



MEETING of Yate Town Council's Finance and Governance Committee

Wednesday 27th September 2023

You are invited to attend a Meeting of the **FINANCE AND GOVERNANCE COMMITTEE** of **Yate Town Council** to be held at Poole Court on **TUESDAY 3rd October 2023** between 7.00pm - 9.00pm for the purpose of transacting the business set out in the Agenda below.

Hayley Townsend
Town Clerk

Agenda

In the exercise of Council functions, Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve and enhance biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivering services under the public sector Equality Duty and Equality Act 2010.

In the event of a fire alarm or other emergency (signaled by a continuously ringing bell), please exit the Council Chamber and leave the building through the nearest fire exit or safest evacuation route. Please meet by the flag pole in the car park. (NB: The nearest fire exit is located at the end of the corridor- Exit the Council Chamber and turn right).

1. Apologies for Absence.
2. Declarations of Interest under the Localism Act 2011

Members who consider that they have an interest are asked to: (a) State the item number in which they have an interest, (b) The nature of the interest, (c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest.



3. Public Participation Session with Respect to Items on the Agenda.
4. To Elect Vice-Chair of the Finance & Governance Committee
5. To receive and approve the Minutes of the Finance and Governance Committee meeting held on 25th July 2023. ([Click here for Minutes](#))
6. To consider the following Items on the Clerk's Report:

Item 1 Items for Discussion/Requiring Resolution or Recommendation to Full Council

- 1.1 Consultations
 - a) Consultations Received
 - b) Urgent Consultations
- 1.2 Urgent Documents for Signing/Sealing
- 1.3 Direct debits and Standing Orders
- 1.4 Preferred Supplier List
- 1.5 VAT on Sporting Fees
- 1.6 Yate Heritage Centre Consultancy Project

Item 2 Items to Receive

- 2.1 Items for Consideration from the Environment and Community meeting held 19 September 2023
- 2.2 Accounts for Payment
- 2.3 Banking Arrangements
- 2.4 Status of all groups that report to Committee
- 2.5 Status of all Outside Bodies that report to Committee
- 2.6 Premises
- 2.7 Consultation Responses
- 2.8 Fundraising
 - a) Section 106
 - b) Citizens Advice South Gloucestershire (CASG)
 - c) Resettling Communities Grant Fund

Item 3 Confidential Items

- 3/1 Confidentiality Confirmation
To **RESOLVE** to enter confidential session if required: *In view of the confidential nature of the business to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960 etc., it is advisable in the public interest that any members of the press or public present be excluded and they be instructed to withdraw.*
- 3/2 Staffing and Governance Sub-Committee
- 3/3 To **RESOLVE** to return to public session

Item 4 Consideration of Impact of Decisions on Climate, Planet and Waste

Clerk's Report

Yate Town Council Meeting of the Finance and Governance Committee 3rd October 2023

Clerk's Report

1. Items for Discussion / Requiring Resolution or Recommendation to Full Council

1.1. Consultations

a) Consultations Received

- National Association of Local Councils (NALC) Model Financial Regulations consultation (Appendix 1)
Closing date; 5 November 2023
[Click here for Consultation](#)
- Application for a Block Renewal Street Trading Consent in South Gloucestershire, Application Number: LI23/6102/STB (Appendix 2)
(Circulated prior to the meeting also)
Closing date; 4 October 2023
[Click here for Consultation](#)

b) Urgent Consultations

To receive any urgent consultations.

1.2. Urgent Documents for Signing/Sealing

To receive any urgent documents for signing/sealing.

1.3. Direct Debits and Standing Orders

In line with Financial Regulations, to receive an up-to-date listing of Direct Debit and Standing Order payments made by Yate Town Council on a regular basis for consideration and approval (Appendix 3).

1.4. Preferred Supplier list

To receive an officer report and recommendation regarding the creation and implementation of a Preferred Supplier List. (Appendix 4)

1.5. VAT on Sporting Fees

Further to minute 5.5 of the Finance and Governance Committee Meeting of 7th February 2023 and advice received from ALCA / the Town Council's accountants, Yate Town Council made a claim to HMRC for return of output tax for the previous 4 years, following a change in scope of VAT on sport and leisure services.

Yate Town Council has been successful in reclaiming £18,049.00 of output tax and £520.95 statutory interest on the repayable amount. Officers **RECOMMEND** that this funding be transferred to the Project Support Earmarked Reserve for future use on identified projects.

1.6. Yate Heritage Centre Consultancy Project

Yate Heritage Centre has a potential opportunity to participate in the UWE CAKE project, in which an UWE student would support Yate Heritage Centre designing a new digital strategy, intended for "future development" of the service. This is subject to the project being chosen by the student team at the end of October 2023. (Appendix 5)

The guidance notes have not specified if the project will be a paid or unpaid placement opportunity, but if the project is chosen, the student team may incur expenses associated with the project, such as travel to and from Yate Heritage Centre.

It is therefore **RECOMMENDED** by officers that:

- up to £1,000 is allocated towards student expenses from the Yate Heritage Centre rate rebate funds of £8,251.02 that are held in Earmarked Reserves (following the Finance and Governance Committee Meeting 13th June 2023, where it was resolved to hold these funds for "future development of Yate Heritage Centre");
- Delegated powers be granted to the Town Clerk in consultation with the Community Projects Manager to approve and pay expense claims at corresponding rates defined in the Time Off In Lieu (TOIL), Overtime, Call Out, Travel and Expenses Policy.

2. Items to Receive

2.1. Items for Consideration from the Environment and Community Committee meeting held 19th September 2023

To **NOTE** that no recommendations were received from the Environment and Community Committee meeting held on 19th September 2023.

2.2. Accounts for Payment

To receive and **NOTE** the accounts for payment previously authorised in line with the Financial Regulations. ([Click here for payments](#))

2.3. Banking Arrangements

To **NOTE** further to Yate Town Council acting as bankers for Ladden Garden Village Community Group as a short-term measure, the group has now been successful in arranging banking facilities in their own name and any funding held on behalf of the group during this period has now been transferred to the group's own account.

The issue of access to banking facilities by community groups has been raised with Avon Local Councils Association (ALCA) to take up for national discussion.

2.4. Status of all Groups that Report to the Finance and Governance Committee

To **NOTE** the following;

Sub-Committee/Group	Date of Meeting/Update	Appendix
Grants and Finance	A joint meeting with the Climate and Planet Sub-Committee is currently being arranged via doodle.	
IT – Website Review	A meeting has been set for 28 th September 2023. Minutes to be circulated prior to this meeting.	
Priorities and Strategy Scrutiny	Meeting to be arranged when required.	
Staffing and Governance	<p>A meeting took place 12th September 2023.</p> <p>Staffing:</p> <p>The minutes appertaining to Staffing will be received in confidential session, item 3.2.</p> <p>Governance</p> <p>To receive the minutes appertaining to Governance.</p> <p>Internal Audit:</p> <p>Yate Town Council's In Year Assurance Audit was completed 11th September 2023. The Audit</p>	<p>(Click here for Minutes)</p>

	<p>Report has been received and will be reported to Full Council on 24th October 2023.</p> <p>External Audit:</p> <p>The Conclusion of Audit for Year ending 31st March 2023 was received from BDO LLP and will be reported to Full Council on 24th October 2023.</p>	
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2.5. Status of all Outside Bodies that Report to the Finance and Governance Committee

To **NOTE** the following;

Outside Bodies	Date of Meeting/Update	Appendix
Avon Local Councils Association (ALCA) Regional Committee	<p>The draft minutes of the ALCA Regional Committee Meeting held in July 2023 have previously been circulated.</p> <p>The ALCA AGM is scheduled for 7th October 2023.</p>	
National Association of Local Councils (NALC) Super Council's Network (SCN)	The notes from the SCN meeting held on 21 st September 2023 via Zoom are yet to be received. The next meeting is scheduled for 15 th November 2023 at 10.00am via Zoom.	

2.6. Premises

To **NOTE** the following:

- Bristol Autism Support have made a monthly booking at the YMCA on Tuesday mornings. They hope to continue after the initial 5 bookings scheduled if the sessions go well;
- Narcotics Anonymous have donated £20 towards their grant funded room hire at the YMCA. Whilst they understand that a donation is not required, they are keen to contribute and wanted to pass on their continuing gratitude to Yate Town Council for its support;
- The Care Forum is hiring the YMCA two mornings per week on a regular basis;
- Ongoing advertising of the Station Road Halls and garden is taking place;
- The online tennis booking system via the Clubspark platform will go live in October and will be promoted on Yate Town Council social media/notice boards. There will

also be a link to the Clubspark online booking system on the Town Council website. Anyone interested in booking a court will be able to view court availability and book and pay directly via Clubspark;

- Work is being undertaken for an online booking system which will be offered through the Yate Town Council Website for all venues. Google calendar integration is possible with the existing computerised facilities booking management diary we currently use, which will allow the public to see availability and/or understand what events are taking place in all venues and send a tailored booking request directly from the Town Council website. Bookings will then be confirmed and paid for digitally, with the option to pay by card or bank transfer;
- The five yearly valuation of Town Council properties in respect of annual licences and room hire charges was undertaken by the Valuation Office Agency on 20th September 2023. We await their report which has been requested by no later than 6th October 2023 to be taken to next meeting of the Grants and Finance Sub Committee meeting for review.

2.7. Consultation Responses

To **NOTE** there are no consultation responses to report.

2.8. Fundraising

a) Section 106 (S106)

Further to minute 7.10.b of the Finance and Governance Committee Meeting on 13th June 2023 in which an invitation to apply for S106 funding was received and considered, expressions of Interest were submitted under the following categories:

Category of Open Space	Capital	Revenue	Location for spend
Children and young people's provision	£4,737.37	£4,981.38	Millside Play Zone
Outdoor Sports Facilities	£9,048.42	£2,738.65	YOSC

b) Citizens Advice South Gloucestershire (CASG)

The Mayor (Councillor Cheryl Kirby) recently visited CASG on 15th August 2023 and spent time viewing the valuable service that they provide to local residents that Yate Town Council helps fund through a Funding Agreement. Following this meeting, discussions have been held regarding CASG attending Yate Town Council events to help raise awareness of the service available for the local community.

Further to entering into a one-year Funding Agreement for 2023 – 2024 with CASG, members **RESOLVED** that the Town Council write to our local Member of Parliament to request that the government put funding towards local Citizens Advice. To **NOTE** a

response regarding the funding avenues available to local Citizens Advice has been received and forwarded to CASG. ([Click here for Response](#))

c) Resettling Communities Grant Fund

Yate Town Council has been successful with its application to the Service for Resettling Communities Grant Fund released by South Gloucestershire Council, for £10,000 towards the Community Engagement Assistant role and the activities undertaken in relation to resettling.

Item 3. Confidential Items

3.1 Confidentiality Confirmation

To **RESOLVE** to enter confidential session if required: *That in view of the confidential nature of the business about to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960, it is advisable in the public interest that any members of the press or public present be excluded and they be instructed to withdraw.*

3.2 Staffing & Governance Sub-Committee

To receive the confidential minutes appertaining to the Staffing & Governance Sub-Committee Meeting held 12th September 2023. (Confidential Appendix 6)

3.3 To **RESOLVE** to return to public session.

Item 4. Consideration of Impact of Decisions on Climate, Planet and Waste

To consider if there are any impacts on climate, planet and waste following discussions and decisions taken by the council during this meeting.

NALC launches consultation to update the Model Financial Regulations

The National Association of Local Councils (NALC) is working with The Parkinson Partnership LLP to update its 2019 Model Financial Regulations for England and Wales. The model financial regulations are part of a support package that local (parish and town) councils receive through their NALC and county association membership. They are an essential tool for councils of all sizes, setting out the framework within which the council ensures responsible, sustainable and compliant management of its finances.

NALC is seeking views on the technical aspects of the regulations. The responses will inform the revision and content of these regulations. The consultation will not result in any changes to existing legislation.

NALC would like to know:

1. Is the description of budget preparation (Section 3) adequate, and if not, what changes should be made?
2. How should we improve the wording (Section 4) about expenditure monitoring?
3. What changes are needed to manage safe and satisfactory delegation of authority to staff (Section 5)?
4. Suggestions for amendments to improve control of online payments and banking (Sections 5 and 6)?
5. What revisions are needed to manage procurement (Sections 10,11 and 12) effectively?
6. What additional regulations may be necessary concerning financial risk management (Section 17)?
7. Which regulations create challenges for transparency or protecting personal and commercially sensitive data?
8. What, if anything, should be removed from the model regulations and why?
9. Which paragraphs, if any, are obsolete and need replacing?
10. Are there any other issues that should be covered within financial regulations?

To submit views, [complete the form](#) by 5 November 2023.

The existing version of the 2019 Model Financial Regulations for England and Wales is located in the templates section of the member's area on the NALC website.



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29 NOVEMBER 2023 15:30-17:00
HOUSE OF LORDS, LONDON SW1A 0PW



Yate Town Council
Poole Court
Poole Court Drive
Yate
South Gloucestershire
BS37 5PP

Date: 13th September 2023
Application No: LI23/6102/STB
Enquiries to: Licensing Department
Telephone: 01454 868001
Email: Licensing@southglos.gov.uk

Dear Ms Townsend

Local Government (Miscellaneous Provisions) Act 1982
Application for a Block Renewal Street Trading Consent in South Gloucestershire
Re: Yate Shopping Centre Yate South Gloucestershire BS37 4AP
Trading As: Yate Shopping Centre

South Gloucestershire Council has received an application for the granting of a Block Renewal Street Trading Consent from the above business.

Details of the application can be viewed online at.

www.southglos.gov.uk/search-licensing

I would be grateful if you could forward to me in writing any observations you might have on the application that has been made. If you wish to object to the application that has been made, please could you specify the reasons for your concerns?

Please could you forward your observations at the earliest opportunity to myself at the address at the bottom of this letter. Please forward your response by the **4th October 2023** so that it can be accepted within the consultation period.

I look forward to receiving your observations.

Yours Sincerely,

Megan Ford

Technical Support Officer



Direct Debits/Standing Orders/BACS Payments - 2023-2024				
Payee Name	Transaction Detail	Amount	DD/SO/Bacs	Frequency
Avon Pension fund	Monthly pension contributions	Variable/£16k approx	BACS	monthly
Barclay Card	Monthly payment to clear balance of YTC Barclay Card	Variable dependent on monthly spend	DD	monthly
Barclays Bank	Bank Charges	Variable across multiple accounts approx £150	DD	monthly
British Telecom Payment Service	Pop Café Landline and broadband	Variable/£120 approx	DD	quarterly
CNH Industrial Capital	Estates Vehicle (Ransomes Mower) lease payments	£976.59 (wef 23.6.22)	DD	monthly
HMRC	Monthly Tax/NI payment	Variable/£14.5k approx	BACS	monthly
ICO	GDPR/Data Protection subscription	£60.00	DD	annually
Lex Autolease	FA16 YMR estates van lease	£208.12	DD	monthly
Lex Autolease	EF18 XBM estates vehicle lease	£335.00	DD	monthly
Lex Autolease	BT18 DZL electric vehicle lease	£265.50	DD	monthly
Lex Autolease	Road fund licences-DD for the annual increase only for all vehicles on lease (3)	Variable/£20-£30 approx per vehicle	DD	annually
Myhrtoolkit Limited	HR IT Software subscription	£110.00	DD	monthly
Profit Reach (Go Cardless)	third-party subscriptions for YTC website	£87.00	DD	monthly
Profit Reach (Go Cardless)	web care plan	£149.00	DD	monthly
Profit Reach (Go Cardless)	hosting of old YTC website	£53.85	DD	quarterly
Public Works Loan Board	Armadillo Loan repayments	£18,908.70	DD	twice yearly
Public Works Loan Board	Heritage Centre loan repayments	£9,062.06	DD	twice yearly
Public Works Loan Board	Multi Activity Building loan repayments	£8,957.90	DD	twice yearly
Public Works Loan Board	Kingsgate Park Refurbishment	£10,200.31	DD	twice yearly
South Gloucestershire Council	Rates - Bowling Pavilion and Football Pavilion	1x£212.75 9x£212	DD	monthly
South Gloucestershire Council	Rates - Heritage Centre	1x.50p	DD	monthly
South Gloucestershire Council	Rates - Parish Hall	1x£220.50 9x£225	DD	monthly
South Gloucestershire Council	Rates - Poole Court	1x£2,666 9x£2,662	DD	monthly
South Gloucestershire Council	Rates - Armadillo	1x£2133.91 9x£2,138	DD	monthly
South Gloucestershire Council	Rates - Pop Inn Café	1x£516.11 9x£519	DD	monthly
South Gloucestershire Council	Rates - YMCA	1x£119.65 9 x£117	DD	monthly
South Gloucestershire Council	Rates - Randolph Room Poole Court	1x£130.85 11x£131	DD	monthly
South Gloucestershire Council	Rates - Bad Salz/Genieri Room Poole Court	1x£130.85 11x£131	DD	monthly
Staff Salaries	Monthly staff salaries	Variable/£56k approx	BACS	monthly

Preferred Supplier List Officer Report

Context:

Yate Town Council's Financial regulations state the following:

11.1.b Where it is intended to enter a contract for the supply of goods, supply of services or the execution of works the Yate Town Council Preferred supplier list be consulted in the first instance (NB: when set up and in operation)

The Finance & Governance Committee nominated a working group to work with the RFO to agree the criteria and conditions of the Preferred Supplier List, with the hope that instead of having to obtain 3 quotes each time for orders between £7,500 and £25,000, which is becoming increasingly time consuming and causing delays, officers could consult the Yate Town Council Preferred Supplier list and obtain a single quote from an approved supplier which would reduce officer time and workload, whilst still satisfying our audit requirements.

However, after taking this proposal for the change in process to our internal auditor for feedback, they have advised that even with the Preferred Supplier list in place, Yate Town Council would still need to obtain 3 quotes. Therefore, instead of streamlining the process as was hoped, this would add a further level of administration as there would be additional tasks with the creation and maintaining of the list including periodic reviews of those suppliers present.

The issue of delays in receiving quotes back from suppliers or even cases in which quotes were never received which hinders officers in getting 3 quotes in a timely manner was raised with the auditor. They have advised that if officers can demonstrate and evidence that they made best endeavours to obtain the 3 quotes the Town Councils Financial Regulations and audit requirements would be satisfied.

Officer Recommendation:

Further to the feedback received from our auditor, the officer recommendation is not to proceed with the creation and implementation of a preferred supplier list as it would increase officer workload and time. rather than reduce and streamline a process.

Instead, when contacting suppliers for a quotation of goods or works a timeframe is given as to when the quotation should be received. If a quote is not received from the supplier, a copy of the request is to be saved to demonstrate that officers made best endeavours to obtain the 3 quotes as required in the Town Council's Financial Regulations and to satisfy our audit requirements.

2023-24 UFCFP6-30-3 IT Practice: Consultancy Project

Community Action and Knowledge Exchange (“CAKE”) Consultancy Projects Briefing for Clients **2023-24**

Introduction

This document is aimed at client organisations taking part in this year's UWE “CAKE” project scheme. It aims to provide answers to the main questions you'll probably have about what happens next, and how the projects work. Please note that the information provided in this document is intended for informational purposes only and is subject to change or updated as the module progresses.

What happens next i.e. after your initial meeting?

The students in “your” team are being given your contact details. They have been asked to get in touch with you direct ASAP to negotiate and agree an initial visit to you. On this occasion, they should negotiate arrangements for working with you and your colleagues over the coming weeks and months.

Do we have to sign a contract?

No, there is no need for such formality, but we would ask you to confirm as soon as possible by email that you have understood and accept the basis of the partnership we have now invited you to join. It's not intended to be legally binding, but the work now starting forms an important part of the students' degree programme, so we'd just like to have your reassurance that you:-

- a) accept the client's responsibilities, as set out in our original publicity leaflet, reproduced at <https://www2.uwe.ac.uk/faculties/FET/news/publications/Introduction-to-CAKE-Student-Consultancy-at-UWE-Bristol.pdf> ("Responsibilities" section); *and*
- b) understand that there are some risk factors involved, and are aware of these. We introduced these in the "Key considerations" section of the same leaflet (follow the same link as the above) and asked you more during shortlisting - see <http://www1.uwe.ac.uk/et/csct/aboutthedepartment/partnerships/cake/studentconsultancyprojects/criteria.aspx>; *and*
- c) understand and accept the arrangements and advice set out in this briefing document (including the health and safety, insurance and other expectations set out below); *and*
- d) are happy for us to pass your contact details to our partner in case additional support over sustainability or related issues can be made available to you later.

What does 'Communications Officer' mean?

Supervisors require that one student within each team is designated as their Communications Officer. This individual should act as your primary point of contact on behalf of the team, and also between team and their UWE supervisor. This is not intended to be a 'superior' role in any way, merely a practical, singular, point of contact, particularly in the event of an emergency or other urgent matter.

Your Communications Officer should ensure that you have her/his contact details, and negotiate in advance the best way for you and the team to keep in touch with each other.

Student teams generally allocate other roles to other individuals, and will notify you separately about these as need be, but this is not mandatory as far as UWE is concerned. The division of labour within the student team may or may not be visible or significant to you, but if you need, please ask them.

When will the students see us?

The student team is expected to negotiate and agree this with you. They are always required at UWE on scheduled workshops in term-time, for academic supervision and workshops, and will also need to work around other timetabled classes. They are expected to be flexible to **work around your commitments**, and **not** ask you to work around *theirs* (this includes working towards deadlines – see below).

We generally recommend our student teams aim negotiate and agree a fixed weekly time slot to see you regularly, initially at least.

They will also keep in touch by phone or email or in other ways, but are expected to use *appropriate media* at all times, for example we insist on face to face contact wherever dialogue is required, restricting email reliance to factual matters.

Should I keep in touch with the UWE supervisor?

This is not usually necessary. Supervisors adopt a largely 'hands-off' role, and leave student teams to develop and maintain the link between the University and your organisation without supervisor involvement, as far as possible. We want to promote the independence and autonomy of student teams, so do not wish to interfere with their work with you. That said, we would ask you to contact us if for any reason this arrangement gives you any cause for concern.

So what is the supervisor's role?

The supervisor meets the student team regularly at UWE to provide academic support, advice and guidance, ensure that the teaching and learning requirements are clear, and act as a 'sounding board'/critical friend. The advice emerging from this academic supervision will sometimes have an impact on you, but it is for the students to advise and inform you about this. Balancing the University's academic requirements and the client's practical needs is one of the challenges that the *students* are deliberately given.

Do you want feedback from us?

Yes please, sometimes! The criteria that the students will be assessed on include the quality and sustainability of the work they deliver to you, and the rapport that they develop and maintain with their client organisation. Client feedback is used, along with other evidence, to help the academic team do their marking.

However, given the 'hands-off' supervisory style mentioned above, we only solicit feedback "formally" at *some of* the milestone points referred to below. We will provide further details nearer the time. Students should also engage you in monitoring and feeding back on their progress regularly, though.

What do we need to know about the students' work programme?

The students have a fixed calendar of events for their project, which runs all the way from now until the end of March. This period is divided into six "time boxes" (of which timeboxes 2 to 6 involve you):-

- **Timebox 1:** Preparation complete: **deadline 02 Nov 2023**
- **Timebox 2:** Team-defined milestone: **deadline 30 Nov 2023**
- **Timebox 3:** Team-defined milestone: **deadline 25 Jan 2024**
- **Timebox 4:** Team-defined milestone: **deadline 22 Feb 2024**
- **Timebox 5:** **Final client deliverables signed off:** **deadline 21 March 2024**
- **Timebox 7:** Academic review and write-up submitted: **deadline 02 May 2023** (UWE internal)

We expect each of timeboxes 2 to 5 to have clear objectives leading to deliverables **that benefit you**, each negotiated and agreed with you in advance. Guidance on some is offered by tutors in advance. Your student team should explain and expand upon these requirements as part of their dialogue with you, and are expected to synchronise their contact time with you accordingly.

You should not expect to be put under undue pressure or additional obligations beyond your normal routine just because of the above deadlines: your consultancy team is expected to practice good time management, find out about and **work around your availability**, work routines and constraints; they should NOT ask you to adapt to theirs suddenly, when a deadline nears or at other times.

Most student teams will wish to negotiate and agree a break from the work with you during UWE's winter vacation, though not all students necessarily "sign off" for the whole of this time. Some prefer to get ahead with their work for you during their vacation. Furthermore, although some students have examinations during the first two weeks of January when there is no timetabled teaching at UWE, this period involves "business as usual" for these projects as far as tutors are concerned. Either way...

You should not expect a long gap in contact, especially an un-announced one, during the winter break.

Do we need to come up to UWE during the project period?

Not usually. Clients have in the past been invited up to UWE occasionally on an ad hoc basis, for example to evaluate software, hardware or other facilities with the help of University resources. Supervisors support this sort of arrangement if it fits in with you and the team's work. There is however no built-in *requirement* to visit during the year. You'll be invited to the end-of-year exhibition in May.

Can I get a student's-eye view of their work?

We do not wish to involve clients in this scheme in any more than their capacity as clients, but if you are interested in finding out more about it from a teaching and learning perspective, please ask your student team for details initially. They may, for example, be able to show you some of the module materials that they access electronically. Alternatively, your team's supervisor may be able to advise further if you and the students would like. But either way *please do not feel obliged to spend precious time on this!*

What should we do about expenses?

Again, supervisors are hoping that student teams will make an arrangement with you direct, following negotiation. As you should know from the short-listing stage, UWE aims to ensure that students are not

financially out of pocket as a result travel or other expenses incurred solely as a result of their work with your organisation, but we generally expect you will agree with and be able to implement this policy.

We do not generally impose any further rules or guidelines on expenses, as clients' existing volunteering schemes, or other precedents, generally suit the purpose. If however any client or student team requires any assistance from us in negotiating and agreeing this, we will try to assist on request.

What about health and safety, insurance, etc.?

This scheme is aligned with UWE's central volunteering programme, and although the University retains a degree of responsibility for students or staff, we assume that the organisations in which our students work comply with all the appropriate formalities and safeguards. For example ***not all students will necessarily have had health and safety training, nor practical experience of workplace risks***. Primary responsibility for this will be yours, as is public liability insurance, but please let us know if you have any questions on this.

If your organisation has a requirement for personnel to be checked through the DBS, we will assume that you are happy to carry out such checks yourselves (or manage any consequences of non- or delayed clearance). However, please let us know ASAP if you would need UWE to consider this further.

How can we get the best out of working with the students?

Choosing and using computer helpers is not always straightforward. The role of outside helpers is best seen in a long-term context if possible, as their input is not always sustainable. So you might be best advised, even now, to think ahead to March when your student team *leaves*!

Supervisors have already started raising long-term sustainability issues with students, and will continue to do so as the projects progress. You are advised to do the same, particularly in regard to the negotiations you are advised to have with the students on their role versus the role of future helpers and internal role-holders: ***your student team cannot do everything you might wish!*** However, we hope that they can help you plan ahead and address sustainability issues including follow-up support.

Contact details for further Information

CAKE Co-ordinator contact cake@uwe.ac.uk

Prof. Kamran Munir, Module and CAKE scheme leader, email Kamran.Munir@uwe.ac.uk, postal University of the West of England (CSCT), Frenchay, Bristol BS16 1QY, UK

Module co-tutors/supervisors:

Thomas Barnes (Tom) (Thomas3.Barnes@uwe.ac.uk),

Ian Brooks (Ian.Brooks@uwe.ac.uk),

Ahsan Ikram (Ahsan2.Ikram@uwe.ac.uk),

Mahmoud Elbattah (Mahmoud.Elbattah@uwe.ac.uk)