



16<sup>th</sup> June 2020

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 , I hereby summon you to attend a Meeting of **PETERLEE TOWN COUNCIL** to be held online on **MONDAY 22nd June 2020 at 6pm**

Ian Morris, P.S.L.C.C  
Town Clerk (Proper Officer of the Council)

To join the meeting:

Either click on this link

<https://us02web.zoom.us/j/81975437742?pwd=V3E4YVNQeDB3K3ZLaHVRTW04TTZtUT09>

or use the Zoom App on your smartphone or desktop and input:

**Meeting ID**                      **819 7543 7742**

**Meeting Password**        **159218**

Or you can phone dial into the meeting audio using one of these phone numbers:

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

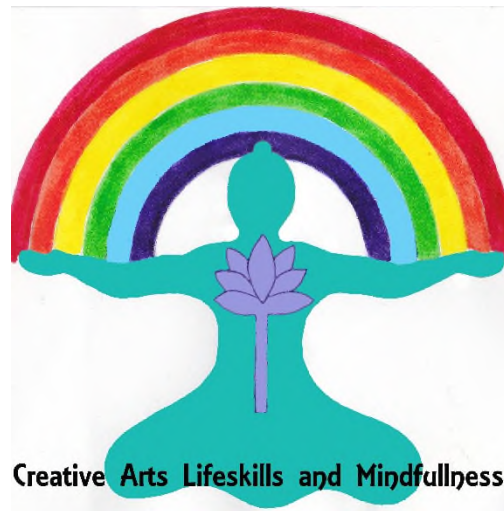
Meeting ID: 819 7543 7742

**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.**

## **BUSINESS TO BE TRANSACTED**

1. Apologies for Absence
2. Public Participation Session  
Will be held to allow Members of the public an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.
3. Mayor's/Chair's Report
4. 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>
5. CALM in East Durham  
To received the second Quarterly report on the CALM in East Durham project that the Town Council is supporting. (Update report, attached)
6. To Approve the Minutes of the last meeting of the 12<sup>th</sup> May 2020  
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)
7. COVID-19 Update  
To receive an update from the Town Clerk on the Council's response to the COVID-19 situation and to consider any appropriate action by the Town Council including potential provision of financial or other forms of assistance.  
(verbal report of the Town Clerk)
8. MUGA Resurfacing  
Members will be asked to consider un-freezing the budget for the Helford Road MUGA surface to enable the contract to be awarded and work to begin while the facility is closed. Members are reminded that the resurfacing of the MUGA has already been approved by Council but was put on hold during the early days of the COVID shutdown period. (verbal report of the Chairman and Town Clerk)

9. Notice of Motion – Councillor A Watson  
To consider the provision of devices by the Town Council for Councilors' use.
10. Investors in People  
To receive a report about the recent award of Investors in People accreditation for the Town Council. (report of the Town Clerk, attached)
11. 2019/20 Financial year end budget report  
To receive a report summarising the year- end budget outturn for the last financial year. (report of the Town Clerk, attached)
12. 2019/20 Final Accounts and Annual Audit  
To approve the final accounts, Annual Governance & Accountability Return and Annual Governance Statement for approval prior to the period of public rights and submission to the external auditor. (copy of the final accounts and annual return, attached)
13. Spokesperson of the North East Party's Report
14. Spokesperson of the Labour Political Party's Report



CALM in East Durham CIC

Second quarterly report on activities from  
January to March 2020

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.

## Requested support

### Original Rational

The first 12 months has been a pivotal time for CALM CIC as we were limited in the funding stream opportunities available to us as there has been 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.

Originally we had two tutors, Barbara Chrisp for holistic health and Lynn Barlow for creative Arts and Crafts. To ensure the longevity of the CIC we started a teacher training program at the beginning of August 2019 to develop our team of tutors (male and female). They embarked on a 12 month yoga /yogic philosophy course, which is accredited to level 4 through BSY, with tutorials by Barbara Chrisp, and are well on the way to gaining 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. One of our Yoga teacher training students has also qualified with her Masters in Art and is supporting Lynn with our Art and Craft programs. There are now three qualified tutors within the CIC and by third quarter we expect to have two more to create a truly resilient and dynamic team.

### The grant funding

To enable us to keep a strong presence within Peterlee until we are able to fully stand independently, we requested 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.
- 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.
- We were hoping to expand our childrens yoga opportunities into Peterlee, however, this area has been put on hold due to the tutor time capacity at present.

## Activities from January to March 2020

### 1. PATHH in Peterlee.

In the beginning of February we launched our first PATHH program funded by PTC. As always, we had a wonderful response and the 12 places were filled within 3 days of launch. Half of which were GP referrals for residents of Peterlee from the East Durham Medical group, the remainder where self-referrals. As you can see from the starting stats, the levels on attendees' self-assessment are sitting on the same trend as they always seem to be. We saw very high levels of anxiety and depression and several extreme ratings of loneliness. (HADS questionnaire is the NHS questionnaire to establish whether a patient requires referring to specialist support. It stands for Hospital Anxiety and Depression Scale)

Due to lockdown coming into play in the middle of March, the group had to be suspended.

Cohort 1	Age Bracket	Sex	Peterlee Resident	GP referral	HADS Anxiety Scale	HADS Depression Scale	Lonliness Scale
Participant					Week 1	Week 1	Week 1
1	25-49	m	no	yes	15	15	52
2	25-29	f	yes	no	11	6	12
3	50+	f	yes	no	19	12	58
4	50+	m	yes	no	11	11	25
5	50+	f	yes	yes	14	11	42
6	50+	f	no	no	7	4	2
7	25-49	f	yes	no	10	8	20
8	25-49	f	yes	yes	16	16	28
9	25-49	m	yes	yes	8	7	2
10	50+	f	yes	yes	11	19	34
11	-25	f	no	no	12	18	41
12	50+	f	yes	yes	16	18	49

### HADS Anxiety and Depression Scale

0 to 7	Normal	8 to 10	Boarderline	11 to 21	abnormal
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### Lonliness Scale

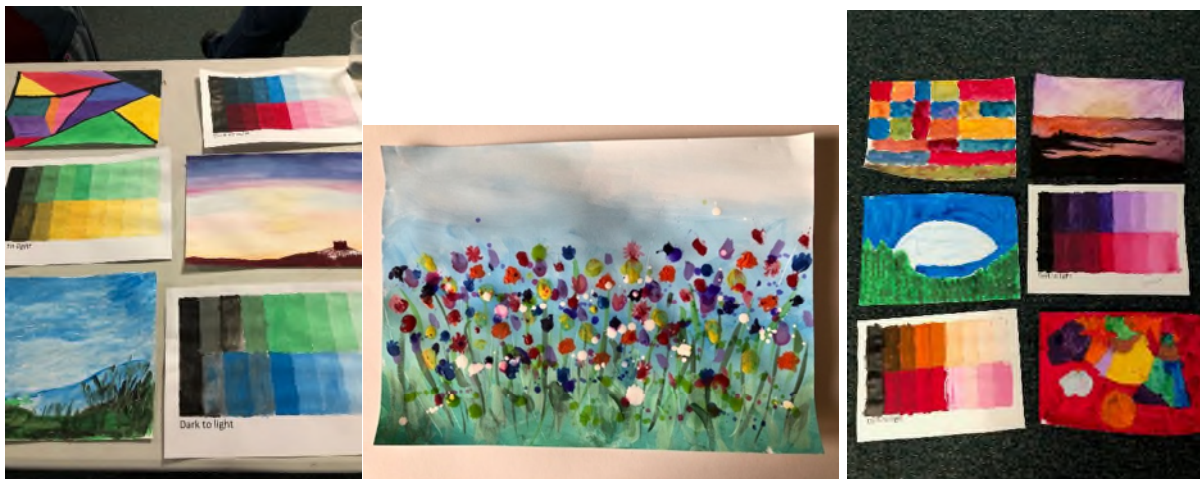
0 to 14	normal limits	15-21	moderate	22-29	abnormal	30+	extreme
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With the approval from AAP to develop a remote PATHH program with resources, we are now able to offer interim support until we are able to re-establish to face to face program.

We are in contact by telephone with the student at present.

## 2. Creative Arts Program

During January and February we completed 2 5-week art and craft programs where we saw 51 class attendees in January and 48 in February. The programs offered an introduction to Painting and introduction to upcycling.



The upcycling program also set out ideas for an upcycled sensory garden.





After completing 3 successful 5 week programs, we were in discussion with Seaham Youth and community centre to run our next batch of programs when the centre closed due to the Covid-19 concerns.

We have continued with a Facebook presence and have had funding reallocated from this project into a combined program so we can continue to support our local residents and project attendees. Further information on these activities can be found at the end of our report.

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

With the ongoing concessionary support from Peterlee Town Council, we have been able to continue to grow our Bring Ya Thing fortnightly social / activity group.

During January our average attendance was 17, during February and average attendance of 22. March, saw only one session which was on the 6<sup>th</sup> with 19 attendees as several of our older participants stayed at home. All sessions closed the following week.

#### **BYT workshops**

On 23<sup>rd</sup> we ran a group workshop called 'Cyanotype' which uses light sensitive paper to create pictures and did a colour wheel using toning and shading techniques.





## 4. Development of PATHH for Men and Lowhills site.

### Lowhills bowling site

On 14<sup>th</sup> February 2020 PTC agreed Calm In East Durham the lease on Lowhills Bowling green. We are in receipt of a Licence to occupy, but are awaiting the formal lease agreement.

Over the first four weeks we cleared the internal fixtures and fitting of the tea pavilion and cleaned the site. We gained some very positive support from local companies to help develop and improve the original building.

Howden Joinery – agreed to provide a new kitchen with white goods etc

MKM – agreed to provide an upgrade on the toilet facilities and insulation for the roof cavity. Plaster board and skim.

Electric build supplier in Sunderland – agreed to provide us with the electrical cabling, sockets etc, wall hanging electric radiators and electric boiler.

We had workman onboard for free for plastering, electric and plumbing.

Again, due to the lockdown, all the formal, larger work has been put on hold and contact will be re-established once restrictions have been lifted.

### Mens PATHH

The week before lockdown came into effect, we had our first mens' session, preparing veg beds, tidying the site including removing the old units. Again, this is now put on hold until restrictions have been lifted. However, CiC directors are continuing to do general work to help keep the improvements going.



## 5. Continued supported classes

We continued to host 4 supported and 1 unsupported yoga/meditation/chi kung weekly classes using allocation from other funders pots to cover room hire enabling us to offer affordable class prices while maintaining industry standard tutor fees. This was due to expire in July 2020. However, due to lock down, the program was finished earlier than scheduled.

We are now starting to offer online classes by means of Zoom to keep people in a normal routine, having classes at a time they would normally be doing so.

## 6. Covid-19 program

Since 13<sup>th</sup> March all face to face classes closed and like every other organisation in the country we have had to take immediate action to change our work processes and focus to ensure we are able to continue to offer our normal level of positive, constructive activities to our existing student and participant groups.

It has been a great challenge as we have had to establish a new and resilience led way of staying in contact while retaining social distancing requirement to ensure the safety of everyone.

We have / are introducing two new projects;

- What we did.....
- Resilience for Mental Health whilst Social Distancing

### “What we did.....”

With the agreement of Karen Hawley and Susan Macdonald, we allocated previously identified funds for a summer art program into a combined program to offer support to our local community while we are separated.

The aim is to keep our groups connected, supported and supporting each other until we can get back to sessions.

Money for this project is as follows;

Peterlee T C	£2300.00
Believe Housing	£1300.00 (initial amount, to review each month)
CALM (core)	£1875

The full proposal has been attached as an appendix at the end of the report.

During the last week in March we established our Facebook presence of 'Calm Cic' where we are posting weekly crafting activities, yoga, meditation and chi kung sessions. We are also keeping people connected by encouraging them to share their activities.

Within the first 3 weeks we have achieved over 100 friends who receive our weekly activities.

We are gaining new group members and on 22<sup>nd</sup> April we received a message from a new lady.

*"hi. Thank you for the add, I stumbled upon this group and love the things you all do, I suffer bad from depression and low self-esteem, my heart feels like it is sinking every day lower and darker, will this group help me please xxx"*

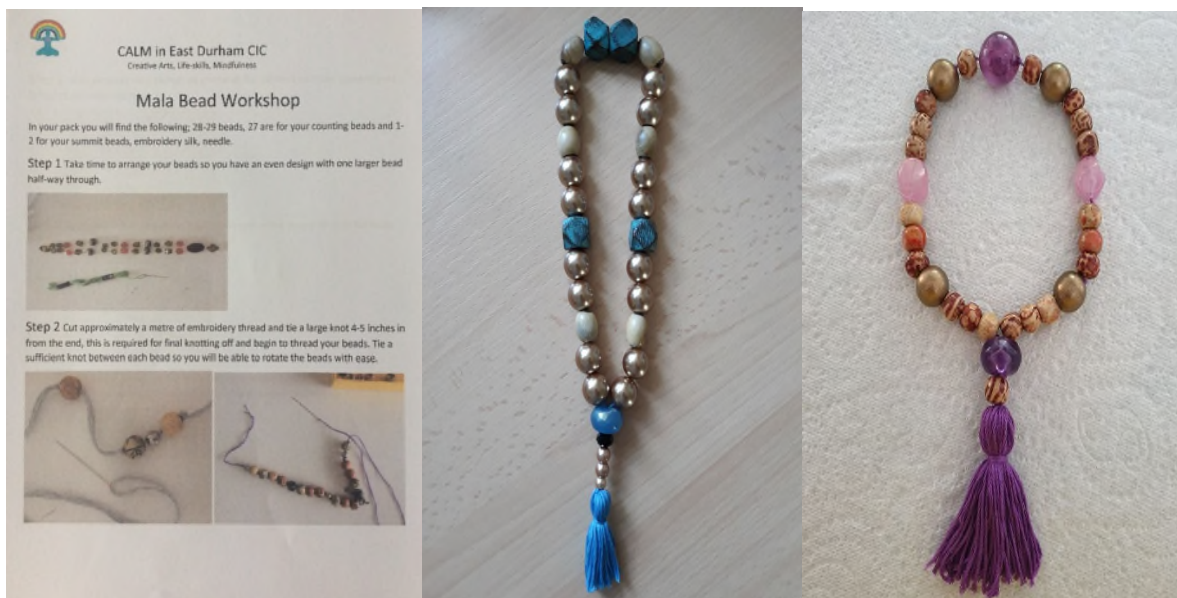
This lady went on to say in a later message that she is on her own with her daughter, has fibromyalgia, severe emphysema, PTSD and graves disease.

She will be having a face to face visit this week and will be taken some resources and also to offer support ongoing with weekly visits.

Below we have added some photos of a selection of activities we have hosted over the first four weeks of lock down.

**Making a Mala bead set** (for meditation) 18 Packs were hand delivered within our community and up to now we have received 14 pictures of completed sets.

Each pack contained selected beads, thread and a needle.



We created a short video and explanatory notes on how to create them. We then did a meditation session a few days later and explained how to use the beads to help create a sense of peace and stillness, so reducing any sensations of stress and anxiety.

Other sessions have been;

- Concertina Art book
- Doodle books
- Starting to create art using doodles
- Creating a gratitude Jar
- Wellness box

We have been contacting on average 30 people each week by either dropping off resources, doing shopping and telephone conversations. As each week goes by, we are increasing volume. workshop is

#### Introduction to weaving

This week we have made up 20 packs of weaving cards, wool, ribbons etc for our workshop. These will be delivered Tuesday and Wednesday and the workshop will go live on Thursday.



#### Resilience for Mental Health whilst Social Distancing

AAP funding has offered us the opportunity to establish a remote version of PATHH, with resources and video conference sessions to support people most at risk. It also funds regular online classes for yoga, meditation and chi kung, and additional time to maintain contact with our most vulnerable of participants.

Believe Housing, to support the project, has also granted us funding to purchase 5 media pads to add to two we have purchased ourselves, to offer out on loan to some of our most vulnerable members. CALM will also pay for pay as you go wi-fi hubs for those who do not have internet connection to ensure no one is left feeling totally isolated.

# Spreading the risk

## Spreading the financial burden

We continue to build relationships with other funding streams to support our projects, plans and development.

BELIEVE housing group – PATHH program, now complete. £710 underspend was approved to be transferred to Covid-19 project

BELIEVE housing group – Funding continues for our Creative Arts program which was scheduled over 12 months to support residents of Seaham and Horden. This part of the funding has been approved to be transferred into our Covid-19 project

AAP – funding received for £1460.10 to purchase resources for Bring Ya Thing group.

ASDA – £1000 received to support development of Lowhills site

AAP – Resilience for Mental Health whilst social Distancing – approved and funded 22<sup>nd</sup> April 2020

## Conclusion and financial spends so far

Though we are going through a very challenging period, we feel we have adapted to our current situation well.

We feel we have positioned ourselves so we can come out the other end in a good condition.

Our spending of the initial £10000 grant is as follows;

£2523.65	Running costs of PATHH, resources, room hire, running cost of CIC and initial expenditure on Lowhills site. This included Management fees
£1984.00	Staff development. Including subsidy for formal qualifications for BSY Yoga teacher training, Monthly full day tutorials, room hire.
£2300.00	Transferred for the use on the remote 'What we did.....' project.

**Total allocation of funds £6807.90**

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD ONLINE USING VIDEO CONFERENCING TECHNOLOGY

ON MONDAY 18<sup>th</sup> MAY 2020 at 6.00PM

PRESENT:- COUN T DUFFY (CHAIR)

Mesdames:- A C Long, K Hawley, K J Duffy, M A Cartwright, S McDonnell,  
S Simpson, L Fenwick & V Watson

Messrs:- R Moore, C Watkins, A Watson, R Kyle, G Johnson, A Wilkinson, S Miles,  
C Watkins, S McGlen, R Moore, S Kirkup & G Carne

1. Apologies for Absence

Apologies for absence were offered and accepted from Councillors D Howarth & K Liddell.

2. Mayor's/Chair's Report

The Mayor advised he had made two Mayor's Awards to local people and he had also attended a recent funeral representing PTC.

Councillor Fenwick left the meeting as she had issues with her remote connection.

3. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise, Councillor A Wilkinson declared an interest in item 8(b) as he had been assisting the applicant in seeking funding and sponsorship. Councillor S McGlen declared an interest in item 8(c) as he was a volunteer for Community Spirit.

4. To Approve the Minutes of the last meeting of the 27<sup>th</sup> April 2020

The minutes of the previous meeting were attached for consideration and were approved as a true and correct record, subject to Councillor Moore being shown as in attendance.



5. COVID-19 Update

The Town Clerk provided an update on progress with the Council's response to the COVID situation.

Staff were now back at work on a full-time basis as much as possible, with home working happening where safe and practicable to do so in line with Government guidance. Managers had reviewed the government's COVID-Secure guidance for workplaces and appropriate risk assessments and changes to working practices had been taken. To date no staff members have been confirmed as having the disease. The Council continued to deliver phone befriending for PACES and Taste Buddies members and other vulnerable residents, and the Sports & Wellbeing Team were also continuing with their increasingly popular online exercise classes.

The Council had received confirmation of a successful application for Shielding Support Service project grant funding and Members were encouraged to get out into their local communities to identify potential recipients aged 70 or over and in need of some additional support. Members were reminded that forms had already been distributed to help them to record details of the recipients to then pass on to the office, and that more forms could be provided to them on request.

It was agreed that the main driving force for recruitment would be local Members using their knowledge and networks.

It was also agreed that referrals for other forms of support such as shopping and prescription collection etc. would be referred back to local Members in the first instance, and then potentially passed on to other agencies to help if local Members were unable to help directly. It was agreed food parcels would be provided weekly, potentially moving to fortnightly at a later date and this would continue as long as the Council had funds to do so.

A Councillor mentioned that Home Group were running a scheme 'County Durham Home Safe' from Belmont and the Clerk agreed to make contact with Home Group to establish whether this was something that the Town Council could tap in to in Peterlee.

A Member asked about parks and play areas and the Town Clerk confirmed whilst Woodhouse Park was open to the public, all of the Town Council's play areas remain closed as per the Government's guidelines.

**RESOLVED the information given, be noted and actions taken in this regard, be endorsed.**



Councillor Carne joined the meeting remotely at 6.45pm.

6. Peterlee Show 2020

The Clerk requested Council review arrangements for the 2020 Peterlee Show in the light of current COVID situation. There was considerable discussion and whilst they were disappointed to do so it was agreed unanimously that this year's Peterlee Show would be cancelled. **RESOLVED the 2020 Peterlee Show be cancelled and that arrangements with suppliers and acts etc be rolled to 2021 where practicable to do so.**

7. NEP Funding Applications

Members considered applications from the following groups/organisations:-

(a) Stray Aid, requesting £16,000 - £20,00 towards Paws in the Playground Program

Members asked that to help manage expectations of those applying for a grant, the NEP application form and covering advice include reference to the budget size of the fund, £500 per Member per year. It was suggested that the application was for running costs and not for a specific project. **RESOLVED consideration of this request be deferred and Stray Aid be asked to clarify the details given in their request and possibly re submit a new application.**

Prior to consideration of this item Councillor Wilkinson, having disclosed an interest, left the meeting for the duration of the discussion on the item.

(b) East Durham FSS FC Mental Health Team, requesting £500

Following consideration, **it was RESOLVED a grant of £500.00 be made to this Team.**

(c) Community Spirit, £500 towards the cost of running costs in respect of their Covid-19 Neighbour Support activity

**RESOLVED an initial grant of £100.00 be made and the Group be asked to clarify the details given in their grant request.**

(d) Skill Mill, requesting £30,000 to cover their core costs until August 2020

As with an earlier application the request was in excess of the allocated NEP budget. **RESOLVED this application be reconsidered when all of the information had been received.**

(e)East Durham FC under 12s – requesting £800 to help establish the Team

Consideration was given to this request and it was suggested they re-apply when they had established a bank account. **RESOLVED the group be asked to supply their bank details.**

8. Football Pitch Hire Fees 2020/21

Members considered a proposal from the Town Clerk to suspend football pitch fees for the 2020/21 season for teams who renew their pitch hire agreement for the new season and his report was circulated with the details. There was considerable discussion on the item and it was **RESOLVED approval be given to the proposal to suspend the football pitch hire fees for the new 2020/21 season for the teams who were hirers for the previous 2019/20 season.**

9. Spokesperson of the North East Party's Report

Councillor A Watson suggested that everyone "Be Alert". **RESOLVED the information given, be noted.**

10. Spokesperson of the Labour Political Party's Report

Councillor McGlen offered Councillor Fenwick's report to the meeting. She thanked the key workers. She said her thoughts were with parents who had to decide whether or not to send their children to school and she felt all you could do was to try and make the best decisions for you and your family. **RESOLVED the information given, be noted.**

**Report to:** Peterlee Town Council

**Date:** 22<sup>nd</sup> June 2020

**Report of:** Ian Morris, Chief Officer & Town Clerk

**Subject:** Investors in People Award

**Report Purpose:** To provide Members with details of the Council's successful accreditation to the Investors in People award in March 2020 and confirm how we the Council will be taking forward the recommendations in the report.

**Background:** The Investors in People standard is about how well an employer manages, motivates, supports and recognises its employees. The standard was founded the UK government in 1991 to improve management in the public sector but proved so popular that it was also taken up the private sector and voluntary sector organisations. Today the Investors in People standard can be found in 66 countries around the world and has been applied to more than 50,000 organisations ranging from small employers to major PLCs.

Organisations who go through the IIP process are evaluated against a framework based on three key areas of leading, supporting and improving people. A detailed summary of the framework is attached as appendix 2 to this report.

The assessment process for IIP involved working with an independent IIP Accredited Assessor who holds a number of workshops and group meetings with staff as well as gathering evidence in the form of policies and reports. Their role is to check whether the organisation has sufficient measures in place across the different elements of the IIP framework and, importantly, that this is being seen, heard and felt by the staff themselves.

This assessment process occurred throughout January and February 2020 and the Council's formal assessment report was issues on 5<sup>th</sup> March 2020.

**Results:** Peterlee Town Council has met the 'We invest in people' IIP standard level. The report states that the Council's improvement agenda is having a positive impact on how people feel about their jobs, their team and the Council. The assessor found that staff are clear about what is expected of them of them and know how their work lines up with what the Council is trying to achieve. As a result, people have a clear understanding of why their job is important and how it contributes to making Peterlee a nice place to live, get active, feel included, etc.

The assessor found that the Council's managers and people speak confidently about the range of their discretion and know how, and when they need to ask for input or get

authority on decisions. This clarity helps them make decisions and take responsibility for them with the business benefit that the Council is making the most of people's talents.

The report states that people's learning and development needs are met. The Council invests time in understanding how people are performing, talk about improvement that is needed as well as keeping people safe and the organisation compliant with its own rules and external regulations. Importantly the Council has also been recognised as giving people with potential and ambition the support and stretch to develop their careers and increase the future workforce capacity of the Council.

The Council's approach to incorporating more structure, process and consistency to the way people are managed and support people across all teams is welcomed by people. The development, introduction and roll-out of the Appraisal and Development Policy and competency framework has been highlighted as incorporating many good practice elements. Our people say they genuinely feel more appreciated now and that Peterlee Town Council is a great place to work.

**Next Steps:**

The report makes a number of recommendations based on good practice and on the particular circumstances of the Town Council at this time. The Council's Senior Management Team have considered these recommendations and is currently producing an action plan to take some these forward.

In the meantime, staff have been briefed about the Council's successful accreditation to the standard and the IIP branding has now been added to council email footers and will be added to the next batch of Council correspondence stationary. It will also be used in future recruitment advertising, helping to promote the Council as being a great place to work.



**Recommendation:** Members are recommended to note the contents of this report and the fact that Peterlee Town Council is now an Investors in People accredited employer.

## **Appendix 1: Implications**

Finance – No direct financial implications arising from the recommendations in this report.

Staffing – The IIP award provides a tangible evidence point for the improvement journey that the Town Council has travelled over the past few years. From a situation 10 years ago where the Council's staff provided strong negative feedback about the lack of support and development and a poor working culture to the very positive statements made in the current report, the implications of the improvements that the Council has made and continues to make are substantial and should not be underestimated.

Risk – No direct implications.

Equality and Diversity, Cohesion and Integration – No direct implications.

Crime and Disorder – No direct implications

Consultation & Communication – The IIP accreditation process involved workshop sessions with staff at all levels of the organisation and from every council department. While we haven't made a massive song and dance about the award externally, we have adopted the IIP We Invest in People standard logo on our email footers and will be incorporating it into our letter headed paper etc when we next make an order.

Procurement – No direct implications

Legal – No direct implications

Appendix 2: The Investors in People Framework – these are the key areas that the Town Council was assessed against prior to receiving IIP accreditation

<b>Leading</b>	<b>Leading and Inspiring People</b>	Leaders are trusted members of the company. They clearly communicate the company's objectives and motivate and inspire people to work towards them
	<b>Living the organisations' values and behaviours</b>	Everyone, at every level works with the company's values in mind all the time. And they have the courage and support to challenge anyone who isn't doing the same.
	<b>Empowering and involving people</b>	There's a culture of trust and responsibility in the company. Each person feels ownership over their role, and empowered to make decisions.
<b>Supporting</b>	<b>Managing Performance</b>	Leaders and people alike set the right objectives, track their progress and act on other people's feedback.
	<b>Rewarding and recognising high performance</b>	The company rewards people when they do well. People feel motivated to always do their best work.
	<b>Structuring work</b>	Each role is designed in a way that works towards the company's objectives, is rewarding and encourages collaboration
<b>Improving</b>	<b>Building capability</b>	Leaders develop their people and make sure they're given everything they need to thrive at work. And the company hires the right people, at the right time, for the right roles.
	<b>Delivering continuous improvement</b>	The company is always looking for ways to improve. Leaders will look beyond their industry for inspiration, and any new approaches they find are welcomed by a culture that encourages innovation.
	<b>Creating sustainable success</b>	Leaders are aware of how the world around their company is changing over time, and are making the right internal changes to not just keep up, but stay ahead.

# INVESTORS IN PEOPLE™

We invest in people



## Feedback

### Peterlee Town Council

Project number: NOR-20-00145

Practitioner: Joanne Machers

Date: 5<sup>th</sup> March 2020



Investors in People North of England

Suite 3a, The Exchange

Station Parade

Harrogate

HG1 1TS

**0844 4068008**

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The Investors in People identity is strong, simple, powerful and instantly recognisable. It is therefore important that only organisations that are accredited as Investors in People can use our mark.

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You did it!

# INVESTORS IN PEOPLE<sup>TM</sup>

## We invest in people Standard

You're at the Standard level of our We invest in people accreditation.

### Detailed feedback and recommendations inside...

- What to be proud of
- What to work on
- Our recommendations
- What's next

### Key dates

Accreditation date	12-month meeting	24-month meeting	Accreditation expiry
5/3/2020	5/3/2021	5/3/2022	5/3/2023

## At a glance

Peterlee Town Council is changing for the better, that's what the people who work there think.

The Council was assessed for accreditation of the Investors in People VI Standard on 5<sup>th</sup> March 2020. The Investors in People Standard uses nine indicators based on the features of high performing organisations that are grouped around three enablers: leading; supporting; and improving. Following a context meeting with the senior management team, interviews with 15 employees and general observations, the Council was measured and mapped against the Investors in People performance model.

The assessment revealed a number of key strengths within the Council as well as what might be worked on. The improvement suggestions are designed to sustain the momentum of change already put in place and in some cases, only minor improvements would result in positive change.

Clearly there is a desire to change the mindsets of people, to welcome and seek out change where it will improve what gets done, and it's working. So it is a pleasure to confirm that people have a good grasp of the new approach towards improvement, modernisation and change although some people acknowledge that they struggle personally with change, they could benefit from additional support. You have made a good start building the competence and confidence of managers to lead and inspire their teams. The result is that people think their line-manager is personally supportive, fair and professional.

You're working hard to cascade information throughout the whole workforce, updating people on how things are going, consulting people about change and engaging teams to work together. There's scope to strengthen people's understanding about what you are trying to achieve. The work you are doing to develop the 'One Plan' is an excellent start to sharing and co-ordinating what everyone is doing. People like being kept informed and involved in team meetings so reinforcing good practice arrangements for staff meetings will help increase staff engagement further.

Your people are committed to doing a good job and you give them the resources, knowledge and skills they need, as well as the confidence to say if anything else would help. You are growing your own talent by ensuring people's learning and development needs are met and offer opportunities so people are realising their potential, although this is not been part of any long-term strategy or workforce plan.

There is a sense of significant change in the way some people now go about their job, in the tasks they undertake, the knowledge and skills they have and what they feel about working about the Council. It is not possible yet to evidence that change in a transparent, tangible and consistent way however. There is a theme which runs throughout this report about the benefits of metrics, key performance indicators and management information which the Council has already acknowledged and has plans to address.

The conclusion of this assessment is that Peterlee Town Council has met the requirements of the Investors in People VI Standard. The leadership at the Council should be very proud of this achievement, people at all levels are aware of what you are trying to achieve and are working together to help reach its goals. You have made a tremendous start to your Investors in People journey. Well done.

## What to be proud of

- Your improvement agenda is having a positive impact on how people feel about their jobs, their team and the Council.
- Your people are clear about what is expected of them and know how their work lines up with what the Council is trying to achieve. As a result people have a clear understanding why their job is important and how it contributes to making Peterlee a nice place to live, get active, feel included, etc.
- Your managers and people speak confidently about the range of their discretion and know how, and when they need to ask for input or get authority on decisions. This clarity helps them make decisions and take responsibility for them with the business benefit that you are making the most of people's talents.
- You make sure that people's learning and development needs are met. You invest time in understanding how people are performing, talk about improvement that's needed as well as keeping people safe and the organisation compliant with your own rules and external regulations. Importantly you also give people with potential and ambition the support and stretch to develop their careers and increase the future workforce capacity of the Council.
- Your approach to incorporating more structure, process and consistency to the way people are managed and support people across all teams is welcomed by people. The development, introduction and roll-out of the Appraisal and Development Policy and competency framework incorporates many good practice elements.
- Your people say they genuinely feel more appreciated now and that Peterlee Town Council is a great place to work.

## What to work on

- Consider your policy for recruitment and selection and how you assess candidates against stated expectations. This will enable you to train managers to make effective selection decisions and inform candidates about what they must demonstrate to be successful.
- Pressing on with the development of a suite of metrics and key performance indicators to monitor performance and inform your decisions. You know how important it is for management information to meet your own internal needs so the new outcome and output measures add value and data capture and reporting processes add value.
- You don't have any metrics for assessing staff opinion on how they feel about the way they are managed and developed.
- You have effective communication methods so people are clear about what needs to be done. You could however further develop your team meeting arrangements to further build and help people feel better informed.
- You've already implemented a new Appraisal and Development Policy now you should think about how to ensure it is embedded and how to assess its effectiveness including capturing staff feedback on the quality of their experience, what might be tweaked in due course, etc. The Appraisal and Development meetings also offer a good opportunity to ensure people get recognition for their individual contributions as well as nurture those in a new or Apprenticeship role.

- Whilst you invest in staff by training and developing them you do not have a HR Strategy or Workforce Plan. Setting out your longer-term plans and understanding the skills and capacity of your current team will help you make decisions and short and medium term plans, manage risk, monitor progress and evaluate the return on your investment
- You could build on your successful change management approach by supporting and equipping people to better understand and manage their reaction to change. There are different models and techniques which can help give people a language and structure for processing their experiences.

# Congratulations on achieving

## We invest in people accreditation!

**You care** about your people, and we know you're ambitious to do even more for them.

Our feedback focuses on what you need to do to keep improving.

## Our recommendations

We've considered **who you are** and **where you're at** as an organisation. Our recommendations are designed to get you **where you want to be**.

- Develop a recruitment and selection policy and specifically set out how you will assess candidates against your expectations in relation values and behaviours, performance standards during practical assessments and the application of the new competency framework.
- Create some clear metrics for organisational, team and individual performance as well as assessing staff opinion on how they feel about they are managed and developed. Staff surveys, pulse surveys, Survey Monkey, etc. all provide a means of establishing baseline data, monitoring trends, etc. on a routine basis or for hot topics.
- Develop and clarify dates and arrangements for team meeting arrangements. Providing agenda templates would ensure a consistent approach to topics covered, agreed action sheets establish responsibility and accountability for follow up rather than relying on minutes, a floating Chair role helps avoid cancellations and can build team members' skills and confidence, etc.
- Decide how you will assess the effectiveness of the Appraisal and Development Policy and how well it is embedded. This may include a rating scales to capture staff feedback on the quality of their experience, consult with staff about what might be tweaked in due course, use other comparative measures you might have/introduce e.g. retention levels, staff survey results, exit interview feedback, training and development evaluation, etc. You might in due course, give people the responsibility for setting up their own appraisal meetings.
- Develop a HR Strategy/Workforce Plan to set out your longer-term people plans. This requires you to have data about the skills and capacity of your current team. A skills matrix will capture who can do what, highlight when refreshers are due, show where gaps exist or turnover risks. People metrics such as turnover rates, age profiles, attendance levels, etc. along with other organisational plans will help you determine and plan for your future workforce demands. Repeat the good practice approach used in 2018/19 by the Parks Team to develop future training plans and manage your training resources.
- Support and equip people to better understand and manage their reaction to change. Models, such as the Kubler-Ross grief model, can help give people a language and structure for processing their experiences and give a clearer understanding of potential resistance to change and how you might mitigate against it in the future.

## What's next?

When you've had a chance to read this report, we'll explain your results in our **feedback meeting**.

### WHO?

The meeting will include members of the senior management team and Joanne Machers.

### WHEN?

The feedback meeting is scheduled for 9.00am on Thursday, 16<sup>th</sup> April 2020.

### WHERE?

We'll meet at Shotton Hall, Peterlee.

### WHAT?

Together, we'll ...

- **discuss your result** and our recommendations in detail.
- brainstorm how to turn our recommendations into **tangible activities**.
- develop an **action plan**, which we'll be able to review one and two years on.

## To keep your accreditation, you need to:

- keep meeting (or exceed!) the **requirements** of your award.
- meet us **12 and 24 months** down the line. We won't be assessing you again, but it'll give us the chance to **chat through your progress** against your action plan.
- be **reassessed** no more than three years later.

## Don't forget to celebrate!

**Let your people know** who how you did. **Reward them** for their hard work and **include them** in the journey you're on.



# Assessment results

## Your results by indicator

The table below shows that Peterlee Town Council has satisfied the criteria at Developed level across all nine Indicators of the Investors in People Framework. Additionally, there are examples of good practice at higher levels of maturity which are highlighted in the following sections. Well done.

INDICATOR	THEME	DEVELOPED
LEADING AND INSPIRING PEOPLE	Creating transparency and trust	✓
	Motivating people to deliver the organisations objectives	✓
	Developing leadership capability	✓
LIVING THE ORGANISATION'S VALUES AND BEHAVIOURS	Operating in line with the values	✓
	Adopting the values	✓
	Living the values	✓
EMPOWERING AND INVOLVING PEOPLE	Empowering people	✓
	Participating and collaborating	✓
	Making decisions	✓
MANAGING PERFORMANCE	Setting objectives	✓
	Encouraging high performance	✓
	Measuring and assessing performance	✓
RECOGNISING AND REWARDING HIGH PERFORMANCE	Designing an approach to recognition and reward	✓
	Adopting a culture of recognition	✓
	Recognising and rewarding people	✓
STRUCTURING WORK	Designing roles	✓
	Creating autonomy in roles	✓
	Enabling collaborative working	✓
BUILDING CAPABILITY	Understanding peoples' potential	✓
	Supporting learning and development	✓
	Deploying the right people at the right time	✓
DELIVERING CONTINUOUS IMPROVEMENT	Improving through internal and external sources	✓
	Creating a culture of continuous improvements	✓
	Encouraging innovation	✓
CREATING SUSTAINABLE SUCCESS	Focusing on the future	✓
	Embracing change	✓
	Understanding the external context	✓

# What your people told us

## Leading

*“We’re here to make Peterlee look good, give people nice places for sport and arrange events for people to go to.”*

*“My manager is great, she supports me, guides me and is so knowledgeable.”*

*“I personally think it’s important to be kind, courteous, be helpful and put the customer first.”*

*“We used to feel a bit left behind but it is getting better. We don’t always know what’s going on though.”*

## LEADING AND INSPIRING PEOPLE

As a Town Council, the organisation has statutory responsibilities which are clearly set out. People interviewed understand the Council’s purpose at an appropriate level and are able to describe in their own words what you are working towards. People have a good grasp of the new approach towards improvement, modernisation and change although there is no single document setting out the plan. This has been achieved through briefings by the Town Clerk and the things that have been changed e.g. structure, policy introduction and application, transparency, consistency, etc. You are now developing a ‘One Plan’, populated with the Senior Management Team’s (SMT) key personal targets and actions from one-to-one meetings. The aim is to help the wider team get an understanding of what everyone is working on rather than satisfy an external audience. You’re using Microsoft Teams technology to make it an interactive document for the Extended Management Team to access and update. By the end of this month it will be ready to share with Elected Members and staff.

SMT’s personal targets are SMART and have measures of success identified. Whilst you do not have a suite of key performance indicators at the moment you are looking at outcome and output measures and how they can be reported and monitored. You have effective communication methods so people are clear about what needs to be done and by when within their team.

The Town Clerk wants *“the organisation and people to be the best we can be.”* and believes the effectiveness of managers to be crucial to achieving this vision. A competency framework has recently been introduced setting out six core competencies at three levels, team member, team leader/deputy manager and senior manager. Managers interviewed described how they were expected to *“get the job done”, “keep the staff happy”, “treat people with respect”* and *“try to role model a positive attitude in the way I approach my job.”* and gave examples of how they are effective in leading, managing and developing people. People interviewed confirmed their manager was personally supportive, fair and professional.

Time has been invested in building individual and team competence of senior managers through one-to-one coaching, team sessions and external training. The recent Working Together event was mentioned by interviewees as great for joining up the different teams to think about the future. Managers have been personally supported by the Town Clerk as they undertake new activities such as the Appraisal and Development meetings which have just been introduced.

## LIVING THE ORGANISATION’S VALUES AND BEHAVIOURS

You have set out your expectations of how staff should behave in a Code of Conduct which incorporates the Nolan Committee’s Standards in Public Life, establishing the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership). These principals

and other expectations align closely to the Council being accountable to the public. You give all staff a printed copy of the Code of Conduct and ask them to sign to confirm they have a copy, supplemented by refresher training. Many interviewees talked positively about the recent Universally Challenged quiz. *“It was a fun way and better way of covering a dry subject.”*

When you recruit people you ask candidates questions about their achievements to understand whether they would be a good cultural fit although there is no formal approach for doing this. There is an opportunity to incorporate the new competency framework into the recruitment process as a way of testing people against your expectations.

People confirm that they think your values are the right values for the Council, can describe what they are and what they mean to the way they are expected to behave. For many interviewees they felt the Code of Conduct is common sense and reflects how they behave anyway. *“It’s how I am, anyway, my own personal standards.”* Another said, *“It’s common sense about how to behave, don’t mis-use Council property, be respectful, presentable, etc.”* Most people understood why the Code of Conduct included a range of topics due to being in the public eye, reputational risk, etc. although some were less clear about why clothing with the Council logo had to be covered up.

There is evidence of good practice in the way managers are described as being role models because they listen to ideas, train people, etc. You have invested in training staff so that they can support customers with diverse needs such as deaf awareness, diversity, mental health first aid, etc. Additionally you have built into the new Appraisal and Development Policy guidance that managers should routinely discuss the behaviours in the competency framework during one-to-one meetings with individual staff and in team meetings.

## EMPOWERING AND INVOLVING PEOPLE

You have arrangements in place to ensure that people have access to the knowledge and information they need to do their job well. Managers explained how they anticipate and plan what staff will need e.g. equipment, resources, training, information, etc. so it can be provided and people interviewed also confirmed that they could also ask for anything else they need as managers are approachable.

Interviewees talked about the value of team meetings e.g. SMT every two weeks, the new Extended Management Team (EMT) every six weeks, daily briefings, office meetings, etc. Where shift systems make meetings difficult to arrange there is One Note, communication books, whole organisation emails, etc. to help people engage in what is happening that might affect them. Some people said they would like staff meetings more often therefore there may be benefit in formalising meeting dates to manage expectations, plan agendas, identify substitute Chairs to avoid cancellations, etc.

Trades unions are recognised and supplement the internal consultation arrangements which are in place. Relationships between senior managers and the wider team are described as good and getting better. Your managers gave examples of when they have explained the bigger picture so that people understand the impact of what gets done. *“By understanding what you’re trying to achieve people can translate it into action.”*

People described how they feel encouraged to take part in decision-making at both an individual and group level. They also said they are empowered and trusted to get on with their job. The restructuring exercise was mentioned as a good example of how people were consulted well and the Practitioner saw evidence of the Parks Team proposing that a trial of new working hours be made permanent.

## Supporting

*“It’s good to now have my objectives, performance and development logged.”*

*“I feel like my hard work has been recognised because of new tasks I’ve been asked to pick up, which give me additional responsibility.”*

*“We’re a small organisation so it’s quite obvious who is responsible for what and you can always just ask. We’re a friendly team.”*

## MANAGING PERFORMANCE

You provide people with clarity about what is expected of them. Senior managers have personal SMART objectives agreed with the Town Clerk which are discussed and reviewed in one-to-one meetings every fortnight. Senior managers then translate their objectives into targets and goals for their team members. Managers have implemented appropriate approaches to meet the needs of their team and the work done e.g. daily briefings around a whiteboard, on-going discussions within the office, communications books, booking sheets, WhatsApp group, etc.

People are clear what is expected of them because of the regular contact they have with their team leader/manager to confirm tasks and actions underpinned by a job description and general clarity about their job role based on experience. Many people described how the routine nature of their work gives them confidence about what they need to do. New people said their induction was thorough and managers and colleagues were supportive, helping them to become productive members of their team. *“I just asked and someone helped.”* All interviewees were able to describe how their work lines up with what the Council is trying to achieve.

Managers described the trust they have in people to do a good job and work well as a team so may only check one-off tasks, something that might be out of the ordinary or if the work has been part of a development activity. *“I know it would make the team uncomfortable if I scrutinised them all the time.”* Managers monitor performance in various ways such as Councillor and customer feedback, budget management, general observation, project progress, whiteboard updates, etc. which enables them to take appropriate action. *“I give feedback at the time; I don’t save it up until next week. I say things like, ‘Wouldn’t it be better if ....’ so that people can relate to it straight-away.”*

Some people said that until recently, they had not received regular feedback on their performance whilst others had. One person confirmed, *“I’m kept on track in a constructive way.”* An Appraisal and Development Policy has recently been introduced incorporating good practice elements of setting objectives, reviewing performance, recognising work done well and improvement areas, discussing development needs and generally making it a positive and constructive experience for the appraisee. At the time of this assessment everyone had either attended their first meeting or it was planned. Initial feedback is very positive. *“There were no surprises.” “I’ve got a clear plan about what I have to do.” “It was useful but I’ve not had a copy of the notes yet.”* Managers and people have been briefed on the new process by the Town Clerk who will review paperwork to ensure quality and support line managers. It is not clear how the effectiveness of the new Appraisal and Development Policy or how well it is embedded will be assessed. It would be timely to consider what the measures of success are and how staff feedback might be captured.

## RECOGNISING AND REWARDING HIGH PERFORMANCE

Your rewards package is driven by national agreements for staff in local government that include many terms and conditions exceeding legal requirements. The pay and grading structure determines salaries and is based on a transparent job evaluation scheme. People confirmed that they understood how their pay was calculated although some frustration was expressed by a small minority about accessing online

payslips, the change to monthly pay and annual leave expressed in hours.

You have high levels of retention with an average tenure of 12 years indicating relatively high levels of satisfaction. You have however shifted the culture of the organisation to reward and recognise good performance rather than length of service. The new structure was pivotal in establishing the importance to you of a person's ability, or potential, to do a good job when you made new appointments. You recognise people by nurturing their talent and ambition and giving people the chance to learn, move around the organisation and try new roles as well appointing them to more responsible roles when opportunities arise. *"If a casual works well I'll ask about their availability to show that I like what they've done."*

People are also recognised and thanked by managers in all-staff emails, after successful events, when deadlines are met, a difficult task has been completed, etc. *"The Town Clerk emailed us all at Christmas to share how we'd done in an audit."* You use Facebook to promote Council events and highlight the role of staff e.g. staff training, helping at events, etc. Managers gave examples of the language they use to praise and thank people and show their appreciation. *"I always help out at the end of the shift and tell the team they've done well."*

People interviewed said that to be recognised it was important to do a job well, stay on top of things, be efficient, help each other, etc. Many interviewees confirmed that their colleagues and managers said, 'thank you', 'you did well', and showed their appreciation, although there was a sense that some people could do more. People particularly appreciate feedback from the public. *"We were sent an email by the Town Clerk after a member of the public rang him after the show praising our work. It was put up on the notice board."* *"A thank you card was passed around staff."* People genuinely feel more appreciated now. As one interviewee said, *"I used to feel undervalued but not now."* The Appraisal and Development meetings should create more opportunities to personally recognise individual contributions.

## STRUCTURING WORK

You reviewed the organisational structure three years ago to reflect the key services you deliver and corporate support services. People confirmed that job roles are clear and there is no confusion between what they do and what others do. Clarity is as a result of new job descriptions, organisation structure chart, the interview and induction process, processes and policies, training and qualifications and management guidance. A small minority of interviewees said however, that sometimes there was confusion between their manager and team leaders about allocated tasks.

This clarity has also help make it easy for people to make decisions and take responsibility for them, thus ensuring that you make the most of people's talents. Managers and people spoke confidently about the range of their discretion and know how, and when, they need to ask for input or additional authority on decisions. *"I'm trusted to prioritise and don't need to ask what should be done first. I've got quite a bit of leeway because I've been doing this job for years."* Managers explained how they adjust their approach and the level of discretion they give to different people based on a person's job role, experience, confidence level, etc. People gave examples of when they felt it important to check with others before acting either because of policy/process requirements or they were uncomfortable making a decision in particular circumstances. *"I get the whole job to do, I work out what's needed and get on with it, unless it needs budget sign off."*

People have a good understanding why their job is important and how it contributes to making Peterlee a nice place to live, get active, feel included, etc. This is because the key objectives and responsibilities of senior managers directly link to their team members roles. People gave examples when they pulled together resources from across the organisation to deliver successful events such as the annual Peterlee Show. This level of collaboration is to be celebrated although a small minority of interviewees were less conscious of the bigger picture and joint working. *"I've no real concept of what everyone else is busy with I just focus on my bit. If I get it right, it all helps Peterlee residents."*



## Improving

*“We’re encouraged to ask for training if it is relevant to our job role and can show how it would help and be of benefit.”*

*“I get the impression that the Town Clerk wants to bring people on and help them realise their potential so we’re given the chance to take on projects.”*

*“It’s the type of place where if you’ve got an idea, it’s genuinely listened to.”*

*“I’m not sure about long-term plans other than we are trying to increase revenue so we’re trying new things.”*

*“I enjoy working here. I get on with people and it can be fun.”*

## BUILDING CAPABILITY

Whilst you do not have a Policy Statement or Workforce Plan, you make sure that people’s learning and development needs are met firstly by understanding how people are performing and where improvement might be needed so that they are competent to carry out their roles. You also identify the corporate skills and knowledge people need to ensure health and safety, legal compliance and for organisational processes and policies to be implemented and adhered to. Most importantly you provide a framework for people with potential and ambition to be supported and stretched in new roles and with learning. Examples were given of people being appointed to more senior roles, undertaking professional qualifications, etc.

Managers are described as good sources of information, advice and guidance to help people plan and develop their career. Interviewees confirmed that they are involved in identifying their own training needs and the activities planned to meet them in conversation with their line-manager, recently formalised in Appraisal and Development meetings. In 2018/19 the Parks Team were asked what training they would like to be considered for from a list and a training plan produced. This approach is to be encouraged in group situations and could be complemented by developing a skills matrix, capturing who can do what, highlighting when refreshers are due, where gaps exist, turnover risks, etc.

People gave a wide range of examples of the training, courses and qualifications they had undertaken with the support of the Council and their line-manager and could describe how it had helped their performance and the team. It is not clear how you evaluate the return on your investment. The examples included vocational/technical skills, professional qualifications, developing team leaders/managers, legal compliance, health and safety, etc. There are also opportunities for people to work on projects or get involved in different work e.g. hard landscaping, organising events, creative design, etc. although a small minority of interviewees felt they did not get the same chances as others to get involved in new things and did not know why. *“We’re not all asked, I would have liked a chance.”*

Your recruitment process sets out the steps to be followed to ensure that it is fair, efficient and effective. You advertise vacancies on your Facebook page, assess applicants against agreed criteria from a person specification and use a panel to interview shortlisted candidates to recruit permanent, temporary and casual staff. The Practitioner engaged in an effective practical assessment of a candidate for a catering post although the criteria for the assessment was not formalised. New employees described your induction process as being focused on policies and procedures and the transition period supportive, with training and expectations clearly set out for most people. *“It’s not just about going on a training course; the whole team has pitched in to help me since I started.”* You offer apprenticeships roles although there was a sense that more open discussion about the future and opportunities to be stretched would be welcomed.

## DELIVERING CONTINUOUS IMPROVEMENT

Your investment in people is clearly resulting in improvements in the way you manage and develop people. Your improvement agenda is having a positive impact on how people feel about their jobs,

their team and the Council. The performance management of senior managers and their teams is more structured and as a result, people are clearer as to what is expected of them and what success looks like ranging from hitting deadlines, managing budgets, delivering successful events or happy customers. You acknowledge that this is still work in progress and have plans to develop this approach further with internally-determined key performance indicators. There are no metrics for assessing staff opinion on how they feel about they are managed and developed.

You are looking to develop a HR Strategy and considering the implications of the Good Work Plan as a result of investing in a CIPD qualification for one manager. *"I've given her the freedom to come up with what needs to be done."* and you have repeated this approach in other technical areas e.g. Parks, catering, sport, events, etc.

Interviewees said they know what to do to improve their performance and how they work because of the feedback they get and understanding what the team and Council is trying to achieve. Additionally people are encouraged to make suggestions, innovate and think differently. Many interviewees gave examples of the ideas they had discussed with managers and colleagues and then allowed to implement them e.g. form design, processes, practical techniques, rota systems, new events, office processes, etc. One interviewee said, *"We've been saying for years about doing a course to save the Council money and time. Now we feel we're being listened to."* Another said, *"I'm comfortable raising anything in team meetings. We have a good discussion."*

## CREATING SUSTAINABLE SUCCESS

As you communicate openly with staff on a one-to-one basis, in meetings and via email most interviewees are aware of the Council's goals in as much as they relate to their role and team, which is entirely appropriate. *"I've been told about investment plans for Shotton Hall which will be great."* You are working on bringing team plans together into 'One Plan' which will provide people with a broader understanding when it is available, shared and regularly updated.

People are generally aware of what makes the Council successful now as one interviewee explained, *"We can solve problems quickly."* People genuinely enjoy working for the Council saying things like, *"We're not just a number."* *"It's quite laid back although we've all got jobs to do."* *"I got a warm fuzzy feeling when I heard what the job was. I liked what they wanted me do."* People also had views on what will make it successful in the future including more staff, a bit more personal support from their line manager, less input from Councillors on minor details and doing more to promote and celebrate what the Council does. *"The Council undersells itself, there's loads that we do that no-one knows about."* Most interviewees confirmed that communication is generally good although for one team, people described a sense that things are kept secret or being hidden because they get part of the information or they find out things afterwards and it makes them anxious.

Many interviewees mentioned the considerable change that has taken place in the last few years. Most spoke about it positively, and confirmed that it had been communicated openly, that the change was structured and well planned. Interviewees said that things had improved as a result of the changes such as the organisation structure being clearer, money being saved, improved training opportunities, more interesting work, etc. Some people reflected that they personally struggled with change and recognised that they need time to get used to new arrangements.

Given the status of the Town Council as a public body, local communities are key stakeholders represented by Elected Members. You encourage local people to give comments and views on a range of issues via public meetings, your website, social media. You clearly consider staff to be important stakeholders too and take on board the views of managers and the wider staff team when planning and making key decisions.







Want to get in touch?

[enquiries@iipnorth.co.uk](mailto:enquiries@iipnorth.co.uk)

<b>Report to:</b>	Peterlee Town Council
<b>Date of Meeting:</b>	22 <sup>nd</sup> June 2020
<b>Subject:</b>	2019/20 financial year – end of year budget summary report
<b>Report of:</b>	Ian Morris, Town Clerk
<b>Report Purpose:</b>	To provide the Council with a budget summary report for the 2019/20 financial year, in line the Council's Financial Regulations <sup>1</sup> .
<b>Background:</b>	<p>Section 5.8 of the Council's Financial Regulations provides that Members are provided with a statement comparing actual expenditure to that planned in the budget for each head of the Council's budgets.</p> <p>The working process that enables this report is as follows:</p> <ul style="list-style-type: none"> <li>- End of Quarter budget report produced and circulated to Budget holders by Finance Team;</li> <li>- 1:1 meeting between budget holders, Town Clerk and Finance Officer;</li> <li>- Variance report produced and discussed with each budget holder;</li> <li>- Report to Council for discussion and approval.</li> </ul> <p>This report represents the Council's position at the end of the 2019/20 Financial Year, i.e. as at 31<sup>st</sup> March 2020.</p>
<b>Summary:</b>	<p>The 2019/20 overall budget outturn per budget head is provided in Appendix 1 to this report.</p> <p>A number of individual budget heads have variances in excess of the 'material' 15% limit prescribed in the Financial Regulations. Summary explanations for these material variances are provided in Appendix 2 to this report.</p> <p>The Town Council set a budget for 2019/20 that would result in a net expenditure of £654,415 which would be funded from reserves. The actual budget outturn net expenditure was £589,305, representing an underspend of £65,110 which equates to 2% of the total gross budget.</p>
<b>Recommendation:</b>	Members are recommended to note the content of this report and the Council's 2019/20 budget outturn position.

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<sup>1</sup> A copy of the Council's Financial Regulations are available from the Town Clerk or Deputy Town Clerk or can be viewed online here: <http://www.peterlee.gov.uk/wp-content/uploads/sites/37/2019/03/Financial-regs-amended-March-2019.pdf>

**Appendix 1: 2019/20 budget variance table by budget heads.**

A: Budget Code	B: Budget Heading	C: 2019/20 Budget	D: Q4 Actual	E: Variance	F: % variance
101	Central & Civic HQ Costs	£540,100	£547,045	£6,945	1%
102	Democratic Costs	£38,000	£30,767	-£7,233	-19%
103	Corporate Management	£27,500	£28,613	£1,113	4%
105	Other Costs and Income	-£1,531,665	-£1,531,666	-£1	0%
201	Shotton Hall banquet suites	£8,670	£83,164	£74,494	859%
221	The Pavillion	£252,550	£294,507	£41,957	17%
240	Sport & Leisure(pitches & equipment, etc)	£125,112	£135,659	£10,547	8%
241	Hill Rigg House	£7,476	£12,585	£5,109	68%
242	Lowhills Bowls site	£313	£453	£140	45%
261	Rugby Club site	-£5,001	-£4,225	£776	-16%
262	Eden Lane Parks Depot	£24,337	£26,725	£2,388	10%
293	Eden Lane Bowls Pavilion	£1,572	£1,345	-£227	-14%
280	Woodhouse Park	£53,099	£57,954	£4,855	9%
290	Sports Development	£48,587	£58,240	£9,653	20%
301	Parks Department general budget	£196,305	£187,540	-£8,765	-4%
325	Cemetery Service	£37,580	£46,020	£8,440	22%
350	Allotments	£6,830	£6,467	-£363	-5%
401	Town Centre Office	£0	£457	£457	n/a
410	Town Activies	£101,250	£74,230	-£27,020	-27%
430	Town Events	£88,800	£104,778	£15,978	18%
901	Capital Projects	£633,000	£428,647	-£204,353	-32%
	<b>Net budget position</b>	<b>£654,415</b>	<b>£589,305</b>	<b>-£65,110</b>	

## **Appendix 2: material (>15%) variances by budget head**

NB – negative variances are enclosed in (parenthesis) and indicate an underspend, whether through reduced expenditure or increased income or both.

<b>Code</b>	<b>Budget Head</b>	<b>Variance</b>	<b>Variance %</b>	<b>Summary Explanation</b>
<b>102</b>	Democratic Costs	(£7,233)	(19%)	Underspend on Members' Training & Development; Mayor's Civic Duties and Twinning
<b>201</b>	Shotton Hall Banquet Suites	£74,494	859%	Net profit down due to lower than forecast sales and food and beverage price increases not being matched by stock price increases. Additional staffing costs have not been recouped in increased sales.
<b>221</b>	Pavilion	£41,957	17%	Income lower than budget forecast, additional staffing costs due to maternity cover and staff illness.
<b>241</b>	Hill Rigg House	£5,109	68%	Higher than forecast alarm and utility costs
<b>242</b>	Lowhills Bowling Club	£140	45%	Unplanned emergency expenditure to fix roof leak
<b>261</b>	Rugby Club Eden Lane	£776	16%	Collection of utilities recharges over periods that span financial years.
<b>290</b>	Sports & Wellbeing	£9,653	20%	Lower than forecast income from classes and external grant funding.
<b>325</b>	Cemetery Service	£8,440	22%	Lower than forecast income from burial services, additional expenditure on cemetery path maintenance
<b>410</b>	Town Activities	£15,978	18%	Spend in PATHHS pilot project, offset by underspend on Concessionary Use and Road Safety budgets
<b>901</b>	Capital Projects	(£204,353)	(32%)	Delay in decision on capital expenditure for Shotton Hall

# Annual Governance and Accountability Return 2019/20 Part 3

## To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2020
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at <b>31 March 2020</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2019/20

## EN Peterlee Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

16/05/2019

21/10/2019

10/02/2020

Stephen Carter

Signature of person who carried out the internal audit

S Carter

Date

21/05/2020

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>11.</b> (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor Report and Certificate 2019/20

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2019/20

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2019/20

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Peterlee Town Council**

**Statement of Accounts**

**(Not Subject to Audit)**

**31st March 2020**

**Peterlee Town Council**

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**31st March 2020**

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2	Income and Expenditure Account
3	Income And Expenditure Account and Annual Return Reconciliation
4	Balance Sheet
5 to 6	Notes to the Accounts
7	Annual Return - Statement of Accounts

## **Peterlee Town Council**

### **Council Information**

#### **Town Mayor**

Terry Duffy

#### **Councillors**

Gordon Carne  
Mary Cartwright  
Karon Liddell  
Stephen McGlen  
Steve Miles  
Sheila Simpson  
Louise Fenwick  
Karen Duffy  
Sonny Kirkup  
Jamie Robinson  
Robert Kyle  
Diane Howarth  
George Johnson  
Colin Watkins  
Steven Franklin  
Angela Long  
Robert Moore  
Alan Wilkinson  
Karen Hawley  
Susan McDonnell  
Andrew Watson  
Victoria Watson

#### **Clerk to the Council and Responsible Financial Officer**

Ian Morris PSLCC

#### **Auditors**

Mazars LLP

**Peterlee Town Council**

**Income and Expenditure Account (Unaudited)**

**for the year ended 31 March 2020**

<b>2019</b>		<b>2020</b>	<b>2020</b>	<b>2020</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>
<b>Net</b>		<b>Gross</b>		<b>Net</b>
<b>Expenditure</b>		<b>Expenditure</b>	<b>Income</b>	<b>Expenditure</b>
<b>DIRECT SERVICES TO THE PUBLIC</b>				
(41,090)	Shotton Hall Banqueting Suite	(341,941)	258,775	(83,166)
(384,609)	Public Buildings	(555,414)	165,448	(389,967)
-	Sports & Leisure	(162,792)	27,133	(135,658)
(52,696)	Sports Development	(100,321)	32,081	(68,240)
(270,043)	Parks	(187,539)	-	(187,539)
(3,117)	Allotments	(9,118)	2,651	(6,467)
(20,889)	Town Centre Offices	(457)	-	(457)
(18,045)	Town Activities	(64,230)	-	(64,230)
(71,463)	Town Events	(114,582)	9,804	(104,778)
(23,265)	Cemetery and Burials	(63,120)	17,100	(46,020)
(144,848)	Capital Works	(428,648)	208	(428,439)
<b>DEMOCRATIC, CIVIC AND CENTRAL COSTS</b>				
(37,201)	Other Costs and Income	(693)	-	(693)
(499,884)	Central and Civic HQ Costs	(547,044)	49	(546,994)
(29,956)	Democratic Representation	(30,766)	-	(30,766)
(21,548)	Corporate Management	(28,614)	-	(28,614)
<u>(1,618,656)</u>		<u>(2,635,276)</u>	<u>513,249</u>	<u>(2,122,027)</u>
1,274,085	Annual Precept			1,280,444
257,551	Precept Support Grant			251,222
	Transfer from Earmarked Reserves			268,398
<u>(87,020)</u>	Net Surplus for the year			<u>(321,964)</u>

**Reserve Movements**

	<b>Balance</b>	<b>Movement</b>	<b>Balance</b>
	<b>April 2018</b>	<b>for Year</b>	<b>March 2019</b>
General Fund	931,501	(321,964)	609,536
Useable Capital Receipt	268,398	(268,398)	0
	<u>1,199,899</u>	<u>(590,362)</u>	<u>609,536</u>
	<b>Box 1</b>		<b>Box 7</b>

**Peterlee Town Council**

**Income And Expenditure Account and Annual Return Reconciliation (Unaudited)**

**For the Year Ended 31st March 2020**

Annual Return Box Numbers	Income			Expenditure		
	Box 2	Box 3		Box 4	Box5	Box 6
	Precept	Other Income	Total	Staff Costs	Loans Repaid	Other Costs
<b>Direct Services</b>						
Shotton Hall Banqueting Suite	-	258,775	258,775	185,337		156,604
Public Buildings	-	165,448	165,448	376,581	50,452	128,382
Sports & Leisure	-	27,133	27,133			162,792
Sports Development		32,081	32,081	70,439		29,881
Parks	-	-	-	238,095		(50,556)
Allotments	-	2,651	2,651	4,709		4,409
Town Centre Offices	-	-	-			457
Town Activities	-	-	-			64,230
Town Events	-	9,804	9,804	10,130		104,451
Cemetery and Burials	-	17,100	17,100	57,761		5,359
Capital Works	-	208	208	-		428,648
<b>Democratic, Management and Civic</b>						
Other Costs and Income	-	-	-	-		693
Central and Civic HQ Costs	-	49	49	358,989		188,054
Democratic Representation	-	-	-	-		30,766
Corporate Management						28,614
Precept Support Grant		251,222	251,222			
Precept	1,280,444	-	1,280,444			
<b>Totals Carried to Annual Return</b>	<b>1,280,444</b>	<b>764,471</b>	<b>2,044,914</b>	<b>1,302,042</b>	<b>50,452</b>	<b>1,282,783</b>



**Balance Sheet (Unaudited)**

**as at 31 March 2020**

<b><u>2019</u></b> <b><u>£</u></b>		<b>Note</b>	<b><u>2020</u></b> <b><u>£</u></b>	<b><u>2020</u></b> <b><u>£</u></b>
	<b>Fixed Assets</b>			
	Tangible fixed assets	2		
4,601,220	Land and Buildings		4,601,220	
1,563,769	Vehicles, Plant and Equipment		1,726,743	
17,345	Community Assets		17,345	
<u>6,182,334</u>				<u>6,345,308</u>
	<b>Current Assets</b>			
22,608	Stock		18,171	
13,620	Debtors	5	88,926	
1,307,472	Cash at Bank and In-hand		869,750	
<u>1,343,701</u>			<u>976,847</u>	
	<b>Current Liabilities</b>			
143,804	Creditors and accrued expenses	6	367,313	
<u>143,804</u>			<u>367,313</u>	
<u>1,199,897</u>	<b>Net Current Assets</b>			<u>609,534</u>
<u>7,382,231</u>	<b>Total Assets Less Current Liabilities</b>			<u>6,954,842</u>
	<b>Long Term Liabilities</b>			
925,641	Long Term Borrowing	7		916,745
<u>6,456,589</u>				<u>6,038,097</u>
	<b>Financed by:</b>			
	<b>Reserves available to the Council</b>			
268,398	Useable Capital Receipt		0	
<u>931,501</u>	General Reserve		<u>609,536</u>	<u>609,536</u>
<u>1,199,899</u>				
	<b>Reserves Not Available to Council:</b>			
	<b>Represents the Council's Investment in Fixed Assets less Outstanding Loans</b>			
5,256,691	Capital Financing Account			5,428,561
<u>6,456,589</u>				<u>6,038,097</u>

These accounts have been approved by the Council.

.....  
**Chair, Policy and Finance Committee**

Date: .....

.....  
**Town Clerk**

Date: .....

**Notes to the Accounts (Unaudited)**

**31st March 2020**

**1 Employees**

The average weekly number of employees during the year was as follows:

	<b>2020 Number</b>	<b>2019 Number</b>
Full and part-time permanent staff	45	47
	<hr/> 45	<hr/> 47

All staff are paid within nationally agreed pay scales

Number of employees whose remuneration excluding employers pension contributions was over £50,000 in bands of £10,000 was:

<b>Band</b>	<b>Number of Employees 2019/2020</b>	<b>Number of Employees 2018/2019</b>
£60,000 to £70,000	1	1

**2 Tangible Fixed Assets**

	<b>Freehold Land and Buildings</b>	<b>Vehicles and Equipment</b>	<b>Community Assets</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>		<b>£</b>
1st April 2019	4,601,220	1,563,769	17,345	6,182,334
Additions	-	351,765	-	351,765
Disposals	-	(188,791)	-	(188,791)
31st March 2020	<hr/> 4,601,220	<hr/> 1,726,743	<hr/> 17,345	<hr/> 6,345,308

Although classified as capital expenditure, certain minor equipment purchases are not included above as they are not material in overall value.

**3 Financing of Capital Expenditure**

	<b>2020 £</b>	<b>2019 £</b>
The following capital expenditure during the year:		
Fixed Assets purchased	351,765	65,119
	<hr/> 351,765	<hr/> 65,119
was financed by:		
Grant Funding	-	-
Finance Leases	-	-
Useable Capital Receipt	268,398	-
Precept and Revenue Income	83,367	65,119
	<hr/> 351,765	<hr/> 65,119

**Notes to the Accounts (Unaudited)**

**31st March 2020**

**4 Assets Purchased in the Year**

**Vehicles and Equipment**

New Drop Side Trailer	3,656
Welder Generator	1,422

**Play Equipment**

Heath Close	102,484
Eden lane	63,392
Woodhouse Park	180,810
	<hr/> 351,765

**Asset Disposals**

**Vehicles and Equipment**

Trailer	2,840
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**Play Equipment (Replaced)**

Heath Close	63,572
Eden lane	32,119
Woodhouse Park	85,060
Outdoor Exercise Equipment	5,200
	<hr/> 188,791

**5 Debtors**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Debtors and Prepayments	18,697	13,157
V A T Recoverable	74,229	4,463
	<hr/> 92,926	<hr/> 17,620
Less: Provision for Bad and Doubtful Debts	(4,000)	(4,000)
	<hr/> <hr/> 88,926	<hr/> <hr/> 13,620

**6 Creditors and Accrued Expenses**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade Creditors	262,759	18,261
Accruals and Deferred Income	104,554	125,543
	<hr/> 367,313	<hr/> 143,804

**7 Long Term Loans**

At the close of business on 31 March 2010 the following loans to the Council were outstanding :

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Public Works Loan Board	916,745	925,641
	<hr/> 916,745	<hr/> 925,641

The council's loans are repayable as follows:

	<b>2020</b>	<b>2019</b>
Within one year	9,301	8,896
From one to two years	9,724	9,301
From two to five years	26,290	25,145
From five to ten years	69,242	66,229
Over ten years	802,188	816,070
	<hr/> 916,745	<hr/> 925,641

**Peterlee Town Council**

**Notes to the Accounts (Unaudited)**

**31st March 2020**

Peterlee Town Council  
Annual Return 31st March 2020

	<b>2019</b>	<b>2020</b>
Box 1 Reserves Forward	1,286,918	1,199,899
Box 2 Precept	1,274,085	1,280,444
Box 3 Other Income	798,703	764,471
Box 4 Staff Costs	(1,137,683)	(1,302,042)
Box 5 Loan Repayments	(50,452)	(50,452)
Box 6 Other Costs	(971,671)	(1,282,783)
Box 7 Reserves Carried Forward	1,199,899	609,537
Box 8 Cash and Investments	1,307,472	869,750
Box 9 Assets at Cost	6,182,334	6,345,308
Box 10 Loans Outstanding	925,641	916,745