

**SECTION 1A - To be filled in by submitter of the Motion:**

<b>Report from</b>	Cllr Paul Littlemore
<b>On behalf of</b>	N/A
<b>Date</b>	02 February 2025
<b>For Meeting of Council/Committee</b>	Finance and Governance Committee
<b>Date of meeting</b>	18 February 2025
<b>Agenda item no.</b>	95/24-25
<b>Confidentiality</b>	N/A
<b>TITLE OF MOTION</b>	Councillor Access to Scribe
<b>MOTION(S)</b>	To agree that all councillors who are members of the Finance and Governance Committee, including any future members, to be given read only access to the Town Councils finance software Scribe.
<b>Background</b>	The Town Council uses Scribe for its accounting software, regular reports are given to councillors that detail our budgetary headings but no other details. It is deemed useful if councillors when looking at draft budgets, as well as the Quarterly reports can take a look at the data that is in Scribe directly.
<b>Issues/items for consideration by the Council</b>	- Giving all members, current and future, read-only access to the Scribe accounting software that the council uses.
<b>Recommendations</b>	For the Town Council; To agree that all councillors who are members of the Finance and Governance Committee, including any future members, to be given read only access to the Town Councils finance software Scribe.
<b>Appendices</b>	None
<b>Documents:</b>	None – NB: <i>Clerk added relevant NALC LTN guidance note</i>

**SECTION 1B - To be filled in by submitter of the Motion:**

<b>Input needed from Clerk?</b>	Not needed.
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**PLEASE NOTE:** Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear days<sup>i</sup> before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

**SECTION 2 - To be filled in by the Clerk:**

Meets/links with Council objectives:	<b>TBC – see below</b>	←
Staffing Implications: <sup>ii</sup>	N/A	
Volunteer need implications:	N/A	
Equalities & Human Rights <sup>iii</sup>	There are no equalities and human rights issues Details, where relevant:	
Crime and Disorder <sup>iv</sup>	Crime and disorder have been considered Details, where relevant:	
Biodiversity <sup>v</sup>	There are no (negative) bio-diversity implications Details, where relevant:	
Sustainability	Is in line with the Council's Plastic-Free Pledge	
Financial <sup>vi</sup>	There are no financial implications at this stage – <b>TBC – see below</b>	←
	There will be financial implications; Details: <b>TBC – see below</b>	←
	There is provision within the budget Budget heading & details: <b>TBC – see below</b>	←
	Decisions may give rise to additional expenditure; Details: <b>TBC – see below</b>	←
	Decisions may have potential for income generation; Details: N/A	
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications <sup>vii</sup>	Details: N/A	
Legal	Power under which the spend can be actioned: <sup>viii</sup> GPC	
	GDPR - Data Privacy Impact Assessment: <sup>ix</sup> Details, where relevant: <b>YES -see below</b>	←
	Other considerations:	
Risk Management	Material risks <sup>x</sup> exist and these are considered and being assessed: Details: <b>TBC – see below</b>	←
Other Considerations:	<p><b>It is unclear at this stage what the exact purpose would be of this motion. It would be good for the Committee to discuss this first, to understand what current issues this is trying to address.</b></p> <p><b>There are already robust reporting mechanisms in place, above and beyond the statutory minimum requirements.</b> <b>There are also options within Scribe to provide additional reports to the Committee if there are specific details that are welcomed on top of what is presented on a monthly and quarterly basis. A Detailed Cost Centre report for instance might be useful and could be produced very easily: this produces a list of receipts or payments, both sub-totalled for each code within the selected cost centre and which shows each individual transaction as a separate line within cost codes.</b></p> <p><b>It is also important to understand that, as much as there is no specific legislation that defines what Councillors may have access to, there is a lack of an automatic "right to know" and that should also be applied here. See NALC legal guidance note, section 26 for further details (attached); if there is no demonstrable reason to have access to information, wanting more information doesn't constitute a "right to know".</b></p>	←

	<p><b>Full access to the accounts package, even as read-only, would also need to be considered carefully as this would reveal personal data and would make it harder to stay GDPR compliant:</b></p> <ul style="list-style-type: none"> <li>- <b>It would reveal individual salary payments and this is something that only the HR committee should have access to – see NALC guidance note section 25 (attached). It may be possible that Scribe can "lock out" access to individual staff salary payments to avoid any breach in this department (query outstanding).</b></li> <li>- <b>invoices generated also contain personal data (names/addresses etc.)</b></li> </ul> <p><b>It may also be that there is an additional cost for read-only access and which could be a one-off or possibly a cost per person (query outstanding with Scribe).</b></p>	
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<sup>i</sup> Northstowe Town Council's [Standing Order 9 b,d](#).

<sup>ii</sup> The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

<sup>iii</sup> The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

<sup>iv</sup> The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

<sup>v</sup> The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

<sup>vi</sup> It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

<sup>vii</sup> See also Town Council's [Health and Safety Policy](#).

<sup>viii</sup> See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

<sup>ix</sup> See also the Town Council's [Data Protection Policy](#).

<sup>x</sup> See Town Council's [Risk Management Plan](#).