

Banbury Town Council

Mark Hassall ACMA, MA
Town Clerk & RFO



The Town Hall
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Banbury
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Tel: 01295 250340

Our Ref: A10062025
Your Ref:
Please ask for: Helen Durkin
Email: helen.durkin@banbury.gov.uk

Date: 2 June 2025

To: All Members of the Resources Committee.

You are hereby summoned to attend a Meeting of the **RESOURCES COMMITTEE** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY 10 June 2025 at 6.30pm**, for the transaction of the following business.

A handwritten signature in blue ink, appearing to be 'M Hassall'.

Mark Hassall
Town Clerk & RFO

BUSINESS TO BE TRANSACTED

1. **Apologies for absence**
Contact Helen Durkin (01295 250340).
2. **Declarations of Interest**
Members are asked to declare any interests in items on the agenda, **and the nature of that interest**, in accordance with the Local Government Act 2000, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).
3. **Minutes of Last Meeting**
To approve as correct the Minutes of the Meeting held on 25 March 2025 (**Enclosed**).
4. **Income & Expenditure Monitoring Report**
To consider the report of the Town Clerk & RFO. (**Enclosure 4**)
5. **Employee Policies**
To consider the new policies for Disciplinary and Harassment & Bullying and an associated training programme, alongside recommendation for an Employee Assistance programme. (**Enclosures 5 & 6**)
6. **Annual Accounts for the year ending 31st March 2025 (Unaudited)**
To receive and note the accounts for the twelve months to 31st March 2025. (**Enclosure 7**)
7. **Presentation by The Banbury Hive**
To consider the presentation outlining the desire for accommodation/facilities within Castle Quay. (**Enclosure 8**)

8. Sports Facility Report

To consider the presentation outlining the desire for accommodation/facilities within Castle Quay.
(Enclosure 9)

Notes on declaration of interest

- (i) Any Member arriving after the start of the meeting is asked to declare any disclosable pecuniary interests as necessary as soon as practicable after their arrival even if the item in question has been considered;*
- (ii) In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.*

It is not practical to offer detailed advice during the meeting.

Recording of Meeting

- (iii) Please be aware that an audio recording of the meeting may be made, as an aide-memoire for the purposes of the Clerk to ensure minutes reflect the overall tone and content of meetings, and will be deleted following the first approval of minutes.*

RESOURCES COMMITTEE

Minutes of a meeting of the Resources Committee held at **6.30pm on Tuesday 25th March 2025** in the Town Hall, Banbury.

Present: Councillor Hussain (Chair).
Councillors: Biegel, Mears and Vaitkus.

Alternate Members: Councillor Richards (For Cllr Eaton)

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Director of Environment)
Helen Durkin (Executive Officer)
Mark Perrett (Event Manager)

R.14/25 Apologies for Absence
Councillor Eaton

R.15/25 Declarations of Interest
None.

R.16/25 Minutes of the last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 04 February 2025 be approved as a correct record and signed by the Chairman.

R.17/25 Income & Expenditure Report

The Committee considered a report prepared by the Town Clerk & RFO comparing year-to-date income and expenditure with the projected annual budget for the financial year. The report showed all expenditure incurred up to 10 March 2025.

Officers responded to a range of questions from Members relating to various budget codes and financial procedures. Members' attention was drawn to the fact that overall the Committees' expenditure was within forecast versus the projected budget.

General Services variances and points to note were principally:

- ◆ Cleansing charges to Cherwell District Council (CDC) are paid annually in full in March.
- ◆ Staffing costs remain within budget, in line with annual salary increases agreed with trade unions.
- ◆ Purchase of two new mowers (used within cemeteries & open spaces) has been undertaken and now operational, retaining two spares to support operational resilience.
- ◆ Replacement light columns have been installed in People Park, the beginning of a wider replacement programme across the estate, with trenchwork for electrical connections completed at PDP.
- ◆ All MUGAs and sports hardstanding have been assessed across the estate, with appraisal of refurbishment options to be funded from earmarked reserves to be subject of a separate report to elected members. Underspends in Playground Equipment is available to earmark to fund this work to sports and play hardstanding improvements.
- ◆ Building M&R underspends provide an earmarked fund to enable seasonal infrastructure opportunities in People's Park/St Marys.

- ◆ Eight new green roofed bus shelters are currently being installed by Clear Channel across a number of arterial entry roads into Banbury, with the project finalising in April.
- ◆ Capital expenditure on preplanning works to facilitate PlayZones at PDP and Chandos (which have now received planning permission) will be met by funding partners (Football Foundation 75% and CDC 25%). Meanwhile funding towards lighting at PDP and Banbury Cross has been received via CDC from UKSPF capital fund.

Points of interest on Resources Committee related principally to:

- ◆ Corporate, Central Administration and Civic continue to be well controlled, with vacancies in central administration contributing £15k underspend, alongside timing of NALC subscription costs, offset by elevated legal costs.
- ◆ Town Council Events are likely to end the year marginally over budget parameters, however offset by savings within the Resources budget.
- ◆ Underspends on Christmas Lights may be earmarked for future seasonal lighting events.
- ◆ Other Costs & Income are in line with treasury management of reserve funds are projected to slightly exceed budget guidance.

IT WAS RESOLVED to receive and note the Income and Expenditure report.
IT WAS RESOLVED to authorise the earmarked reserves.

R.18/25 Members Allowance

The Committee considered the report of the Town Clerk.

IT WAS RESOLVED to receive and note the members allowance report.

R.19/25 Parish Remuneration

The Committee considered the report of the Parish Remuneration Panel.

IT WAS RESOLVED to receive and note the parish remuneration report.

The meeting ended at 7.02pm

**GENERAL SERVICES COMMITTEE
3 June 2025**

**RESOURCES COMMITTEE
10 June 2025**

**REPORT OF THE TOWN CLERK & RFO
INCOME & EXPENDITURE TO 23 May 2025**

1. Introduction and Purpose of Report

1.1 To inform Members of income and expenditure compared with Year to Date (YTD) Budget for the financial year.

2. Wards Affected

2.1 All Wards.

3. Effect on Policy

3.1 Nil.

4. Contact Officer

4.1 Mark Hassall (01295 817313)

5. Background

5.1 The Council's Financial Regulations require that the Resources Committee be provided with a statement of income and expenditure to date under each head of the approved year-to-date annual revenue and capital budgets. As the main spending Committee, it is considered appropriate for this information to also be presented to the General Services Committee.

5.2 The Council's Accounting (RBS Omega) System provides reports that show Year-to-Date (YTD) Budget and Actual YTD, for Income and Expenditure and any variance.

5.3 Attached is a report outlining summary income and expenditure against each cost centre.

6. Present Position

6.1 The attached report shows all expenditure incurred up to 23 May 2025. Overall the Committees expenditure is within forecast versus the projected budget. The main causes are addressed as follows:

7. General Services variances are principally

- ◆ Staffing costs remain within budget, subject to central government annual salary increases agreed with trade unions.
- ◆ Timing of invoicing for grounds maintenance works impacted by timing of May invoice across Parks, including the first weed spray application to street edging. Building

M&R includes funding of lampposts at PDP which has successfully attracted funding from CDC, and progress will now move to Chandos Park.

- ◆ Tree works orders have largely been completed and with the final few days currently being undertaken, balancing available resources with recommendations from scheduled independent arboriculture inspections over an ongoing three-year timeframe.
- ◆ Park Ranger team is now fully staffed following a retirement and successful recruitment.
- ◆ Sports facilities works to get facilities reviewed ahead of the football season in September is currently being scheduled.
- ◆ Additional expenditure will be incurred to secure and upgrade the lighting of the Banbury Cross and Fine Lady statues, which will be secured within budget parameters following successful grant applications via CDC from central government UK SPF fund (Capital – Park Refurb).
- ◆ Improvements to bus shelters providing Green Roofs (in partnership with Bauer Media Outdoor (nee Clear Channel), and Real Time Info (in partnership with OCC).

8. Underspend on Resources Committee also principally

- ◆ Corporate, Central Administration and Civic continue to be well controlled.
- ◆ Town Council Events are currently within acceptable budget parameters, including successful and well attended VE Day events, attracting partnership sponsorship resulting in no additional burden to taxpayers.
- ◆ Town Hall – includes utility costs to be recharged to OCC under the lease of first floor.
- ◆ Other services to the Public include timing of small grants (including Warm Welcome grant scheme).
- ◆ Other Costs & Income are in line with projected budget, with reserves being invested to achieve interest income target.

9. Financial Effects & Risk Assessment

9.1 This is a monitoring report so there are no specific financial effects arising from it. Without effective budget monitoring there is a risk that budgets will not be adhered to, thereby weakening the Council's ability to demonstrate an effective use of resources. This risk is being mitigated by closer monitoring of spend using a phased budget.

10. Recommendations

10.1 The Council is invited to receive and note the Income & Expenditure report.

Background Papers: Nil

RESOURCES COMMITTEE

10 JUNE 2025

**REPORT OF THE TOWN CLERK
DISCIPLINARY, HARRASSEMENT & BULLYING POLICY CHANGES
AND
EMPLOYEE ASSISTANCE PROGRAMME**

1 Introduction and Purpose of Report

- 1.1 This report seeks approval for changes to the existing Disciplinary and Harassment & Bullying procedures and associated training policies, together with a programme for staff employed at Banbury Town Council aimed at providing timely support and assistance.

2 Wards Affected

- 2.1 All Wards.

3 Effect on Policy

- 3.1 Nil.

4 Contact Officers

- 4.1 Mark Hassall (Banbury 250340).

5 Background

- 5.1 The Council has a wide range of staffing policies in place which have remained largely unchanged since they were adopted in 2006, with some revision in 2018 and by our outsourced personnel advisers, Ellis Whittam, and brought together into a staff handbook. The handbook was largely reflective of existing policies.
- 5.2 Last spring officers worked with Stan Horlock of Shape HR Solutions and Worknest Law (previously Ellis Whittam) to update the Councils Staff Handbook and model Contract of employment to reflect statutory requirements. This incorporates updating the relevant policies to reflect the changes in the Handbook and good practice where the policies went wider than the Handbook. This year, this update has gone further to incorporate recent legislative changes. Attached is a document summarising key changes to enable Councillors to see them at a glance (**Annex 1**), however the individual documents are also further attached in **Appendix A-B**, alongside a proposal for an Employee Assistance Programme in **Appendix C**. The updates to policies reflect statutory requirements and current best practice.

6 Financial Effects & Risk Assessment

- 6.1 There are no financial effects or additional risks arising from adopting the policy recommendations in this report, which reflect a statutory requirements. The costs associated with introduction of the employee Assistance program are contained within Appendix C, and are containable within existing budgets.

7 Recommendation

- 7.1 That the Committee reviews the new policies and recommends adoption of the following documents, with or without any changes, to the Council
- 7.1.1. Appendix A – Disciplinary Procedure
- 7.1.2. Appendix B – Harassment and Bullying Policy
- 7.1.3. Appendix C – Employee Assistance Programme

Background Papers: None



Policy Changes & EAP Summary

This spring I again worked with Worknest Law to update the Council's Staff Handbook to reflect some policy changes some of which were required by legislation. Two policies were subject to change and these changes are now incorporated into the Staff Handbook.

The first amended policy is the Disciplinary Policy & Procedure. These changes were brought about following a disciplinary investigation, and hearing for gross misconduct last November and are procedural changes as opposed to changes required by new legislation.

The second amended policy is the Harassment and Bullying Policy. These changes were required as a result of new legislation mainly around sexual harassment and includes third party harassment. This new legislation together the Equality and Human Rights Commission (EHRC) guidance necessitated a number of additional paragraphs to be inserted into the existing Harassment and Bullying Policy that are detailed later in this document.

I also conducted some research to identify a suitable Employee Assistance Programme (EAP) provider and package, together with some equality, diversity and inclusion training both of which will support the updated Harassment and Bullying Policy application and ethos.

This document is a summary of the key changes to these policies and should be read in conjunction with those policies. It also contains details of the proposed EAP package and the training proposal.

Disciplinary Policy Changes by Paragraph

2.2 A new additional paragraph that provides guidance for managers around 'informal' disciplinary action. It is sometimes helpful to show that attempts have been made to resolve a situation and that an individual is aware of the problem before resorting to formal disciplinary action.

3.1 The last sentence clarifies that while not permitted under law this policy allows an employee to be accompanied for a disciplinary interview and not just a disciplinary hearing.

3.3 The last sentence references the engaging of an external HR Specialist in Investigations where necessary.



- 7.3 This paragraph clarifies the notice period for holding a disciplinary hearing that while not specifically covered by law, four days is considered a reasonable time.
- 12.1 The last sentence clarifies that dismissals in the case of - 'gross misconduct will usually result in dismissal without notice or payment in lieu even in cases of a first offence.'
- 12.2 The third bullet point now refers to 'unlawful' discrimination and includes sexual harassment to specifically reflect the new legislation around sexual harassment.
- 16.1 This change concerns the time limit for an appeal and tightens up the wording from 'one week' to five working days thus removing any ambiguity.
- 16.1 The final sentence clarifies the make-up of an appeal panel and also includes the use of an external HR Specialist where necessary.

Disciplinary Procedure Changes

The main change in the procedure relates to terminology. Previously the 'Hearing Officer' was referred to as the 'Interviewing Officer' which is unusual terminology and has now been changed to 'Hearing Officer.' The only other change in this section is in Paragraph 21.4 - the provision for an employee to submit written submissions to a hearing when they are unable to attend in person.

Harassment & Bullying Policy Changes

This updated policy reflects the new mandatory legal duty, effective from October 2024, on employers to actively prevent sexual harassment of their employees and the updated EHRC guidance on both sexual harassment and other forms of harassment.

To comply with new guidance employers will need to show that they have provided meaningful training to all staff and managers. There is a plan through 'Worknest HR' in place to provide training to all managers and supervisors with a view to it then being cascaded down to their line reports.

The legislation includes protection against harassment by workers as well as third parties that in our context will include Councillors, clients, customers, suppliers and members of the public in general.

In order to comply with the new legislation and guidance there has been significant changes to the existing policy. The main changes are as follows:



Introduction - This now includes sexual harassment and the misuse of social media together with a reference to third party harassment.

- 1.1 The description of harassment has been updated.
- 1.2 This paragraph has also been updated.
- 1.3 This now includes a new paragraph about Sexual Harassment.
- 2 This section is a more comprehensive section on Victimisation and provides useful examples. There is also reference to sexual harassment.
3. This is a new section about third-party harassment that is now a legal requirement.
4. This section has not changed.
5. This section is largely the same but includes sexual harassment and a responsibility to prevent future sexual harassment as well as managing ongoing work relationships.
6. This is a new section that states the consequences of victimisation or retaliation against a complainant or witness in such cases. It also provides avenues for support and guidance including a proposed new Employment Assistance Programme (EAP) covered in the next section of this report.

Employment Assistance Programme - Proposal

I have researched EAP providers including Worknest our current HR supplier and others using internet comparisons and am satisfied that the biggest supplier of this service 'Health Assured' offers the best value for money as well as a comprehensive package of support. They offer a more comprehensive service at a lower price than Worknest were able to offer.

The EAP is there to support all staff members. In summary the Health Assured PEAK performance package includes:

- 24/7/365 Freephone counselling line.
- Up to ten sessions of structured telephone, online, video or face to face counselling per employee, per issue, per year (inclusive of face-to-face CBT at no extra cost).
- Medical Information.
- Life and Leadership coaching will provide session of coaching around personal and professional development.
- Financial Coaching with an FCA regulated advisor
- Legal and Financial information.



- Eldercare and Childcare support.
- Covers partners and dependants in full time education*
- Manager Consultancy and Support service.
- Critical incident telephone support.
- Day 1 intervention for stress – reducing absence via clinician intervention, combating the sick note.
- Online help and advice– Issues such as: Alcohol/Drugs, Debt, Family Issues, Bereavement, Tax, Childcare and other Citizens Advice Bureau type advice.
- Wisdom app - Unique content, mood trackers, breathing techniques. relevant support and preventative wellness programmes straight from your smart phone.

The cost of this package is:

£86.00 plus VAT per month on a 36-month package or £70.00 plus VAT on the 60-month contract.

Equality, Diversity & Inclusion Training Proposal

This training is being offered by Worknest HR (See Below) and as previously stated the plan is to give managers and supervisors a half-day session on-site. This will enable them to cascade the learning to staff and to introduce the updated Harassment and Bullying Policy to ensure their staff are aware of its content and the implications of non-compliance.

Equality, diversity & inclusion

Course overview	Equality, diversity and inclusion (EDI) are vital components of any successful team or organisation. Research has shown time and time again that diverse and inclusive teams are the happiest and most successful. It's vital that all staff have an understanding of the concepts of equality, diversity and inclusion in order that they can demonstrate best practice. In short, creating diverse and inclusive workplaces is about more than just treating people equally.
Benefits of attending	Delegates will increase their knowledge of EDI and gain an understanding of what these concepts look like in practice. They won't just learn the theory; they will leave the session with an understanding of the practical steps that they can take to promote EDI and to demonstrate best practice. This should, in turn, help to drive forward a more inclusive workplace culture and the enormous benefits that that can bring.
Course content	✓ Defining Equality, Inclusion & Diversity ✓ Understanding and challenging our unconscious biases. ✓ The impact of stereotypes ✓ The equality and discrimination legal framework including the protected characteristics and the different types of discrimination within the Equality Act ✓ Types of bullying and harassment ✓ How to be alert to harassment and bullying ✓ Our EDI values



Pricing is based on up to 12 delegates per course - including design and delivery. Full day courses take a deep dive into the subject and includes activities, case studies and discussions. Half-day courses provide an interactive overview of the subject. The prices below include a 10% client discount.

On-site - One Day Session: £1,584 plus VAT

On-site - Half Day Session: £1,080 plus VAT per session, or £1,584 per day if two sessions are delivered on the same day.

Virtual - Half Day Session: £855 plus VAT per session

Expenses are on a reimbursement basis only, using standard class train travel or where a car is used, at 45ppm. Travel time in excess of 2 hours each way may be charged. An overnight stay may also be chargeable depending on location and timing of sessions.

In summary this paper as well as providing an update on the Disciplinary Policy and Procedure also includes a comprehensive package around the updated Harassment & Bullying Policy that includes training and staff support in the form of the EAP.

I strongly commend all these measures to you.

***Stan Horlock BA (Hons) FCIPD
HR Advisor***



Banbury Town Council

Disciplinary Policy & Procedure

JUNE 2025

DISCIPLINARY PROCEDURE

The contents of this policy and procedure do not form part of the terms of your contract of employment. This document applies to all employees of Banbury Town Council and supersedes any previous arrangements relating to discipline. We may need to alter or amend this policy and procedure to ensure that it remains relevant and consistent with the needs of the business. Any such change will be notified to all employees.

The Council always tries to deal with disciplinary issues fairly and promptly. This procedure sets out the framework under which allegations of misconduct will be investigated and considered. While the procedure will be appropriate in most cases, there may be situations in which it is not practicable to comply with a particular requirement of it. When this happens, the Council will do its best to deal with the matter fairly and will pay particular attention to the need to give the employee every opportunity to explain their version of events.

1. Application of policy during first two years of employment

1.1 This policy may not be applicable in full where you have less than two years' service.

1.2 Failure to meet the required standards of conduct, during this period, may lead to your contract being terminated. Notice will normally be paid except in cases of gross misconduct where no notice will be given.

1.3 You will have the right to be accompanied and to respond to allegations raised at any disciplinary hearing. There will be no obligation on the Council to issue repeated warnings prior to the termination of the employment contract. One appeal against any disciplinary sanction will be permitted.

1.4 There will be no access to the grievance or bullying and harassment procedures on matters specifically on issues relating to the application of the disciplinary procedure. Where issues arise they should be dealt with under the appeals process as described later in this procedure.

2. Informal action

2.1 Most minor acts of misconduct can be dealt with informally through discussions between an employee and their line manager. This may consist of management guidance or an informal warning given orally or in writing. These steps are an everyday part of the management process and no formal procedure needs to be followed in respect of them.

2.2 However the following may be a useful guide for managers:

The purpose of this discussion is to ensure that the employee is:

- aware of the concerns
- knows what is required to meet expected standards

- made aware of the timescale over which an improvement is required;
- made aware of the possible consequences of not achieving the required standard.

Appropriate additional action at this stage may include the provision of:

- support and training
- advice and guidance
- coaching / mentoring
- counselling
- monitoring and feedback on a pre-determined schedule

Managers should record any such informal action for inclusion on an employee's personal file. Any such documentation should be clearly marked up – 'Informal Action.'

2.3 Where informal action of this kind fails to resolve an issue, or where the misconduct alleged is considered too serious, then the matter will be dealt with formally under this procedure.

3. Investigation

3.1 If it is alleged that you have committed misconduct, an appropriate investigation will be carried out aimed at gathering all of the relevant evidence. You may be interviewed as part of this investigation and will have the opportunity to point the investigator towards any evidence that you feel is relevant. The right to be accompanied (see below) does not legally apply to any investigatory interview, however it is permissible under this policy. (See Para 8 for more detail.)

3.2 At the conclusion of the investigation the Investigator will write an objective report outlining the evidence gathered and recommending whether or not there is sufficient evidence to warrant a disciplinary hearing.

3.3 Where it is considered that an employee's conduct may result in formal disciplinary action it is essential that the immediate Line Manager or other appropriate officer (Investigating Officer) undertakes a thorough investigation to establish whether disciplinary action is justified and before any formal action is taken. In some circumstances it may be necessary to engage the services of an outside HR Specialist to conduct the investigation.

3.4 Allegations and complaints against employees must be investigated thoroughly and promptly. The investigation should start as soon as possible after the alleged event came to light and normally be completed within a ten working day period. However, in certain circumstances it may be necessary to extend this period. The relevant facts should be collected as quickly as is reasonable, before recollections fade, and should include, where appropriate, written statements from those involved in the matter under investigation. It should be established whether the employee is being unfairly singled out, or if there are any special circumstances to be taken into account (i.e., are there personal or other outside issues affecting conduct?). The

investigation should consider and where possible check what explanations may be offered by the employee.

3.5 If the manager decides that the allegations and complaints are to be considered at a formal disciplinary meeting, the employee must be notified in writing, giving the reason for the meeting and that they are entitled to be accompanied by a Trade Union representative or an employee of the Council (See Para 8 below). It is the responsibility of the employee to arrange such representation. Every reasonable effort will be made to accommodate convenient dates for the meeting but it will be the responsibility of the employee to make themselves available. If the employee's chosen representative cannot attend the disciplinary interview, the employee should propose an alternative time which is reasonable and falls within a period of 5 working days beginning the day after the employee was informed of the original interview date.

3.7 If written statements or any other documentation are to be produced at the disciplinary interview by the employee and management, these must be copied and given to the parties concerned as far in advance of the meeting as practicable in order that the contents can be considered prior to the interview.

3.8 Documentary evidence not produced prior to the interview may not be admissible unless this evidence only became available in time for the meeting.

4. Misconduct

4.1 Behaviour which is dishonest, disruptive, disrespectful to colleagues, councillors or members of the public or which falls short of the requirements set out in the Employee Handbook will be treated as misconduct under this disciplinary procedure. While employees will not usually be dismissed for a first offence unless in their probationary first two years of employment, a failure to remedy the behaviour or to adhere to required standards may ultimately lead to dismissal once appropriate warnings have been given.

5. Conduct outside working hours

5.1 Normally the Council has no jurisdiction over employee activity outside working hours. Behaviour outside working hours will only become an issue if the activities adversely affect the Council. Staff who have been issued with logo/liveried clothing should not wear this outside of working hours.

5.2 Adverse publicity, bringing the Council into disrepute, or actions that result in loss of faith in the Council, resulting in loss of business, or loss of faith in the integrity of the individual, will result in the disciplinary procedure being instigated.

5.3 The detriment suffered by the Council will determine the level of misconduct and it will also determine which disciplinary stage is most appropriate to suit the circumstances.

5.4 If the actions cause extreme embarrassment or serious damage to the Council's reputation or image, a decision may be taken to terminate the employment.

The Council's procedures covering disciplinary hearings and appeals still apply.

6. Suspension

6.1 If an allegation of misconduct is made against you, then you may be suspended from your duties on full pay while the matter is being dealt with. The Council will make every effort to ensure that any period of suspension is kept as short as possible. The purpose of a suspension is either to allow an investigation to take place, or to protect the interests of the Council and its employees. During any period of suspension you may be instructed not to contact other members of staff except for the purposes of preparing for any disciplinary hearing, where specific arrangements will be made with you, and not to enter Council premises without express authorisation in advance from the Town Clerk or Deputy Town Clerk.

7. Hearing

7.1 Once the investigation has been carried out, the investigating officer will make a decision about whether there is sufficient evidence to warrant a disciplinary hearing. If there is you will be informed of this and an appropriate date for the hearing will be arranged. This will take place within normal working hours wherever possible.

7.2 To ensure that you have adequate time to prepare for the hearing, the Council will provide you in advance with a copy of all of the written evidence that will be considered at the hearing. In exceptional cases the Council may need to withhold the identities of certain witnesses or hold back sensitive items of evidence. This will only be done where it is considered necessary to protect individuals or the essential interests of the Council and every effort will be made to ensure that you are given as much information as possible so that a fair hearing can be conducted.

7.3 You will be given sufficient notice of any hearing to allow you to prepare for it. While this will vary from case to case, the Council will generally try to give at least four clear working days' notice in writing of any hearing.

7.4 The purpose of the hearing will be to consider the evidence gathered during the investigation and to consider any representations made by you or on your behalf. The hearing will be conducted by an appropriate manager who, wherever possible, has not previously been involved in the case and who was not responsible for carrying out the investigation.

8. The right to be accompanied

8.1 Employees are entitled to be accompanied at any disciplinary hearing by a trade union official (if a member), or fellow employee of their choice. The Council will provide any chosen companion with appropriate paid time off to allow them to attend the hearing. It is, however, up to the employee in question to arrange for a companion to attend the hearing.

8.2 If your chosen companion cannot attend on the day scheduled for the hearing then the Council will agree a new date. This will usually be within 5 working days of the date originally scheduled. If your companion is not available within that timescale then you may need to find someone else to take their place.

8.3 The companion's role is to advise you during the hearing and make representations on your behalf; it is not to answer questions for you. However, both you and your companion are required to cooperate in ensuring a fair and efficient hearing.

9. Evidence

9.1 The hearing will consider any evidence you choose to present. Should witnesses be prepared to appear on your behalf they will be permitted to do so provided that their evidence is relevant to the issues that need to be decided. The Council will not compel or require any employee to appear as a witness on your behalf and in most circumstances evidence arising from the investigation will be presented in written form. You will be entitled to challenge any of the evidence presented but will not be entitled to cross-examine witnesses.

10. Disciplinary action

10.1 After considering all of the evidence, including any submissions made by you or on your behalf, the person conducting the hearing will decide on the outcome. If misconduct is found to have taken place then the usual outcome will be a **written warning** which will be placed on your personnel file.

10.2 A warning will stay active for a period of one year, (or longer if warranted) after which it will not be taken into account in any future disciplinary action.

10.3 If a further instance of misconduct is found to have occurred (in accordance with this procedure) during the currency of a warning – or if any misconduct is considered to be serious enough to warrant it – then, subject to the formal process above being followed, you will be issued with a **final written warning**.

10.4 A final written warning will usually remain active for one year, but a longer period may be specified if the manager conducting the hearing feels that the circumstances warrant it.

10.5 An employee who is found to have committed further misconduct during a period covered by a final written warning will, following a hearing conducted in accordance with this procedure, generally be dismissed.

11. Dismissal

11.1 An employee will not normally be dismissed under this procedure for a single instance of misconduct unless a final written warning is already in place. However, where gross misconduct is found to have occurred then dismissal without notice or payment in lieu will be the usual outcome even in cases of a first offence.

12. Gross Misconduct

12.1 Gross misconduct is misconduct that is so serious that it fundamentally undermines the relationship between employer and employee. If you are accused of gross misconduct this will be made clear when you are invited to a disciplinary hearing. A wide range of behaviours can amount to gross misconduct but the most common involve dishonesty, violent or aggressive behaviour, the wilful destruction of Council property or a deliberate refusal to obey a reasonable instruction. Gross misconduct will usually result in dismissal without notice or payment in lieu even in cases of a first offence.

12.2 It is not possible to list every example of gross misconduct which may arise, but the following provides an illustration of the sort of conduct that will normally fall into this category – some of which are then explained in more detail below:

- Theft
- Fraud, forgery, or other dishonesty including fabrication of expense claims and time sheets
- Unlawful discrimination, harassment, including sexual harassment, or victimisation
- Refusal to carry out reasonable instructions
- Violent or intimidating behaviour
- Wilful damage to property
- Causing loss, damage or injury through serious negligence
- Serious misuse of our property or name
- Serious insubordination
- Reckless behaviour posing a risk to health and safety
- Any act or omission constituting serious or gross negligence/or dereliction of duty
- Sleeping on duty
- Bringing the organisation into serious disrepute
- Unauthorised use or disclosure of confidential information or failure to ensure that confidential information in your possession is kept secure
- Recording audio and/or video of any meeting, conversation or discussion with another person or people without the express prior consent of the person or people being recorded
- Making untrue allegations in bad faith against a colleague
- Making a disclosure of false or misleading information under our Whistleblowing Policy maliciously, for personal gain, or otherwise in bad faith
- Any illegal act during working time or on Council premises
- Any act described as gross misconduct elsewhere in this handbook.

13. Dishonesty

13.1 It is important to stress that any form of dishonesty, however minor, will be regarded as gross misconduct. This includes theft of property, whether belonging to the Council, colleagues or any third party. However it also includes an employee seeking to gain any advantage through deception - such as making a false claim for

expenses or overtime, falsely claiming to be sick or falsely claiming to have completed a particular task.

13.2 It does not matter if any amount of money at issue is small. The Council regards any dishonesty by employees as gross misconduct which will usually result in dismissal.

14. Refusal to carry out instructions

14.1 The Council expects employees to work in a spirit of cooperation with their colleagues and manager for the good of the organisation as a whole. Employees are required to carry out their manager's instructions and a deliberate and wilful refusal to do so will be gross misconduct.

14.2 If you believe that you have been instructed to do something that does not fall within your duties or which is in some other way unreasonable then the appropriate way of dealing with this is to raise a grievance under the grievance procedure set out in Section 6. However doing so will not prevent a refusal to carry out an instruction from amounting to gross misconduct if it is found to have been a reasonable one in all the circumstances.

15. Breach of a requirement set out in the Employee Handbook

15.1 The Employee Handbook sets out a number of requirements aimed at ensuring the smooth running of the Council and the fair treatment of all employees. A number of these are so important that any breach of them will amount to gross misconduct and these are clearly identified throughout the handbook. Your attention is drawn in particular to the following:

- The rules on gifts and hospitality (Section 1.4)
- The policies on smoking (Section 2.7) and alcohol and drugs (Section 2.10)
- The rules on the use of computers, the internet, email and social media (Section 2.8)
- The policies on driving and the use of Council vehicles (Section 2.10)

16. Appeal

16.1 An employee may appeal against the outcome of a disciplinary hearing by doing so in writing stating your full grounds for appeal within 5 working days of being notified of the outcome. The person to whom an appeal should be directed will be detailed in the disciplinary outcome letter. An appeal hearing will be convened and conducted by either the Town Clerk (if they have not been involved in the original decision) – or an Officer / Panel of at least two Councillors appointed to deal with the appeal. An external HR Specialist may be engaged to support the Officer or Panel.

16.2 The appeal will consider any grounds the employee chooses to put forward and they will have the same right to be accompanied as at a disciplinary hearing. The result of the appeal hearing will be final.

17. Employee absence

17.1 It is important that disciplinary issues are dealt with promptly. The Council may therefore need to proceed with a disciplinary hearing even if the employee is absent due to ill health or simply does not attend. Before hearing the matter in an employee's absence, the Council will attempt to arrange the hearing in such a way that the employee will be able to attend or to submit written representations to the hearing and/or to arrange for an appropriate representative to attend the hearing on their behalf.

18. Criminal Allegations

18.1 Where your conduct is the subject of a criminal investigation, charge or conviction we will investigate the facts before deciding whether to take formal disciplinary action.

18.2 The Council will not be obliged to wait for the outcome of any prosecution before deciding what action, if any to take. Where you are unable or have been advised not to attend a disciplinary hearing or say anything about a pending criminal matter, we may have to take a decision based on the available evidence.

18.3 A criminal investigation, charge or conviction relating to conduct outside work may be treated as a disciplinary matter if the Council consider that it is relevant to your employment.

18.4 Payment will not normally be made to employees that are absent on remand.

19. Record Retention

19.1 Records relating to disciplinary procedures will be retained for a period as is deemed necessary in compliance with current data protection laws.

Disciplinary - Procedural Guidance

Witnesses will generally not be required to attend a disciplinary hearing. However in exceptional circumstances a witness may attend at the discretion of the Hearing Officer.

20. Preparing for a Disciplinary Hearing

20.1 Disciplinary hearings are formal. An employee will be given at least four clear working days' notice in writing of a hearing.

20.2 The written notification of a disciplinary hearing must contain:

- The date, time and venue of the hearing
- A statement of who the hearing is with and who else will be present.
- Details of the nature of the allegation.
- A reminder that the employee is entitled to be accompanied by a Trade Union representative or an employee of the Council.
- A statement that the employee will be given an opportunity to bring statements in support of their case
- A statement requesting the employee to supply before the interview copies of any documentary evidence to be produced on their behalf
- Copies of the Investigation Report and any witness statements, and any other material to be produced at the hearing
- A copy of the Disciplinary Procedure.
- A statement that the employee should sign the copy of the letter and return it to acknowledge receipt and indicate, if possible, who shall accompany them at the interview.

21. Disciplinary Hearing

21.1 The disciplinary hearing will be conducted by the appropriate Manager or Town Clerk (or nominated Member) according to the seriousness of the allegations. The individual presenting the case, where it is required depending on the level of disciplinary action, will be referred to as the Investigating Officer. The notes detailing specific allegations and salient points should be circulated to all parties attending the interview so that their accuracy can be noted or if necessary any omissions or inaccuracies put right.

21.2 The Hearing Officer will ensure that:

- The seating and layout is formal.
- There will be no interruptions.
- All the information is available, i.e. rules, employee details, statements.
- A manager or other appropriate person should be invited to be present to act as a witness and to take confidential notes.
- If there are likely to be language difficulties, consider whether an employee can assist as an interpreter.

21.3 Any information provided by employees who wish to remain anonymous should be investigated thoroughly and the Hearing Officer should be satisfied that there are good reasons for such anonymity being preserved.

21.3 Where two or more employees are jointly subjected to disciplinary investigation or interview, it is important that, as far as practicable, each employee is dealt with in the same procedural way even though individual circumstances may justify different disciplinary outcomes.

21.4 If the employee fails to attend the hearing, the Hearing Officer will adjourn the proceedings. When a hearing date is first arranged, the employee has the right to request a postponement. The employee must notify the Hearing Officer of the reasons for their absence prior to the commencement of the hearing, if practicable. If an employee should fail to attend a second hearing, a third date should be set but the employee should be informed that if they fail to attend the third hearing it may be held in their absence. The employee may opt to provide written submissions where they are unable to attend the Hearing in person.

22. Conduct of the Hearing

22.1 The Hearing Officer will introduce those present and explain the procedure to be followed.

22.2 The Investigating Officer will state the case against the employee.

22.3 The employee and the employee's representative (who will be a Trade Union representative or an employee of the Council) may ask questions of the Investigating Officer.

22.4 The employee or the employee's representative will state their case.

22.5 The Investigating Officer will have the opportunity to ask questions of the employee and/or the employee's representative.

22.6 The employee will be given an opportunity to offer an explanation for the misconduct or if there are any mitigating circumstances to be taken into account.

22.7 The Hearing Officer may ask questions at any time during the hearing.

22.8 The representative, if present, may ask questions at any time during the hearing.

22.9 Both the employee and Investigating Officer will have the opportunity to sum up following which the Hearing Officer will sum up and will adjourn before issuing a decision. The employee and representative and the Investigating Officer shall withdraw at the adjournment. The HR Specialist if present will remain to advise the Hearing Officer.

22.10 At any time during the hearing either side may ask for an adjournment to discuss something new that may have been brought up in the hearing.

22.11 If practicable, the decision should be announced at the conclusion of the hearing. Either way a letter will then be sent to the employee informing them of the decision, within five working days.

22.12 If the Hearing Officer is not the Town Clerk (or a nominated Member) and it becomes apparent at the hearing that the case, due to its serious nature, should be heard by the Town Clerk (or a nominated Member) then the proceedings should be adjourned and reconvened so that the Town Clerk (or a nominated Member) can hear it.

22.13 Where it is decided that no case has been established or has been established but disciplinary action is thought inappropriate, the letter must confirm that no disciplinary action is to be taken.

23. Action Following the Disciplinary Hearing

23.1 Where the outcome, at any stage, is a Warning the employee must receive a written statement within five working days (confirming an oral warning) or a letter that contains, in clear and plain terms, the following:

- Details of the misconduct.
- A summary of the key issues on which the decision for disciplinary action was taken including any mitigating circumstances submitted by the employee.
- Confirmation of the nature of the warning i.e. Oral (Stage 1), Written (Stage 2), Final Written (Stage 3), Dismissal (Stage 4).
- Confirmation of the consequences of a recurrence or failure to improve (normally the next stage of the Disciplinary Procedure).
- Advice on the right and process of Appeal with time limits.
- If an employee is dismissed this must be confirmed in writing with reasons for the dismissal to the individual (with a copy for their representative) within five working days of the disciplinary hearing and be sent by recorded delivery letter or secure email.

24. Before Deciding Any Disciplinary Penalty

24.1 When deciding whether a Disciplinary Penalty is appropriate and what form it should take, consideration should be given to:

- The Penalty imposed in similar cases in the past if available.
- Any special circumstances which might make it appropriate to lessen the severity of the Penalty. These may include health or domestic problems or provocation.
- The employee's disciplinary record, work record, role within the Council, and length of service

25. Recognised Trade Union Employee Representative

25.1 No action other than an oral warning, should be taken against a Trade Union Employee Representative of a Trade Union recognised by the Council, until the circumstances of the case have been discussed with the full time official. Suspension may be invoked when necessary, but the full time official should be informed of this at the earliest possible opportunity. Provided this procedure has been followed; Trade Union agreement is not required.

26. Appeal

26.1 There is an automatic right of appeal (See 16 Above).



Banbury Town Council

Harassment and Bullying Policy

June 2025

Harassment and Bullying

Introduction

We are committed to providing a working environment free from harassment and bullying, which includes sexual harassment, and ensuring all staff are treated, and treat others, with dignity and respect. This includes harassment or bullying which occurs at work and out of the workplace, such as on business trips or at work-related events or social functions or on social media.

You must not use social media to:

- defame or disparage or make any other inappropriate comments about us, our staff or any client or other third party;
- harass (including sexually harass), bully or unlawfully discriminate against staff, Councillors, clients or other third parties including members of the public;
- make false or misleading statements; or
- impersonate colleagues or third parties.

Because social media interactions can be copied and widely disseminated in a way that you may not be able to control, the Council will take a particularly serious view of any misconduct that occurs through the use of social media.

It covers harassment and bullying by staff (which may include consultants, contractors and agency workers) and also by third parties such as Councillors, clients, customers, suppliers or members of the public including visitors to our premises.

We will review the risk of sexual harassment (including third party sexual harassment) and other different forms of harassment occurring in our workforce, including in different roles, the steps we could take to reduce those risks and which of those possible steps are reasonable. As a result of this review we will produce an action plan detailing steps that we will take to support our staff and minimise the risks of any form of bullying and harassment.

1. What is harassment?

1.1 Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. Harassment can occur whether or not it is intended to be offensive, as it is the effect on the victim, which is important, not whether or not the perpetrator intended to harass them. Harassment or bullying is unacceptable even if it is unintentional.

Unlawful harassment may involve conduct:

- related to a protected characteristic of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation;
- of a sexual nature (sexual harassment); or

- of treating someone less favourably because they have submitted, or refused to submit to, sexual harassment or harassment related to sex or gender reassignment e.g. where a manager gives a junior employee a poor performance review because they rejected the manager's sexual advances.
- Harassment is unacceptable even if it does not fall within any of these categories.

1.2 Harassment may include (this is a non-exhaustive list), for example:

- racist, sexist, homophobic or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic or religious group, religion or belief, or gender;
- disclosing or threatening to disclose someone's sexual orientation or gender identity against their wishes;
- offensive e-mails, text messages or social media content; or
- mocking, mimicking or belittling a person's disability.

1.3 Sexual harassment does not need to be sexually motivated; it only needs to be sexual in nature and may include (this is a non-exhaustive list), for example:

- unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
- continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome;
- sending or displaying material that is pornographic or that some people may find offensive (including emails, text messages, video clips and images sent by mobile phone or posted on the internet);
- unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- intrusive questions about a person's private or sex life or a person discussing their own sex life; or
- sending sexually explicit e-mails or text messages or sexual posts/contact on social media.

1.4 A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment; or sexually harassed by pornographic images displayed on a colleague's computer in the workplace.

2. What is victimisation?

2.1 Victimisation includes subjecting a person to a detriment because they have done, or are suspected of doing or intending to do, any of the following protected acts:

- Bringing proceedings under the Equality Act 2010.
- Giving evidence or information in connection with proceedings under the Equality Act 2010.

- Doing any other thing for the purposes of or in connection with the Equality Act 2010.
- Alleging that a person has contravened the Equality Act 2010.

2.2 Victimization may include (this is a non-exhaustive list), for example:

- Denying someone an opportunity because it is suspected that they intend to make a complaint about harassment/sexual harassment.
- Excluding someone because they have raised a grievance about harassment/sexual harassment.
- Failing to promote someone because they accompanied another staff member to a grievance meeting.
- Dismissing someone because they gave evidence on behalf of another staff member at an employment tribunal hearing.

2.3 Harassment/sexual harassment and victimization are unlawful and will not be tolerated. The law requires employers to take reasonable steps to prevent sexual harassment of workers in the course of their employment. All staff are encouraged to report any harassment/sexual harassment or victimization they are a victim of, or witness, in accordance with this policy. Harassment/sexual harassment or victimization may lead to disciplinary action up to and including dismissal without notice if they are committed:

- In a work situation.
- During any situation related to work, such as at a social event with colleagues.
- Against a colleague or other person connected to us outside of a work situation, including on social media.
- Against anyone outside of a work situation where the incident is relevant to your suitability to carry out your role.

2.4 We will take into account any aggravating factors, such as abuse of power over a more junior colleague, when deciding the appropriate disciplinary action to take.

2.5 If any harassment/sexual harassment or victimization of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Action may include updating relevant policies, providing further staff training and taking disciplinary action against the perpetrator.

3. What is third-party harassment?

3.1 Third-party harassment occurs where a person is harassed/sexually harassed by someone who does not work for, and who is not an agent of, the same employer, but with whom they have come into contact during the course of their employment. Third-party harassment could include, for example, derogatory comments about a person's age, disability, pregnancy, colour, religion or belief, sex or sexual orientation, or unwelcome sexual advances, from a Councillor, client, customer, member of the public or supplier visiting the employer's premises, or where a person is visiting a Councillor, client, customer, member of the public or supplier's premises or other location in the course of their employment.

3.2 While an individual cannot bring a claim for third-party harassment alone, it can still result in legal liability when raised in other types of claim and will not be tolerated. The law requires employers to take reasonable steps to prevent sexual harassment by third parties. All staff are encouraged to report any third-party harassment they are a victim of, or witness, in accordance with this policy. Any harassment by a member of staff against a third-party may lead to disciplinary action up to and including dismissal.

3.3 We will take active steps to try to prevent third-party harassment of staff providing training for managers and supervisors to raise awareness of rights related to sexual harassment and other forms of bullying and harassment included in this policy; we will also provide support for managers to help them to deal effectively with complaints. We will take steps to minimise occasions where staff work alone; where possible ensure that lone workers have additional support; take action to minimise risks when planning events attended by members of the public, customers Councillors, and suppliers. If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Action may include warning the harasser about their behaviour, banning them from our premises, reporting any criminal acts to the police.

4. What is bullying?

4.1 Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation.

4.2 Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include (this is a non-exhaustive list), for example:

- a. physical or psychological threats;
- b. overbearing and intimidating levels of supervision;
- c. inappropriate derogatory remarks about someone's performance.

4.3 However, legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

5. If you are being harassed/sexually harassed/victimised/bullied

5.1 If you are being harassed/sexually harassed/victimised/bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to your line manager (or another manager where it concerns them) who can provide confidential advice and assistance in resolving the issue informally or formally. If informal steps are not appropriate, or have not been successful, you should raise the matter formally under our **Grievance Procedure** and it will be dealt with under that procedure or if more appropriate the **Disciplinary Procedure**, taking into account the below.

5.2 Third party harassment or bullying complaints involving people not covered by these policies will be dealt with accordingly with a view to remedying the complaint and preventing any further issues.

5.3 We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. We will consider whether any steps are necessary to manage any ongoing relationship and/or to provide protection between you and between other staff and the person accused during the investigation

5.4 If the harasser or bully is a third party such as a Councillor, customer, member of the public or other visitor, we will consider what action may be appropriate to protect you and other staff pending the outcome of the investigation, bearing in mind the reasonable needs of the business and the rights of that person. Where appropriate, we will attempt to discuss the matter with the third party.

5.5 Once the investigation is complete, we will inform you of our decision. If we consider that there is a case to answer and the harasser or bully is an employee, the matter will be dealt with under the Disciplinary Procedure as a case of possible misconduct or gross misconduct. The outcome of our investigation may be put on hold while disciplinary action is taken. Where the disciplinary outcome is that harassment, sexual harassment, victimisation or bullying occurred, prompt action will be taken to address it. We will also consider what additional measures need to be taken to prevent future sexual harassment of staff.

5.6 Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

6. Protection and support for those involved

6.1 Staff who make complaints, report that they have witnessed wrongdoing, or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure.

6.2 We will offer access to confidential employee support/counselling, which will be available on request for anyone affected by, or accused of harassment, sexual harassment or bullying. The details of this service will be made available to all staff and posters will be placed at strategic locations. (EAP Proposal)

6.3 Support and guidance can also be obtained from management and the following external services:

- a. The Equality Advisory and Support Service (www.equalityadvisoryservice.com).
- b. Protect (www.protect-advice.org.uk).
- c. Victim support (www.victimsupport.org.uk).
- d. Rights of women (England and Wales) (www.rightsofwomen.org.uk)

7. Record-keeping

7.1 Information about a complaint by or about a staff member may be placed on their personnel file, along with a record of the outcome and of any notes or other documents compiled during the process. These will be processed in accordance with our Data Protection Policy.

h_a



wisdom
wellbeing



Why you need our Employee Assistance Programme (EAP)

90%

of organisations experience
stress-related absenteeism

45%

reduction in absenteeism
for EAP users

44%

of people using our EAP were
back in work after therapy

£53-£56 billion

was spent by organisations, to cover mental health
related sickness absences last year - a record high. (Ref 2)

17.1 million

working days were lost to stress, depression
or anxiety in the UK in 2022/23

The average cost of private counselling in the UK is **£40-£50** per session (according to the BACP). (Ref 3)

The average waiting time for therapy on the NHS can range from **6-18 weeks**. (Ref 4)

ROI of **£10.85** for every **£1** spent (Ref 1)



The UK's Largest, Award-Winning EAP Provider

THE SUNDAY TIMES
**T Best Places
to Work 2024**



The Prince's
Responsible
Business Network



National
Suicide Prevention
Alliance

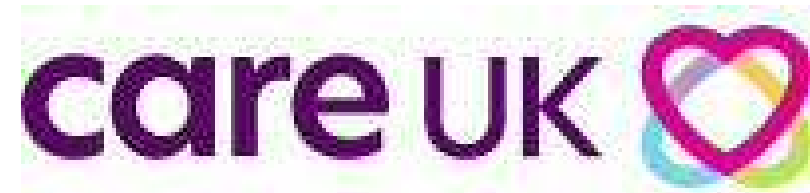


Why Health Assured?

- 📍 UK and Ireland's **largest** EAP Provider - supporting **13 million** lives and **81,000** clients
- 📍 **UK-based** service centers operate 24/7, 365 for all calls
- 📍 Innovative technological development e.g. app, LiveChat
- 📍 Largest Network of over **2700** counsellors
- 📍 Investors in People (Silver)
- 📍 Focus on client satisfaction - 4.9/5.0 on Feefo



Our Reputation



Our Reputation



England



London North West
University Healthcare
NHS Trust



Kent and Medway



Wirral University
Teaching Hospital
NHS Foundation Trust



Royal Cornwall Hospitals
NHS Trust



Birmingham Women's
and Children's
NHS Foundation Trust



Mid Cheshire Hospitals
NHS Foundation Trust



East Kent
Hospitals University
NHS Foundation Trust



Frimley Health
NHS Foundation Trust



1

Employee Support

Issues that Health Assured support

Health and Lifestyle



Physical Health | Sleep | Medical Information | Mental Health | Sickness Absence | Critical Incidents
Rehabilitation | Addiction | Cancer Survivorship | Terminal illness | Menopause Support

Legal Information



Probate and Wills | Legal Queries | Caring for a Dependent | Debt and Financial | Buying a Home
Separation & Divorce | Employment Law and HR Advice Line

Work Life



‘Leavism’ & ‘Presenteeism’ | Managing Change | Return to Work | Bullying and Harassment
Life Coaching | Redeployment | Redundancy | Retirement | Stress

Home Life



Identity and LGBTQ+ | Domestic abuse | Discrimination | Childcare | Eldercare | Dependent Care
Bereavement and Loss | Relationships and Marital



Our Telephone Counsellors

- 📞 All calls will be answered in under 20 seconds
- 📞 Counsellors available 24/7, 365
- 📞 No answerphone, no AI, no international transfers
- 📞 Callers needs clinically assessed including risk
- 📞 In the moment, support offered



Improvement in
workplace stress



Lift in
return-to-work rates



Reduction in mental
health related
sickness & absence



Structured Counselling

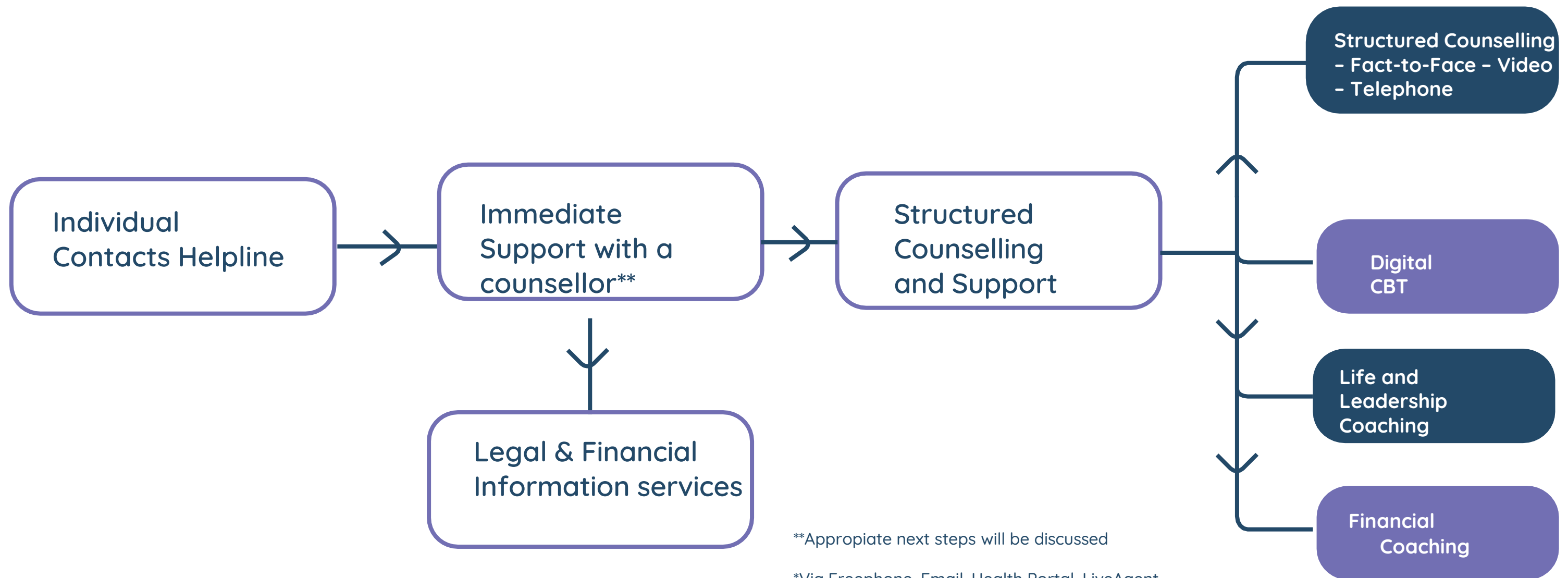
- 12 Sessions of structured counselling sessions – per issue
 - no limit on the number of issues
- Largest Network of over 2,600 UK&I counsellors

Our Affiliates Counsellors

- Membership with the BACP or equivalent
- Qualification in Counselling or Psychotherapy
- Established and running for 4 years
- Private client time of min. 40 hours and 5 clients in the past year
- Agreed formal arrangement for counselling supervision
- Access to suitable therapy rooms in line with BACP guidance & Health Assured's premises checks
- Indemnity Insurance minimum value of £1,000,000



User Journey



**Appropriate next steps will be discussed

*Via Freephone, Email, Health Portal, LiveAgent, Mobile App, Translation Line or Minicom

In-house Legal and Financial Information

Legal consultation and information on a range of issues including personal, financial, and legal matters of any reasonable kind.

Examples that we address daily include, but are not limited to:

- ② Debt support
- ② Consumer rights
- ② Family and matrimonial law
- ② Civil litigation
- ② Motoring offences
- ② Probate and wills
- ② Landlord and tenant
- ② Housing and property law
- ② Investments
- ② Retirement
- ② Immigration
- In-house legal professionals with a Law degree and completed/working towards a Legal Practice Course (LPC).
- Signposting to appropriate specialist organisations such as [StepChange Debt Charity](#) and ACAS

Disclosure and Whistleblowing

- ☺ Confidential declaration and whistleblowing helpline available 24 hours a day, 365 days a year
- ☺ Calls Answered within 8 seconds – Escalated to Designated Contact within 2 hours.
- ☺ Digital access – via Live Chat or Email offering additional reassurance of the independence of the service and ability to reach out for support without fear of any repercussions.
- ☺ Multi-lingual support
- ☺ Strict data protection standards and ISO27001 accreditation
- ☺ Legal and counselling expertise. As often disclosure contacts are highly emotive, may have reservations in making a disclosure or have certain questions and need assurances about the legal protections afforded under the **Public Interest Disclosure Act 1998**.
- ☺ Employer must now take **all reasonable** steps to prevent sexual harassment.

Service Level Agreements

Service Level Agreement	Target
All helpline calls to be answered within 20 seconds	95%
Call abandonment rate	<2%
Initial call-backs to take place within 4 hours	95%
All counselling cases to be matched to a counsellor within 2 working days	90%
First session to be offered within a further 3 working days of being matched to a counsellor	90%
Face-to-face counselling appointments to be offered within 30 minutes' drive or 10 miles of an employee's place of work or home	90%
All urgent / red flag cases will have first counselling session offered within 24 hours of first contact (if deemed clinically appropriate and necessary)	100%
Duration of counselling session	50 minutes per session + 10 minutes for counsellor's notetaking
Number of face-to-face sessions per employee per issue per annum	6 sessions per employee, per issue, per year (10 Premier)

SilverCloud: The leading provider of Digital CBT Interventions

As part of Health Assured's clinical interventions, your people will be set up with online CBT programmes (if appropriate) via email support. Available on desktop, mobile, and tablet, the SilverCloud platform is user friendly, engaging, and hosts over 30 support programmes.

Programmes cover Wellbeing, Mental Health and Chronic Health. They include the below and more:

- ♡ Space for Resilience
- ♡ Space from Money Worries
- ♡ Space from Stress
- ♡ Supporting teens and children with low moods and anxiety
- ♡ Space from Anxiety
- ♡ Space from Depression
- ♡ Space for Sleep
- ♡ Space from Phobia
- ♡ Space from OCD
- ♡ Space in Diabetes
- ♡ Space in Lung Conditions
- ♡ Space in Chronic Pain
- ♡ Space in CHD
- ♡ Space drug use and alcohol
- ♡ Trauma program



Online menopause programme

The 5-week Right Steps course includes the following modules*

- 📍 **Welcome:** Setting out what you will learn, and how it works
- 📍 **Session 1:** Menopause overview
- 📍 **Session 2:** Identifying triggers. Stress & lifestyle, challenging thought, pacing activities, problem solving, relaxation & physical activity
- 📍 **Session 3:** Managing hot flushes, managing thoughts and beliefs, managing behaviours, healthy activities
- 📍 **Session 4:** Managing night sweats, stressful thoughts about sleep, sleep stages, sleep needs, sleep hygiene, tackling worries
- 📍 **Session 5:** Maintaining gains, being kind to yourself, support networks, relaxation, mindfulness & physical activity

*First and last sessions include GAD, PHQ, WSMS & goals. Every weekly session includes a daily diary, menopause check in, hot flush rating scale & a "how am I doing" to track progress.



Life and Leadership Coaching

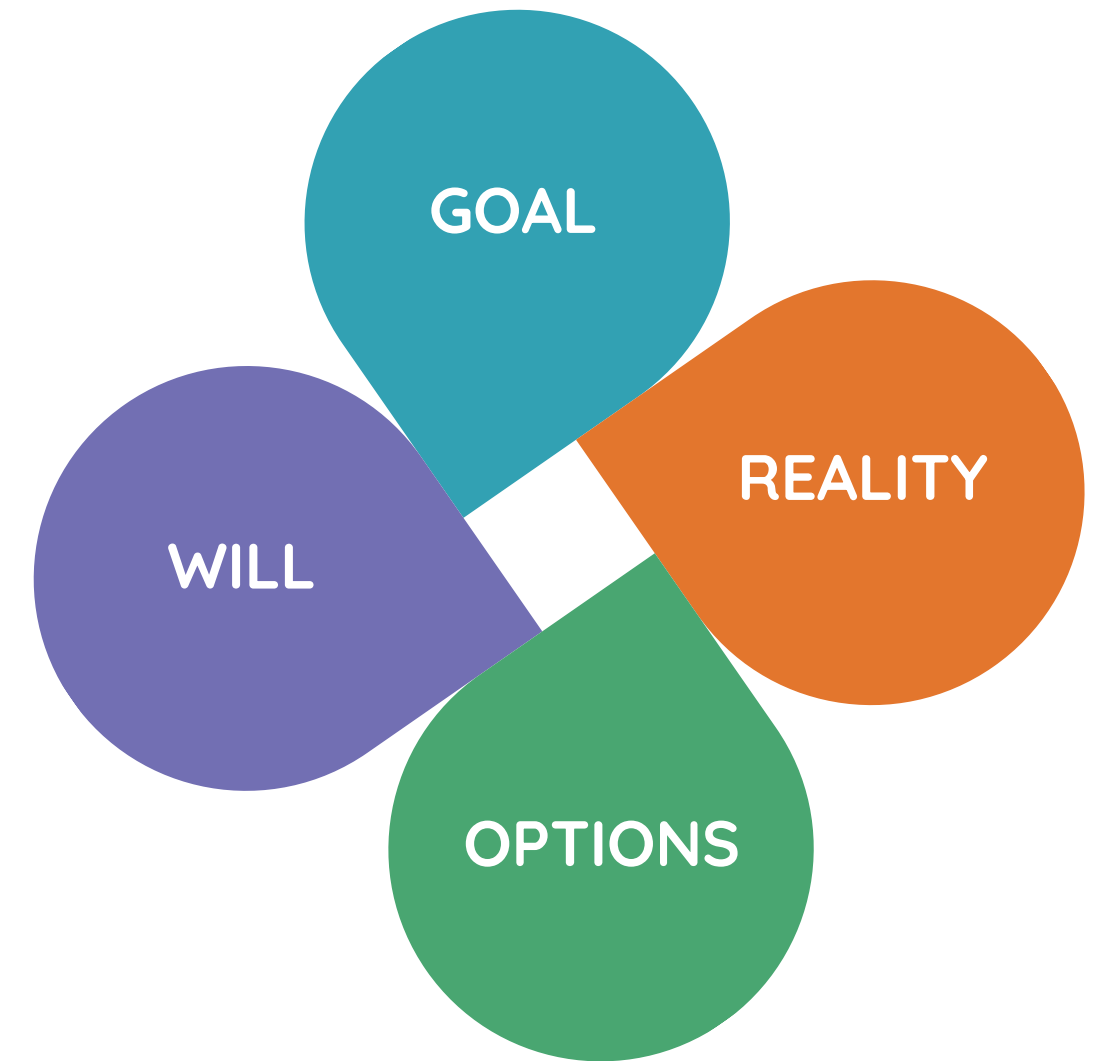
Coaching is a process that helps a person to focus on their 'here & now', supporting them to identify the challenge and create goals that they can use to work on to make progress moving forward and maximising their potential.

Using the 'GROW' model (Goal, Reality, Options, Will) coaching focuses on development, whether it is a life skill and/professional skill.

Your individuals will be entitled to up to 4 sessions of development coaching for both profession and life skills for a wide range of

topics including:

- Wellbeing
- Career progression
- Personal/professional relationships
- Work/life balance
- Stress Management
- Coping with change
- Communication



1-2-1 Financial Coaching



Who are Munny?

Munny is an organisation launched by a group of finance professionals in collaboration with an Ofsted & Ofqual accredited training provider. At our core, we believe that financial empowerment is a fundamental right that should be accessible to all.

The Munny Financial Coaching 1:1 will include:-

Up to 3 sessions per person per issue, 30-minute sessions i.e. 3 sessions on Retirement and then later in the year 3 sessions on debt

- ② Debt Management
- ② Buying your first Home
- ② Pension Planning
- ② Investments
- ② Credit Reports/Ratings
- ② Remortgaging
- ② Household Bills
- ② Investments



Accessibility

Interpreters and Translation Services

High quality interpreters and translation services in over 240 languages.

Relay

Supporting those who are deaf, hard of hearing or speech impaired.



Accessibility

We truly believe in **promoting equality and diversity**. Our internal culture is to **embrace diversity** and **protected characteristics**, and we ensure that our services are delivered in a **sensitive manner**;

- Freephone - a true 24/7, 365 service, no answering machines, separate triage teams and all calls answered in the UK
- Online Web Access – Wisdom is available via the app and on desktop for increased accessibility
- Relay & BSL - Supporting those who are deaf, hard of hearing or speech impaired
- Interpreters & Translation Services – high-quality interpreters and translation services in over 240 languages
- LiveAgent - access through instant chat, via our Wisdom app



0844 892 2493

Make an enquiry

Please [make an enquiry](#) and we will endeavour to call you within 2 hours.

First Name Last Name

Email Company

Phone Employees

Service Interest

Enquiry

[View our \[privacy notice\]\(#\) here.](#)

2

Management and Business Services

Manager Consultancy and Support

Management consultancy support

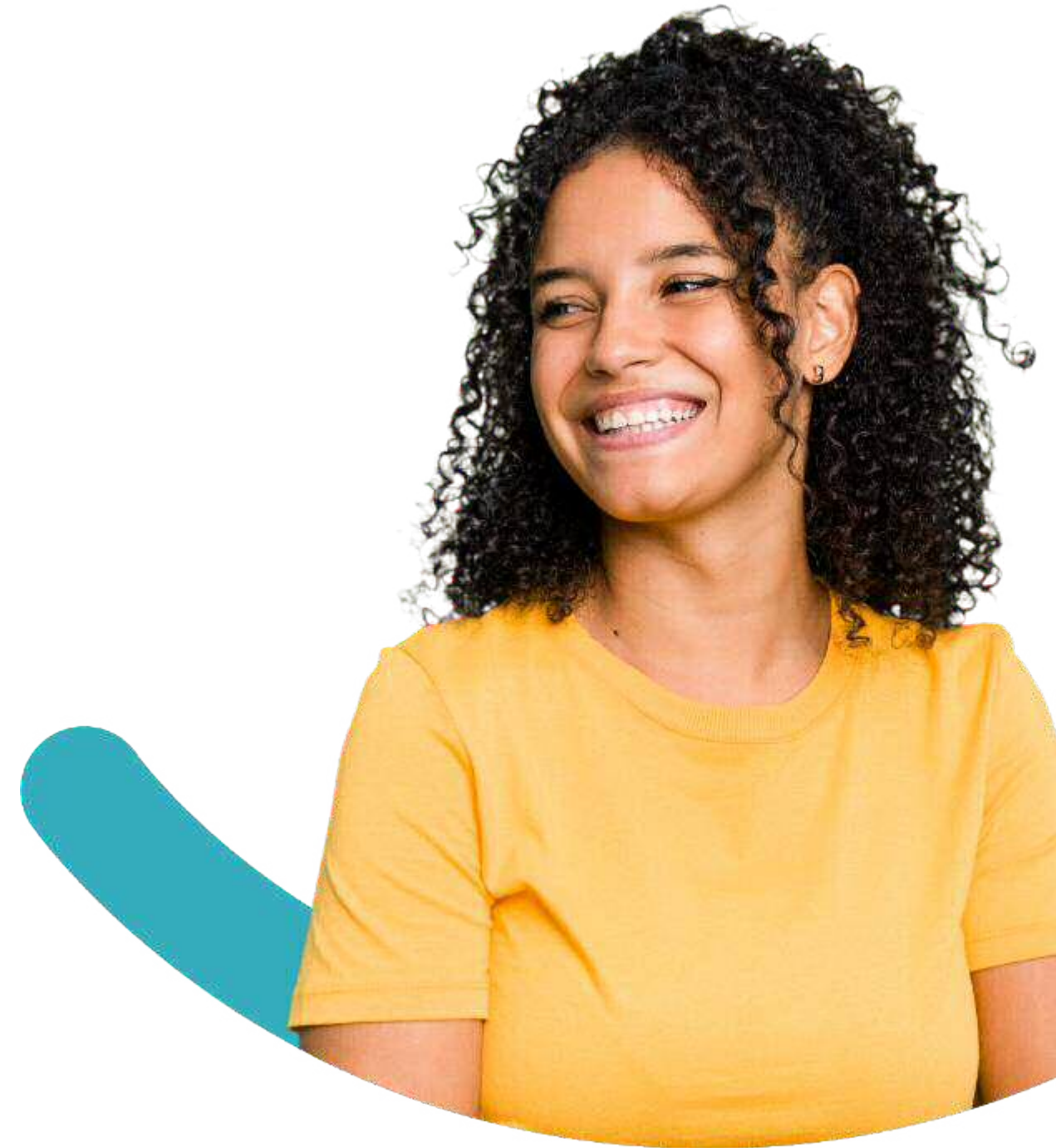
- Available Monday to Friday, 9am-5pm via our Freephone helpline
- Additional source of support for manager and HR
- Support for managers in achieving their goals and tackling obstacles
- A focused and practical approach towards understanding and identifying behaviours
- Career coaching
- Management Referrals

Online resources

Range of articles, webinars, and informative guides pertaining to supporting your staff and their employees

Presentations, briefings and training workshops

Presentations and briefings can be used to provide further understanding of the services, how to refer one of your employees as well as high-level overviews of service usage trends Training workshops on key topics such as 'Identifying Stress and Stressors'.



Free HR advice with your EAP

All SME clients can access FREE HR advice to help support you and your employees.

This industry-first feature isn't available with any other EAP on the market - and we're delighted to bring this exclusive support to you at no extra cost.

You can now call our helpline from 9am - 5pm Monday to Friday. At the other end of the line, CIPD-qualified consultants will be on hand to deliver their professional HR and health and safety services.



Risk assessment



Absence



Conduct issues



Contracts



Dismissals



Family leave



TUPE



Redundancies



Holiday entitlement

Mental Health First Aid Training

What is Mental Health First Aid?

Mental health first aid is the help you give to someone developing a mental health problem, experiencing a worsening of a mental health problem or in a mental health crisis. You can give this first aid until the person has received appropriate professional treatment or the crisis is resolved.

Benefits of the Mental Health First Aid Course

- Reduces stigma around mental ill health
- Gives you increased confidence to have a supportive conversation about mental health
- Promotes equity and understanding around mental health from different perspectives
- Helps to build supportive communities and promotes open conversations about mental health
- Promotes early intervention and recovery, which can prevent an individual's mental health deteriorating
- Encourages self-care, giving you the tools to look after your own and others' mental health



MHFA England

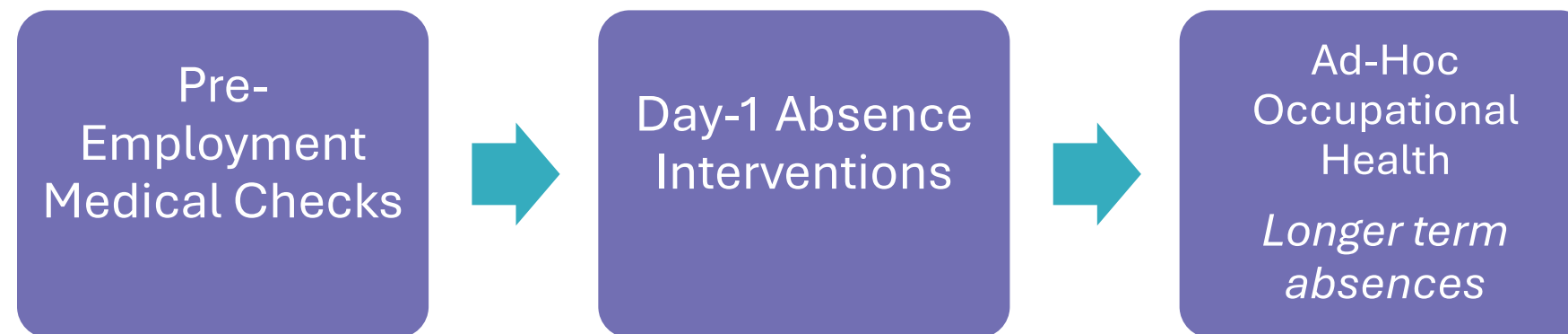


of people had a better understanding of mental health after completing their MHFA England course



ActiveCare

Our Streamlined Portal for
Absence Management and Occupational Health

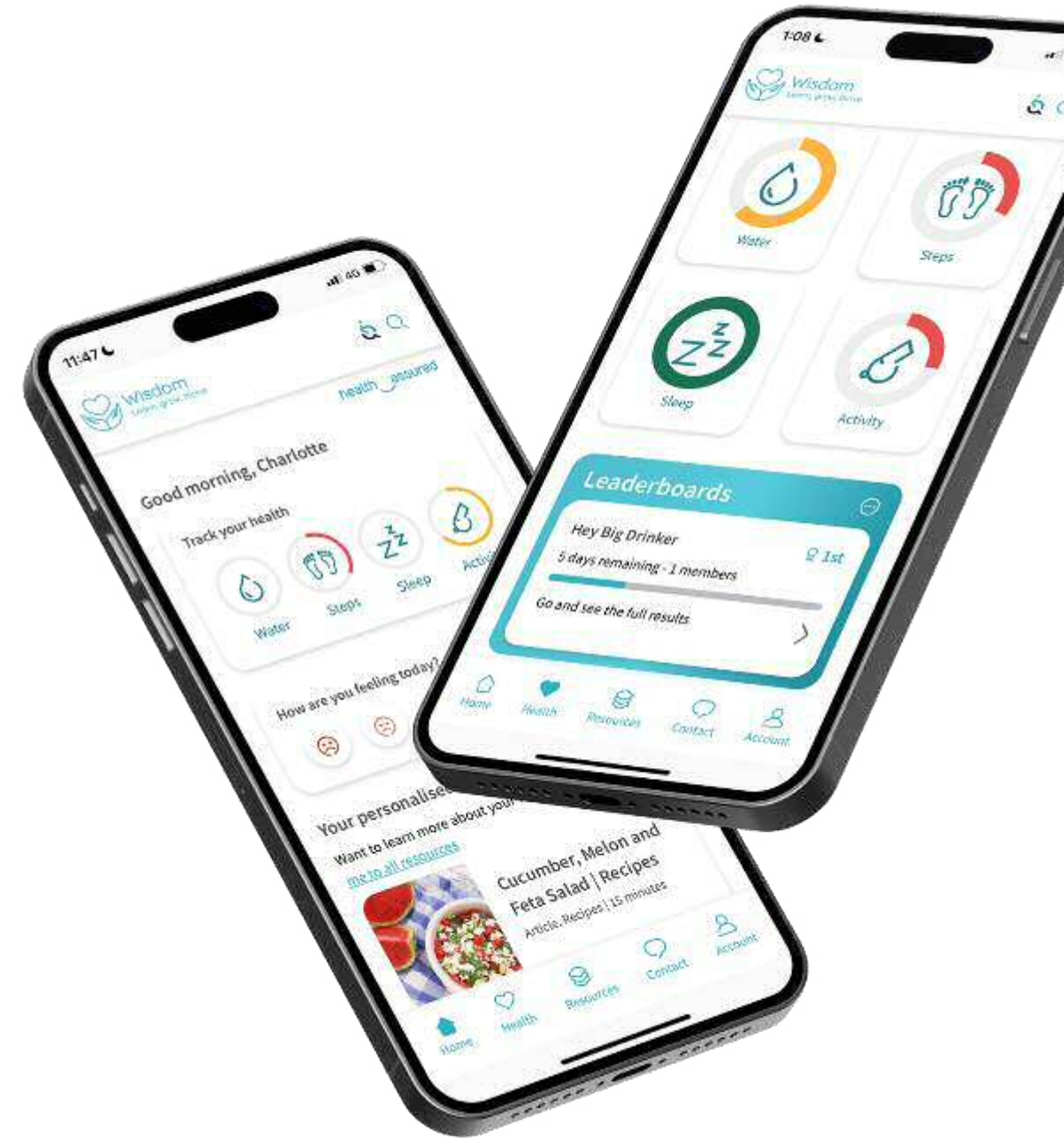


3

Wisdom Wellbeing App Perks and Benefits

Wisdom: Wellbeing resources app

- ② Access to wellbeing webinars, mental health guides, and Health Assured's official Peace of Mind Podcast
- ② A personalised newsfeed with mood trackers, guided meditation, breathing exercises, recipes, fitness plans, and yoga
- ② Our new WisdomAi combines our counsellors' professional knowledge with the latest artificial intelligence into a search engine you can trust
- ② Immediate wellbeing support at the touch of a button
- ② Live reporting of how your people are interacting with the app
- ② User perks and discounts available through Bright Exchange
- ② 4-week plans for lifestyle changes: Quitting smoking, coping with stress, sleeping better, and more



WisdomAI

What is Wisdom AI?

We know when you need answers to your wellbeing questions, you need them fast. So our exciting new innovation packages our counsellors' knowledge and the latest artificial intelligence into a search engine you can trust.

How does Wisdom AI work?

Our team have answered thousands of the most common questions we see across the helpline, and we've compiled them in a revolutionary platform that you can access anywhere - any time.

With this new tool, you won't need to search and scroll websites for instant information, you can get insights from counsellors who have years of experience helping people through these issues. This fantastic new knowledge hub can be the first port of call for anyone with a wellbeing question on their mind.



Training - Equality, Diversity & Inclusion

Banbury Town Council

Prepared by: Terry Hayward

Trainer & Facilitator

terryhayward@worknest.com

13 February 2025

worknest
HR



Management Training

At WorkNest, we're committed to helping business thrive. Managed and ran by HR experts or team of Employment Law Advisors, our insightful HR & Management Training is designed to give managers the tools they need to get the most out of their staff – and in turn create a happier and more productive workplace.

By building close relationships with our clients, we ensure that the training programmes we develop and deliver genuinely support your organisation and address the specific challenges you face.

Our vast and varied experience of working with organisations across a range of sectors means that our programmes are based on best practice and can be tailored to your specific requirements. Our delegates are at the centre of our programmes; we adopt a coaching-led facilitation style, ensuring that everyone leaves with the knowledge and skills they need to excel in their leadership duties and the improve the performance of their staff.

Importantly, by up-skilling your managers through effective management training and ensuring best-practice approaches are adopted, you can prevent costly mistakes from occurring and reduce financial and reputational risk.



Equality, diversity & inclusion

Course overview

Equality, diversity and inclusion (EDI) are vital components of any successful team or organisation. Research has shown time and time again that diverse and inclusive teams are the happiest and most successful. It's vital that all staff have an understanding of the concepts of equality, diversity and inclusion in order that they can demonstrate best practice.

In short, creating diverse and inclusive workplaces is about more than just treating people equally.

Benefits of attending

Delegates will increase their knowledge of EDI and gain an understanding of what these concepts look like in practice. They won't just learn the theory; they will leave the session with an understanding of the practical steps that they can take to promote EDI and to demonstrate best practice.

This should, in turn, help to drive forward a more inclusive workplace culture and the enormous benefits that that can bring.

Course content

- ✓ Defining Equality, Inclusion & Diversity
 - ✓ Understanding and challenging our unconscious biases.
 - ✓ The impact of stereotypes
 - ✓ The equality and discrimination legal framework including the protected characteristics and the different types of discrimination within the Equality Act
 - ✓ Types of bullying and harassment
 - ✓ How to be alert to harassment and bullying
 - ✓ Our EDI values
-

Delivery Options

Whether virtual or face to face, our sessions aim to provide a healthy and engaging 'safe' learning environment.

Reasonable adjustments to our provision can be discussed to ensure delegates with a learning difficulty, disability and/or a medical condition that affects their participation are not substantially disadvantaged.

If any of your delegates requires special adjustments please let us know.



“We were very happy with the training delivered. The trainer was engaging and responsive and ensured that there were plenty of activities to help us put the theory into practice.

We really appreciated her informal approach and the opportunity to ask questions about situations we were dealing with. We were impressed by her ability to answer questions off the top of her head.”

Chief Executive Officer, RSHA

Your Investment

Our pricing is based on up to 12 delegates per course – including design and delivery. Our full day courses take a deep dive into the subject and includes activities, case studies and discussions. Our half-day courses provide an interactive overview of the subject. The prices below include your 10% client discount.

On-site 1-Day Session	£1,584
On-site ½-Day Session	£1,080 per session, or £1,584 per day if two sessions are delivered on the same day.
Virtual 1/2 –Day Session	£855 per session

Terms and conditions

VAT is chargeable on all our fees.

This proposal is valid for 30 days and will be subject to our Terms of Business and a contract for this project.

Expenses is on a reimbursement basis only, using standard class train travel or where we use a car, at 45ppm.

Travel time in excess of 2 hours each way may be charged. An overnight stay may also be chargeable depending on location and timing of sessions.



Some of our other courses

Team development	• Effective recruitment and onboarding • Getting the best from your team • Managing conflict • Effective communication at work • Team building with Insights Discovery
HR & employment law	• Disciplinary and grievance matters • HR and employment law essentials • Understanding whistleblowing • Understanding TUPE • Restructures and redundancy • Acting as an Employee Representative • Social media in employment
Equality, diversity and inclusion	• Inclusive leadership • Managing disabilities at work • Managing fertility issues
Performance management	• Managing performance • Delegation skills • Undertaking effective appraisals • Getting the most from your appraisal • Managing difficult conversations
Health and wellbeing	• Managing sickness absence • Mental health and wellbeing at work • Managing stress at work • Menopause awareness • Mental health first aid



Banbury Town Council

Statement of Accounts

(Not Subject to Audit)

31 March 2025

Banbury Town Council

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Page No(s).

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7	Income and Expenditure Account
8	Income And Expenditure Account and Annual Return Reconciliation
9	Balance Sheet
10 to 12	Notes to the Accounts
Appendix A	Earmarked Reserves Summary
Appendix B	Reserves Reconciliation Summary
Appendix C	Annual Return Reconciliation

Banbury Town Council

Council Information

Town Mayor

Cllr Mark Cherry

Councillors

Cllr Andrew Beere
Cllr Rebecca Biegel
Cllr Chris Brant
Cllr Becky Clarke
Cllr Isabel Creed
Cllr Andrew Crichton
Cllr Balbir Dhesi
Cllr Andrew Eaton
Cllr Henry Elugwu
Cllr Ian Harwood
Cllr Shaida Hussain
Cllr Kieron Mallon
Cllr Helen Mears
Cllr Chukwudi Okeke
Cllr Barry Richards
Cllr Jayne Strangwood
Cllr Kerrie Thornhill
Cllr Sian Tohill-Martin
Cllr James Urwick
Cllr Dom Vaitkus
Cllr Wendy Woodward
Vacancy

Clerk to the Council and Responsible Financial Officer

Mark Hassall ACMA CGMA MA

Auditors

Moore

Banbury Town Council

Introduction to Accounting Statements

For the Year Ended 31 March 2025

The Accounting and Audit Regulations governing the production of the Council's accounts were amended on 31 March 2012. Prior to this date the Council were obliged to prepare its accounts under the 2008 FRSSE and these accounts were subject to a full code audit.

The new regulations allow the Council to adopt the Limited Assurance Audit Regime, the principal advantage being a considerable saving in audit fees and a less arduous audit regime.

The Council's statutory accounts are now produced in the form of the Annual Return. The Statements of Accounts which are not subject to audit provides background workings and explanations of the figures declared in the Annual Return.

The following items are included:

The Statement of Accounting Policies

This statement details the legislation and the accounting principles on which the financial statements are prepared.

The Statement of Responsibilities

This statement identifies the Council's responsibilities and identifies the officer who is responsible for the Council's financial affairs.

The Income and Expenditure Account (Unaudited)

This document shows the income generated and the total expenditure on the services provided by the Council for the year. If required, this document includes capital expenditure and the capital element of loan repayments.

The Income and Expenditure Account Reconciliation (Unaudited)

This document reconciles the figures shown in the Income and Expenditure Account to the Annual Return.

The Balance Sheet (Unaudited)

This sets out the financial position of the Council on 31 March. It shows the value of its assets, the value of its cash and bank values, how much it is owed and how much it owes and the balance of reserves at its disposal.

Notes to the Accounts

These provide further information on the amounts included in the financial statements.

Budget Comparison for the year ended 31 March 2025

The Council's policy is to estimate the total expenditure for the year, which may contain capital expenditure not financed via the precept. Any such expenditure of this type is included within the actual revenue expenditure for the year.

The budget out-turn is summarised below :

	Net Expenditure	Net Budget	Variance
SERVICES TO THE PUBLIC			
Litter and Dog Bins	(167,523)	(170,523)	3,000
Cemeteries	(262,676)	(269,646)	6,970
Open Spaces, Sport and Recreation	(1,029,951)	(1,160,319)	130,368
Cultural and Heritage	(2,834)	(9,288)	6,454
Bus Shelters and Grit Bins	(2,124)	(13,275)	11,151
Capital Costs	(17,794)	(60,405)	42,611
	(1,482,902)	(1,683,456)	200,554
DEMOCRATIC, CIVIC AND CENTRAL COSTS			
Civic and Events	(280,767)	(319,536)	38,769
Service Support Costs	(368,974)	(390,275)	21,301
Town Hall	(86,545)	(70,610)	(15,935)
Swimming Pool and Other Grants	(101,257)	(108,028)	6,771
Capital Costs	(6,406)	-	(6,406)
Interest and Other Income	235,446	227,970	7,476
	(608,503)	(660,479)	51,976
Developer Contribution under S106 agreements	113,583	113,583	-
Precept	2,230,520	2,230,520	-
Net surplus/(deficit)	252,698	168	252,530

It is the Council's policy to provide full information about its affairs. Interested members of the public have a statutory right to inspect the accounts before the audit is completed. The availability of the accounts for inspection is advertised on the Council's notice boards and website.

Further information about the accounts is available from The Town Hall, Bridge Street, Banbury, OX16 5QB. This is part of the Council's policy of providing full information about its affairs.

Banbury Town Council

Statement of Accounting Policies

31 March 2025

Accounting Convention

The accounts have been prepared in accordance with the Governance and Accountability for Local Councils – A Practitioners Guide (England).

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Prior to 1 April 2012 the Council's accounts were prepared in line with the Financial Reporting Standard for Smaller Entities (FRSSE 2008). The change from the FRSSE has resulted in a review of accounting policies, with changes in respect of the treatment of Fixed Assets.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets above the Council de-minimus (currently £5,000) is written off to the Council's Income and Expenditure Account in the year of acquisition. Expenditure on fixed assets is then included in the Balance Sheet with a corresponding transaction shown in the Capital Financing Reserve to balance the transaction.

Fixed Assets are included in the balance sheet at carrying value current on 31 March 2009 together with subsequent acquisitions and enhancements at cost.

Depreciation Policy

All assets are held at cost on the balance sheet, in line with the accounting regulations.

Disposals

Where an asset is disposed of at a value above the de-minimus level (currently £10,000), the proceeds of the capital receipt within the meaning of the Local Authorities (Capital Financing and Accounting) (England) Regulations 2011, are included in the Income and Expenditure Account and carried to the Useable Capital Receipts Reserve.

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the full amount of the grant has been included in the Income and Expenditure Account to off-set the cost of purchasing the relevant asset.

Revenue Grants

Whether paid on account by instalment or in arrears grants and third party contributions are recognised as income on the date the Council receives the payment. Revenue grants are matched in revenue accounts with the service expenditure to which they relate and are shown under a separate heading in the Statutory Income and Expenditure Account.

Capital Receipts

Capital receipts arising from the disposal of fixed assets are taken to the Capital Receipts Reserve until such time as they are used to finance new capital expenditure.

Investments

Investments over one year in length are not included in the balance sheet and realised gains or losses are taken into the Income and Expenditure account as realised.

Stocks and Work in Progress

Stocks where relevant are being constantly replaced and their value is not material to assessing the Council's state of affairs, as a result, stock is written off directly to revenue expenditure.

Debtors and Creditors

The revenue accounts of the Council are maintained on an accruals basis in accordance with the regulations. That is, sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the Council's annual budget.

The Council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

When required, details of the Council's external borrowings are shown in the notes.

The Council shows external borrowings in its Balance Sheet. However the capital element of loan repayments is included in the Income and Expenditure Account and transferred to the Balance Sheet via the Capital Financing Account.

Leases

The Council has no commitments under finance leases. Rentals payable under operating leases are charged to revenue on an accruals basis.

Reserves

The Council maintains certain reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in the notes.

The Capital Financing Reserve is maintained to manage the accounting processes for tangible fixed assets. It does not represent usable resources for the Council:

Capital receipts arising from the disposal of fixed assets are taken to the Useable Capital Receipts Reserve until such time as they are used to finance new capital expenditure.

Interest Income

All interest receipts are credited initially to general funds.

Interest is reallocated to certain reserves based on the level of their fund balance.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the Council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The Local Government scheme is accounted for as a defined benefit scheme.

Banbury Town Council

Statement of Responsibilities for the Accounts

31 March 2025

The Council's Responsibilities

The Council is required:

to make arrangements for the proper administration of its financial affairs

to secure that one of its officers has the responsibility for the administration of those affairs.
At this Council, that officer is the Responsible Financial Officer (RFO).

to manage its affairs to secure economic, efficient and effective use of resources and
safeguard its assets

to approve the Annual Return

The Responsible Financial Officer's Responsibilities

The RFO is responsible for the preparation of the Council's statement of accounts as contained in *Governance and Accountability for Local Councils (Part 3) - A Practitioners Guide England "The Guide"*, to present a true and fair view of the financial position of the Council at 31 March 2025 and its income and expenditure for the year then ended.

In preparing the statements of accounts, the RFO has:

selected suitable accounting policies and then applied them consistently

made judgements and estimates that were reasonable and prudent, and complied with the guide.

The RFO has also:

kept proper accounting records which were up to date, and

taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I hereby certify that the statement of accounts presents a true and fair view of the position of Banbury Town Council at 31 March 2025, and its income and expenditure for the year ended 31 March 2025

Signed:
Responsible Financial Officer - Mark Hassall

Date:

Banbury Town Council

Income and Expenditure Account

for the year ended 31 March 2025

Prior Year		2025	2025	2025
£		£	£	£
Net		Gross		Net
Expenditure		Expenditure	Income	Expenditure
SERVICES TO THE PUBLIC				
(160,236)	Litter and Dog Bins	(167,523)		(167,523)
(222,473)	Cemeteries	(363,302)	100,626	(262,676)
(1,013,247)	Open Spaces, Sport and Recreation	(1,100,498)	70,547	(1,029,951)
(1,266)	Cultural and Heritage	(2,834)		(2,834)
(6,342)	Bus Shelters and Grit Bins	(2,124)		(2,124)
(11,041)	Capital Costs	(17,794)	-	(17,794)
-	Developer Contribution under S106 agreements		347,209	347,209
DEMOCRATIC, CIVIC AND CENTRAL COSTS				
(252,221)	Civic and Events	(310,570)	29,803	(280,767)
(305,795)	Service Support Costs	(368,974)		(368,974)
(104,684)	Town Hall	(99,327)	12,782	(86,545)
(95,598)	Swimming Pool and Other Grants	(101,257)	-	(101,257)
(21,572)	Capital Costs	(6,406)	-	(6,406)
155,914	Interest and Other Income	-	235,446	235,446
<u>(2,010,292)</u>		<u>(2,540,609)</u>	<u>796,413</u>	<u>(1,744,196)</u>
2,113,471	Precept			2,230,520
<u>7,619</u>	Net Surplus/(Deficit)			<u>486,324</u>

Balances at		Balances at	Movement	Balances at
Prior Year	RESERVES	31 March	in Year	31 March
		2024		2025
1,498,352	General Fund	1,498,352	32,699	1,531,051
2,516,902	Earmarked Reserves	2,516,902	220,000	2,736,902
644,435	Land transfer maintenance	644,435	233,625	878,060
<u>4,584,779</u>	Total	<u>4,659,689</u>	<u>486,324</u>	<u>5,146,013</u>

Banbury Town Council

Income and Expenditure Account and Annual Return Reconciliation

for the year ended 31 March 2025

Annual Return Box Numbers	Income			Expenditure		
	Box 2	Box 3		Box 4	Box 5	Box 6
	Precept	Other Income	Total	Staff Costs	Loans Repaid	Other Costs
Services to the Public						
Litter and Dog Bins		-	-	-		(167,523)
Cemeteries		100,626	100,626	(242,947)		(120,355)
Open Spaces, Sport and Recreation		70,547	70,547	(353,056)		(747,442)
Cultural and Heritage		-	-	-		(2,834)
Bus Shelters and Grit Bins		-	-	-		(2,124)
Capital Costs		-	-	-		(17,794)
Democratic, Management and Civic						
Civic and Events		29,803	29,803	(102,518)		(208,052)
Service Support Costs		-	-	(232,036)		(136,938)
Town Hall		12,782	12,782	(29,437)		(69,890)
Swimming Pool and Other Grants		-	-	-		(101,257)
Capital Costs		-	-	-		(6,406)
Interest and Other Income		235,446	235,446	-		-
Precept	2,230,520	-	2,230,520	-		-
S106 Developer Contributions		347,209	347,209			
Totals Carried to Annual Return	2,230,520	796,413	3,026,933	(959,994)	-	(1,580,615)
						(2,540,609)

Banbury Town Council

Balance Sheet

as at 31 March 2025

Previous Year £		Box	2025 £	2025 £
	Current Assets			
142,381	Debtors	8	123,654	
4,861,839	Cash at Bank and In-hand		5,436,016	
5,004,220			5,559,670	
	Current Liabilities			
(344,530)	Creditors and accrued expenses	9	(413,660)	
0	Commutated Sums received in advance	11	0	
			(413,660)	
4,659,690	Net Current Assets			5,146,010
	Financed by:			
	Reserves available to the Council			
1,498,352	General Reserve		1,531,051	
	Earmarked Reserve	14		
2,516,904	- Future Projects		2,736,900	
644,434	- Land transfer maintenance		878,060	
				5,146,010
	Reserves Not Available to Council: Represents the Council's Net Investment in Fixed Assets less Outstanding Loans			
4,659,690				5,146,010

These accounts have been approved by the Council.

Leader of the Council

Date:

.....
Responsible Financial Officer

Date:

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2025

1 Interest and Investment Income

	2025	2024
	£	£
Interest Income - General Funds	235,446	155,914
	<u>235,446</u>	<u>62,705</u>

2 Audit Fees

Fees payable covering the year 2024/2025 for the services carried out by the Council's auditors, Moore Stephens LLP in the year are £2,520 (2023/2024 £2,520).

3 Employees

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

	2025	2024
	Number	Number
Full-time	16	16
Part-time	9	9
	<u>25</u>	<u>25</u>

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:

Band	Number of Employees 2024/2025	Number of Employees 2023/2024
£50,000 to £59,999	1	1
£70,000 to £79,999	1	1

4 Participation in Pension Scheme

As part of the terms and conditions of employment of its officers and other employees, the Council offers retirement benefits. Although these benefits will not actually be payable until employees retire, the Council has a commitment to make the payments that needs to be disclosed at the time that employees earn their future entitlement.

The Council participates in the Local Government Pension Scheme for civilian employees, administered locally by Oxfordshire County Council - this is a defined benefit final salary scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

5 Tangible Fixed Assets

	Freehold Land and Buildings	Leasehold Buildings	Community Sites	Other Assets	Heritage Assets	Total
Cost	£	£				£
At 31 March 2024	2,621,057	145,000		3,187,905	801,654	6,755,617
Additions	14,391	-		26,322	-	40,713
Disposal	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
At 31 March 2025	<u>2,635,448</u>	<u>145,000</u>		<u>3,214,227</u>	<u>801,654</u>	<u>6,796,330</u>

Although classified as capital expenditure, certain minor equipment purchases are not included above as they are not material in overall value (subject to a £5k de-minimis).

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2025

6 Financing of Capital Expenditure

	2025	2024
	£	£

The following capital expenditure during the year:

Fixed Assets purchased	40,713	76,916
	<u>40,713</u>	<u>207,782</u>

was financed by:

Useable Capital Grants	-	-
Earmarked Projects Reserve	-	-
Precept and Revenue Income	40,713	76,916
	<u>40,713</u>	<u>207,782</u>

7 Information on Assets Held

Fixed assets owned by the Council include the following:

Operational Land and Buildings

Town Hall Buildings
Cemetery Buildings
Sports Grounds and Pavilions

Vehicles and Equipment

Town Hall Furniture and Fittings
Council Offices Furniture and Fittings
Playground Equipment

Infrastructure Assets

Bus Shelters
Litter and Dog Litter Bins

Community Assets

Allotment Sites
Cemeteries
Play Areas and Open Spaces
Spiceball Country Park
Recreation grounds
Town Signs
Civic Regalia
Council Artifacts

8 Debtors & Accrued Income

	2025	2024
	£	£

Trade Debtors - amounts falling due under one year	29,475	32,212
Accrued Income	118	118
Prepayments	4,982	9,344
Land Deposit	-	-
Less: Provision for bad and doubtful debts	-	-
	<u>34,575</u>	<u>41,674</u>
HM Revenue & Customs (VAT recoverable)	89,080	100,708
	<u>123,655</u>	<u>142,382</u>

9 Creditors and Accrued Expenses

	2025	2024
	£	£

Trade Creditors	(182,888)	(268,037)
Superannuation Payable		
Payroll Taxes and Social Security		
Accruals	(184,997)	(59,493)
Income in Advance	(45,775)	(17,000)
	<u>(413,660)</u>	<u>(344,530)</u>

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2025

10 Grants Received	2025	2024
Capital Grants		
Capital Grants	-	-
	-	-

11 Commuted Sums	2025	2024
	£	£
Balance at 1 April	-	-
Sums received during the year	-	-
	-	-

12 Earmarked Reserves	Balances at 1 April 2024	Contribution to Reserves	Contribution from Reserves	Balances at 31 March 2025
Other Earmarked Reserves	3,161,338	567,209	113,583	3,614,963
	3,161,338	567,209	113,583	3,614,963

See Appendix A: for a full analysis of earmarked reserves

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2025

Appendix A:

Schedule of Earmarked Reserves

	Corporate Objectives	Balances at 1 April 2024	Contribution to Reserve	Contribution from Reserve	Movement of reserve funds	Balances at 31 March 2025
Estate Wall Repairs & Ditch works	H1	86,240				86,240
Hardwick Hill Cemetery Extension	B1	563,470				563,470
Park Improvements	H1	757,575				757,575
Sports Capacity Investment	H1	328,160				328,160
Vehicle Replacement Fund (incl GM Plant)	H2	315,840				315,840
Allotment Site Improvement	A1	29,120				29,120
Town Centre Initiative	J1	146,720				146,720
Peoples Park Improvements	J2	151,699				151,699
Computer Software	D1	38,080				38,080
Hard Landscaping - Sports & Play	H1		200,000			200,000
Provision for bad and doubtful debts	D1		20,000			20,000
Playzone Refurb Chandos & PDP	H1	100,000				100,000
Section 106 Agreements	D1	644,434	347,209	113,583		878,060
		3,161,338	567,209	113,583	-	3,614,963

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2025

Appendix C:

Annual Return Reconciliation

	2024	2025
	£	£
1 Balances Brought Forward	4,584,781	4,659,691
2 Annual Precept	2,113,471	2,230,520
3 Total Other Receipts	346,685	796,413
4 Staff Costs	920,417	959,994
5 Loan Interest/Capital Repaymen	-	-
6 Total Other Payments	1,464,829	1,580,615
7 Balances Forward	4,659,691	5,146,015
8 Total Cash and Investments	4,861,839	5,436,016
9 Total Fixed Assets	6,755,617	6,796,330
10 Total Borrowings	0	0

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2025

Appendix B:

Reserves Reconciliation to Cash at Bank

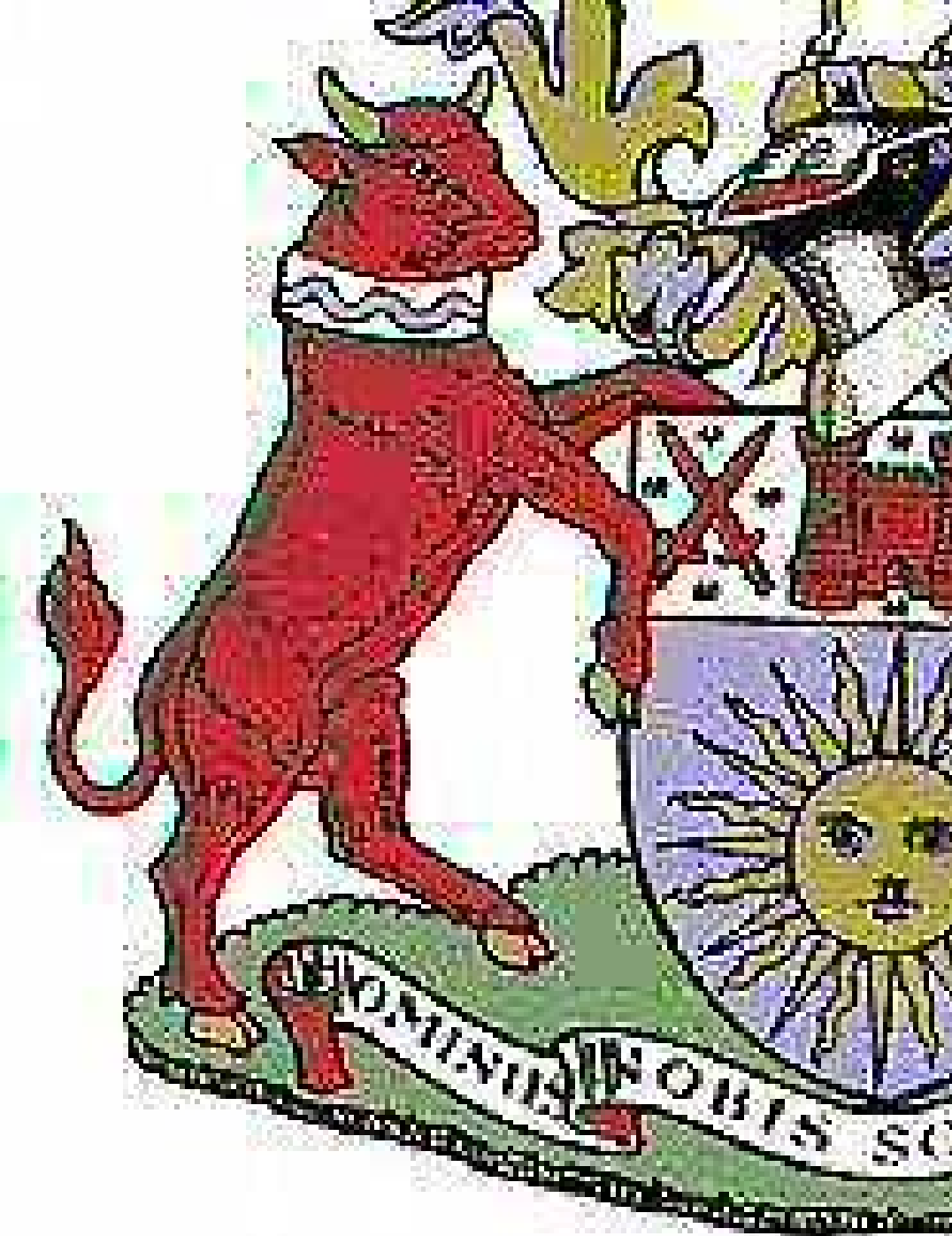
		Prior Year £	Prior Year £	2025 £	2025 £
Reserves	General	1,498,352		1,531,051	
	Earmarked	2,516,904		2,736,901	
	- Land transfer maintenance	644,434		878,060	
			4,659,690		5,146,011
Less Debtors		(142,381)		(123,654)	
Add Liabilities	Creditors and accrued expenses	344,530		413,660	
	Commutated Sums received in advance	0		0	
Total			202,149 4,861,839		290,006 5,436,017
Cash at Bank			4,861,839		5,436,017
Difference			<u>0</u>		<u>0</u>

		2025 £	2025 £
Bank Statement Balances			
	NAT WEST DISBURSEMENTS	221,946	
	NATWEST SALARIES	73,281	
	NATWEST SPECIAL INTEREST A/C	3,534,684	
	BARCLAYS	116	
	PETTY CASH	250	
	30 Day Notice	1,605,230	
	12 Month Bond	0	
			5,435,507
Unpresented Payments			(613)
Unbanked Receipts			1,123
Closing Balance			<u>5,436,017</u>

All Cash & Bank Accounts

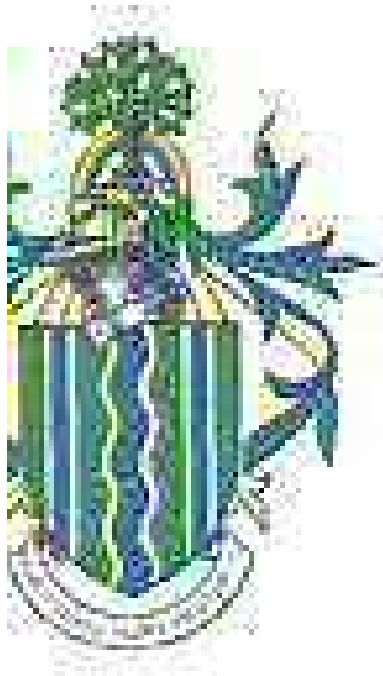
	NatWest Disbursements	222,456
	NatWest Salaries	73,280
	NatWest Special Int.	3,534,684
	Barclays	116
	Petty Cash	250
	Barclays	
	30 Day Notice Acc	1,605,230
	12 Month Bond	0
Total Bank & Cash Balances		<u>5,436,016</u>





Working
with Our
Town
Council

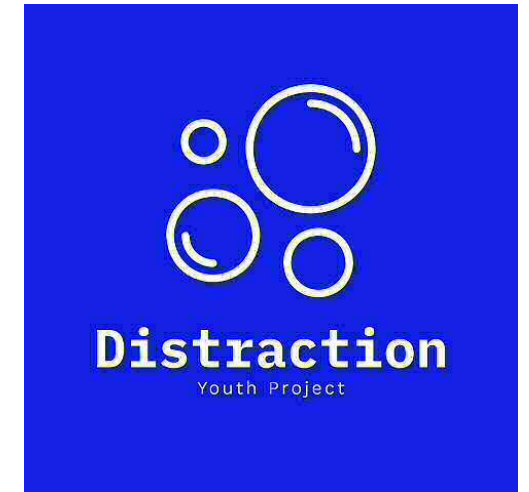
Supporting our District Council



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Collaborating with our partners



thepeopleschurch

CDC Corporate Plan

To foster diverse economic centres and villages that support local businesses, attract investment, and enhance community life.

To promote sustainable economic prosperity through innovation, resilience, and strategic growth.

To work closely with communities and partners to foster shared solutions to building safe, resilient, and empowered communities



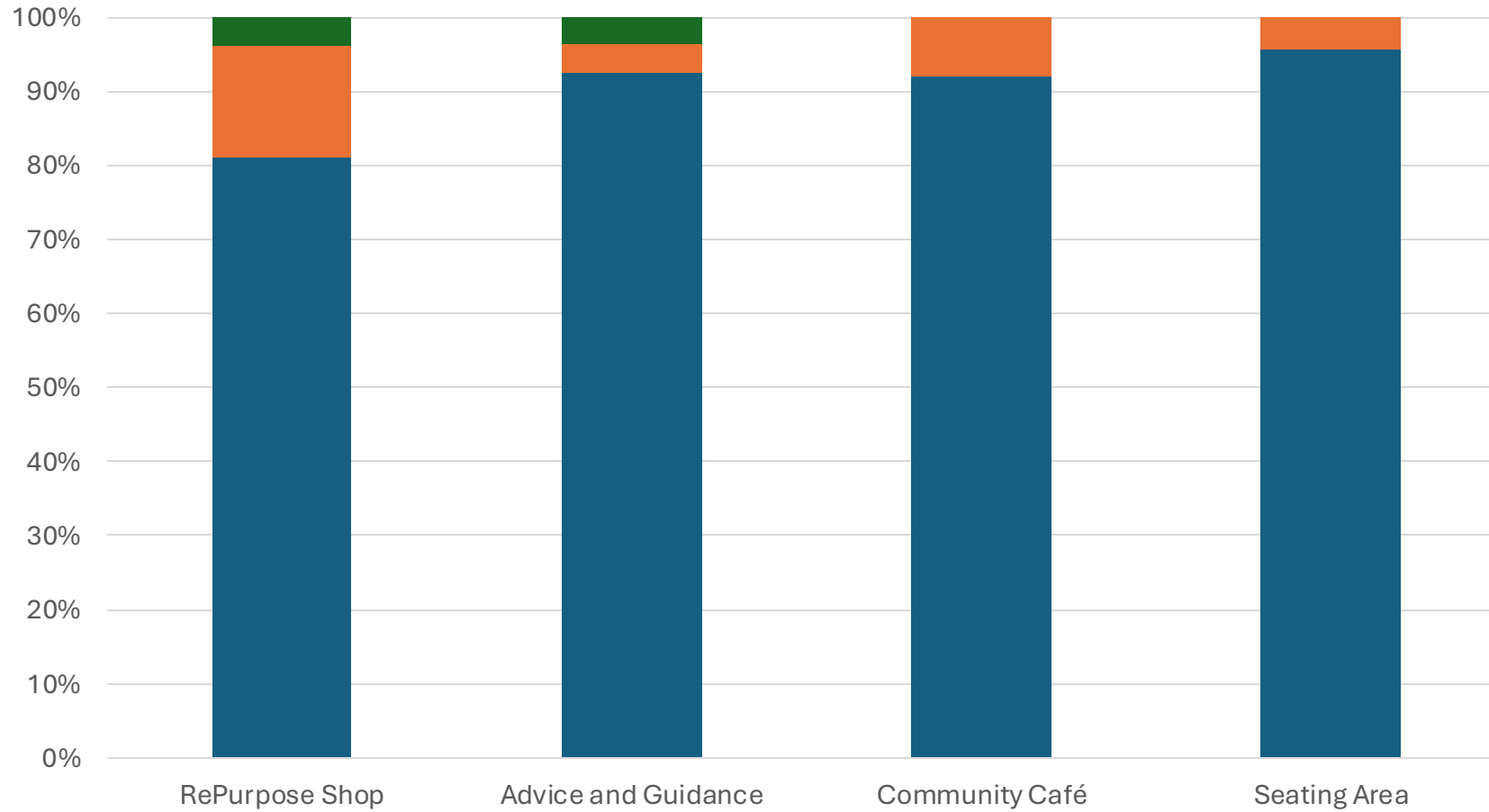
Our Community wants it!

Highlights of CDC Business Plan Consultation.

- Focus on resident understandable council delivered outcomes.
 - Encouraging more community engagement To promote health and wellbeing with a focus on inequality.
 - To have immediate attention to healthcare accessibility which is critical
 - Ensure that all community members needs are considered. Re-evaluation of Local Authority Roles.
 - Pragmatic solutions (realistic and achievable).
 - Promoting Community Cohesion
-
- Avoid red tape To promote the circular economy of reduce, reuse and recycle to minimize waste.
 - Make recycling cost-effective
 - Enhance accessibility
 - Create consistent recycling programs.
 - Evaluate Fee Structures
 - Address broader environmental context.



Community Space Survey



Banbury Hive
At
The Castle Quay
Central,
Accessible,
Financially Viable

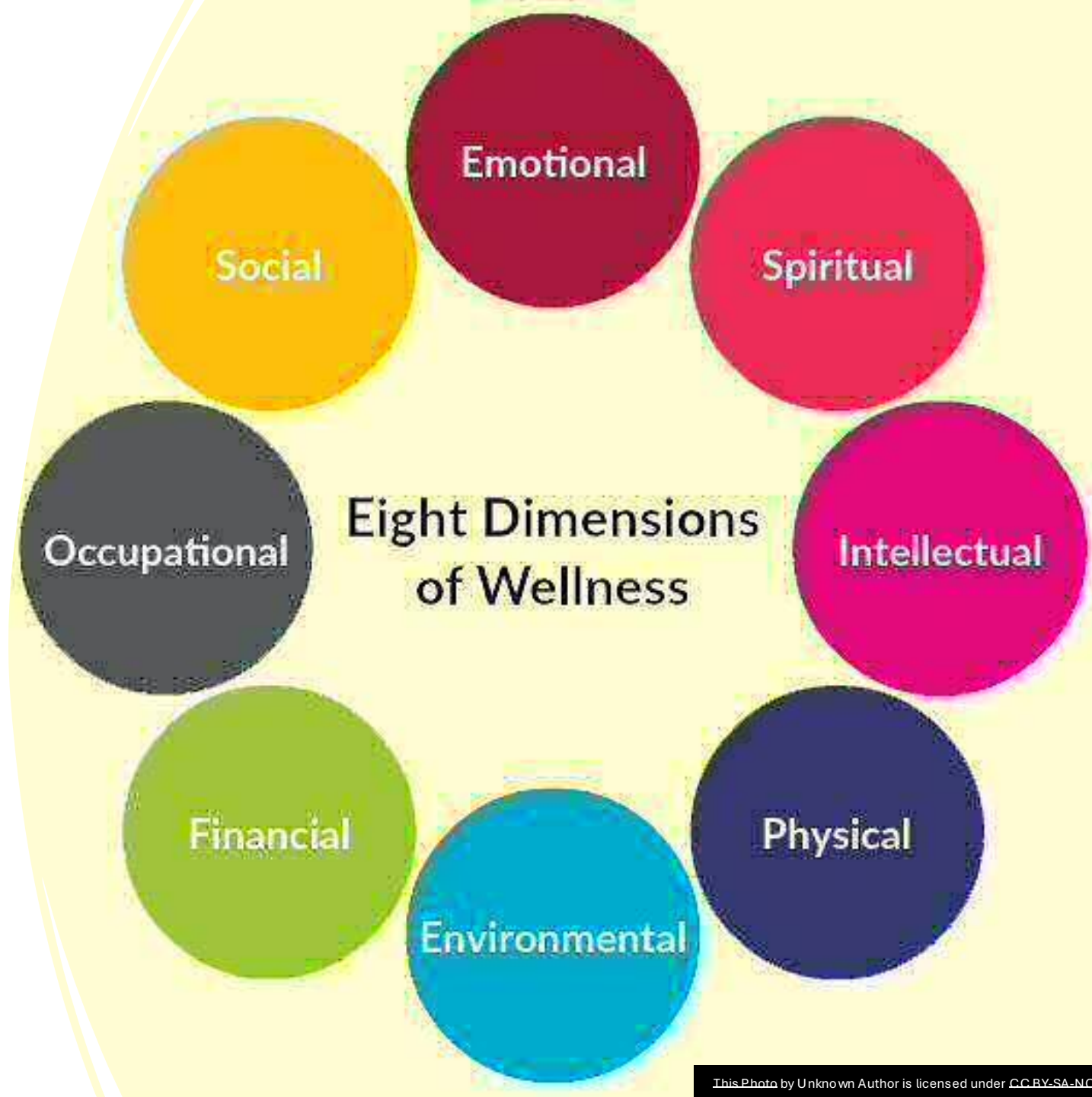


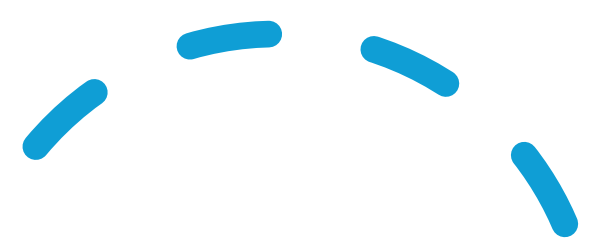
One venue to offer comprehensive support.



CDC Corporate Plan

To enhance health, wellbeing, and social cohesion across the district and address inequalities through preventive initiatives and targeted interventions





Bridging The Gap

Health and Wellbeing Advice and Clinics

Walk in, Face to Face Contact, Support and Signposting to Relevant Services



CDC Corporate Plan

To encourage sustainable consumption, optimise the use of resources, and implement efficient recycling systems that support waste reduction and re-use initiatives

To implement sustainable policies and practices, protect natural habitats, and support conservation initiatives that enhance ecosystem health and biodiversity while responding to the climate emergency.

To build an economy that is both inclusive and environmentally sustainable, ensuring equitable opportunities for all while minimising environmental impact



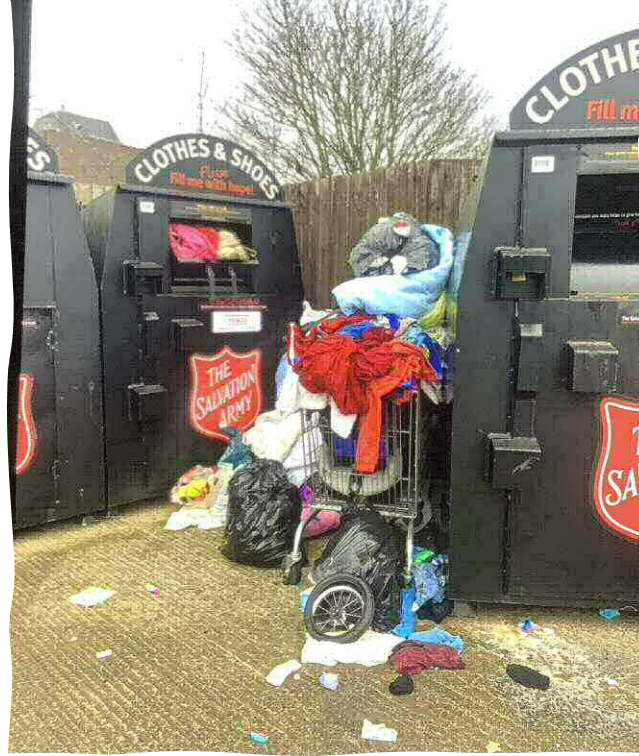
Recycling Points

Re Purpose Shop

Repair Café

Sustainable Culture





Why do we need a hive?

- This is outside Tesco's, Banbury. It was the same situation at 4 different clothes banks I visited.
- Piles of goods left to get ruined
- Could be used to support our communities



Shopping Habits have changed and a dynamic imaginative approach can take advantage of this. Cherwell District Council are embracing the change....

- Lock 29
- Council offices
- Plans for new library?
- Pop Ups
- The Mill?



L & G are Investors and Innovators in Local Shopping Centres

“We believe the future of shopping is about offering "activations" that support the community to connect. Shopping is still an important reason for them to come to our places, but that alone is no longer enough.”

Denz Ibrahim

Head of Retail and Futuring - Legal & General
Investment Management Real Assets



Kingland and Dolphin Poole

L & G offered retail units
**FREE of rent and business
rates for two years**
aimed at driving a creative and
local focus.



The Beacon, Eastbourne Community Hub Collab Space



Sovereign Centre,
Weston Super Mer

**MultiCultural Hub
Co Working Space
Multi Use Lounge
Healthy Living Centre**



Precedent Case Studies

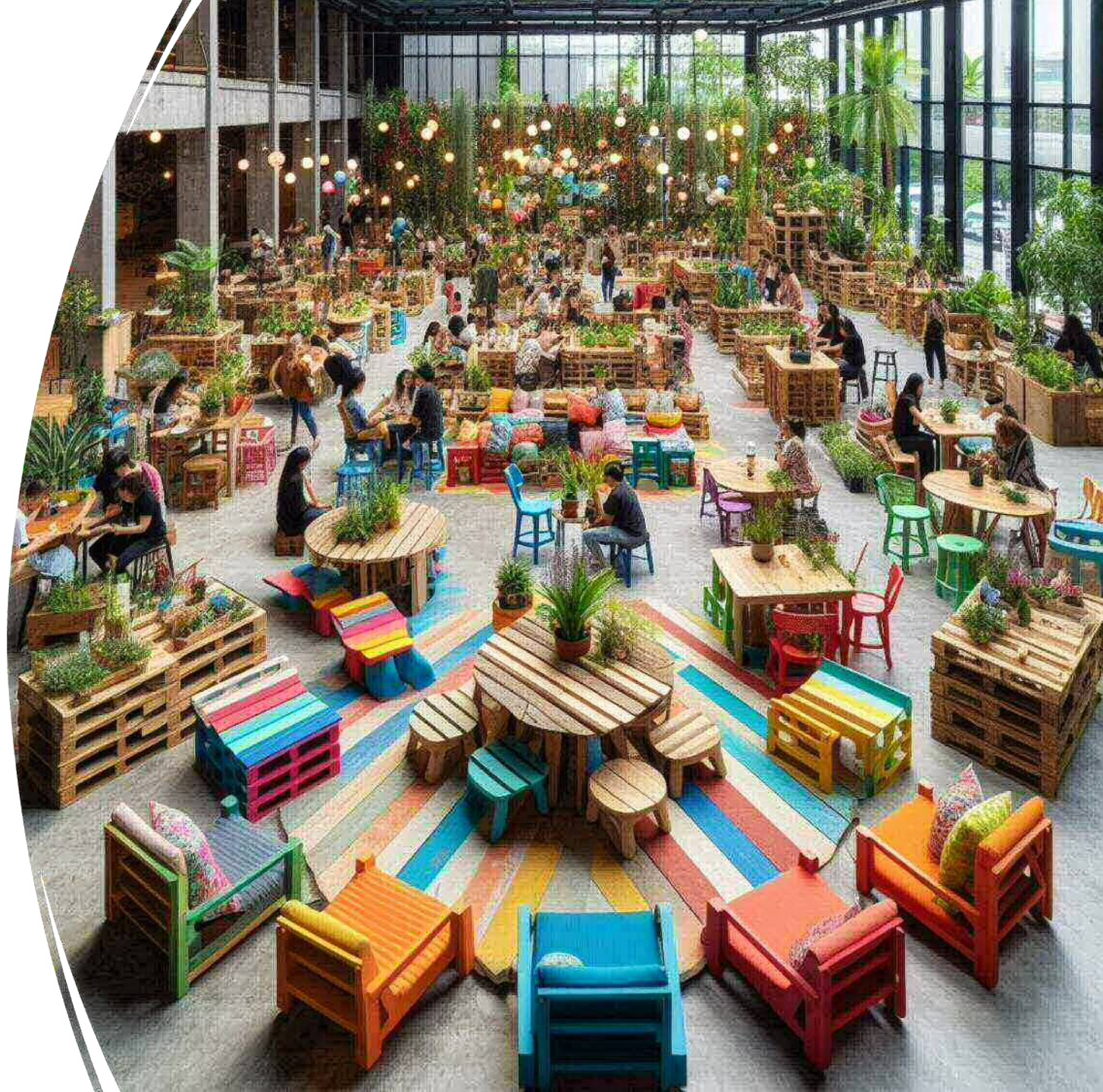
- Sustainable Shrivenham
- Swindon Hub
- Market Place ,Bolton
- Palace exchange, Enfield
- Temple Square, Oxford



What could our
Hive could look
like??????

IMAGE is important and
the space should be
aesthetically pleasing so
our space will

- **LOOK GOOD**
- &
- **DO GOOD**





Value of Social Enterprises

5 social ventures generated a total of

£19.8 million in social value

(£18.35 million) and

economic value (£1.45 million)

in a single year.

**£1 invested
creates
£3.30
Social Value
(Flo's In The
Park)**

Every £1 invested at
Flo's created £3.30
of social value in
the community.

£3.30
Social Value
returned to the
community

Your
£1

£2.5m

Children,
Education and
Young People

£835k

Public Health
and
inequalities

£80k

Community
and Safety

£30k

Adult social
care

£6k

Supporting
diversity led
social enterprises



The financial information on the following slides are based upon publicly available documents and site visits to Castle Quay.

I am in the process of requesting exact figures from CQ Management Accounts but the Business Rates are from CDC Data Sets and Government Website so they are correct.

As a charity we will be eligible for Business Rate Relief.

The Good News is..... CDC have a balanced budget

- **Table 4.2.9: Financing of Net Cost of Services**
- 2025/26 Full Budget £m Net Cost of Services 26.194
- Financed by: Revenue Support Grant (0.368)
- Council Tax (9.903)
- Business Rates (14.988)
- New Homes Bonus (0.935)
- **Balance 0.000**



The even better news is.....

We can save you money which
you can reinvest in our project to
support your strategic aims!

- Savings on **BUSINESS RATES**
made by using empty unit

- Burger King **£10,554**
- Gloria Jeans **£10,629**
- Magical Story **£17,035**
- Toys R Us **£34,070**
- Debenhams **£89,271**



Social Value (where £1 equates to £3)

- Burger King £10,554 x 3 = **£31,622**
- Gloria Jeans £10,629 x 3 = **£31,887**
- Magical Story £17,035 x 3 = **£51,105**
- Toys R Us £34.070 x 3 = **£102,210**
- Debenhams £89,271 x 3 = **£267,813**



CDC are spending
approx. **£700,000** per year
on empty premises

WE can use that space and triple the value of savings made in Social Value!

For Example:

- **Burger King $£23,379 \times 3 = £70,137$**
- **Gloria Jeans $£22,520 \times 3 = £67,560$**
- **Magical Story $£33,124 \times 3 = £99,372$**
- **Toys R Us $£69,814 \times 3 = £209,442$**
- **Debenhams $£142,671 \times 3 = £428,013$**

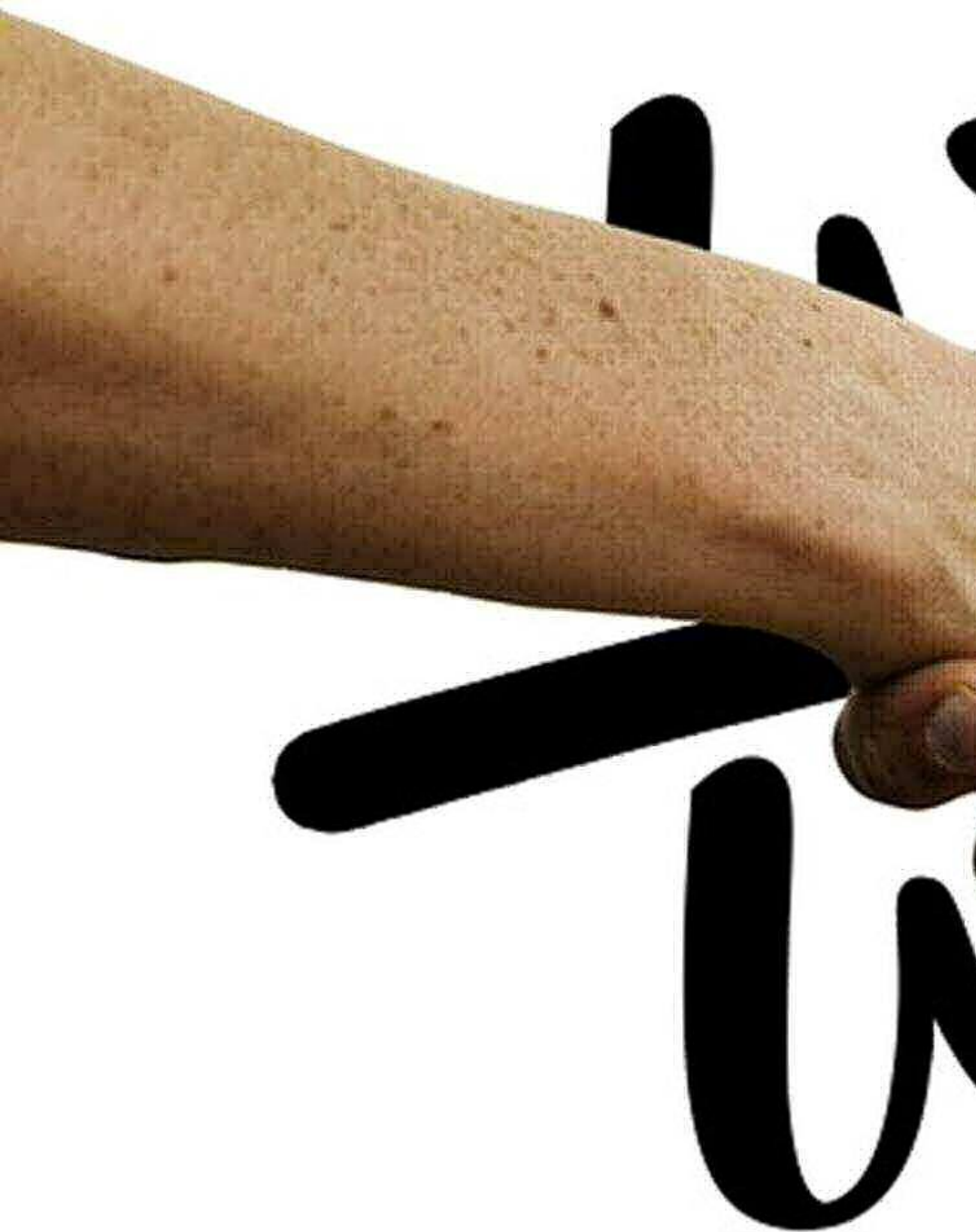
Let's USE our Assets to
Support our Community.





Benefits to Castle Quay

- **Offset Business Rates and Service Charges**
- **Well presented, vibrant venue for added value to the CQ estate.**
- **Increased and Diverse Footfall**



Benefits to CDC

**Supports re vitalizing
of CQ investment**

Supports strategic aims



- **Benefits to Community**

- **Social and Community Engagement**
- **Economic Support and Opportunities**
- **Health , Wellbeing and Accessibility**
- **Youth Engagement**

Alone we can do so little...
Together we can do so much!
Helen Keller.



**GENERAL SERVICES COMMITTEE
03 JUNE 2025**

**RESOURCES COMMITTEE
10 JUNE 2025**

REPORT OF THE DIRECTOR OF ENVIRONMENT

SPORTS FACILITIES

1. Introduction and Purpose of Report

1.1. To provide Members an update on:

- 1.1.1. Tennis - People's Park.
- 1.1.2. Tennis - Horton View.
- 1.1.3. Tennis - Fees and Charges.
- 1.1.4. PlayZone – Fees and Charges
- 1.1.5. MUGA's - Hard Surfaces.

2. Wards Affected

2.1. All Banbury Wards.

3. Effect on Policy

3.1. Nil.

4. Contact Officer

4.1. Paul Almond (01295 817315).

5. Tennis - People's Park

5.1. Following refurbishment of courts in 2024, delivered through the grant received from the Lawn Tennis Association (LTA) - Parks Investment Programme, there was an obligation to work with the LTA towards the delivery of "Free Park Tennis" sessions at the venue on Saturday mornings.

5.2. To run these sessions it was necessary to attract volunteer Tennis Activators who would receive training through the LTA Activator Programme. As a possible route to recruit the activators the LTA suggested contacting other established tennis clubs, your District Council's sports development team and local colleges. Unfortunately, this did not result in anyone showing an interest, so we carried out some direct marketing to existing users and advertising at the venue which resulted in four people coming forward interested in undergoing the training to become activators at People's Park.

5.3. I am pleased to inform members following the completion of the training and receipt of the equipment form the LTA to run the sessions, we held our first "Free Tennis" session on Saturday 24th May 2025.

5.4. The first session was well attended with 25 participants of mixed ages ranging from young children to adults.

6. Tennis – Horton View**6.1. Background**

2003 - Banbury Town Council took over a 99 year Lease for Horton View Sports Ground from Oxfordshire County Council, previously held by Cherwell District Council.

2008 - Banbury Town Council agreed the signing of a Sub-Lease for 21 years with Banbury Tennis Club.

2010 - Banbury Town Council made a grant to the club of £4,000, towards the installation of new flood lighting.

2011 - Banbury Town Council made a financial contribution of £1,000 (1 sixth of the total cost) to refurbish the public court only.

2024 – Banbury Town Council, following a meeting with Banbury Tennis Club, received representations on a number of issues:

1. The Club would like to explore some security of tenure as the current lease expires on 1st March 2029. This short term period hinders the options for the club to assess funding options for development.
2. In the Clubs opinion the courts at Horton View were in poor condition, confirming that the club does not have sufficient funds to refurbish them and in their view this was the landlords responsibility to resurface them.
3. The club would like to replace the flood lighting heads to LED's from the current halogen lighting.
4. The fencing surrounding the courts needed refurbishment or replacement.

6.2. To assess the condition of the courts Officers commissioned an independent assessment of the court surfaces from a professional sports surfacing contractor.

The recommendations of the report and cost associated are:

1. Courts 1-4

These courts are nearing the end of their usable life, however, the Council may want to consider localised resin and grit repairs and binding and colour spray would extend their safe and playable life for 2-3 more years.

Budget cost repair £9,940

or

Budget Cost to resurface & paint £60,000

2. Court 5

The surface of this court has reached the end of its life cycle, binding and painting will not work on this court, therefore, a fully resurface and paint is required.

Budget cost to resurface and paint £16,420

3. Court 6

The surface of this court has reached the end of its life cycle, binding and painting will not work on this court, therefore, a fully resurface and paint is required, however, the edging also need replacing. In addition there is a

major problem with roots under the court and would need to be addressed by others before undertaking refurbishment works.

Budget Cost to install new edges, resurface and paint £19,650

6.3 Officers recommendations to the committee are:

1. Courts 1-4
The recommendation for the repairs to extend the playing surface for 2-3 years be accepted, which would allow options for full resurfacing to be reviewed and negotiated alongside a new lease proposal.
2. Court 5 & 6
The Council go out for formal tender as per the recommendation.
3. Court 6
Banbury Town Council work with Sanctuary Housing to ensure they fell the tree which is causing damage to the court surface so there is no issues when resurfacing works are undertaken.
4. Tenders obtained to undertake necessary repairs to the court fencing where needed.
5. New lease be drawn up with longer term and costs identified for further discussions with Banbury Lawn Tennis Club.

7. Tennis Fees and Charges Proposal

- 7.1 Following the refurbishment of Peoples' Park tennis courts the Council has experienced an increase in appropriate use of the facility by tennis players, however, we have received complaints from genuine bookers that there is still an element of inappropriate use of the courts.
- 7.2 The Rangers have also had to challenge youths in the court playing ball games who have admitted they gain access by booking the court to get a code to enter the court to play football.
- 7.3 The Lawn Tennis Association (LTA) recommended that there should be a charge for all tennis, not only to stop anti-social behaviour, but more importantly to ensure the sustainability of maintenance and upkeep of the court and gate entry system.
- 7.4 The recommendation is to introduce a modest hourly booking fee for Banbury Town Council Courts in line with the fees charged on the leased courts at Banbury Lawn Tennis Club of £4.00 per hour.

8. PlayZone Fees and Charges Proposal

- 8.1 In preparation for the completion of the PlayZones construction, agreeing slots for targeted community, youth and sports groups as well as general casual users and prior to going live with the online booking system a pricing structure is required to be approved.
- 8.2 Officers have worked in partnership with the Football Foundation and Cherwell District Council to compare charges made by other Local Authority run PlayZones in areas of deprivation across the country.
- 8.3 The recommendation for charges are:

1. Formal Adult Group Hire (Sports Clubs etc) - £20.00 per hour.
2. Targeted Partner Community Group/Under 18 years of age - £10.00 per hour.
3. General Public Pay & Play - £2.50 per hour.

9. MUGA Refurbishment Costs

- 9.1 Following the independent assessment of the hard surfaces within the Councils MUGA facilities the identified work requirements are:

1. Chandos Sports Ground – Power Wash/Repaint, – Budget Estimate £1,500
2. Easington Recreation Ground - Power Wash/Repaint Budget Estimate £2,000
3. Hanwell View – No Work Required
4. Hastings Park – Power Wash/Repaint Budget - Estimate £1,500
5. Hill View Park – Power Wash/Repaint Budget - Estimate £2,000
6. Ironstones Park - Power Wash/Repaint Budget - Estimate £2,000
7. People's Park - Power Wash/Repaint - Budget Estimate £2,000
8. Merton Street - Power Wash/Repaint - Budget Estimate £2,000
9. Princess Diana Park - Power Wash/Repaint - Budget Estimate £2,000
10. Ruscote Park - Power Wash/Repaint - Budget Estimate £2,000
11. Standbridge Park - Power Wash/Repaint - Budget Estimate £2,000
12. Trinity Park - Power Wash/Repaint - Budget Estimate £1,500

Due to extensive tree root damage the following facilities require more substantial works:

13. Bankside Park
Remove existing surface/Resurfacing/Repainting - Budget Estimate £15,000
14. Moorfields Recreation Ground
Remove existing surface/Resurfacing/Repainting - Budget Estimate £15,000

- 9.2 Total Project Budget Estimate to undertake all refurbishments is £50,500.

- 9.3 The recommendation to the committee is that:
1. The tree works are ordered to remove the offending trees causing the surface damage.
 2. Tenders are sort for works as identified by the independent professional sports surfacing contractor.

10. Financial Effects & Risk Assessment

- 10.1 There are no risks arising from these items and all financial effects can be contained within existing budgets.

11. Recommendations

The General Services Committee is invited to **RESOLVE**

- 11.1 To note the update report on Tennis - People's Park

The General Services Committee is invited to **RECOMMEND**

- 11.2 To recommend to Resources committee the Recommendations to 6.3 Tennis – Horton View

- 11.3 To recommend to Resources committee the Recommendations in 7.3 Tennis – Fees and Charges
- 11.4 To recommend to Resources committee the Recommendations in 8.3 PlayZone – Fees and Charges
- 11.5 To recommend to Resources committee the Recommendations in 9.3 MUGA – Refurbishment Costs

The Resources Committee is invited to **RESOLVE**

- 11.6 To note the recommendations of the General Services committee and Approve the Recommendations to 6.3 Tennis – Horton View
- 11.7 To note the recommendations of the General Services committee and Approve the Recommendations in 7.3 Tennis – Fees and Charges
- 11.8 To note the recommendations of the General Services committee and Approve the Recommendations in 8.3 PlayZone – Fees and Charges
- 11.9 To note the recommendations of the General Services committee and Approve the Recommendations in 9.3 MUGA – Refurbishment Costs

Background Papers: Nil