£0.00	£10,000.00	£0.00	**ER code
	Sports village :- Income	£0.00	£0.00	£0.00	£0.00	£0.00	£50,000.00	£0.00	£0.00	£50,000.00		
		£0.00	£28,833.00	£52,400.00	£55,091.00	£55,685.00	£86,550.00	£0.00	£56,550.00	£86,550.00	£0.00	
401	Garth Park											
4011	Rates	£0.00	£0.00	£3,648.00	£3,730.00	£-7,134.00	£3,850.00	£0.00	£3,850.00	£4,000.00	£150.00	Predicted increase from CDC
4012	Water Charges	£0.00	£0.00	£161.00	£441.00	£222.00	£550.00	£455.00	£500.00	£400.00	£-150.00	CM new supplier
4013	Gas	£0.00	£0.00	£34.00	£466.00	£207.00	£500.00	£271.00	£400.00	£300.00	£-200.00	CM new supplier
4014	Electric	£5,966.00	£6,750.00	£1,871.00	£3,545.00	£1,693.00	£3,500.00	£305.00	£2,000.00	£2,000.00	£-1,500.00	CM new supplier
4036	Grounds & Buildings Maintenance	£3,173.00	£2,244.00	£5,118.00	£7,331.00	£3,829.00	£8,000.00	£1,344.00	£8,000.00	£8,000.00	£0.00	
4039	Waste Removal	£9,555.00	£5,170.00	£6,296.00	£4,803.00	£3,336.00	£6,000.00	£1,704.00	£6,000.00	£6,000.00	£0.00	
4046	Horticultural Supplies	£291.00	£1,555.00	£1,115.00	£3,196.00	£2,928.00	£4,000.00	£1,540.00	£4,000.00	£4,000.00	£0.00	
4050	Maintenance Bowls Club	£953.00	£549.00	£164.00	£195.00	£335.00	£1,000.00	£-1,123.00	£1,000.00	£6,000.00	£5,000.00	NEW.Fencing replaced for garth park / bowls club divide
4128	Garth Park cafe	£2,600.00	£400.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4129	Garth Park toilets	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£2,500.00	£10,000.00	£0.00	£0.00	£10,000.00	£0.00	
4130	Building Security	£0.00	£72.00	£0.00	£1,450.00	£75.00	£1,160.00	£0.00	£1,160.00	£1,160.00	£0.00	
4132	Maintenance Tennis Club	£353.00	£303.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4176	Maintenance Skateboard Park	£0.00	£0.00	£0.00	£212.00	£0.00	£400.00	£0.00	£0.00	£0.00	£-400.00	Reduced from £10k to balance Events sponsorship gap
4177	Maintenance Bandstand and Well	£0.00	£4,242.00	£60.00	£0.00	£24.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Garth Park :- Expenditure	£32,891.00	£31,285.00	£28,467.00	£35,369.00	£8,015.00	£38,960.00	£4,496.00	£26,910.00	£41,860.00		
1003	Inc-Garth Stables	£5,900.00	£5,900.00	£5,967.00	£6,300.00	£5,310.00	£6,300.00	£10,620.00	£6,300.00	£6,300.00	£0.00	
1004	Inc-Garth Garage & Yard	£4,709.00	£0.00	£0.00	£12,960.00	£0.00	£4,320.00	£0.00	£4,320.00	£4,320.00	£0.00	
1005	Inc-Garth Depot Upper Rooms	£3,500.00	£3,500.00	£1,750.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
1008	Inc-Bowls Club	£1,350.00	£1,450.00	£1,400.00	£1,727.00	£724.00	£1,455.00	£1,400.00	£1,400.00	£1,400.00	£-55.00	
1009	Inc-Tennis Club	£1,150.00	£1,250.00	£1,200.00	£0.00	£700.00	£1,400.00	£1,400.00	£1,400.00	£1,500.00	£100.00	Increase as per Lease
1014	Inc - Miscellaneous	£0.00	£0.00	£3,127.00	£857.00	£407.00	£0.00	£0.00	£0.00	£0.00	£0.00	
1015	Inc-Garth Park cafe	£10,855.00	£18,609.00	£21,711.00	£18,609.00	£9,305.00	£21,135.00	£18,609.00	£18,609.00	£18,800.00	£-2,335.00	21/22 set too high, now budgeted in line with predicted CPI increase to rent
1019	Inc-Grants received	£30,000.00	£11,381.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
1047	Inc-Skateboard park	£580.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CM to remove coding for 2022/23
	Garth Park :- Income	£58,044.00	£42,090.00	£35,155.00	£40,453.00	£16,446.00	£34,610.00	£32,029.00	£32,029.00	£32,320.00		
		£-25,153.00	£-10,805.00	£-6,688.00	£-5,084.00	£-8,431.00	£4,350.00	£-27,533.00	£-25,119.00	£9,540.00	£5,190.00	
402	Play Areas											
4123	Maintenance Play areas	£5,076.00	£504.00	£3,355.00	£1,183.00	£13,088.00	£12,000.00	£2,280.00	£10,000.00	£12,000.00	£0.00	
4180	ROSPA Inspection	£3,488.00	£3,488.00	£4,265.00	£3,520.00	£3,520.00	£4,300.00	£3,320.00	£4,300.00	£4,300.00	£0.00	
4500	Grant Funded Expenditure	£5,047.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CM to remove coding for 2022/23
	Play Areas :- Expenditure	£13,611.00	£3,992.00	£7,620.00	£4,703.00	£16,608.00	£16,300.00	£5,600.00	£14,300.00	£16,300.00		
1019	Inc-Grants received	£12,000.00	£8,479.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Play Areas :- Income	£12,000.00	£8,479.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		
		£1,611.00	£-4,487.00	£7,620.00	£4,703.00	£16,608.00	£16,300.00	£5,600.00	£14,300.00	£16,300.00	£0.00	
404	Allotments											
4012	Water Charges	£0.00	£0.00	£63.00	£1,796.00	£-16.00	£500.00	£0.00	£400.00	£300.00	£-200.00	CM new supplier
4054	Allotments costs	£279.00	£327.00	£115.00	£149.00	£117.00	£500.00	£10.00	£500.00	£500.00	£0.00	
4155	Rent Allotment Land	£852.00	£831.00	£831.00	£831.00	£831.00	£831.00	£0.00	£831.00	£831.00	£0.00	
	Allotments :- Expenditure	£1,131.00	£1,158.00	£1,009.00	£2,776.00	£932.00	£1,831.00	£10.00	£1,731.00	£1,631.00		
1011	Inc-Allotment Rents	£2,481.00	£4,845.00	£6,695.00	£8,875.00	£6,252.00	£7,000.00	£6,783.00	£6,800.00	£7,000.00	£0.00	
1014	Inc-Misc	£0.00	£0.00	£8.00	£1.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
1044	Inc-Claypits allotments	£2,186.00	£2,365.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CM to remove coding for 2022/23
	Allotments :- Income	£4,667.00	£7,210.00	£6,703.00	£8,876.00	£6,252.00	£7,000.00	£6,783.00	£6,800.00	£7,000.00		
		£-3,536.00	£-6,052.00	£-25,694.00	£-6,100.00	£-25,320.00	£-5,169.00	£-26,773.00	£-25,069.00	£-25,369.00	£-2200.00	

501	Town Council Events											
4000	Salaries	£0.00	£350.00	£210.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CM to remove coding for 2022/23
4022	Post	£0.00	£57.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CM to remove coding for 2022/23
4030	Advertising/Promotion	£1,416.00	£607.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CM to remove coding for 2022/23
4039	Rubbish Removal	£156.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CM to remove coding for 2022/23
4046	Horticultural Supplies	£28.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CM to remove coding for 2022/23
4051	Car Show	£571.00	£152.00	£273.00	£255.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CM to remove coding for 2022/23
4071	EVENT 1	£5,014.00	£5,430.00	£260.00	£5,544.00	£0.00	£7,000.00	£5,754.00	£5,754.00	£7,000.00	£0.00	
4088	EVENT 3	£5,683.00	£5,379.00	£5,170.00	£5,460.00	£0.00	£7,000.00	£5,705.00	£5,705.00	£7,000.00	£0.00	
4092	Activity Day/Teddy Bears Picnic/Superheroes Day	£967.00	£3,534.00	£5,101.00	£7,491.00	£866.00	£4,000.00	£4,846.00	£4,846.00	£4,000.00	£0.00	
4115	Special Events	£4,659.00	£3,691.00	£3,474.00	£0.00	£95.00	£2,000.00	£538.00	£538.00	£0.00	£-2,000.00	Cycle event not recurring
4120	Carnival/Family Funday	£8,355.00	£5,475.00	£9,822.00	£9,571.00	£0.00	£9,500.00	£25.00	£25.00	£9,500.00	£0.00	
4157	Christmas Lights switch on	£2,332.00	£4,159.00	£10,351.00	£12,277.00	£675.00	£9,500.00	£0.00	£9,500.00	£10,500.00	£1,000.00	Increased costs such as ice rink
4135	Food Festival	£0.00	£0.00	£0.00	£0.00	£0.00	£2,500.00	£2,154.00	£2,154.00	£7,500.00	£5,000.00	Increased cost to generate more community interest
TBC	Jubilee Celebration									£7,500.00	£7,500.00	Event Introduction , potential to use civic service budgets
TBC	Christmas Lights Trail				£0.00		£32,000.00	£0.00	£32,000.00	£85,000.00	£53,000.00	Event re-introduction
	Town Council Events :- Expenditure	£29,181.00	£28,834.00	£34,661.00	£40,598.00	£1,636.00	£73,500.00	£19,022.00	£60,522.00	£138,000.00		
1018	Inc-Carnival/Family Funday	£5,246.00	£4,140.00	£7,609.00	£4,948.00	£0.00	£3,000.00	£0.00	£0.00	£3,000.00	£0.00	
1030	Inc-EVENT 1	£7,366.00	£2,896.00	£0.00	£3,163.00	£0.00	£5,000.00	£11,505.00	£11,505.00	£7,500.00	£2,500.00	Increase based on 21/22 actual
1031	Inc-School Proms	£7,375.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CM to remove coding for 2022/23
1032	Inc-EVENT 3	£8,426.00	£9,903.00	£7,882.00	£12,073.00	£0.00	£6,500.00	£11,415.00	£11,415.00	£7,500.00	£1,000.00	Increase based on 21/22 actual
1034	Inc-Activity Day/Teddy Bear's	£0.00	£3,780.00	£4,300.00	£5,180.00	£0.00	£0.00	£2,729.00	£2,729.00	£0.00	£0.00	
1035	Inc - Special Events	£9,781.00	£0.00	£2,210.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
1045	Inc Christmas Lights	£610.00	£2,297.00	£9,170.00	£6,285.00	£0.00	£4,000.00	£0.00	£1,500.00	£9,000.00	£4,000.00	B.V. Sponsorship moved from christmas trail - 10k to high
1048	Inc-Fees	£0.00	£162.00	£10.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CM to remove coding for 2022/23
1049	Inc - EVENT2	£0.00	£5,083.00	£3,703.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CM to remove coding for 2022/23
TBC	Inc - Christmas Lights Trail					£0.00	£15,000.00	£10,000.00	£20,000.00	£85,000.00	£70,000.00	Event re-introduction
TBC	Inc- Food Festival					£0.00	£1,175.00	£67.00	£0.00	£100.00	£-1,075.00	As per statement made in Enviro meet - "start small" build database
	Town Council Events :- Income	£38,804.00	£28,261.00	£34,884.00	£31,649.00	£0.00	£34,675.00	£35,716.00	£47,149.00	£112,100.00		
		£-9,623.00	£573.00	£-223.00	£8,949.00	£1,636.00	£38,825.00	£-16,694.00	£13,373.00	£25,900.00	£-12,925.00	
601	Cemetery											
4011	Rates	£0.00	£0.00	£861.00	£969.00	£1,132.00	£1,170.00	£1,302.00	£1,302.00	£1,500.00	£330.00	Predicted increase from CDC
4012	Water Charges	£0.00	£0.00	£360.00	£304.00	£307.00	£400.00	£-80.00	£300.00	£400.00	£0.00	
4014	Electric	£1,083.00	£1,520.00	£246.00	£333.00	£354.00	£250.00	£31.00	£200.00	£150.00	£-100.00	CM new supplier
4036	Grounds & Buildings Maintenance	£0.00	£83.00	£63.00	£32.00	£195.00	£500.00	£0.00	£500.00	£500.00	£0.00	
4039	Waste Removal	£1,458.00	£1,835.00	£1,982.00	£2,026.00	£2,050.00	£2,000.00	£821.00	£2,000.00	£2,000.00	£0.00	
	Cemetery :- Expenditure	£2,541.00	£3,438.00	£3,512.00	£3,664.00	£4,038.00	£4,320.00	£2,074.00	£4,302.00	£4,550.00		
1020	Inc-Cemetery	£21,723.00	£27,720.00	£25,883.00	£19,374.00	£21,650.00	£20,000.00	£8,911.00	£18,000.00	£10,000.00	£-10,000.00	Reduction based on limited availability
	Cemetery :- Income	£21,723.00	£27,720.00	£25,883.00	£19,374.00	£21,650.00	£20,000.00	£8,911.00	£18,000.00	£10,000.00		
		£-19,182.00	£-24,282.00	£-22,371.00	£-15,710.00	£-17,612.00	£-15,680.00	£-6,837.00	£-13,698.00	£-5,450.00	£10,230.00	
801	Street Scene											
4029	Street Furniture	£0.00	£404.00	£129.00	£697.00	£0.00	£2,000.00	£0.00	£0.00	£2,000.00	£0.00	
4083	Pedestrianisation Scheme	£13,000.00	£0.00	£13,000.00	£0.00	£0.00	£13,000.00	£0.00	£0.00	£13,000.00	£0.00	
4112	Repairs & Maint.-Clocks	£790.00	£450.00	£425.00	£300.00	£270.00	£500.00	£0.00	£500.00	£500.00	£0.00	
4151	Litter Bins/Dog Bin Provision	£2,992.00	£1,393.00	£1,832.00	£623.00	£993.00	£14,000.00	£0.00	£14,000.00	£5,000.00	£-9,000.00	reduction against bulk buy
4200	Christmas Lights maint/storage	£11,483.00	£12,439.00	£13,673.00	£12,755.00	£26,670.00	£26,000.00	£0.00	£26,000.00	£26,000.00	£0.00	
4216	Litter/dog bin emptying	£12,132.00	£12,132.00	£8,088.00	£13,082.00	£13,133.00	£17,850.00	£0.00	£11,713.40	£17,850.00	£0.00	
	Highways Miscellaneous :- Expenditure	£40,397.00	£26,818.00	£37,147.00	£27,457.00	£41,066.00	£73,350.00	£0.00	£52,213.40	£64,350.00		
1014	Inc-Miscellaneous	£0.00	£0.00	£0.00	£1,027.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Street Scene :- Income	£0.00	£0.00	£0.00	£1,027.00	£0.00	£0.00	£0.00	£0.00	£0.00		
		£40,397.00	£26,818.00	£37,147.00	£26,430.00	£41,066.00	£73,350.00	£0.00	£52,213.40	£64,350.00	£-9,000.00	
Environment							£889,972.00			£967,197.00	£77,225.00	

								£1,658,941.00	Predicted net
								£32,528.00	Difference to 21/22
								£25,327.70	Difference to Actual Net
								-£193,943.90	Savings
								£603,661.70	Extra Expenditure
Total							£1,626,413.00	£1,684,268.70	Actual net
EXPENDITURE	£1,053,149.00	£1,033,060.00	£1,148,463.00	£1,233,303.00	£1,152,531.00	£1,811,348.00		£1,936,888.70	Actual Gross Expenditure
INCOME	£1,514,831.00	£1,572,087.00	£1,677,798.00	£1,737,767.00	£1,674,007.00	£184,935.00		£252,620.00	Actual Income
NET EXPENDITURE	-£461,682.00	-£539,027.00	-£529,335.00	-£504,464.00	-£521,476.00	£1,626,413.00		£1,684,268.70	Actual Net Expenditure
Inc-Precept						£1,582,488.00		£1,684,268.70	Precept
Contribution to/from reserves						-£43,925.00		£0.00	Transfer to/from Reserves (+ = Precept Money Not Spent, - = Overspend)
						Match SS Doc			

Planning for Year 2022/23		Previous Year(s) information					Budget 2021/22	Year To Date Month 6	Estimated Year End	Budget Preperation 2022/23	Three Year Forecast at 2% Year on Year		
		Actual											
		2016/17	2017/18	2018/19	2019/20	2020/21							
102	Civic and Democratic												
	Civic and Democratic :- Indirect Expenditure	£29,209.00	£26,571.00	£31,131.00	£22,558.00	£22,847.00	£37,000.00	£27,492.00	£30,306.60	£36,900.00	£37,638.00	£38,390.76	£39,158.58
		£29,209.00	£26,571.00	£31,131.00	£22,558.00	£22,847.00	£37,000.00	£27,492.00	£30,306.60	£36,900.00	£37,638.00	£38,390.76	£39,158.58
105	Central Services												
	Central Services :- Income	£0.00	£0.00	£0.00	£24,154.00	£254.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Central Services :- Indirect Expenditure	£217,087.00	£245,422.00	£272,180.00	£267,140.00	£260,246.00	£315,941.00	£198,198.00	£316,378.00	£329,180.00	£335,763.60	£342,478.87	£349,328.45
		£217,087.00	£245,422.00	£272,180.00	£242,986.00	£259,992.00	£315,941.00	£198,198.00	£316,378.00	£329,180.00	£335,763.60	£342,478.87	£349,328.45
106	Garth House												
	Garth House :- Income	£14,575.00	£27,832.00	£14,504.00	£10,184.00	£16,563.00	£8,750.00	£7,525.00	£9,200.00	£13,300.00	£13,566.00	£13,837.32	£14,114.07
	Garth House :- Indirect Expenditure	£23,104.00	£17,162.00	£17,709.00	£23,494.00	£17,986.00	£40,300.00	£15,340.00	£40,000.00	£40,450.00	£41,259.00	£42,084.18	£42,925.86
		£8,529.00	-£10,670.00	£3,205.00	£13,310.00	£1,423.00	£31,550.00	£7,815.00	£30,800.00	£27,150.00	£27,693.00	£28,246.86	£28,811.80
107	Garth Lodge												
	Garth Lodge :- Income	£9,949.00	£3,756.00	£3,900.00	£8,387.00	£6,600.00	£13,200.00	£6,600.00	£13,200.00	£13,200.00	£13,464.00	£13,733.28	£14,007.95
	Garth Lodge :- Indirect Expenditure	£1,744.00	£1,389.00	£8,839.00	£4,056.00	£1,918.00	£4,000.00	£660.00	£2,000.00	£2,500.00	£2,550.00	£2,601.00	£2,653.02
		-£8,205.00	-£2,367.00	£4,939.00	-£4,331.00	-£4,682.00	-£9,200.00	-£5,940.00	-£11,200.00	-£10,700.00	-£10,914.00	-£11,132.28	-£11,354.93
108	Corporate Finance												
	Corporate Finance :- Income	£1,338,377.00	£1,409,578.00	£1,477,407.00	£1,545,682.00	£1,601,029.00	£1,586,488.00	£1,583,413.00	£1,584,488.00	£1,686,268.70	£1,719,994.07	£1,754,393.96	£1,789,481.83
	Corporate Finance :- Indirect Expenditure	£28,188.00	£27,977.00	£27,833.00	£13,302.00	£12,763.00	£13,400.00	£6,360.00	£13,000.00	£13,000.00	£13,260.00	£13,525.20	£13,795.70
		-£47,869.00	-£42,011.00	-£50,154.00	-£64,310.00	-£21,760.00	£9,400.00	£5,435.00	£11,000.00	£11,000.00	£11,220.00	£11,444.40	£11,673.29
109	Community Support												
	Community Support :- Indirect Expenditure	£38,339.00	£38,575.00	£47,826.00	£52,565.00	£34,340.00	£81,750.00	£33,241.00	£55,500.00	£86,750.00	£88,485.00	£90,254.70	£92,059.79
		£38,339.00	£38,575.00	£47,826.00	£52,565.00	£34,340.00	£81,750.00	£33,241.00	£55,500.00	£86,750.00	£88,485.00	£90,254.70	£92,059.79
110	Projects												
	Projects :- Income	£0.00	£0.00	£64,150.00	£30,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Projects :- Indirect Expenditure	£7,998.00	£0.00	£6,559.00	£18,583.00	£13,386.00	£270,000.00	-£2,923.00	£32,500.00	£236,791.70	£241,527.53	£246,358.08	£251,285.25
		£7,998.00	£0.00	-£57,591.00	-£11,417.00	£13,386.00	£270,000.00	-£2,923.00	£32,500.00	£236,791.70	£241,527.53	£246,358.08	£251,285.25
Policy & Finance							£736,441.00			£717,071.70	£731,413.13	£746,041.40	£760,962.22

		Previous Year(s) information					Budget	Year To Date Month 6	Estimated Year End	Budget Preperation	Three Year Forecast at 2% Year on Year		
		Actual											
		2016/17	2017/18	2018/19	2019/20	2020/21							
		2022/23											
300	Environmental Services												
	Environmental Services :- Expenditure	£227,268.00	£239,562.00	£284,892.00	£265,284.00	£265,627.00	£293,145.00	£152,916.00	£317,245.00	£374,125.00	£381,607.50	£389,239.65	£397,024.44
	Environmental Services :- Income	£0.00	£1,017.00	£105.00	£4,200.00	£72.00	£0.00	£74.00	£74.00	£0.00	£0.00	£0.00	£0.00
		£227,268.00	£238,545.00	£284,787.00	£261,084.00	£265,555.00	£293,145.00	£152,842.00	£317,171.00	£374,125.00	£381,607.50	£389,239.65	£397,024.44
301	Open Spaces												
	Open Spaces :- Expenditure	£345,310.00	£300,763.00	£272,668.00	£377,385.00	£378,472.00	£383,021.00	-£1,033.00	£383,021.00	£383,021.00	£390,681.42	£398,495.05	£406,464.95
	Open Spaces :- Income	£5,801.00	£3,633.00	£5,402.00	£6,166.00	£1,350.00	£4,000.00	£3,626.00	£3,742.00	£4,000.00	£4,080.00	£4,161.60	£4,244.83
		£339,509.00	£297,130.00	£267,266.00	£371,219.00	£377,122.00	£379,021.00	-£4,659.00	£379,279.00	£379,021.00	£386,601.42	£394,333.45	£402,220.12
305	Pingle Field												
	Pingle Field :- Expenditure	£5,382.00	£5,244.00	£4,795.00	£7,366.00	£7,068.00	£11,130.00	£7,404.00	£14,030.00	£9,480.00	£9,669.60	£9,862.99	£10,060.25
	Pingle Field :- Income	£4,544.00	£8,227.00	£3,762.00	£4,722.00	£2,690.00	£5,000.00	£3,360.00	£5,000.00	£5,000.00	£5,100.00	£5,202.00	£5,306.04
		£838.00	-£2,983.00	£1,033.00	£2,644.00	£4,378.00	£6,130.00	£4,044.00	£9,030.00	£4,480.00	£4,569.60	£4,660.99	£4,754.21
306	Sunderland Drive												
	Sunderland Drive :- Expenditure	£4,140.00	£4,897.00	£3,421.00	£5,952.00	£5,033.00	£9,650.00	£1,922.00	£8,500.00	£16,050.00	£16,371.00	£16,698.42	£17,032.39
	Sunderland Drive :- Income	£4,160.00	£1,793.00	£4,286.00	£2,068.00	£403.00	£2,000.00	£1,129.00	£2,000.00	£2,000.00	£2,040.00	£2,080.80	£2,122.42
		-£20.00	£3,104.00	-£865.00	£3,884.00	£4,630.00	£7,650.00	£793.00	£6,500.00	£14,050.00	£14,331.00	£14,617.62	£14,909.97
307	Bicester Fields												
	Bicester Fields :- Expenditure	£5,628.00	£1,140.00	£5,794.00	£5,960.00	£4,865.00	£7,200.00	£6,883.00	£9,800.00	£5,400.00	£5,508.00	£5,618.16	£5,730.52
	Bicester Fields :- Income	£2,187.00	£2,491.00	£1,657.00	£825.00	£698.00	£1,700.00	£1,308.00	£1,700.00	£1,700.00	£1,734.00	£1,768.68	£1,804.05
		£3,441.00	-£1,351.00	£4,137.00	£5,135.00	£4,167.00	£5,500.00	£5,575.00	£8,100.00	£3,700.00	£3,774.00	£3,849.48	£3,926.47
308	Sports village												
	Sports village :- Expenditure	£0.00	£28,833.00	£52,400.00	£55,091.00	£55,685.00	£136,550.00	£0.00	£56,550.00	£136,550.00	£139,281.00	£142,066.62	£144,907.95
	Sports village :- Income	£0.00	£0.00	£0.00	£0.00	£0.00	£50,000.00	£0.00	£0.00	£50,000.00	£51,000.00	£52,020.00	£53,060.40
		£0.00	£28,833.00	£52,400.00	£55,091.00	£55,685.00	£86,550.00	£0.00	£56,550.00	£86,550.00	£88,281.00	£90,046.62	£91,847.55
401	Garth Park												
	Garth Park :- Expenditure	£32,891.00	£31,285.00	£28,467.00	£35,369.00	£8,015.00	£38,960.00	£4,496.00	£26,910.00	£41,860.00	£42,697.20	£43,551.14	£44,422.17
	Garth Park :- Income	£58,044.00	£42,090.00	£35,155.00	£40,453.00	£16,446.00	£34,610.00	£32,029.00	£32,029.00	£32,320.00	£32,966.40	£33,625.73	£34,298.24
		-£25,153.00	-£10,805.00	-£6,688.00	-£5,084.00	-£8,431.00	£4,350.00	-£27,533.00	-£5,119.00	£9,540.00	£9,730.80	£9,925.42	£10,123.92
402	Play Areas												
	Play Areas :- Expenditure	£13,611.00	£3,992.00	£7,620.00	£4,703.00	£16,608.00	£16,300.00	£5,600.00	£14,300.00	£16,300.00	£16,626.00	£16,958.52	£17,297.69
	Play Areas :- Income	£12,000.00	£8,479.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£1,611.00	-£4,487.00	£7,620.00	£4,703.00	£16,608.00	£16,300.00	£5,600.00	£14,300.00	£16,300.00	£16,626.00	£16,958.52	£17,297.69
404	Allotments												
	Allotments :- Expenditure	£1,131.00	£1,158.00	£1,009.00	£2,776.00	£932.00	£1,831.00	£10.00	£1,731.00	£1,631.00	£1,663.62	£1,696.89	£1,730.83
	Allotments :- Income	£4,667.00	£7,210.00	£6,703.00	£8,876.00	£6,252.00	£7,000.00	£6,783.00	£6,800.00	£7,000.00	£7,140.00	£7,282.80	£7,428.46
		-£3,536.00	-£6,052.00	-£5,694.00	-£6,100.00	-£5,320.00	-£5,169.00	-£6,773.00	-£5,069.00	-£5,369.00	-£5,476.38	-£5,585.91	-£5,697.63
501	Town Council Events												
	Town Council Events :- Expenditure	£29,181.00	£28,834.00	£34,661.00	£40,598.00	£1,636.00	£73,500.00	£19,022.00	£60,522.00	£138,000.00	£140,760.00	£143,575.20	£146,446.70
	Town Council Events :- Income	£38,804.00	£28,261.00	£34,884.00	£31,649.00	£0.00	£34,675.00	£35,716.00	£47,149.00	£112,100.00	£114,342.00	£116,628.84	£118,961.42
		-£9,623.00	£573.00	-£223.00	£8,949.00	£1,636.00	£38,825.00	-£16,694.00	£13,373.00	£25,900.00	£26,418.00	£26,946.36	£27,485.29
601	Cemetery												
	Cemetery :- Expenditure	£2,541.00	£3,438.00	£3,512.00	£3,664.00	£4,038.00	£4,320.00	£2,074.00	£4,302.00	£4,550.00	£4,641.00	£4,733.82	£4,828.50
	Cemetery :- Income	£21,723.00	£27,720.00	£25,883.00	£19,374.00	£21,650.00	£20,000.00	£8,911.00	£18,000.00	£10,000.00	£10,200.00	£10,404.00	£10,612.08
		-£19,182.00	-£24,282.00	-£22,371.00	-£15,710.00	-£17,612.00	-£15,680.00	-£6,837.00	-£13,698.00	-£5,450.00	-£5,559.00	-£5,670.18	-£5,783.58
801	Street Scene												
	Highways Miscellaneous :- Expenditure	£40,397.00	£26,818.00	£37,147.00	£27,457.00	£41,066.00	£73,350.00	£0.00	£52,213.40	£64,350.00	£65,637.00	£66,949.74	£68,288.73
	Street Scene :- Income	£0.00	£0.00	£0.00	£1,027.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£40,397.00	£26,818.00	£37,147.00	£26,430.00	£41,066.00	£73,350.00	£0.00	£52,213.40	£64,350.00	£65,637.00	£66,949.74	£68,288.73
Environment							£889,972.00		£967,197.00	£986,540.94	£1,006,271.76	£1,026,397.19	

BICESTER TOWN COUNCIL POLICY COMMITTEE FORWARD PLAN

Monday December 2021

Date/ Item/ Comment

1. Pending: Closure policy for cemetery
2. Pending: Retention of assets policy
3. Future management of 'new' open space play areas
4. April 2021: New burial ground and memorial policy
5. On-going: Working on town centre group
6. Leases
7. October 2021: Review Equality policy (GP15)