

# TOWN COUNCIL

**DATE:** 6 November 2019

**REPORT OF:** CHAIRMAN – STAFFING COMMITTEE

**SUBJECT:** VIREMENT OF MONIES

## PART I

### RECOMMENDATION

**The Town Council is recommended to approve the virement of monies from general reserves to the staff training budget.**

#### 1. BACKGROUND

At the Staffing Committee of 16 October, Members considered a report of the Town Clerk (Appendix A) seeking permission to undertake the Community Governance qualification over a 2-year period, resulting in the award of a Certificate of Higher Education (CertHE) at Level 4 of the national qualifications framework.

The minute from the meeting reads as follows:

#### **4 TRAINING REQUEST**

*Members considered a report of the Town Clerk in which permission was sought for him to undertake the Level 4 – Community Governance Certificate in Higher Education. This was a part-time course spread over two years at a cost of £5,880.*

*The Clerk asked whether Members would like him to step outside the room whilst the matter was considered. Members present were content for him to remain in the room to answer any questions.*

*Members were informed that if they were minded to approve, they agree to enter into a training agreement with the Clerk which would see any course fees being repaid if he left the employment of the Town Council within the first two years after completion of the course, on a pro-rata sliding scale.*

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*In discussing the item, Members noted the Council had a good record of supporting staff at all levels with training needs which were a benefit not only to the employee, but also to the organisation with increased knowledge and skills.*

**Resolved that**

*(a) The request be agreed to;*

*(b) That the Town Council be asked to approve a virement of funds from general reserves into the training budget;*

*(c) That the Town Council enters into a training agreement with the Town Clerk as per the document supplied by South West Councils; and*

*(d) That the three residential days be taken in work time consistent with general training days.*

## **2. FINANCIAL IMPLICATIONS**

Due to applications to De Montfort University being required to be submitted in December, it is not possible to wait for funds to be allocated as part of the budget setting process for 2020/2021 as the academic year begins in February 2020.

Therefore, the Council is asked to approve the virement of £5,880 to the training budget.

The Council's Internal Auditor made the following observations:

*The Council may legally vire funds from one budget to another as it sees fit provided the virement for this specific purpose is minuted formally as approved.*

As noted in the Town Clerk's report, the training agreement (Appendix B) to be entered into will stipulate that were he to leave the Council's employment within the first 2 years of completing the qualification, he would be required to repay a pro-rata amount on a sliding scale of the total fee. The time frame for this would be up to the end of 2024.

Councillor Rosalind Prowse  
Chairman – Staffing Committee