



PETERLEE TOWN COUNCIL

Date of Issue: 28<sup>th</sup> January 2020

**A MEETING OF THE RESOURCES COMMITTEE WILL BE HELD ON MONDAY 3<sup>RD</sup> FEBRUARY 2020 IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE, SR8 2PH at 6.30pm**

Mr I Morris M.C.I.H., P.S.L.C.C.

Town Clerk

## **A G E N D A**

**Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.**

1. Apologies for Absence

Members are cordially invited to inform the Deputy Town Clerk of their apologies as soon as practicable.

2. To receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk prior to the meeting if in doubt.

Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

3. CALM in East Durham - Progress

To welcome Barbara Chrisp to the meeting (progress report attached)

4. To approve the minutes of the previous meeting

Members are recommended to approve the minutes of the previous meeting of the Resources Committee on Monday 6<sup>th</sup> January 2020 as a true and correct record.

(Minutes of previous meeting, copy attached)

5. Report of the Finance Sub Committee of the 16<sup>th</sup> December 2019

Members are requested to note the payments approved at the meeting of this sub committee.

(Minutes of the Finance Sub Committees attached)

6. Neighbourhood Engagement Project

(a) Criteria

Councillor K Hawley has asked this item be placed on the agenda in that she would “like Members to consider what criteria is appropriate when we use public funds”

(policy attached)

(b) Applications

Peterlee Helford Phoenix Football Team, requesting £400 towards promotion of football opportunities for girls under 15 to practice and play football, (Futsal), venue hire and new kit

(c) Concessionary use

(i) The Pavilion

Bring ya Thing Sewing Group, use of The Pavilion

(ii) Shotton Hall Banqueting Suites

- Young Heroes Event, 15<sup>th</sup> May 2020, concessionary use along with a request for support with the catering costs

- Betty’s Big Bash, 26<sup>th</sup> June 2020, Charity Fundraiser for Macmillan

**Powers used:- Under the power of GPC, The Localism Act 2011, s 1-6.**

7. Tenders for Town Activities

To present Members with the list of quotes from various companies to provide supplies for Peterlee Town Council events for 2020

The Report of the Corporate Services Officer (attached)

8. Replacement of MUGA surface at the Pavilion Sports & Community Centre

The report is intended to provide members with a summary of quotations for the

replacement of the MUGA carpet at the Pavilion and recommends the award of contract to Greenfields Sports Surfaces Ltd at a value of £61,243.78 + vat.  
(Report of the Sport & Wellbeing Manager, attached)

9. Policies

(a) Menopause

(b) Annual Leave Policy

For consideration and approval of these policies  
(attached)



CALM in East Durham CIC

First quarterly report on activities from  
September to November 2019

Prepared by Barbara Chrisp

# Background to Grant funding

In September 2019 CALM in East Durham CIC received a grant from Peterlee Town Council for the total of £10000 to support the activities and early development of the CIC. This sum of money was agreed for the period of September 2019 to August 2020 to be used in a variety of ways.

Proposed usage of the Grant was as follows;

Intended program of activities within the next 12/18 months;

1. **PATHH in Peterlee.** Since the pilot program there has been a continued interest in taking part in the program by Peterlee residents, however, we currently do not have funding in place within this area. We have a list of potential participants.
2. **Creative Arts Program.** Once a fortnight, CALM hosts our holistic arts group called 'Bring Ya Thing'. This group offers a relaxed, friendly atmosphere of like-minded people who bring their craft/art and spend three hours chatting, sharing skills, learning new ideas, and creating strong friendships. Over the next 12 months we aim to expand this model by offering 'introduction to...' workshops and short programs with the aim to establish at least one more self-supporting group in the area.
3. **Intergenerational Bring Ya Thing** as part of the 'introduction to....' Activities our aim, with the support of the school is to run a BRING YA GRAN project to get senior members of the community to come into child environment and teach crafting skills to the children.
4. **Development of PATHH for Men.** We are currently in talks with Caterpillar to look at an alternative approach to PATHH which would suit a male orientated group. The aim is to run a number of focus groups with male staff and find out what they feel would engage them best. We observed the highest drop out rate was men, most of which before we started, and we are acutely aware that male mental health issues are on a dramatic increase. We are putting this as a priority.
5. **Continued supported Yoga.** Yoga is a family. As people progress through PATHH, especially, they create very strong bonds of trust with each other. We offer, currently, two continuation classes for PATHH participant who feel they need to remain within their group. They tend to be the people with low self-esteem, low confidence, body image issues, weight issues, potential depression or anxiety concerns. A standard, open yoga class is not a suitable environment for them to continue to improve and develop. We feel these

classes are an essential part of CALM CIC as it is our long-term support option for participants, and this was highlighted as the main priority for people.

- 6. Introduction of yoga in schools.** Shotton Hall primary's head teacher attended the PATHH presentation in October 2018 and has continued to be in contract with us in the hope that they would be able to obtain some services within the school for their children and also the parents. They have identified an ever-growing number of families with mental and emotional issues and they feel PATHH could support them. We would like to be able to work with them in the near future.

## Requested support

### Rational

The next 12 months will be a pivotal point for CALM CIC as we are limited in the funding stream opportunities available to us as there are currently no audited accounts available as only established since May 2019. However, our team have excellent experience in education, finance and running a business and we feel very confident that we will be able to succeed in establishing CALM in East Durham CIC as a thriving, truly community focused organisation.

Ellen Foxton, the CEO East Durham Partnership, based in Horden has over 35 years of experience with her charity and has offered to mentor CALM to ensure we have the right procedures in place and work in partnership with us where-ever and when-ever appropriate.

At present we have two tutors, Barbara Chrisp for holistic health and Lynn Barlow for creative Arts and Crafts. To ensure the longevity of the CIC we will be starting a teacher training program at the beginning of August to develop our team of tutors (male and female). They will be embarking on a 12 month yoga /yogic philosophy course, which is accredited to level 4 through BSY, with tutorials by Barbara Chrisp, and will gain the skills, processes and understanding to ensure CALM in East Durham CIC can continue to offer the same level of support, knowledge, principles and ethics as it does today with a wider group of tutors.

### The grant funding

To enable us to keep a strong presence within Peterlee until we are able to fully stand independently, we request the Town Council continue their, much appreciated, support by granting us financial support for the first 12 -18 months.

This would enable us to continue to offer the following to Peterlee residents;

- PATHH within the community as a whole to support the improvement of mental and emotional health.
- PATHH within Shotton Hall Primary school (initially) for parents also living in Peterlee.
- Bring Ya Thing – expand and grow participation within the town through workshops and support the work against loneliness and isolation.
- Offer us time to bed into the community interest company and learn to be the best we can be for our town and grow at a steady rate.
- Offer continued support for people who rely on us to social interaction and maintenance of friendship groups.

### Spreading the financial burden

We are currently working hard to build relationships with other funding streams to support our projects, plans and development.

BELIEVE housing group – have financed PATHH program, children’s yoga (30 hour pilot) and supported PATHH continuation yoga class in WINGATE for the next 12 months. This commenced June to the total of £10,000.

AAP – we are awaiting a small grant application for 5 family yoga taster sessions during the summer holidays.

AAP – we are preparing a submission to support ‘Bring Ya thing’ workshops with the resources needed to be run.

ASDA – we are currently working with Sam, the community engagement officer, on an application for resources for school activities.

Activities from September to November 2019

## **1. PATHH in Peterlee.**

The PATHH program continues to be a main focus for CALM in East Durham as it is the gateway program for many of our long-term 'yoga family'. We have just completed two very successful rounds of PATHH within Wingate which was part of the funding package from Believe Housing group. The program has shown that the Pilot program was not a one-off success as we have had, once again, over half the original attendees continuing to practice regular weekly classes. This has required the establishment of a further TWO new classes at Wingate community centre. This takes their total to three

PATHH is expected to be launched in Peterlee using Town Council funding early February 2020 depending on the chosen venue.

## **2. Creative Arts Program**

In October 2019 CALM was granted funding for a formal program of TEN 'Introduction to.....' five-week programs over a period of 12 months with a funding allocation of £9500. This has been agreed by the funders to support people living in Eastlea area of Seaham and Horden. The funding has also given us formal funding for 6 half day workshops within our 'Bring Ya Thing' group at the Pavilion in Peterlee. The first 5 week program has been completed in Eastlea community Centre during November and we have 4 more booking in between January and Easter with 5 more to support residents of Horden before the end of September.

The first formal workshop with the Peterlee group was in December where they made some wonderful Christmas decorations and we anticipate the second taking place at the beginning of January.





The craft group also provided the expertise to create the Town Council's new Santa and Mrs Claus costumes.



The money raised from the charge to Town council after the costs of the materials was £348 which was put directly into the reserve pot for Bring Ya Thing to provide a wonderful Christmas party for 28 CALM members which included an Afternoon Tea with a glass of bubbly, a gift each presented by Santa and some

special Christmas crafting which included Christmas table decoration. All hours on the project was done voluntarily.



I would like to take this opportunity to also share with Council that David, our PATHH pilot participant who is ex-military and suffering greatly with the effects of combat has found the experience VERY therapeutic and has helped him to begin to get his confidence back around his natural skill and trade of tailoring. During his time in the Armed forces, while in barracks, David was Master Tailor.



Because of this, we have put out to the public and current CALM participants that we are to run a **trial Sewing group for 6 weeks beginning in Monday 20th January with David and Jill taking the lead.** If successful, we plan to make it an ongoing weekly class with the aim to make it an income generation arm of the CIC by taking on further commissions. The participants have already agreed that this will maintain a voluntary activity for them.

This group will allow David and Jill to continue with their work together and we have already had another 4 people asking if they can join. This will be an add onto the original fortnightly Bring Ya Thing group activities and so would recommend to Town Council that this is also approved as being Free of Charge for Room hire costs. (Please advise).

We have allocated funds from Peterlee Town Councils pot to do 'Introduction to.....' workshops after Easter 2020. They will depend on the venue we have available, however, we are planning for it to be more hands-on and incorporate MENs crafts.

### **3. Intergenerational Bring Ya Thing**

Over the past few months we have been encouraging our older members of 'Bring Ya Thing' to come along to the sessions with their Grandchildren and children. We now currently have an age range of 8 – 89 years old attending our fortnightly session. This is proving very supportive to everyone involved.

One of our formal 'Introduction to.....' Programs will be held early next year which will be 'Bring Ya Gran'. We are currently talking to a couple of Primary schools regarding the venue.

### **4. Development of PATHH for Men**

This part of our planning for next year is very sizable and we are currently working on a joint funding bid with East Durham Partnership in Horden to establish a pilot program for 2020.

We have conducted gentle research within our local community and the feedback has been very positive around the introduction of this style of program. We currently have a formal tutor identified and three lead volunteers, each with individual skill sets to strengthen the support network we intend to provide.

The submission to Council regarding the Lowhills bowling site is pivotal to the development of this section of our planning for next year and the ability to support vulnerable men within East Durham.

## **5. Continued supported classes**

We currently host 4 supported and 1 unsupported yoga/meditation/chi kung weekly classes using allocation from other funders pots. This is due to expire in July 2020. However, we anticipate continuation of the classes as they are now proving to be self-sustaining.

## **6. Introduction of Yoga into Schools**

Within our current funders, we have allocated a trial/tester period of yoga within Wingate Primary. This included a week introduction of mindfulness to the whole of the infants and junior sites, totalling 255 children in July and then concentrating on the Year 5 pupils from September to the end of November. This has been very well received by the Head teacher, teaching staff and most importantly the children. The sessions incorporated gentle yogic stretches and breathing practices. This proved very challenging at first, however, over the weeks the children said they began to feel calm and looked forward to their sessions. We worked with a total of 48 children over a full term, broken down into two groups of 24.

We have used some of our resource allocation from PTC to purchase the children's meditation cushions. We are planning to work with the primary school again during 2020 as well as starting talks with Shotton Hall primary school in January.



## 7. Additional activities.

- Tutor costs

After the agreement from CALM directors, we have decided to fund partial costs of training three yoga teachers with the British School of Yoga. This is a diploma level and as part of our commitment to their study we provide one full day per month over a 12-month period of philosophy and personal developmental training. In addition, the student teachers have committed to over 200 hours each of practical yoga classes and shadowing activities. This program is pivotal to the long-term plans of the CIC as every aspect of our programs and classes are based on strong Yogic principles and practices. This is what makes us unique.

Our current level of tutors is now as follows;

Barbara Chrisp – Yoga (adult and Children) Meditation, Chi Kung and PATHH tutor.

Lynn Barlow – Art And Craft Tutor (qualified Teacher)

Julie Devon – Art and Craft Tutor (qualified Teacher to Masters level) and trainee Yoga teacher

Gavin Macdonald – Trainee yoga teacher and Men's health lead.

Helen Pygall – Trainee yoga teacher

In addition, we continue to have our finance director who is practice manager for a large local law firm and our Mens Health director who is currently working on development of programs for next year.

- Social activities

Since setting up the CIC we have introduced social activities as a way of integrating different groups into one social 'family'

Our most recent success was our Cinema night held at the Pavilion. We have 28 people from different areas of CALMs activities coming together to enjoy a night of fun. After costs it also raised £222.



## Spreading the risk

CALM in East Durham have successfully gained three additional funding streams (excluding PTC) and generate a small but steady level of income through class subs since setting up in May 2019. We are very proud to say that we are going from strength to strength with programs, classes and activities. We are very aware that certain activities will always need to be supported as they are 'gateway' engagements, but once people have started and seen the benefits they are achieving in their every day lives, they are happy to pay the weekly attendance donations and fully engage.

From a staffing level of the CIC, we are also establishing a very balanced and cross-talented group of tutors and volunteers who will ensure that the programs, classes and group activities will continue to thrive is someone is unable to continue at a later date.

## **Conclusion and financial spends so far**

CALM in East Durham CIC is now 6 months old and we now have over 200 yoga places taken up each month and on average 18-20 attendees at 'Bring Ya Thing' fortnightly. Our most recent PATHH program places were filled within 2 days of advertising it and we currently have 12 people on a waiting list for sessions which are due to start in 2020.

We are currently discussing permanent venue options for 2020 for our current activities and planned projects and hope that the Town Council will continue to support us so we can continue to support the people of Peterlee and surrounding areas. There is so much need and we are finding we are currently running out of space and venue options.

Our current spending is very low.

We have spent so far, £1602.50 from our £10000 budget as most of the costs have been incurred through other funding streams.

This has been spent of Room hire, Tutor investment, and resources for children and Bring Ya Thing.

2020 is going to be a year of significant growth for the CIC and we are looking at potential venues for the long-term stability and development of our activities. We are conscious that the right venue will make all the difference to our participants experience and their long term health and social improvement. It is therefore vital that we move forward with real consideration.

We have therefore, yet to fully commit the remainder of the funding from Town Council until we know the outcome of our proposal for Lowhills Bowling site. Our programs and projects will only be able to be fully costed and any additional match funding applied for once we know which venue we will be hosting long-term from.

The next quarter report will see PATHH being launched in Peterlee again and updates on our Men's wellbeing program.

THE MINUTES OF THE MEETING OF THE  
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER,  
SHOTTON HALL, PETERLEE  
ON MONDAY 6<sup>TH</sup> JANUARY 2020 AT 6.30PM

PRESENT:- COUN A WATSON (CHAIR)

Mesdames:- S Simpson, K Duffy, M A Cartwright, AC Long,  
S McDonnell, K Hawley, D Howarth & L Fenwick

Messrs:- S McGlen, S Miles, S Kirkup, G Carne, R Moore & C Watkins

60. Apologies for Absence  
Apologies had been submitted and accepted from Councillor T Duffy. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**
61. To receive declarations of interest  
Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. None were given.
62. To approve the minutes of the previous meeting  
Members approved the content of the draft minutes as a true and correct record of the last meeting of this Committee held on 2<sup>nd</sup> December 2019.
63. Report of the Finance Sub Committee of the 16<sup>th</sup> December 2019 a copy of which had been circulated to each Member, was agreed, subject to Councillor K J Duffy as being shown in attendance.
64. Draft Budget 2020/21  
Members received a presentation by the Town Clerk on the initial draft budget for 2020/21. He outlined the precept implications of a number of potential options. He then provided a current budget model as at 6 January 2020 and he asked Members for feedback and for any items they wished to see included. Several items were proposed which included tree planting, road safety, and keeping the ward based summer events. He also gave details of what was not included and asked for any changes, and the Play Area at Helford Road was identified to be included. **RESOLVED the feedback be incorporated into the proposed budget and considered at the next meeting.**
65. Neighbourhood Engagement Project Applications  
Jonny Davies, Stunter, requesting funding towards his stunt bike riding



Members gave consideration to this request for support towards funding protective clothing required for his Guinness World Record attempt, (the fastest wheelie with his legs over the handlebars). Following consideration of the supporting information it was **RESOLVED a grant of £1,000 be awarded to Jonny Davies.**

**Powers used:- Under the power of GPC, The Localism Act 2011, s 1-6.**

66. Youth Council Project

The Report of the Deputy Town Clerk on progress made with this initiative and requesting Member's views on the future development of a Youth Council for the Town was considered. Members were keen to maintain this contact and suggested areas of the Town Council's work and areas of interest where young people's views were important to support decision making. It was suggested that a certificate be awarded and/or their partnership working be recognized. **RESOLVED the contents of the report be noted and the relationships between the Council continue to be developed on an informal level with the local secondary schools and EDC, seeking their views on activities, projects etc.**

67. Member's Survey

The report of the Deputy Town Clerk outlining the feedback received following the survey sent to Members was considered. **RESOLVED the Member's Library continue to be developed, training opportunities continue to be offered and future surveys be carried out by the Democratic Services Team.**

68. Review of Asset & Investment Policy

Members were requested to carry out the annual review of the Council's Assets and Investment Strategy. Following a discussion on the policy it was **RESOLVED the Asset & Investment Policy be accepted.**

69. Award of contract – Thorntree Gill Leisure Gardens Amenity Room/Store

This item had been deferred from the council meeting held in November 2019. Members had been advised of the outcome of the procurement process for the proposed contract for the Thorntree Gill Project and award the contract to the value of £100,012.36 and a copy of the report of the Town Clerk had been considered. There was considerable discussion on the item and it was suggested the building was more than was required at the site. The Town Clerk stressed the scheme had been developed in conjunction with the gardeners at Thorntree Gill. **RESOLVED:-**

- (i) **Approval be given to the award of the contract for the provision of the new amenity room at Thorntree Gill Leisure Gardens to McCarrick Construction Ltd of Chester le Street for the contract sum of £100,012.36, subject to the satisfactory take up of references;**
- (ii) **Approval for the project to be funded form the capital programme, (£30,000) and the remainder form reserves (estimated at £70,012.36) and for S106 funding if available.**

PETERLEE TOWN COUNCIL  
FINANCE SUB-COMMITTEE  
HELD IN THE COUNCIL CHAMBER,  
SHOTTON HALL, PETERLEE  
ON MONDAY 20<sup>TH</sup> JANUARY 2020

Present:-  
Councillors S Simpson, K Liddell, R Moore & S Miles

16. DIRECT DEBIT AND CARD PAYMENTS

**RECOMMENDED the payments listed for December 2019, be accepted.**

17. ACCOUNTS FOR PAYMENT

The accounts for payments for January 2020 amounting to £101,214.09, a copy of which had been circulated to each Member, were considered.

**RECOMMENDED the payments as listed, be made.**

**Report To:** Resources Meeting, Peterlee Town Council

**Date:** 1<sup>st</sup> April 2019

**Subject:** **Neighbourhood Engagement Projects – small and larger grants**

**Report of:** Kay Tweddle, Deputy Town Clerk/Democratic Services Manager

**Purpose:** Outlining suggestions for the operation of the NEP Fund from 1<sup>st</sup> April 2019 making a grant policy with small and larger grants that groups/organisations can apply for under the Neighbourhood Engagement Fund.

**Background:** For many years the Town Council has offered an avenue open to those that applied for a donation/grant towards their running costs or for a special project that a group or organisation that operate in the Town. This has been done on an application basis and considered individually on its merits. In 2017/18 there was a Members Initiative Fund established and Members were allocated an amount and they could decide where they would sponsor or support a project or group. Currently this amount stands at 11,000, £500 for each Member. Following the suggestion by Members, groups are now invited to attend Shotton Hall and are presented with their cheque by the Mayor and the photographs are used on social media and PTC's web site to promote "Good News" stories.

**Proposed changes** The new grant policy goes a step further with small grants of under £1,000 going through the current process. For grant requests of over £1,000 representatives of the Group or organisation shall be requested to come to a council meeting and make a presentation to Members, (Form A attached). If they were unable to attend a meeting they could make a short film/video and this would be screened at the resources Meeting. There will also be monitoring with groups being requested to submit a written report on how the grant was used, (Form B attached). Further detail of the grant application process is provided in Appendix 1 to this report.

**Recommendations:** Members are recommended to note the contents of this report and approve the adoption of the small and larger grants policy.

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## Appendix 1: Policy

### Neighbourhood Engagement Projects Grant Funding Policy

The Neighbourhood Engagement Project, (formerly Town Community Initiative Fund) was implemented several years ago and replaced the donations process. The total fund is £11,000 and each Member has an allocation of £500 which they can make a grant to any qualifying application when it is presented to the Resources Committee.

Applications are submitted and each considered on their individual merits with Members making a pledge of whatever amount they wish to. The fund runs in line with the council's budget from 1<sup>st</sup> April each year to 31<sup>st</sup> March the following year.

Whilst bids are not actively touted for, Members may suggest to a group that they apply for funding. **It is suggested only one application be allowed per organisation in a twelve month period, this be for funding or concessionary use.**

The fund is aimed at groups operating in Peterlee where they are providing support, community services, sports & wellbeing to Peterlee's residents, young and old. The criteria to make a successful application for funding is that a group must have a minimum of 51% of their members or users made up from Peterlee residents. They must also be a non profit making organisation with a governing document. **The new process goes a step further asking on the application form how many local residents will benefit from the project.**

Successful funding applications have funded many types of activity ranging from providing new sports kits, helping towards running costs of a group, providing equipment from gardening tools to pool tables and games consoles.

The Process for small and large grants is as shown on the attached leaflet. An application is submitted, if it is £999 or less it is classed as a small grant. If it is over £1,000 it is classed as a large grant.

With a small grant this will be submitted to the next available Resources Meeting for Members to consider, a group may include a short video summarising their request. At the meeting Members will be given the details of the grant application and decide if they wish to pledge monies. If successful a cheque shall be raised and the applicant notified. Arrangements shall be made for the group to come in and collect their cheque and for a photograph to be taken and used as a "Good News Story" on the web site and social media. **Within six months of receiving the funding groups are requested to provide a written report of how the grant was used.**

A large grant of over £1,000 requires the group to deliver a presentation to Council to explain what benefits the grant will provide to the organisation and/or the community at a meeting of the Resources or Council. The process shall then continue as it would with a small grant. The timescales are shown on the attached but are to demonstrate only how long the process may be, obviously forms shall be processed as quickly as possible.

**Report to:** Peterlee Town Council Resources Committee

**Date of Meeting:** Monday 3<sup>rd</sup> February 2020

**Subject:** Peterlee Town Council Events 2020 – suppliers Quotations

**Report of:** Janet Hugill, Corporate Services Manager

**Report Purpose:** To present Members with the list of quotes from various companies to provide supplies for Peterlee Town Council Events 2020.

**Introduction:** A total of 106 letters were sent to different companies inviting them to quote for various supplies for this year's Town Events.

Detailed below are the quotes received from companies for the various supplies: -

**Security – 9** companies were requested to provide quotations for events stewards for the events. They were provided with a specification and schedule for both events and the option to meet to discuss the requirements.

<b>Company</b>	<b>Peterlee Show</b>	<b>Armed Forces</b>	<b>Soap Box Derby</b>	<b>Bonfire Night</b>	<b>Christmas Event</b>	<b>Total</b>
<b>A</b>	<b>£8,372.70</b>	<b>£883.10</b>	<b>£793.50</b>	<b>£969.00</b>	<b>£618.60</b>	<b>£11,636.90</b>
<b>B</b>	<b>£9,016.00</b>	<b>£1,173.00</b>	<b>£1,053.00</b>	<b>£1,572.00</b>	<b>£685.00</b>	<b>£13,499.00</b>

**RECOMMENDED** that the quotation from Company A, Phoenix Security from Newcastle, for the total amount of £11,636.90 for the events be accepted.

**Fencing** – companies were requested to provide quotations for the hire of fence panels for the events, however no quotes were received. Contact will be made with the companies and the request for quotes will be resent.

**Medical Cover** – 7 companies were requested to provide quotations for medical cover for the events. They were provided with a specification for all events. It is up to the individual companies to inform us of what medical cover we need in place based on numbers attending, event activities, duration of the event and if alcohol is being consumed.

Company	Peterlee Show	Armed Forces	Soap Box Derby	Bonfire Night	Christmas Event	Remembrance Parade	Total
A	£2,320.00	£520.00	£485.00	£590.00	£340.00	£138.00	£4,393.00

**RECOMMENDED** that the quotation from Company A, Medics UK from Stockton, for the total amount of £4,393.00 for the events be accepted.

**Fireworks** – 8 companies were requested to provide a quotation for a 10 minute display for Peterlee Show and an 18 minute display on Bonfire Night.

Company	Bonfire Night
A	£2,790.00

**RECOMMENDED** that the quotation from Company A, Nemesis Fireworks from Nantwich, for the amount of £2,790.00 be accepted.

**Fire Extinguishers** – 5 companies were requested to provide quotations for the hire of 19 fire extinguishers for Peterlee Show, Soap Box Derby and Bonfire Night.

Company	Peterlee Show	Soap Box Derby	Bonfire Night
A	Free	Free	Free

**RECOMMENDED** that the free offer from Company A, Hutton Fire Protection from Hartlepool, be accepted.

**Traffic Management** - 7 companies were requested to provide quotations for Peterlee Show, Soap Box Derby, Armed Forces Day, Christmas Tree Light Switch on,

advanced road signs and advanced road signs and the management of the road closure on Bonfire Night and the remembrance Parade.

Company	Peterlee Show	Armed Forces	Soap Box Derby	Bonfire Night	Christmas Event	Remembrance Parade	Total
A	£800.00	£645.00	£700.00	£1,335.00	£640.00	£1,415.00	£5,535.00
B	£1,420.00	£820.00	£1,220.00	£2,570.00	£820.00	£1,475.00	£8,325.00

**RECOMMENDED** that the quotation from Company A, TMS Traffic Management Services from Nottinghamshire, for the amount of £5,535.00 be accepted.

**The following quotes are for Peterlee Show only**

**Toilets – 7** companies were requested to provide a quotation for the hire of portaloos for Peterlee Show.

Company	Quote
A	£3,135.00
B	£4,450.00
C	£7,870.00

**RECOMMENDED** that the quotation from Company A, Teesdale Event Services from Barnard Castle, for the amount of £3,135.00 be accepted.

**Skips – 7** companies were requested to provide a quotation for the hire of 4 skips for Peterlee Show.

Company	Quote
A	£600.00

**RECOMMENDED** that the quotation from Company A, Dents Skip Hire from Seaham, for the amount of £600.00 be accepted.

**Marquees – 8** companies were requested to provide a quotation for the hire of a marquees, tables and chairs.

Company	Quote
A	£4,540.00

**RECOMMENDED** that the quotation from Company A, Dobson's Marquee Hire from Bishop Auckland, for the amount of £4,540.00 be accepted.

**Temporary Accommodation** – 7 companies were requested to provide a quotation for the hire of a 16-foot office unit for use at Peterlee Show, however no quotes were received. Contact will be made with the companies and the request for quotes will be resent.

**PA & Lighting, Stage, Generators & Lighting** – 12 companies were requested to provide a quotation for the hire of a stage, PA & Lighting (example specification provided, 4 generators, 8 lighting towers and electrical distribution within the marquee.

Company	Stage	PA & Lighting	Generators & Lighting	Total cost	Full Package
A	£1,200.00	£4,095.00	£3,620.00	£8,915.00	£8,915.00
B	£3,600.00	£4,250.00	£3,900.00	£11,750.00	£10,190.00
C			£3,164.00		

**RECOMMENDED** that the quotation from Company A, Northern Productions from Sunderland, for the amount of £8,915.00 be accepted.

### **The following quotes are for Bonfire Night only.**

**Lighting Towers** – companies were requested to provide a quotation for the hire of 4 lighting towers, including delivery and collection for Bonfire Night.

Company	Quote
A	£1,180.00
B	£1,640.00

**RECOMMENDED** that the quotation from Company A, Northern Productions from Sunderland, for the amount of £1,180.00 be accepted.



**Report to:** Peterlee Town Council Resources Committee

**Date:** 3<sup>rd</sup> February 2020

**Report of:** Sharon Pounder, Sport and Wellbeing Manager

Ian Morris, Chief Officer & Town Clerk

**Report Title:** Replacement of MUGA surface at The Pavilion Sports & Community Centre

**Purpose:** This report is intended to provide Members with a summary of quotations for the replacement of the MUGA (Multi Use Games Area) carpet at The Pavilion and recommends the award of contract to Greenfields Sports Surfaces Ltd at a value of £61,243.78 + VAT.

**Background:** The MUGA at The Pavilion on Helford Road has been in use for over 10 years and the carpet (playing surface) is showing major signs of wear and tear. A surveyor from the Football Foundation inspected the surface in March 2018 and reported a maximum lifespan of two years, ie replacement due around March 2020.

Members will be aware that the MUGA is heavily utilised over the winter period October – March when teams cannot train on the grass pitches, then as weather conditions improve and teams move back on to grass, MUGA bookings have tended to decrease. The Town Council takes in excess of £20,000 net income from the MUGA each financial year.

The replacement of the MUGA surface is important in order to meet the expectations of our customers, to continue this important revenue stream, and to comply with health and safety and insurance requirements of providing a playing surface that is fit for purpose and reasonably free from defects.

The existing MUGA surface is of a traditional type consisting of a sub-layer, a shock pad, and the playing surface (carpet) itself.

Three professional pitch maintenance companies have been contacted to provide quotations for renewing the surface including an assessment of the condition of the sub-layer and shock pad. All three companies are listed in the Football Foundation's framework of recommended suppliers.

The existing carpet originally had a pile length of 65mm, this was slightly longer to accommodate rugby league. Due to the decline in usage of the rugby league club from several hours down to one hour per week, all

companies recommended a shorter (60mm) pile. It should be noted that the shorter pile is still suitable for rugby training, for both rugby league and union.

All 3 quotes include the removal and disposal of the existing carpet.

The 3 quotes are as follows:

Company	Cost (Ex. VAT)	Shock pad Info
<b>A</b>	61,243.78 60mm	New Slide Max Pro surface that does not require a shock pad
<b>B</b>	60,495 60mm Plus £29,815 if new shock pad required	Shock pad not included in price, could be replaced for an additional £29,815.00 but advise existing pad is good for another 10 years
<b>C</b>	43,535 60mm	Company not supplying a quote for shockpad replacement as they have advised that it should be good for another 10 years.

Company A have provided a quote for an installation that does not require a shock pad underneath as this MUGA surface technology does not require a separate shock pad, while Company B & C inspected the existing shock pad the best they could and stated that the condition of it looked acceptable to lay a new carpet on top. Both companies were asked to submit a separate quote for a shock pad should it need replacing when the existing surface is removed.

The FA/Football Foundation have been consulted on the proposed provider and their submission and have confirmed that this is a bona fide solution that meets their requirements as the original grant funder for the site.

**Budget:** Peterlee Town Council had made an initial estimate of 2019/20 of £50,000 in the current year's capital budget. Members are asked to note that the Town Council has made provision in reserves over the last 10 years well in excess of the £61,243.78 expenditure being recommended in this report. The Council has, in effect, already saved-up this money which is now held in reserves.

**Recommendation:**

Members are recommended to approve the award of contract replacement of the MUGA carpet and to award the contract to Company A, Greenfields Sports Surfaces Ltd at a value of £61,243.78 + VAT.

## **Appendix 1: Implications**

**Finance** – The report sets out the cost of replacing the carpet which is above the original £50,000 budget allocation of the project. It is proposed that the additional funds are taken from reserves. Members are reminded that the Council has been making annual contributions into reserves for the MUGA replacement, and can be considered to have ‘saved up’ for this expenditure over a number of years.

**Staffing** - No direct implications.

**Risk** – The replacement of the MUGA surface is intended to mitigate a number of service risks now that the original surface is at the end of its operational life. These risks include risk of injury to players; risk of loss of income from reducing bookings if the pitch deteriorates; risk of lack of insurance cover; and risk of failing to meet grant funding requirements.

**Equality and Diversity / Public Sector Equality Duty** No direct implications.

**Accommodation** - No direct implications.

**Crime and Disorder** - No direct implications.

**Human Rights** - No direct implications.

**Consultation** – Peterlee Pumas have been consulted and have confirmed that they will be happy to train on the slightly shorter (60mm) pile length. The FA/Football Foundation have been consulted on the proposed solution and have confirmed that it meets their requirements.

**Procurement** – The procurement process outlined in this report is in line with the Council’s Financial Regulations

**Disability Issues** - No direct implications.

**Legal Implications** - No direct implications.

**Data Protection** - No direct implications.

**Report to:** Peterlee Town Council Resources Committee

**Date of Meeting:** 3<sup>rd</sup> February 2020

**Subject:** The implementation of a Menopause in the Workplace Policy and an Annual Leave Policy

**Report of:** Janet Hugill, Corporate Services Manager

**Report Purpose:** The purpose of this report is to propose the implementation of a policy, with emphasis placed both on awareness and guidance of menopause to help and support female staff and their line managers through this transition. Training may also be provided as further support for the health and wellbeing of the staff, as some of the menopause symptoms are covered under the protected characteristics detailed in the Equality Act 2010. It is an employer's responsibility to support employees at work, therefore developing a policy for menopause in the workplace would highlight that Peterlee Town Council as an organisation, updates and develops new policies for the wellbeing of their staff.

The Annual Leave Policy is to provide written guidance for all employees to follow when requesting annual leave.

**Introduction:** Menopause is a natural and temporary stage in women's lives starting from the age of 45 to 55 and sometimes lasting for up to 12 years. The process starts with the "perimenopause" stage usually in women's mid 40's, which involves the build up to the changes taking place ready for the menopause to begin. The impact on women in the perimenopausal stage as an employee can be difficult and frequently a stressful time. The range of negative of symptoms women can suffer may also affect their working life. Some women may feel they do not have the support in place or have anyone they can talk to about their concerns, due to the menopause being a "taboo" subject that most people would rather not talk about. Peterlee Town Council have 42 salaried staff, 21 male, 21 female staff of which 16 are over the age of 45, (76%), and either starting the perimenopause stage or going through the menopause. Following research carried out, I have been able to provide an understanding for Peterlee Town Council to pioneer this policy, to support their workforce and be the first local Council in the North East to provide such a policy.

Annual Leave Policy, although there is a procedure for requesting annual leave, there is no written policy in place to provide guidance for the staff to follow.

**Recommendation:** Recommendations to best support menopausal women as part of an approach to employee health and wellbeing would include carrying out a risk assessment and to make any suitable adjustments within the working environment. Benefits could include reduced absences from work due to some of the problematic symptoms. Some of these symptoms could be eased during the working day with the support of managers by providing a desk fan to help with hot flushes. Providing a culture where women feel they can discuss their symptoms and the impact it has on their working lives, as well as improved awareness, could help with some women suffering from low confidence. This will enable them to realise others are going through the same transition and they have someone to talk to. Having a manager in the organisation that could be the menopause champion is also warranted so that women can go to them for support. This help and support would be covered in the development of a Menopause in the Workplace Policy. A training course could be arranged for line managers to attend, this would ensure employers have awareness of what the menopause is about and what support is there for themselves and their female employees.

Peterlee Town Council as an organisation are committed to the wellbeing of their staff. As 76% of their female salaried staff are at the menopause age, providing guidance, training and awareness with a policy to support their commitment. This report is deemed of paramount importance and will hopefully encourage more local Council's to provide the same support for their employees going through the menopause transition.

Annual Leave Policy, although there is a procedure for requesting annual leave, there is no written policy in place to provide guidance for the staff to follow.

Recommended both Policies are approved and implemented and provide the necessary support and guidance for their employees.



# MENOPAUSE IN THE WORKFORCE AND GUIDANCE POLICY

January 2020

## SUMMARY

This document sets out the support and guidance Peterlee Town Council have in place for female employees during the menopause transition.

**Janet Hugill**

Corporate Services Manager

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Author of Policy:	Corporate Services Manager
Date Effective from:	February 2020
Policy Review:	February 2022
Version Control	V1

## **1. Introduction**

The Town Council is committed to providing an inclusive and supportive working environment for everyone who works here.

Menopause is a natural part of every woman's life, and it isn't always an easy transition. With the right support, it can be much better. Whilst every woman does not suffer with symptoms, supporting those who do will improve their experience at work.

Menopause should not be taboo or 'hidden'. We want everyone to understand what menopause is, and to be able to talk about it openly, without embarrassment.

This is not just an issue for women, men should be aware too.

The changing age of the UK's workforce means that between 75% and 80% of menopausal women are in work. Research shows that the majority of women are unwilling to discuss menopause-related health problems with their line manager, nor ask for the support or adjustments that they may need.

This policy sets out the guidelines for members of staff and managers on providing the right support to manage menopausal symptoms at work. It is not contractual, and does not form part of the terms and conditions of employment – however, if the Town Council wishes to amend the Menopause Policy, staff will be consulted on proposed changes via their line Manager.

## **2. Aims**

The aims of this policy are to:

- Foster an environment in which colleagues can openly and comfortably
- instigate conversations or engage in discussions about menopause.
- Ensure everyone understands what menopause is, can confidently have good conversations and are clear on the Town Council's policy and practices.
- Educate and inform managers about the potential symptoms of menopause, and how they can support women at work.
- Ensure that women suffering with menopause symptoms feel confident to discuss it, and ask for support and any reasonable adjustments so they can continue to be successful in their roles or studies.
- Reduce absenteeism due to menopausal symptoms.
- Assure women that we are a responsible employer, committed to supporting their needs during menopause.



### **3. Scope**

This policy applies to all Town Council staff and Managers.

### **4. Definitions**

Menopause is defined as a biological stage in a woman's life that occurs when she stops menstruating and reaches the end of her natural reproductive life. Usually, it is defined as having occurred when a woman has not had a period for twelve consecutive months (for women reaching menopause naturally). The average age for a woman to reach menopause is 51, however, it can be earlier or later than this due to surgery, illness or other reasons.

Perimenopause is the time leading up to menopause when a woman may experience changes, such as irregular periods or other menopausal symptoms. This can be years before menopause.

Post menopause is the time after menopause has occurred, starting when a woman has not had a period for twelve consecutive months.

### **5. Symptoms of Menopause**

It is important to note that not every woman will notice every symptom, or even need help or support. However, 75% of women do experience some symptoms, and 25% could be classed as severe.

Symptoms can manifest both physically and psychologically including:

- Hot flushes
- Headaches
- Night sweats
- Difficulty sleeping
- Skin irritation
- Panic attacks
- Lack of confidence
- Anxiety
- Mood swings
- Heavy/light periods
- Memory loss
- Poor concentration
- Depression
- Libido

Menopausal symptoms can begin months or even years before a women's periods stop and last around four after the last period, although some women experience them for much longer and can need medication to alleviate the symptoms.

## **6. Treatments available**

Some women do not need any assistance with the Menopause, and they can go through this natural stage without needing any medical interventions. For those who could need help there are a number of treatment options available, which include; Hormone Replacement Therapy (HRT), Alternative medications like Anti-depressants, natural treatments and changing to a healthier lifestyle can help. It is vital that women are aware of the different treatments available and if they are unsure, they talk to their GP.

## **7. Roles and Responsibilities**

### **Members of staff:**

#### **All staff are responsible for:**

- Taking a personal responsibility to look after their health
- Being open and honest in conversations with managers
- If a member of staff is unable to speak to their line manager, or if their line manager is not supporting them, they can speak to the Corporate Services Manager ([janet.hugillpeterlee.gov.uk](mailto:janet.hugillpeterlee.gov.uk) )
- Contributing to a respectful and productive working environment
- Being willing to help and support their colleagues
- Understanding any necessary adjustments their colleagues are receiving as a result of their menopausal symptoms
- Line Managers (see Appendix 1 for Managers' Guidance)

### **All line managers should:**

- Familiarise themselves with the Menopause Policy and Guidance
- Be ready and willing to have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and professionally
- Use the guidance in Appendices 1 and 2, signposting and reviewing together, before agreeing with the individual how best they can be supported, and any adjustments required
- Record adjustments agreed, and actions to be implemented
- Ensure ongoing dialogue and review dates
- Ensure that all agreed adjustments are adhered to.

Where adjustments are unsuccessful, or if symptoms are proving more problematic, the Line Manager may;

- Discuss a referral to Occupational Health for further advice
- Refer the employee to Occupational Health
- Review Occupational Health advice, and implement any recommendations, where reasonably practical
- Update the action plan and continue to review.

## **8. Appendices**

- Appendix 1 – Managers' Guidance for Colleague Discussion
- Appendix 2 – Confidential Colleague Discussion Template
- Appendix 3 – Menopause Advice Sheet

## 9. External links

- **National Institute for Health and Care Excellence (NICE) guidelines.** These explain how your GP will determine what types of treatments and interventions they can offer you. You can find out more information by using the following link <https://www.nice.org.uk/guidance/ng23>
- The **National Health Service** provides an overview of menopause. You can find more at <http://www.nhs.uk/Conditions/Menopause/Pages/Introduction.aspx> .
- **Menopause information.** The Royal College of Obstetricians and Gynaecologists offer further information in a dedicated area of their website at: <https://www.rcog.org.uk/en/patients/menopause>
- **Premature Ovarian Insufficiency (POI)** information and support on very early menopause. You can find out more at <https://www.daisynetwork.org.uk>
- **Henpicked.** This site provides information on managing menopause, and an insight into women's stories see <https://henpicked.net/menopause>
- **The British Menopause Society (BMS)**, established in 1989, educates, informs and guides healthcare professionals in all aspects of post reproductive health. This is achieved through an annual programme of lectures, conferences, meetings, exhibitions and our interactive website. They offer a range of publications including our quarterly journal *Post Reproductive Health* and the definitive handbook *Management of the Menopause*. Find out more at <https://thebms.org.uk/>

## **Appendix 1.**

### **Managers' Guidance for colleague discussions**

We recognise that every woman is different, and it is, therefore, not feasible to set out a structured set of specific guidelines.

All advice is given, and written, in accordance with the Faculty of Occupational Medicine (FOM) recommendations and best practice.

If an employee wishes to speak about their symptoms, or just to talk about how they are feeling (they may not recognise themselves that they are symptomatic), or if a male employee wishes to speak about a family member, please ensure that you:

- Allow adequate time to have the conversation;
- Find an appropriate room to preserve confidentiality;
- Encourage them to speak openly and honestly;
- Suggest ways in which they can be supported (see symptoms below) – hand out the Menopause Advice Sheet (Appendix 2);
- Agree actions, and how to implement them (you should use the template at Appendix 1a to record the meeting, so that all parties agree what has been discussed, and the next steps, before the meeting ends). Ensure that this record is treated as confidential, and is stored securely.
- Agree if other members of the team should be informed, and by whom;
- Ensure that designated time is allowed for a follow up meeting. Do not rely on quick queries during chance encounters in the corridor or break room.

### **Symptoms Support**

Symptoms can manifest both physically and psychologically, including, but not exhaustively or exclusively; support for women should be considered as detailed below:

#### **Hot Flashes**

- Request temperature control for their work area, such as a fan on their desk or moving near a window, or away from a heat source
- Easy access to drinking water
- Have access to a rest room for breaks if their work involves long periods of standing or sitting, or a quiet area if they need to manage a severe hot flush

## **Headaches**

- Have ease of access to fresh drinking water
- Offer a quiet space to work
- Offer noise-reducing headphones to wear in open offices
- Have time out to take medication if needed

## **Low Mood**

- Agree time out from others, when required, without needing to ask for permission
- Identify a 'buddy' for the colleague to talk to
- Identify a 'time out space' to be able to go to 'clear their head'

## **Loss of Confidence**

- Have regular time with their manager to discuss any issues
- Have agreed time to catch up with work

## **Poor Concentration**

- Discuss if there are times of the day when concentration is better or worse
- Review task allocation and workload
- Provide books for lists, action boards, or other memory-assisting equipment
- Offer quiet space to work
- Have agreed time to catch up with work

## **Anxiety**

- Identify a 'buddy' for the colleague to talk to
- Undertake mindfulness activities such as breathing exercises, or going for a walk.

## **Panic Attacks**

- Agree time out from others, when required, without needing to ask for permission;
- Undertake mindfulness activities such as breathing exercises, or going for a walk.

Discuss whether the member of staff has visited their GP. Depending on the discussion, this may be the next step suggested, particularly if the areas of difficulty are sleeping, panic attacks or anxiety.

If they have visited their GP, and are being supported by them, it may be helpful at this point to make an Occupational Health referral to give specific advice regarding the workplace.

## Appendix 2.

### Confidential colleague Discussion - Template

Members of staff details			
Name		Job Title	
Department		Location	
Present at meeting (Line Manager name and Title)			
Date of discussion			

#### Summary of discussion

--

#### Agreed Actions/Adjustments

--

Date of next review .....

Signed (Member of staff).....

Signed (Manager).....



## Appendix 3.

### Menopause Advice Sheet – How to talk to your GP about Menopause

If you are suffering from menopausal symptoms to the point they're getting in the way of you enjoying life, it's time to talk to your doctor. But, sometimes, that's easier said than done.

We all know how difficult it can often be just to get an appointment, and then it's often only ten minutes. And talking about symptoms can be hard, let alone if you feel rushed or unprepared. So, what can you do? We've put together some helpful, straightforward tips to help you get the best from your appointment.

**Don't wait.** It is all too common for women to feel they must simply 'put up' with menopausal symptoms as a part of life, but if they are affecting you, there are things you can do, and support available. There is no need to wait until symptoms feel unbearable.

**Read the NICE guidelines.** This stands for National Institute for Health and Care Excellence and these guidelines are what your doctor will use to determine the type of conversations to have with you and treatments to offer. There are guidelines for patients, which are really useful to read before you see your GP, so you know what to expect.

**Prepare for your appointment.** It's easier for your doctor to understand what's going on if you provide them with all the information. That may sound obvious, but blood tests to say where you are on the menopause transition aren't always available or accurate – your hormones can fluctuate daily during this time. So, your doctor will be thinking about what to recommend for you, based on your symptoms.

**Keep a list of your symptoms,** your menstrual cycle, hot flushes, how you're feeling, and any changes you've noticed. Write them down, and take them to your appointment. Your doctor will thank you for it, and it's more likely that together, you'll find the right solution faster. And, if you have any preferences about how you manage your symptoms, tell them that too – for example, if you'd like to try hormone replacement therapy (HRT), or not.

**Ask the receptionist which doctor** is best to talk to about menopause. They are often the font of all knowledge at a surgery and can help you find the best person to speak to – it might not be your usual GP, it could be someone who has had special training in the subject.

**Ask for a longer appointment.** If you don't think your standard appointment will be long enough, try to book a double appointment, as some surgeries do offer this.

**Don't be afraid to ask for a second opinion.** If you don't feel you've received the help you need, ask to speak to someone else. Don't be put off, you know how you're feeling, and how it's affecting you.

**Ask if there is a menopause clinic in your area.** Occasionally, there are regional clinics, specifically devoted to menopause. If there is one in your area, and you think this would be helpful, ask for a referral.

**Take your partner or a friend with you.** The chances are, you spend your life supporting others and, during menopause, it's your turn to ask them for support. Your partner, or a friend, will know how the symptoms are affecting you. They could support you at the appointment, and also find out how they can continue supporting you.

### **What to expect from your doctor**

There are certain things a GP should – and should not – do during your appointment.

#### **They should:**

- Talk to you about your lifestyle, and how to manage both your symptoms, and your longer-term health;
- Offer advice on hormone replacement therapy and other non-medical options;
- Talk to you about the safety and effectiveness of any treatment.

#### **They should not:**

- Tell you that it's just that time of your life. Yes, menopause is a natural stage, but please don't feel that means you should have to put up with every symptom without help;
- Tell you they don't prescribe HRT. It's up to you what you want to try, and for them to say whether it could be right for you, depending on your medical history;
- Impose unnecessary time restrictions, such as they will only prescribe this once, or for a year or two. This is an ongoing conversation, and if your symptoms persist, you will still need help to manage them.

**Remember, your GP is there to help and support you, and you should feel comfortable and confident in talking to them about your symptoms, and any help you need. Don't think you have to struggle through menopause when there is help and support available.**



# ANNUAL LEAVE POLICY

JANUARY 2020

## ABSTRACT

Peterlee Town Council provides this Annual Leave Policy for employees to use as a guide for the process of taking annual leave.

**Janet Hugill**

CORPORATE SERVICES MANAGER

## **Statement**

Employees are entitled to the annual leave set out in their Statement of Particulars and are encouraged to take their leave during the current leave year, to help ensure an effective work-life balance. However, annual leave arrangements are subject to prior approval by Managers, who must take into account the operational needs of the Council. All employees annual leave entitlement are paid in hours and not days.

## **Purpose**

The purpose of the Procedure is to ensure annual leave is managed fairly and consistently across the Council, in relation to the operational needs of each service area, and to inform employees of the procedure for applying for and approving annual leave.

## **Annual Leave Guidelines**

- The Council's leave year runs from 1st April to 31st March.
- The following notice would normally be required for annual leave:
  - 1 – 3 days, 5 days' notice
  - 3 – 10 days, 3 weeks' notice(at the Managers discretion)
  
- It is the employee's responsibility to check that they have sufficient holiday entitlement remaining before requesting annual leave.
- Requests for annual leave should generally not be made more than 12 months in advance of the planned leave.

- The maximum single period of leave, under normal circumstances, will be three weeks. Requests for longer periods of leave will require the approval of the Town Clerk.
- **The minimum period of leave is one hour.** From the first hour leave can be taken in thirty minutes intervals from that; ie. Employees can take 1.5 hours holiday if requested.
- All leave should be taken within the current leave year. If for any reason leave cannot be taken within the year, employees may be allowed to carry over a maximum of 3 days (22.5 hours) into the following year. Prior approval of the Manager and Town Clerk must be obtained.
- Subject to the above, and the provisions of the Council's Sick Pay and Maternity/Paternity/Adoption Leave Policies, any untaken leave will be carried over into the next financial year. Employees will not be entitled to pay in lieu of untaken holidays, except where protected employment rights apply.
- Annual leave should be planned over the year and not 'saved' until the end of the financial year.
- In some years, employees will be required to retain annual leave for use during any period of Council close down e.g. Christmas and New Year period. Employees will be notified at the start of the leave year in question of any close down periods.
- Every effort will be made to accommodate requests for annual leave. However, during peak operating periods or when planned major events are taking place, approval of leave requests will be at the Manager's discretion.
- Where multiple requests are received in the same operational area for leave during the same peak period - e.g. school summer break - it may not be

possible to approve all requests. In such circumstances, approval will be granted on the basis of the date the request is received. In subsequent years where the same employees request the same period, a rota arrangement will be applied.

- The operational needs of the service must be given priority over any annual leave requests.
- Any leave taken without the prior approval of the Manager will be classified as unauthorised absence and may result in disciplinary action being considered and pay being withheld depending on the outcome of any disciplinary action.
- Employees must advise their Manager of any changes to their holiday plans in advance of such changes. This includes changes to dates of holidays which will require further management approval and cancellation of a planned holiday which may require consequent changes to holiday relief cover arrangements.

## **Procedure for Obtaining Approval for Annual Leave**

The employee's manager or team leader must approve all annual leave in advance. Members of staff wishing to take annual leave should follow the procedure set out below in order to accommodate cover:

- All requests for annual leave should be made in writing on the Annual Leave Request form, at the earliest reasonable opportunity.
- The Manager will consider the application, having regard to the needs of the service and leave already in place before a final decision is made.
- Only on receipt of a signed leave form authorised by the Manager, should the member of staff commit him or herself to any leave plans, particularly where a deposit needs to be paid.

- If leave is refused, the Manager will notify the member of staff within 7 days.
- It is the Managers responsibility to ensure once the form is signed and approved that it is given to the admin team to process. This should be done within 7 days of receipt and ideally or prior to the holiday being taken. Failure to follow this procedure may result in disciplinary action being taken.

If your employment terminates part of the way through the holiday year, your annual entitlement to holidays during that year will be assessed on a pro rata basis.

Deductions from final salary due to you on termination of employment will be made in respect of any holidays taken in excess of entitlement.

If an employee wishes to make a complaint regarding the application of the procedure, they should do so within the provisions of the Council’s Grievance Procedure.

For the purposes of this policy, in all matters relating to the leave of the Town Clerk, the Mayor will perform the functions of the ‘Manager’.

<b>Author of Policy;</b>	<b>Corporate Services Manager</b>
<b>Date effective from;</b>	<b>January 2020</b>
<b>Policy review;</b>	<b>January 2022</b>
<b>Version Control;</b>	<b>V1</b>

PETERLEE TOWN COUNCIL  
HOLIDAY REQUEST FORM

NAME.....

BALANCE.....  
**(MUST BE COMPLETED PRIOR TO SUBMISSION)**

HOURS REQUESTED .....

FROM..... TO.....

HOURS REMAINING.....

<b>ADMIN USE ONLY:</b>	
<b>CHECKED HOLIDAY BALANCE BEFORE PROCESSING</b>	
<b>YES</b>	<b>NO</b>

**EMPLOYEE: I HAVE CHECKED MY HOLIDAY BALANCE AND REQUESTED THE HOLIDAYS SHOWN ON THIS FORM.**

SIGNED..... DATE.....

**MANAGER: I HAVE APPROVED THIS HOLIDAY REQUEST.**

SIGNED..... DATE.....

**A HOLIDAY REQUEST FORM MUST BE SUBMITTED AND AGREED PRIOR TO ANY PERIOD OF HOLIDAY LEAVE BEING TAKEN. THE TOWN CLERK RESERVES THE RIGHT TO REFUSE ANY HOLIDAY REQUEST.**

<b>SUBMITTED TO ADMIN TEAM BY:</b>	<b>MANAGERS NAME:</b>	<b>DATE:</b>
<b>PROCESSED BY ADMIN TEAM BY:</b>	<b>ADMIN TEAM NAME:</b>	<b>DATE:</b>