



NOTICE OF NEXT COUNCIL MEETING

Meeting of... **TOWN COUNCIL**
Time... **19.15**
Date... **TUESDAY 27 APRIL 2021**
Place... **ZOOM ONLINE**

Join Zoom Meeting

<https://zoom.us/j/93218583760?pwd=TGpybzRJdG5NQkZBK1g3YIBYeE1qUT09>

Meeting ID: 932 1858 3760

Passcode: 432936

PUBLIC PARTICIPATION: In accordance with Standing Orders, a maximum of 30 minutes is set aside before the meeting commences to enable members of the public to bring issues relevant to the Agenda to the attention of Councillors. Up to 5 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

Councillors will be discussing all the items listed on the agenda below.

AGENDA

PAPER

TC 20/193	To Receive and Accept apologies for absence (LGA 1972 s85 (1))	
TC 20/194	To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)	
TC 20/195	To Approve minutes of meeting held on 23 March 2021 LGA 1972, sch 12, para 41	A
TC 20/196	To Note the already Approved minutes of Committees: - <ul style="list-style-type: none">• Finance & Administration Committee held on 12 January 2021• Planning Committee held on 9 March 2021• Planning Committee held on 23 March 2021	B
TC 20/197	To Approve Accounts for Payment	C
TC 20/198	To Approve Bank Reconciliations <ul style="list-style-type: none">• March 2021	D

TC 20/199	To Approve Health and Safety Policy	E
TC 20/200	To Approve Equality and Diversity Policy	F
TC 20/201	To Review and Approve Standing Orders	G
TC 20/202	To Consider and Approve the Preparation for Meetings post 6 May 2021	H
TC 20/203	To Consider the Information Regarding the Dog Warden Services	I
TC 20/204	To Consider the Request from Resident in Respect of Roy' Meadow	J
TC 20/205	To Agree Arrangements for the Parish Footpath Survey	K
TC 20/206	To Note the Update on Repairs to the Recreation Ground Public Toilets	L – To Follow
TC 20/207	To Note the Update on Flooding Issues at the Allotment Site	M
TC 20/208	To Resolve to sign the Lease documents in respect of the lease extension for the Sports Pavilion to CMSA – Two Councillors will be required to attend the office to sign the documents witnessed by the Clerk	Verbal
TC 20/209	To consider the Dog Competition entries and resolve to choose three winners	Verbal
TC 20/210	To Note Clerk's Update	Verbal
TC 20/211	To Note Mayor's Report	Verbal
TC 20/212	To Note Dorset Councillors' Report	Verbal
TC 20/213	Matters for Forthcoming Agendas No decisions can be taken ¹	Verbal
TC 20/214	To Agree a date and time for the next meeting – To be confirmed.	
TC 20/215	Close of meeting	

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



Minutes of the meeting of Corfe Mullen Town Council
held on Tuesday 23 March 2021 at 19:30 via Zoom

Present:

Councillors
D Sowry-House (Chairman/Mayor)
M Barron
A Craven
D Everett
P Harrison
A Holland
P Holland
T Howard
S Jefferies
J Lortie
D Mattocks
P Purvis
J Stennett

In Attendance: Nicola Gray (Town Clerk)
Catherine Horsley (Deputy Town Clerk) (minute taker)

Public Participation

There were 4 members of the public present.

It was **RESOLVED** to suspend Standing Orders before item 20/183 to allow the public participation to take place and a letter from the Chair of the Allotment Association to be read out.

TC 20/175 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr B Honeyman who was attending the DAPTC Annual Meeting. However, it was noted he may join the meeting, should the DAPTC meeting finish in time.

TC 20/176 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations).

There were no declarations of interest.

TC 20/177 To Approve minutes of meeting held on 23 February 2021 LGA 1972, sch 12, para 41 **A**

The minutes of the meeting held on 23 February 2021 were APPROVED.

- TC 20/178 To Note minutes of Committees** **B**
- Community Services held on 9 February 2021
 - Planning Committee held on 9 February 2021
 - Planning Committee held on 23 February 2021
- The minutes were NOTED.
- TC 20/179 To Approve the Resolutions from Community Services Committee meeting held on 9 March 2021** **C**
- It was **RESOLVED** to approve the resolutions from the Community Services Committee meeting held on 9 March 2021.
- TC 20/180 To Approve Accounts for Payment** **D**
- It was **RESOLVED** to approve Accounts for Payment.
- TC 20/181 To Approve Bank Reconciliations** **E**
- It was **RESOLVED** to approve Bank Reconciliations for 28 February 2021.
- TC 20/182 To consider request from 'Growing Compassion' in respect of Memorial Tree Planting** **Verbal**
- The Clerk advised she had received a request from the Charity 'Growing Compassion' for the Council to consider the following initiative:
- To support a tree planting with a plaque to commemorate those who had died because of the Covid-19 pandemic.
 - To consider a location which would be fully accessible by the public.
 - To consider providing funding towards the scheme as a s.137 grant, although the organisation was seeking funding from other sources.
- Members discussed various possible locations across the Parish including the triangle island by Lockyers School, Towers Way Green Space and Windgreen ground in front of the garage.
- It was **RESOLVED** to consult with the Dorset Council Tree Officer on the type of species which could be planted at the locations discussed and to respond to 'Growing Compassions' advising the Town Council were supportive of the initiative, however, they were unable to provide any funding at this time.
- TC 20/183 To consider the Update on Flooding Issues at the Allotment Site** **F**
- The Chairman suspended Standing Orders to allow the Clerk to read a letter received from the Chairman of the Allotment Association. The letter covered a number of key points, which were flooding, paths, communal shed, rabbit proof fencing and potholes.
- The Deputy Clerk presented the report for members to consider options in terms of drainage solutions, footpaths and car park.
- Cllr Craven proposed for the Grounds team to remove the weed membrane from the paths and infill the potholes in the car parks, and the proposal was seconded by Cllr Lortie.

It was **RESOLVED** to have the grounds staff team remove the weed membrane from the paths where it was causing a trip hazard and to fill in the potholes in the car park with appropriate materials.

It was **RESOLVED** to investigate costs of a consultant to advise on drainage solutions and to establish the cost of the works required for consideration by the Finance & Administration Committee scheduled on 13 July 2021, whereby a recommendation to the Full Council on 27 July 2021 would be made.

The report was NOTED.

TC 20/184 To Approve Cemetery Charges and Regulations for 2021/22

G

Members received the report to approve the revised charges and regulations for the Cemetery in 2021/22.

Cllr Howard proposed to remove the charges in relation to still-born child, child whose age did not exceed 12 years and non-viable foetus, which was seconded by Cllr Mattocks and voted unanimously by members.

It was agreed the Clerk would review the wording relating to Corfe Mullen residents who had moved elsewhere into residential care to encapsulate where residents have moved into social care temporarily. The revised wording would be circulated to members via email for approval outside of the meeting.

It was **RESOLVED** to remove charges relating to still-born child, child whose age did not exceed 12 years and non-viable foetus and for the Clerk to review the wording relating to Corfe Mullen residents who had moved elsewhere into residential care.

TC 20/185 To Approve Accounts Software Package

Verbal

The Clerk provided an overview of the benefits of switching to Scribe Accounts from the current account's software package Sage Accounts following advice from SLCC and the Internal Auditor. The time saved on reporting and accuracy would be hugely beneficial and provide greater control for the Responsible Financial Officer which would mean the Council would be better informed in future.

The Clerk sought the Council's approval to switch from Sage Accounts at £77+VAT per month to Scribe Accounts at £89+VAT per month, billed annually plus an initial set up fee of £497. There would be an overlap of both services for one month in order to carry out year-end accounting. There would also be a continuation of Sage Payroll at £32.50+VAT per month until Scribe Payroll became available.

Members discussed the Scribe Accounts bookings bolt on service for the Village Hall at £39+VAT per month, billed annually plus an initial set up fee of £297, which would be waived if members agreed to proceed with the service now. Members felt it would be financially more cost effective to progress now on the basis it was anticipated the Village Hall would re-open in the Autumn.

Cllr Craven proposed to proceed with switching accounts software package to Scribe Accounts along with the bolt on bookings service for the Village Hall and was seconded by Cllr Howard. Members voted unanimously.

It was **RESOLVED** to proceed with switching accounts software package to Scribe Accounts along with the bolt on bookings service for the Village Hall effective from 1

April 2021, and for a 1 month overlap with Sage accounts to allow for year end work to be completed.

TC 20/186 To Note the Update from the Council Representative to the Youth Trust Verbal

Cllr Lortie advised she had attended the recent Trustees meeting on 10 March 2021 and provided an update on the position with re-opening the Youth Club and outreach work.

Cllr Lortie confirmed outreach work would commence at the Recreation Ground and by the Village Hall for one month from 29 March 2021 on Thursday and Friday afternoons and evenings. The arrangement would be reviewed at the next Trustees meeting to be held on 5 May 2021.

The report was NOTED.

TC 20/187 To Note Clerk's Update Verbal

The Clerk provided a verbal update, with the key points noted as follows:

- VE Day Commemorative Tree Planting – Responses were received from Henbury View First School and the Royal British Legion Club. The funding for the trees would be accrued at year end.
- Dorset Local Plan Judicial Review – Eight out of ten Parish and Town Councils contacted had advised they would not wish to proceed with a judicial review as it was felt it was not a good use of public money and to wait until consultation had completed.
- Vandalism of Recreation Ground Toilets – Under investigation by Dorset Police and costs for work to repair were being obtained.
- Dog Fouling Competition – 13 entries had been received to date, which would be put into three age groups to ensure fair judging. Staff members would be asked to pick their favourite leaving 9 entries for Full Council to choose the winning 3.
- Council Tax Bills – Stourvale Partnership and BCP who issue the bills to residents had apologised for the incorrect naming of the Town Council and had assured the error had been rectified, meaning any further billing would have the correct name.
- Town Council Office Opening – The office would be re-opened on 12 April 2021 in line with Government guidelines.
- Meetings – With effect from 7 May 2021, all Council meetings should revert to face to face meetings. NALC were consulting with the Government on how this would work going forward. NALC had advised Councils should ensure they have alternative arrangements in place by way of Scheme of Delegation and the Annual Town Council Meeting being brought forward to allow for it to be held virtually.

Cllr Craven asked if any progress had been made with regards to a draft architect plans for the Recreation Ground Pavilion redevelopment. The Clerk confirmed there would be Public Consultation and a strict procurement process to follow prior to appointing an architect.

The report was NOTED.

Cllr B Honeyman joined the meeting.

TC 20/188 To Note Mayor's Report Verbal

The Mayor highlighted a Corfe Mullen resident who had appeared on ITV's Love Your Weekend with Alan Titchmarsh talking about the life and achievements of Mary

Anning, the famous fossilist who had been born in Lyme Regis. The resident had also been working with local schools during the Covid-19 pandemic to share her enthusiasm for science and geology. The Mayor advised that she had suffered racial abuse on Social Media, and he felt a letter should be sent to her on behalf of the Town Council congratulating her on her recent award and contribution to local schools during the Covid-19 pandemic.

It was agreed the Mayor and the Clerk would compose and send a letter on behalf of the Town Council.

The report was NOTED.

TC 20/189 To Note Dorset Councillors' Report **Verbal**

Cllr Barron and Cllr Harrison both advised that they had been contacted by several residents who were not in favour of the Dorset Local Plan. Cllr Harrison reiterated the second consultation, which was statutory, would take place in December 2021.

The report was NOTED.

TC 20/190 Matters for Forthcoming Agendas No decisions can be taken¹ **Verbal**

The Clerk advised she had received an email from a resident relating to Roy's Meadow which would be included on the agenda for discussion at the next Full Council meeting.

Cllr Jefferies provided an update on the Beacon Hill site, noting the licence application would not be submitted to the Strategic Committee in April 2021 due to unforeseen circumstances, and it was anticipated it would be submitted in July 2021, but this had yet to be confirmed.

TC 20/191 To Agree a date and time for the next meeting

The date of the next meeting would take place Tuesday 27 April 2021 at 19:30 via ZOOM.

TC 20/192 Close of meeting

The meeting closed at 21:20.

Signed Date

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**Minutes of the Meeting of Finance & Administration Committee held at 19:45
on Tuesday 12 January 2021 on Zoom online**

Present: **Councillors**
Paul Harrison (Chair)
Adrian Craven
Anne Holland
Paul Holland
Tim Howard
Phil Purvis
Duncan Sowry-House
Julia Stennett

In Attendance: Nicola Gray (Town Clerk)
Catherine Horsley (Deputy Town Clerk) (minute taker)

Public Participation

Cllrs M Barron, D Everett, B Honeyman, S Jefferies, J Lortie and D Mattocks were present.

No further members of the public were present.

FA 20/08 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

No apologies for absence were received.

FA 20/09 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

Cllr Harrison declared interests relating to being a Trustee of the Youth Trust, Growing Compassionate Communities, and a member of the Carnival Committee.

Cllr Craven declared an interest relating to being the Clerk for the Phelipps Trust.

FA 20/10 To Approve minutes of meeting held on 10 November 2020 LGA 1972, sch 12, para 41 **A**

The minutes of the meeting held on 10 November 2020 were APPROVED.

FA 20/11 To Approve Accounts for Payment **B**

It was **RESOLVED** to APPROVE the Accounts for Payment.

FA 20/12 To Note the Budget Monitoring Report for the quarter ended 31 December 2020 **C**

Members received the Budget Monitoring Report for quarter ending 31 December 2020. Entries within the report were queried as follows:

- Provision for new posts – under expenditure, the report showed a budget variance at the end of 31 December 2020 and Cllr Craven asked if this would be made up by the end of the financial year. The Clerk advised the provision for the new posts was for the whole of the financial year. However, the new posts in place halfway through the year during September and October 2020.
- Provision for Pavilion and tennis income – under income, the report showed a total of £4200 and Cllr Craven asked what this was for. The Clerk confirmed this was put in place should the lease on the Pavilion not be extended.
- Allotments – Cllr Craven asked whether skips were still being used on the allotment site. The Clerk confirmed no skips were in use on site.
- Playground equipment maintenance - Cllr Harrison advised he had received a query from a resident regarding the groundwork underneath the benches at the Recreation Ground play area and asked if the groundwork was included in the allocated budget for play equipment maintenance under recreation. The Clerk confirmed this was for play equipment only and the budget for groundwork would be grounds maintenance under recreation. The Deputy Clerk advised this work had been identified as part of the annual playground inspections undertaken in October 2020 and was part of the follow up work to be carried out by the grounds team.

The Budget Monitoring Report for quarter ending 31 December 2020 was NOTED.

FA 20/13 To consider Grant Applications: **D**

Small grants programme 2020/21

Cllr Harrison introduced the report and reminded members that continuation of the grants at their current level for future years would result in the depletion of the Town Council's reserves, resulting in less money available for other projects.

Each grant application was discussed with comments noted as follows:

- East Dorset Beekeepers Association – Request for £170 to monitor invasive species who were a threat to natural species. Members agreed the swarm collection service, which would otherwise be destroyed was invaluable and educational with the association doing lots of good work. Cllr Howard proposed to award full amount, which Cllr A Holland seconded. It was agreed to award request in full of £170.
- Phelipps Trust – Request for £500 to provide supermarket vouchers at Christmas to alleviate food poverty and costs for young people starting out in their career distributed by local schools. Cllr Craven had declared an interest and was therefore unable to take part in the discussion. Cllr Sowry-House reminded members of previous discussions when considering the grant application, whereby concerns were raised with the Trusts lack of fundraising, with the Town Council being the sole source of funds and the relationship between the Trust and the foodbank who had also submitted a grant application. Cllr Sowry-House proposed match funding the amount raised by the Trust; this was seconded by Cllr Stennett. It was agreed to award £100.
- Corfe Mullen Foodbank – Request for £520.81 to cover a range of initiatives within the foodbank. Cllr Sowry-House noted this was a very mindful application which

reflected the well-run organisation. It was agreed to award request in full of £520.81.

- Radio Wimborne – Request for £1000 to part fund Radio Wimborne going onto the FM platform. It was noted listeners had increased during a trial on the FM platform, albeit coverage was unclear. Cllr Craven advised he would be unable to support the request as it was unclear what the value was to the Corfe Mullen community. This was seconded by Cllr Purvis. It was agreed not to award the requested grant.
- Citizens Advice East Dorset – Request for £2000 to provide ongoing advice service to Corfe Mullen residents, noting 95 residents had been assisted with 314 issues in the previous year. Cllr Sowry-House fully supported the service, however, noted a conversation with the Mayor of Wimborne relating to the service being merged and relocated to the Purbeck area. The Clerk advised this had not been declared within the grant application. Members agreed this was an invaluable service, however, prior to awarding any grant to seek clarification on the future location of the service. Cllr Harrison proposed to earmark £2000, subject to the service not moving in the next 12 months and if the service were to relocate, the request would be revisited at a future meeting. This was seconded by Cllr Howard. It was agreed the request would be paused until clarification was received.
- Vision Wimborne Dial-a-ride – Request for £500 to provide wheelchair enabled vehicle service with volunteer drivers to Corfe Mullen residents. It was noted approximately 10% of Corfe Mullen residents benefitted from the service during 2019. Cllr Harrison proposed to award 10% totalling £150 for Corfe Mullen users. Cllr Howard seconded which was also supported by Cllr A Holland. It was agreed to award £150.
- Legs and Company Leg Club – Request for £1500 to provide portable electric couches, helping nurses to treat patients without kneeling on the floor. It was noted no accounts had been supplied as part of the grant application, however there was an indication on the project costs and costs of purchasing couches. Cllr Howard noted this was a much-needed service which was previously provided by primary and acute care. However, due to the reallocation of services and Covid-19, more patients were being seen at home and he fully supported the request. Cllr Howard proposed to earmark £1000, subject to accounts being forthcoming, which was seconded by Cllr Harrison. It was agreed the request would be paused until accounts were received.
- East Dorset Tourist Information Centre – Request for £500 to assist with ongoing running costs. It was noted no accounts had been supplied as part of the grant application. Cllr Howard proposed an award of £200 due to no clear information available on the benefits to Corfe Mullen residents and to reiterate to the applicant that for any future applications, clear information on benefits to Corfe Mullen residents should be provided. This was seconded by Cllr A Holland. It was agreed to award £200.

Cllr Harrison declared an interest relating to the Youth Trust, Growing Compassionate Communities and the Carnival Committee. Therefore, the Vice-Chair, Cllr P Holland chaired the meeting whilst discussion took place relating to those grant applications as follows:

- Corfe Mullen Carnival – Request for £1250 to provide assistance with toilets, medical and fencing. Cllr A Holland proposed to award £800, which was seconded by Cllr Purvis. It was agreed to award £800.
- Growing Compassionate Communities – Request for £800 to purchase gardening equipment for recently acquired community allotment. Cllr P Holland noted no accounts had been submitted with the grant application. The Clerk understood the organisation was relatively new and had recently rented raised beds at the allotment site. It was agreed the request was for a significant amount and Cllr

Howard proposed a grant of £200 until there was clear evidence of expenditure, which was seconded by Cllr Craven. It was agreed to award £200.

- Corfe Mullen Carnival Christmas Lights Appeal – Request for £2,000 for rolling programme introducing Christmas trees across the Parish. Cllr P Holland noted the Christmas tree lights had received positive comments. Cllr A Holland proposed to award £1500, which was seconded by Cllr Sowry-House. It was agreed to award £1500.
- Corfe Mullen 5K run and children's one mile fun run – Request for £255 to cover first aid at the event. Cllr P Holland noted the event was part of the Carnival. Cllr Craven noted the event was not held during 2020 due to the Covid-19 pandemic and asked if it was known whether they had used the previously awarded grant. The Clerk advised there was no indication on the application on what the grant was used for. Cllr Howard proposed to earmark £150, subject to seeking clarity on whether the previously awarded grant had been used, which was seconded by Cllr A Holland. It was agreed the request would be paused until clarification was received.

Cllr Harrison re-joined the meeting to chair the remaining agenda items.

Cllr Sowry-House asked whether the Remembrance Sunday wreath donation of £50 could be allocated from the Chairman's allowance rather than awarded as a grant, in order for any unallocated grant monies to be utilised for any spontaneous requests received throughout the year. The Clerk confirmed this was possible and noted the grant application process was carried out late in the financial year and proposed commencing the process earlier in the financial year in late summer in order for organisations to receive grant funding ahead of Christmas. Members agreed the proposal seemed sensible and provided more flexibility for organisations.

It was **RESOLVED** to award grants totalling £6790.81 inclusive of £3150 earmarked, pending further clarification and £50 for Remembrance wreath to be allocated from the Chairman's allowance. £710 remained unallocated to be utilised for any spontaneous requests received throughout the year.

Cllr Harrison asked if any of the unused grants had been returned as a result of events and/or services not held or taken place during the Covid-19 pandemic. The Clerk understood one unused grant had been returned relating to staff and rent costs for the Youth Club, who had been unable to open. The Clerk advised a letter had also been received from RBL relating to previously unspent grant and therefore, they had not submitted a grant application for 2020/21.

Revenue funding for Corfe Mullen Youth Trust 2021/22

It was noted previously, the Town Council had unanimously agreed to support the Youth Trust for 2021/22 totalling £36,540 to cover rent and salary costs, with a view to the Trust seeking funding from alternative sources going forward and smaller grants being awarded from the Town Council in future years.

The Clerk reminded members that the Town Council would need to consider the level of commitment to the Youth Trust going forward due to its own expenditure commitment and current reserves, given any projects it was planning to carry out in future years.

The revenue grant application for the Youth Trust for 2021/22 was NOTED.

The Clerk presented the report for members to consider the draft budget and subsequent Precept options for financial year 2021/22 for recommendation to Full Council. The key points were noted as follows:

- There were three Precept options for consideration, option one showed no increase, therefore a reduction in income, option two showed a 10% increase and option three showed total reliance on the Precept.
- The budget figures remained the same for each option and provided transparency on the impact and reliance on the reserves.
- The tax base for the Precept had reduced by 0.5%.
- There was no legal requirement to hold reserves. However, the auditors recommended holding 3-6 months running costs and if higher, the ability to demonstrate what this had been earmarked for.

Cllr Harrison noted historically the Town Council had held reserves of more than 6 months running costs, which had decreased from previous levels. The Clerk advised this had been offset by the grants to the Village Hall, noting the reserves projected at the end of the financial year was to have 6 months running costs.

Members discussed the three options, noting there was a fair balance in increasing the Precept in order to continue services and progress with specific projects for Corfe Mullen residents against the financial position being experienced by some residents as a result of the Covid-19 pandemic.

Discussion took place relating to the budget, earmarked reserves, statutory requirements, what work had to be completed from a Health & Safety perspective against 'nice to have' items, opportunities to scale back expenditure and projects and efficiency savings. The Clerk noted there were opportunities to be progressed in the future relating to grant applications for the Town Council, for additional income to boost the reserves held.

The Clerk calculated different Precept percentage increases to illustrate to members the impact on the Town Council income in terms of the Precept and the increase to the Council Tax for residents.

Cllr Sowry-House noted the Town Council needed to be in the best position in terms of reserves held, in order to provide services and support to the community during these difficult times. Cllr Howard noted the impact on services provided to the community if the Precept was not increased and how the Town Council needed to be open and honest in order to justify any increase.

The Clerk reminded members the budget needed to be agreed and justified ahead of applying for the Precept.

Cllr Howard proposed to increase the Precept by 20%, which was seconded by Cllr Purvis. Cllr Stennett proposed to progress with option two to increase the Precept by 10%, which was seconded by Cllr P Holland.

Based on a 20% increase to the Precept, an increase from £80.18 to £96.22 per Council Tax Band D property resulting in a Precept of £372,365 using £60,869 reserves held at the end of 2021/22. Based on option two, to increase the Precept by 10%, this was an increase of £8.02 per Council Tax Band D property, resulting in a Precept of £341,573 using £91,660 reserves.

Members voted, with five in favour to increase the Precept by 20% and three in favour to progress with option two to increase the Precept by 10%. There were no abstentions.

It was **RESOLVED** to recommend to the Full Council to increase the Precept for the 2021/22 financial year by 20% and to revisit the budget at the next Full Council meeting scheduled on 26 January 2021.

FA 20/15 Matters for forthcoming agendas No decisions can be taken¹

No items were noted.

FA 20/16 To Agree a date and time for the next meeting - the date and time of the next meeting will be on Tuesday 13 April 2021 at 19:45 via Zoom.

Signed as a correct record of the meeting..... Date.....

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



**Minutes of the meeting of Planning Committee held
on Tuesday 9 March 2021 at 19:00 via Zoom**

Present: **Councillors**
A Holland (Chair)
M Barron
D Everett
T Howard
D Mattocks
D Sowry-House
J Stennett

In Attendance: Nicola Gray (Town Clerk)
Catherine Horsley (Deputy Clerk) (minute taker)

Public Participation

There were three members of the public present none of whom indicated that they wished to speak, therefore, Cllr A Holland opened the meeting.

PC 20/80 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

There were no apologies for absence received. Cllr B Honeyman was unable to join the meeting due to technical issues.

PC 20/81 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

PC 20/82 To Approve minutes of meeting held on 23 February 2021 LGA 1972, sch 12, para 41 **A**

The minutes of the meeting held on 23 February 2021 were APPROVED.

PC 20/83 To Note Planning Decisions Report **B**

The report was NOTED.

PC 20/84 To Consider the following applications received from Dorset Council:

3/20/1925/OUT Applicant: Fayrewood Property Ltd	Demolish 67 Albert Road and erect replacement property together with 3 detached properties to the rear of 67 and 65 Albert Road. Outline application for consideration of Access, Layout & Scale only.
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Agent: Mr G Moir, Wareham	67 Albert Road
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117619&cuuid=029C5359-CF97-43D1-96AF-EA0E909C29CC	

Members discussed the application noting it was an overdevelopment of the site which would result in increased traffic, parking and access which may affect neighbouring properties. Consideration should be given to re-positioning the proposed development for two detached properties on the site, rather than three.

It was **RESOLVED** to object on the following basis:

- Overdevelopment of the site and not in keeping with the size of neighbouring properties.

3/21/0373/TCA Applicant: Mr Nigel Jackson	Notification of works to trees in a Conservation Area Oak T2: Fell. Cherry T11: Fell. T4 Oak: Crown reduction to 15m. Crown thin by 30%. T5 Oak: Crown reduction to 14m. Crown thin by 30%. T6 Hawthorn: Crown thin by 30%. G3 Oak: Remove 2nd smaller stem. Crown reduction to 9m. Crown thin by 30%. Oak: Crown reduction to 8m. Crown thin by 30%. Fairmeads, Sleight Lane
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=118378&cuuid=CBFE3160-E72D-45BD-917B-F48EAF7BCC	

Members discussed the application noting there was insufficient information within the application in terms of the justification for the works. In addition, it was not clear as to how much crown reduction of the oak trees would leave behind, which could impact the retaining feature for the community.

It was **RESOLVED** to object on the following basis:

- Lack of justification and detail as to how much crown reduction of T4 oak, T5 oak, G3 oak and further Oak south in the garden, which is too small to be noted on tree survey.
- Long term damage to the conservation area and loss of cover.

PC 20/85 Matters for forthcoming agendas No decisions can be taken ¹

No matters for forthcoming agendas were noted.

PC 20/86 To Agree a date and time for the next meeting - the date and time of the next meeting will be on Tuesday 23 March 2021 at 19:00 via Zoom.

Signed as a correct record of the meeting..... Date.....

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

Retrospective Approval – On 23 February 2021, the Planning Committee RESOLVED to respond to the planning authority requesting that sufficient information be provided with the application to enable a decision to be established so that correct comment may be given. In particular, the purpose of the ‘habitable accommodation’ and full clear plans.

Email correspondence received on 15 March 2021 from Dorset Planning, shared with Planning Committee outside of the meeting, provided further information and a response from members via email was unanimous in that there were no objections. A response was sent to Dorset Council on 17 March 2021 stating no objections.

It was **RESOLVED** the retrospective action was approved.

3/20/1595/HOU Applicant: Mr Tobias Elliott	Raise roof to create first and second floor habitable accommodation and internal alterations. Erect new garage. Erect detached summer house building to rear. (Description amended). 28 CENTRAL AVENUE
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117289&cuuid=58FA8F72-9B3E-48AC-B09A-86EBA5CEDCE7	

Cllr Holland noted the application had previously been received by the Committee, who had no objections, however, the application now included a detached summer house building to the rear.

It was **RESOLVED** there were no objections or issues to note.

3/21/0069/HOU Applicant: Mr J Seddon	Single storey front porch & single storey pitched roof over existing flat roof. Conversion of garage to study. 39 HENBURY CLOSE
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=118074&cuuid=AC1B56DE-E91C-4411-9E2B-55E709FEC4FD	

Cllr Holland noted the plans were similar to neighbouring properties which had converted garages into habitable spaces.

It was **RESOLVED** there were no objections or issues to note.

3/21/0091/HOU Applicant: Mr & Mrs Allen Agent: DESIGN-WERX, Wimborne	Removal of existing canopy and erection of hall extension and new canopy roof. 4 BEACON ROAD,
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=118096&cuuid=2AF5018C69-49E6-BAAD-672C6C0FB309	

It was **RESOLVED** there were no objections or issues to note.

PC 20/92 Matters for forthcoming agendas No decisions can be taken ¹

No matters for forthcoming agendas were noted.

PC 20/93 To Agree a date and time for the next meeting - the date and time of the next meeting will be on Tuesday 13 April 2021 at 19:00 via Zoom.

Signed as a correct record of the meeting..... Date.....

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 April 2021

Agenda Item: TC 20/197

Paper: C

Subject:		Accounts for Payment	
Prepared By:		Nicola Gray, Town Clerk	
Purpose of Report:		To approve the accounts for payment as scheduled.	
Accounts for Payment 27.04.21			
TOWN COUNCIL ITEMS			
DATE	METHOD	DETAILS	£
10.09.20	IB	NALC - online webinar NG (retrospective)	38.93
31.03.21	IB	D J Andrews - Ford Ranger MOT, service and repairs	1594.69
31.03.21	IB	Dorset Electrical & Fire alarms - fire alarm service office	96.00
23.03.21	IB	B & Q - materials	72.90
07.04.21	IB	M B Wilkes - topsoil rec	33.41
01.04.21	IB	CMYT - 1st quarter grant	9135.00
09.04.21	IB	M B Wilkes - topsoil rec	19.58
09.04.21	IB	Unique Fire & Security - remedial CCTV work at recreation ground	144.00
13.04.21	IB	Vision ICT - website changes for Royal Family deaths	126.00
16.04.21	IB	Microsoft - monthly charge	45.12
01.04.21	IB	ICCM - annual subscription (Institute of Cemetery and Cremation Management)	95.00
14.04.21	IB	Scouts - electricity & water g'staff bldg. 01.10.20 - 05.04.21	966.81
20.04.21	IB	Local Councils update + online access	75.00
20.04.21	IB	D J Andrews - new battery for Nissan Navara	159.53
20.04.21	IB	Unique Fire & Security - final invoice roller shutter remedial works	520.80
22.03.21	dd 08.04.21	S Electric - cemetery usage Oct - Mar	23.63
04.05.21	dd 04.05.21	PWLB - quarterly loan repayment	5141.90
04.04.21	dd 19.04.21	UK Fuels - fuel	56.52
06.04.21	dd 23.04.21	S Electric - streetlight energy March	62.98
09.04.21	dd 23.04.21	BT - line rental & broadband 10 Feb - 30 Jun office & g'staf bldg.	353.52
01.05.21	dd 01.05.21	Dorset Council - office rates	374.00
01.05.21	dd 01.05.21	Dorset Council - cemetery rates	247.00
15.04.21	dd 29.04.21	British Gas - monthly office electricity	114.63
16.05.21	dd 25.05.21	Chubb - fire extinguisher rental g'staff bldg. May	18.40
02.04.21	dd 16.04.21	BT Mobile - monthly sim card rental Head Groundsman	8.40
03.04.21	card	Zoom - monthly charge	14.39
12.04.21	card	Co-op - battery for groundstaff building smoke detector	4.20
13.04.21	card	Flowers for resident (from Chairman's Allowance)	40.00
TOTAL			19582.34
VILLAGE HALL ITEMS			
21.04.21	dd 01.05.21	Gazprom - gas usage March	24.55
TOTAL			24.55
Recommendation:		To APPROVE the Accounts for Payment.	



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 April 2021

Agenda Item: TC 20/198

Paper: D

Subject:	Bank Reconciliation																														
Prepared By:	Nicola Gray, Town Clerk																														
Purpose of Report:	To approve bank reconciliation for March 2021																														
Background:	Bank reconciliation provides the Town Council with details of bank statements and working balances																														
Key Points:	<table border="1" style="width: 100%; border-collapse: collapse; margin: 5px;"> <thead> <tr> <th colspan="3" style="text-align: left;">Bank reconciliation 31.03.21</th> </tr> </thead> <tbody> <tr> <td style="width: 60%;">Scot Widows Business Deposit</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">500.89</td> </tr> <tr> <td>Petty Cash</td> <td></td> <td></td> </tr> <tr> <td>Cooperative current</td> <td style="text-align: right;">62164.26</td> <td></td> </tr> <tr> <td>less unrec. Payments</td> <td style="text-align: right;">466.83</td> <td></td> </tr> <tr> <td>add unrec. Receipts</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">61697.43</td> </tr> <tr> <td>Cooperative dep. a/c</td> <td></td> <td style="text-align: right;">2.86</td> </tr> <tr> <td>Coop Charge Card</td> <td></td> <td style="text-align: right;">-39.36</td> </tr> <tr> <td>Public Sector Deposit Fund</td> <td></td> <td style="text-align: right;">297227.53</td> </tr> <tr> <td>Total</td> <td></td> <td style="text-align: right;">359389.35</td> </tr> </tbody> </table>	Bank reconciliation 31.03.21			Scot Widows Business Deposit		500.89	Petty Cash			Cooperative current	62164.26		less unrec. Payments	466.83		add unrec. Receipts	0.00	61697.43	Cooperative dep. a/c		2.86	Coop Charge Card		-39.36	Public Sector Deposit Fund		297227.53	Total		359389.35
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Coop Charge Card		-39.36																													
Public Sector Deposit Fund		297227.53																													
Total		359389.35																													
Implications:	Where figures do not tally, accounting errors may be the cause.																														
Recommendation:	To recommend approval of bank reconciliation for March 2021.																														

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 April 2021



Agenda Item: TC 20/199

Paper: E

Subject:	Health and Safety Policy
Prepared By:	Nicola Gray
Purpose of Report:	To review and approve the Health and Safety policy for Corfe Mullen Town Council
Background:	<p>The Health and Safety policy has been drafted by the Council's employment advisors with input from the Clerk.</p> <p>Health and Safety at Work etc. Act 1974 s.2(3) states that an employer with more than 5 employees must have a written Health and Safety Policy which must be brought to the attention of those employees.</p>
Key Points:	<p>The policy covers all legal requirements and ensures staff, contractors and visitors are protected in accordance with the responsibilities of the Council as an employer, but also sets out the responsibilities of employees, contractors and visitors for protecting themselves in the workplace.</p> <p>In addition to the policy, a Risk Assessment is being carried out in accordance with the policy. This is a work in progress and has been somewhat hampered by the coronavirus pandemic. Once it is completed, a copy will be made available to all staff and Councillors. It is not normal practice for the Risk Assessment to be made public as this has enabled unscrupulous claims to be made against councils.</p> <p>Once approved, the policy will be published on the Town Council website, made available to all staff and copies available in the Council office and Ground Staff Building.</p>
Implications:	<p>Failure to have a Health and Safety Policy is in breach of the Health and Safety at Work etc. Act 1974 and risks the council being prosecuted for failing to maintain correct records.</p> <p>Lack of a policy and subsequent risk assessment leaves the council vulnerable to claims from staff and public.</p>
Recommendation:	To recommend the approval of the Health and Safety Policy.

CORFE MULLEN TOWN COUNCIL



Health and Safety Policy



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INTRODUCTION

1. INTRODUCTION

This Health and Safety manual has been prepared by Ellis Whittam on our behalf and with our involvement. It contains our Health and Safety Policy as required by the Health and Safety at Work Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

Corfe Mullen Town Council are committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Council in our Annual Report.

This Policy has been created by the named consultant from Ellis Whittam with the co-operation of our staff. They have signed the Policy to confirm that at the time of creation it is suitable, sufficient and relevant to our circumstances and operations. Our nominated responsible person has signed the Policy to confirm that it is a true reflection of the activities and operations that we undertake and the circumstances in which the council operates.

Creation Date	Signed on behalf of Ellis Whittam	Confirmed

POLICY REVIEW

This Health and Safety Policy will be reviewed annually by Ellis Whittam Ltd in conjunction with our nominated responsible person.

As each review is completed it will be signed off by the consultant from Ellis Whittam and confirmed by our nominated responsible person.

Review Date	Signed on behalf of Ellis Whittam	Confirmed
17 th March 2017	Ian Hearson	
20 th April 2018	Ian Hearson	
13 th November 2020	Michelle Mitcham	

DOCUMENT CONTROL

The electronic copy of the Health and Safety Policy provided by Ellis Whittam will remain the controlled copy. Where further controlled copies are required then these should be issued accordingly and added to a register of controlled copies. Any amendments made to the policy will be provided for each of the controlled copies to ensure all controlled copies in circulation remain up to date.

If uncontrolled copies of the policy are printed either in whole or part, or if uncontrolled electronic copies are issued, then these will be clearly marked as an 'UNCONTROLLED COPY'.

Register

Copy Number or Reference	Location kept

AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or our clients, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by

LEGISLATION

Extracts of relevant legislation are provided for ease of reference on the Ellis Whittam webpage. Full copies of relevant legislation are available on the Office of Public Sector Information web page (www.opsi.gov.uk) and the National Archives (www.legislation.gov.uk)

GUIDANCE

Guidance on a number of health and safety issues can be accessed by logging onto the Ellis Whittam webpage which we hope you will find useful as a quick reference source.

Should you require further advice or assistance not available here then remember that advice on any health and safety issue is available from the **Ellis Whittam** advice line - **Tel: 0345 226 8393**

FORMS

Relevant forms and templates that may be utilised can be accessed by logging onto the Ellis Whittam webpage.

POLICY STATEMENTS

2. HEALTH AND SAFETY POLICY STATEMENT

The management of Corfe Mullen Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Name **Position:** The Clerk to the Council

Signed: **Dated:**

Name **Position:** Mayor of the Council

Signed: **Dated:**

ORGANISATION FOR HEALTH & SAFETY

3. ORGANISATION FOR HEALTH AND SAFETY

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

The Members of the Council

The Clerk to the Council

Supervisors (Deputy Clerk, Senior Caretaker and Head Groundsman)

HEALTH AND SAFETY RESPONSIBILITIES

4. HEALTH AND SAFETY RESPONSIBILITIES

The Members of the Council

The Council has the ultimate responsibility for the health and safety of Corfe Mullen Town Council but discharges this responsibility through the Clerk to the Council down to individual managers, supervisors and employees.

The Council has nominated the Clerk to the Council to have special responsibility for health and safety.

The Council will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the organisation
- all its decisions reflect its health and safety intentions
- adequate resources are made available for the implementation of health and safety
- they will promote the active participation of employees in improving health and safety performance
- they will review the health and safety performance of the council on an annual basis.

The Clerk to the Council

The Clerk to the Council will ensure that in their areas of control:

- they actively lead the implementation of our Health and Safety Policy
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- premises, plant and work equipment are maintained in a safe condition
- statutory examinations are planned, completed and recorded
- personal protective equipment is provided, staff instructed in its use and that records are kept
- adequate arrangements for fire and first aid are established
- any safety issues that cannot be dealt with are referred to the Clerk to the Council for action
- welfare facilities provided are maintained in a satisfactory state
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- health surveillance is carried out and records are kept
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- health and safety notices are displayed
- agreed safety standards are maintained particularly those relating to housekeeping
- health and safety rules are followed by all.

Supervisors (Deputy Clerk, Senior Caretaker and Head Groundsman)

The Supervisors (Deputy Clerk, Senior Caretaker and Head Groundsman) will ensure that in their areas of control:

- they implement our Health and Safety Policy
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers
- they communicate and consult with staff on health and safety issues
- health and safety rules are followed by all
- they encourage staff to report hazards and raise health and safety concerns
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- any safety issues that cannot be dealt with are referred to a senior manager for action
- safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.

Employees

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Contractors

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- submit their health and safety policy and relevant risk assessments to us for approval
- comply with and accept our health and safety policy, if they do not have one
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to us whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Ellis Whittam

Ellis Whittam, in agreement with management, provides us with the following services:

- development of our documentation throughout the period of our contract and keeping it updated for:
 - changes in Health and Safety legislation relevant to us
 - organisational changes which affect our management system.
- a general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk.
- a consultant visit to train senior managers and to support our implementation of this Policy by:
 - assisting us to complete specific risk assessments
 - providing further training, as agreed, on relevant agreed topics
 - reviewing and auditing our health and safety procedures and legal compliance
 - providing advice on implementing changes and system procedures.

Ellis Whittam is also contracted to:

- fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- provide for us a telephone advisory service - available 24 hours per day, 365 days of the year
- provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- provide legal fees insurance, the terms of which are defined in our insurance policy document
- provide briefings to help keep us up to date with new and forthcoming legislation.

HEALTH AND SAFETY RULES

5. HEALTH AND SAFETY RULES

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

General

- It is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.

Hazard / Warning Signs and Notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Employees must clear up any spillage or liquids within the work area in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any fire fighting equipment provided.
- Employees must report any use of fire fighting equipment to their supervisor.

Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees must notify management of any incident in which damage is caused to property.

Health

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.

ARRANGEMENTS

6. ARRANGEMENTS

Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee, visitor or contractor has an accident, near miss or dangerous occurrence on the council's premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition employees who develop a work-related illness must also report via these procedures.

Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the council.

The Accident Book

All accidents resulting in personal injury must be recorded in the council's Accident Book.

The Accident Book will comply with the requirements of the Data Protection Act.

The Accident Book will be reviewed regularly by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Employees must ensure that they are aware of the location of the accident book.

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following events must be reported to the Health and Safety Executive:

- A death
- A specified injury to an employee as detailed in regulation 4
- An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury
- Any dangerous occurrence
- Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations
- Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must also be reported within 15 working days using the Health and Safety Executive (HSE) website.

You **must** also keep a record of an accident if the worker has been incapacitated for **more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

Contact details for the Health and Safety Executive are:

Tel: 0345 300 9923 (Monday to Friday 8:30am to 5:00pm)

Website: www.hse.gov.uk

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the Ellis Whittam Advice Line. (Tel: 0345 226 8393)

The completed report form sent back by the HSE should be kept with the other accident records and documents; this will confirm the notification has been made.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be kept on file to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Asbestos

The council will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through:

- the management of asbestos-containing materials in the workplace premises by
 - **Assessment** - The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.
 - The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
 - **A Written Plan** - A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.
 - **Access to Asbestos-containing Materials** - Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Systems will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
 - **Monitoring and Maintenance** - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

Asbestos-related Emergencies

Procedures to deal with asbestos-related incidents will be in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees.

Arrangements for Controlling Work on Asbestos

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

Selection and Control of Contractors to Work on Asbestos-containing Materials

When contractors are engaged to work on the premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity.

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a health and safety problem related to work with asbestos, the council will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken.

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- inform a responsible person immediately, usually a supervisor or manager
- in the case of an accident or emergency, respond quickly to ensure effective treatment.

Communication and Consultation

It is a legal requirement for the council to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

- establish effective lines of communication
- involve and consult with employees through:
 - individual conversations
 - notice boards
 - internal publications
 - staff meetings
 - health and safety meetings.
- display the 'Health and Safety Law – What You Need To Know' poster
- consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.

Where it is not practical to consult with all employees directly and it would be more appropriate to communicate and consult through employee representatives, we will arrange for representatives of employee safety to be elected.

The council will allow all representatives an appropriate amount of time away from their normal duties in order to complete their duties as representatives. We will not hinder representatives in the execution of their normal functions as defined by law.

Contractors

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor’s own safety policy, risk assessments, method statements, permits to work, etc as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place.

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to a manager immediately.

Construction work and the Construction (Design and Management) Regulations 2015

Where any construction work is carried out, to fulfil our legal duties as a “client” under the Construction (Design and Management) Regulations 2015 we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all dutyholders that we appoint have the necessary skills, knowledge, training and experience to carry out their roles safely.
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly.
- notify the HSE in writing for projects that require it
- ensure that relevant pre-construction information is passed to all designers and contractors
- ensure that the Principal Designer and Principal Contractor carry out their duties

- ensure that adequate welfare facilities are provided for the contractors
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and , if we choose to dispose of the building, to pass the file to any person or council who acquires the building.
- cooperate fully with all other dutyholders and provide all relevant information and instruction promptly and clearly.

Disabled Persons

The council will give full and proper consideration to the needs of disabled employees and visitors.

To achieve this, the council will:

- treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Display Screen Equipment

All reasonable steps will be taken by the council to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the council will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at a subsidised cost up to a maximum limit of £40, for any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their departmental supervisor/line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their departmental supervisor/line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

Driving for Work

Driving is an integral part to some roles within the council and as such requires driving on council business. Driving has inherent risks associated with it which drivers should be made aware of.

The council is committed to reducing the risks its staff face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- provide sufficient information and guidance for managers and drivers to enable them to understand the additional occupational risks involved in driving
- establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- require drivers to annually submit copies of their insurance, the MOT certificate or evidence of the MOT exemption for their vehicle and their current driving licence.

Implementation

The council asks its entire staff to play their part, whether they use a council vehicle, their own or a hire vehicle.

Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform their manager of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the council.

Before driving, drivers must

- review the need to travel
- have a valid licence for the vehicle they are driving and for any overseas travel if required
- ensure valid insurance for business use
- carry out a pre-use vehicle check

- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- have had an eye test in last 2 years and be using any required corrective appliance
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke in a council vehicle
- never use any hand held electronic device e.g. mobile phone, satellite navigation, mp3 player
- never receive or make calls.
- follow all safety instructions when taking their vehicle on board ferries, trains or other vehicle-carrying craft, including parking and leaving their vehicle on a vehicle deck and travelling in a designated passenger area while the craft is underway.

Managers

Managers should ensure that the driving policy is brought to the attention of drivers and they will:

- lead by example, both in the way they drive and by not tolerating poor driving practices amongst colleagues
- challenge unsafe attitudes and behaviours and encourage staff to drive safely
- monitor compliance with the driving policy at team meetings, staff appraisals and periodic checks
- not expect staff to answer calls when they are driving.

Drugs and Alcohol

Alcohol

Employees must not drink alcohol on the council's premises or the premises of its customers or clients without express permission from a senior manager or director.

Any employee who is found consuming alcohol on the council's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the council's disciplinary procedure.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on the council's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager or supervisor.

If the council suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the council reserves the right to require you to undergo a medical examination to determine the cause of the problem.

Medical Examination

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the council reserves the right to suspend you from your employment (with or without pay) to allow the council to decide whether to deal with the matter under the terms of the council's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

Reasonable Grounds

The council reserves the right to search you or any of your property held on council premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The council reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the council's premises.

Electricity

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

To ensure this objective the council will:

- ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET)
- maintain the fixed installation in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit to work system must be used
- ensure employees who carry out electrical work are competent to do so
- maintain detailed records.

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their line manager/supervisor
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the council premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage.

Excavation, Ground and Floor Penetration

All reasonable steps will be taken to secure the health and safety of employees who are required to carry out any excavation, ground and/or floor penetration work.

To ensure this objective the council will:

- ensure that a risk assessment is always carried out prior to undertaking excavation, ground or floor penetration
- provide plans and site drawings that can be used to identify the approximate position of any site services, pipelines or structures
- carry out scanning at regular depth intervals, using an appropriate device to identify the actual position of any metal containing pipes or cables
- provide equipment and precautions needed such as trench sheets, props, baulks etc. on site before work starts
- ensure that any possible ground contamination must be checked before work commences by reviewing the results of soil tests or trial holes to provide useful data on conditions likely to be found which can assist planning
- ensure that excavations which are supported to prevent any person being buried or trapped by accidental collapse, fall or dislodgement of material are subject to formal inspection by a competent person
- arrange for all excavations to be inspected at the start of every shift, and more frequently if something happens to affect its strength or stability. A record of all inspections will be made and retained

Before digging any trench, pit, tunnel or other excavation the council will determine what temporary support will be required and other precautions necessary to prevent:

- collapse of the sides
- materials falling onto people working in the excavation
- people and vehicles falling into the excavation
- undermining nearby structures
- damage to underground services
- ingress of water
- premature removal of support.

Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the council will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records.

The council does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

First Aid

The council is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective the council will:

1. appoint and train a suitable number of first aid personnel to cover all work patterns
2. display first aid notices with details of first aid provision
3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
4. provide any additional first aid training that may be required to deal with specific first aid hazards.

The minimum first aid provision at all sites is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.

Appointed Person

The Appointed Person duties include:

- taking charge when someone falls ill or is injured, including calling an ambulance if required
- looking after and maintaining the first aid box and contents.

The Appointed Person will not be required to provide treatment for which they have not been trained.

First Aiders

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements.

The numbers of first aid personnel at each location will be determined by individual circumstances, the level of risk and in line with current government guidance.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

First Aid Boxes

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

Portable First Aid Kits

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

- work with potentially dangerous tools and machinery away from base location
- staff travelling in vehicles on a regular basis
- staff whose work takes them to isolated or remote locations

Gas Installations and Appliances

The council will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

The council is committed to achieving high standards of health and safety for all staff, visitors, customers and others. For these reasons employing, training, and arranging the assessments of operatives that are competent to work on gas installations and appliances – servicing, repairing or installing, is highly significant to supporting these aims.

The council supports the aims of:

- reducing the waste of fuel and material
- increasing operational efficiency
- eliminating unnecessary emission of atmospheric pollutants
- reducing the risk to death, injury and distress to members of the public, staff and others who may be affected
- increasing confidence, amongst users, in the safe use of fossil fuels and fossil fuel burning appliances.

The Gas Safe Register (GSR) is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of the council will be registered with the GSR.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The council will implement the following:

- maintain an inventory of all substances hazardous to health kept or present on site and retain copies of relevant hazard data sheets
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- all employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls
- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance
- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

Information and Training

The council will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Managers and supervisors of areas which use substances hazardous to health will be given additional training to ensure the proper management of the risks.

Health, Safety and Welfare

The council is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities
- separate toilet facilities for men and women
- plentiful wholesome drinking water supply and cups
- seating with an incorporated back rest
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an employees work requires this
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures.

The council recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or head office.

Health Surveillance

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

To ensure adequate health surveillance is implemented the council will:

- carry out risk assessments to identify those activities, processes or materials that are likely to give rise to a health risk
- ensure that adequate control measures are put in place to reduce risks as far as possible
- seek advice on risk reduction from our safety advisor, occupational hygienist or other relevant person as necessary
- seek the advice of relevant people on the need for health surveillance where it is thought that a residual health risk remains following the implementation of control measures
- advise employees of the health risks and the signs of ill health
- ensure employees co-operate with health surveillance procedures provided
- discuss with the relevant people any health concern brought to their attention by an employee.

Format of Health Surveillance

If a reliable test can be carried out, the format of health surveillance may include the use of questionnaires to determine symptoms and may also involve clinical examination or measurements, such as lung function testing, hearing tests or biological sampling.

Frequency of Health Surveillance

The level of risk will determine the frequency of health surveillance programmes. Where the risk is thought to be low, only baseline data will be required and staff should report to the team leader if any problems are experienced. Baseline data will usually be gathered at the employment interview.

If the risk is thought to be more significant, periodic health surveillance for all exposed staff will take place. In most cases this will be annual; however in some high-risk areas a more frequent programme may be agreed. More frequent surveillance may be required where a person's medical history suggests a particular vulnerability. The responsible person or occupational health nurse will make this decision and manage the recall process.

If health problems are identified following health surveillance, control measures will be reviewed and where necessary enhanced.

The occupational health nurse or doctor will advise on any specific actions to take with regard to the affected employee, e.g.:

- reducing the length of exposure
- restricting work activities which cause exposure
- re-deploying the affected employee
- advising on additional personal protective equipment (PPE).

Record Keeping

The responsible person or occupational health nurse will, with the support of team leaders, ensure employees requiring health surveillance are identified and recalled at appropriate intervals.

Health records will be kept for a minimum of 40 years.

Employees will be allowed reasonable access to their health records and a copy offered to individuals when they leave the council.

Infection Control

For some work activities, staff may be at risk of infection or of spreading infection. Exposure to infections may arise at work from a number of situations, including:

- contact with blood and bodily fluids (e.g. Tetanus, Hepatitis B or C, HIV)
- injuries arising from needles / sharps (e.g. Tetanus, Hepatitis B or C, HIV)
- contact with animals or animal faeces/urine (e.g. Avian Flu, E. Coli, Leptospirosis).

The council aims to prevent the spread of infection through work-based activities by adopting suitable control measures.

The council will:

- undertake assessments to identify tasks or situations that may expose individuals or groups to potential infection
- identify, plan and implement controls and safe systems of work to prevent transmission of infection
- provided information, instruction and training to those identified at risk
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance
- organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises
- arrange for safe disposal of any infected materials
- adopt good hygiene practices.

Vaccination

The risk assessment will also identify whether the staff involved in a particular task should be offered vaccinations against Hepatitis B and Tetanus.

Where this is identified, vaccinations shall be offered to individuals without charge.

Training and Information

Training and information will be provided to all employees who are identified from the risk assessment as being potentially exposed to infections.

Training will be given for any tasks they are employed to do, the equipment they will be using and any safe procedures to adopt.

Staff Illness and Reporting

It is important to remember that infection can also be passed onto people from staff. Staff should notify their manager if they develop any infectious disease that may affect work or people around them, for example:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis

- Chicken Pox, Measles, Mumps, Rubella
- norovirus
- gastroenteritis
- HIV.

Managers will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should also report any illness or disease which has been contracted through work. In some circumstances if a staff member contracts a disease whilst at work, this is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Certain diseases including Leptospirosis, Hepatitis, TB, and Tetanus are specifically required to be reported.

Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

Pandemics and Epidemics

When notified that the country is experiencing a pandemic or epidemic, the council will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

The council will:

- follow guidance given by government agencies and close work sites if instructed to or if employees or any person is put at risk,
- undertake risk assessments to identify tasks or situations that may expose individuals or groups to potential risks,
- monitor any changes to government guidance,
- manage the risk posed by contractors and visitors visiting the workplace,
- develop and implement an emergency action plan to deal with any potential outbreaks,
- allow employees to take part in any government testing,
- identify, plan and implement controls and safe systems of work to prevent transmission,
- provide information, instruction and training to those identified at risk,
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance,
- organise for the safe cleaning of equipment and, where appropriate, disinfection and thorough cleaning,
- arrange for safe disposal of any infected materials, and
- adopt good hygiene practices.

Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

At risk systems include the hot and cold water storage and distribution system.

To achieve control of legionella bacteria the council will implement the following:

- **Avoidance of Conditions Favouring Growth of Organisms**

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build up of bio films and sediments will be controlled and tanks will be lidded.

- **Avoidance of Stagnation**

Dead-legs, which occur when water services leading from the main circulation water system to taps or appliances, are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.

- **System Maintenance**

Water systems will be disinfected by an effective means before being taken into service and after shut downs of five or more days. Plant will be regularly inspected and maintained (e.g. by monthly visits from a water treatment specialist). Plant will be disinfected periodically (normally twice yearly) by chlorination or by temporarily raising water temperatures. Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.

- **Sampling**

Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Weekly monitoring of chemical and microbiological water quality will be carried out to give a useful indication of the state of the system.

- **Record Keeping**

Records will be kept of all maintenance, temperature monitoring and sampling carried out.

Selection, Training and Competence of Staff

Persons carrying out control measures will receive appropriate training and supervision so they are able to perform their duties competently.

Action in the Event of an Outbreak

A contingency plan in case of an outbreak of legionellosis will be prepared. This will include the:

- identification of people who may have been exposed
- involvement of public health authorities
- dissemination of information to employees and other interested parties as to the nature of the risks.

Lone Working

The council will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

The council will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario.

Information and Training

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office or a designated buddy/contact every couple of hours indicating your movements
- do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager
- report all accidents, injuries, near-misses and dangerous occurrences to your immediate manager.

Machinery Maintenance

The council will take all reasonable steps to ensure the safety of all employees maintaining the machinery as well as the safety of those affected by the maintenance work. The council will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely.

The council will inform and train personnel to implement this policy.

To achieve this objective the council will, in consultation with the maintenance staff:

- carry out an assessment of how the machinery should be isolated for specific maintenance work
- carry out an assessment of how the machinery should be isolated to enable general maintenance work to be carried out safely
- carry out an assessment of the maintenance of the machine itself, including any heavy parts that have to be moved, any positions that have to be reached to achieve the necessary result and any risks of parts falling
- carry out an assessment of how the maintenance of the machine affects its environment
- carry out an assessment of all hazards that arise when guards have been removed
- take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety
- provide any personal protective equipment that might be necessary to carry out the work safely
- ensure that employees are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise and remedial action can be taken.

Information and Training

The council will give sufficient information, instruction and training as is necessary to ensure the health and safety of all maintenance staff and any others affected by maintenance of the machinery. Managers responsible for supervising the maintenance of the machinery will be appropriately trained.

Manual Handling

To prevent injuries and long term ill-health from manual handling the council will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the council will carry out a manual handling risk assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the organisation will ensure that:

- manual handling risk assessments are carried out where relevant and records are kept
- employees are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection.

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

New and Expectant Mothers

The council recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the council will ensure that:

- employees are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

Noise

The council will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

Noise Risk Assessments

The council will carry out regular noise exposure risk assessments of noisy areas, processes and/or equipment as appropriate. Assessments will be used as the basis for formulating action plans for remedial measures when necessary. Assessments will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels of employees.

Reduction of Noise Exposure Levels

The council will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection. The council accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

Provision of Ear Protectors

The council will provide suitable and effective ear protection to employees working in high noise levels, as indicated as necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, provide training in the selection and fitting of protectors and provide details of the circumstances in which they should be used.

Hearing Protection Zones

The council will designate and mark out hearing protection zones, which may include particular areas, operations or pieces of equipment. All personnel entering these zones will be required to wear ear protectors.

Use and Maintenance of Noise Control Equipment and Procedures

The council will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, including enclosures, silencers and machine covers.

All personnel will be required to

- use these procedures and equipment correctly
- promptly report any defects or deficiencies through the appropriate channels.

Provision of Training

The council will provide adequate training to employees as part of its hearing conservation and noise control policy.

All employees who are subject to high levels of noise will be provided with:

- information, instruction and training about the harmful effects of noise
- information and training on what they must do in order to protect themselves and meet the requirements of the law and of the organisation's policy.

Managers and supervisors responsible for formulating and carrying out the organisation's noise policy will also be given appropriate training.

Where a problem arises as a result of noise in the workplace, the employee must inform a responsible person immediately.

Audiometric Testing

Where employees are exposed to risk from high noise levels, the council will adopt a programme to monitor the hearing of employees subject to high levels of noise ensuring the organisation's noise control policy is effective and that employees' hearing is not being adversely affected. This will involve regular audiometric tests carried out by properly trained personnel and pre-employment audiometric tests for new employees.

Outdoor and Peripatetic Working

The council will ensure, so far as is reasonably practicable, that employees who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

The council will:

- where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work
- ensure outdoor activities are planned and risk assessed prior to undertaking the work. This will include visiting of the site(s) to identify potential hazards
- establish safe systems of work from the risk assessments, and provide staff training and instruction in these
- ensure suitable personal protective clothing is made available to staff either from the council or from the third party in control of the site
- ensure suitable arrangements are in place for emergencies, including adequate first aid.

Implementation

Staff working outdoors, or away from base, are responsible for ensuring that:

- if working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site
- they report any problems or shortcomings to their manager or supervisor as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk
- the appropriate personal protective equipment provided is worn correctly and when required to do so. Any defects must be reported to their manager or supervisor
- they are familiar with the emergency arrangements and that these are in place prior to starting work
- all accidents and incidents are reported to their manager and in line with any local arrangements for the site.

Personal Protective Equipment

The council provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the council will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure that PPE is sourced appropriately and bears the “CE” certification mark
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

Risk Assessment

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the council that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes council vehicles that are used by more than one employee. If you have a council car that is designated for your sole use and that is never used by other employees then you can smoke in it if you wish – but the council recommends that you do not do so. This policy applies to all employees, customers and visitors.

Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

The council will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in council vehicles that are covered by the law.

Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable council, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with Safety Representatives on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices
- provide adequate resources to enable managers to implement the council’s agreed stress management strategy.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the council’s grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

Temporary Employees

The council will take the necessary measures to ensure the health and safety of any temporary and casual staff in its employment.

To achieve this, the council will provide temporary employees with the following information prior to starting work:

- details of the qualifications and skills are required to do the work safely
- the health surveillance to be provided under statutory provisions
- any risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency.

The competence of temporary workers will be assessed to ensure they are capable of working safely.

Training

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the council to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All employees will need to know about:

- the health and safety policy
- the structure and system for delivering this policy.

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled. All employees will be provided with the council's Health and Safety Handbook.

Managers and supervisors training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements.

All our employees training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving.

All employees will receive **induction training**. Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

Vibration

Regular exposure to continuous vibration from a work process has the potential to cause long term ill health including a range of occupational diseases collectively known as hand-arm vibration syndrome (HAVS) or whole body vibration (WBV).

To minimise the risk from vibration the organisation will:

- assess the risks to health from exposure to continuous levels of vibration and determine the control measures needed
- introduce effective control measures to ensure levels of exposure to hand-arm vibration and whole body vibration are eliminated or reduced as far as is reasonably practicable
- record the assessments and review them periodically or when changes occur
- ensure that the most appropriate equipment is used for the job, that the equipment is sourced from appropriate suppliers and that it bears the “CE” certification mark
- ensure that those persons responsible for managing work likely to result in exposure to hand arm vibration and whole body vibration are adequately trained and competent
- inform, instruct and train employees about the risks and the precautions to be taken to protect themselves from the harmful effects of continuous exposure to vibration
- ensure no new equipment or processes are introduced into the work activities where there is a foreseeable risk of hand-arm or whole body vibration without a risk assessment and approval of a designated manager
- maintain an inventory of all vibration equipment used that is likely to cause hand-arm vibration and whole body vibration
- monitor exposure of hand-arm vibration and whole body vibration and undertake appropriate health surveillance, where necessary
- maintain tools to the manufacturer’s specifications to avoid worsening vibration.

Violence

The council recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees.

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations
- support the employees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

Visitors

In the interest of safety and security, the council will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

Waste Management

The council will instigate a waste management plan for any work carried out when required to by legislation and in order to do so will identify the:

- client
- Principal Contractor
- person with overall responsibility for the waste management plan
- location of the site where the work will be carried out
- estimated cost of the project.

In carrying out any site work the council will adhere to the following hierarchy for processing of waste materials:

- re-use (on or off site)
- recycle (on or off site)
- send off site for recovery
- send for incineration
- as a last resort send to land fill.

The waste management plan will:

- describe each type of expected to be produced
- estimate the quantities of each type of waste
- describe the waste management action for each type of waste (e.g. re-use, recycle).

The waste management plan will comply with the duty of care and ensure materials will be handled efficiently and waste managed appropriately. All waste materials which leave site will be processed through licensed contractors.

Additional duties:

- ensure co-operation between all contractors involved on the project during the construction phase
- discuss waste management with every site worker through induction, training and tool box talks
- ensure that waste is reused, recycled or recovered, where practicable to do so.

Work At Height

The council will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The council will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- adequate and secure working platforms with guard rails and toe boards will be used in preference to ladders which will be used for light, short duration work only and secured to prevent displacement
- when necessary, only scaffolds and scaffold towers that have been erected by a competent person will be used
- roof lights and other fragile surfaces will be protected to prevent falls
- fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc.) are not practical or justified
- risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them
- all the necessary equipment to allow safe access to and egress from the place of work is provided
- all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided
- suitable plant is provided to enable the materials used or created in the course of the work are safely lifted to and from the workplace and stored there if necessary
- any working platform and its supporting structures are selected and/or designed in accordance with current standards
- regular inspections of all equipment required for working at height are undertaken
- competent persons are appointed to be responsible for the supervision of all work at height and associated activities
- any contractors from whom they procure services comply with this policy.

Information and Training

The council shall provide any information, instruction and training required to work in a safe manner when working at height.

Work Equipment

The council will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective the council will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees
- inspect all equipment at installation and prior to first use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- keep records of all inspections and maintenance
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely
- provide refresher training as appropriate and as determined necessary by workplace inspections.

Young Persons

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment.

RISK ASSESSMENT

7. RISK ASSESSMENT

Risk Assessment

Risk Assessment involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

Carrying out risk assessments

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results.

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

The five stages of risk assessment

STEP 1 - IDENTIFY THE HAZARDS

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating.

STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

List groups of people and individuals who may be affected by the hazards e.g.:

- staff
- members of the public
- contractors on the premises.

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

STEP 3 - EVALUATE AND CONTROL THE RISK

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy

- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees.

IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

Hazards and example controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable
- to decide what physical fire precautions and management arrangements are
- necessary to ensure the safety of people in your premises if a fire does start.

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

You need to appoint one or more competent persons to carry out any of the preventive and protective measures needed to comply with the legislation. This person could be you, or an appropriately trained, employee or, where appropriate, a third party.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.

Six Steps to Fire Risk Assessment

1. Identify the hazards

- Sources of ignition
- Sources of fuel
- Sources of oxygen.

2. Identify people at risk

- Employees
- People in and around the premises
- Vulnerable persons, disabled etc.

3. Evaluate, remove, reduce and protect from risk

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people.

4. Consider:

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance.

5. Record, plan, inform, instruct and train

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training.

6. Review

- Keep assessment under review
- Revise where necessary.

**MONITORING
HEALTH AND SAFETY**

8. MONITORING OF HEALTH AND SAFETY

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

Proactive monitoring

Monitoring is a line manager's responsibility and each of the key management positions are expected to play their part in monitoring achievement against relevant health and safety standards. Managers will be expected to provide evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the council feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Employees who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.

9. LEGAL EXPENSES INSURANCE

For a copy of Ellis Whittam's master legal expenses insurance policy please see <http://www.elliswhittam.com/health-safety/legal-expenses-insurance/>. Please refer to your contract with Ellis Whittam for the type of cover (if any) that is applicable to your organisation – i.e. employment dispute insurance or health & safety prosecution insurance or both – and the relevant provisions of the master policy document will then apply accordingly.

Please contact us if you require a hard copy of the policy.

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 April 2021



Agenda Item: TC 20/200

Paper: F

Subject:	Equality and Diversity Policy
Prepared By:	Nicola Gray
Purpose of Report:	To approve the Equality and Diversity Policy
Background:	<p>The Equality Act 2010 provides that employers should remain fair and equal to all employees, contractors and anyone it has contact with.</p> <p>Corfe Mullen Town Council has not had an Equality and Diversity policy in place, and it is considered best practice to have such a policy which underpins all areas of its business.</p>
Key Points:	<p>The Equality and Diversity policy ensures the fair and equal treatment of any staff, clients or service users of the Council in accordance with the Equality Act 2010.</p> <p>There should be no difference in the way anyone is treated by the Council, irrespective of whether they are an employee, contractor, or member of the public.</p> <p>The policy ensures the fair and equal treatment of applicants applying for posts within the Town Council, their treatment whilst employed and their rights in respect of any protected group. These groups are specifically listed within the policy.</p> <p>Councillors should familiarise themselves with the policy, as it is Council as a collective of Councillors who are responsible, not just the staff themselves, and ensure they are always compliant to avoid breaching the code of conduct.</p>
Implications:	<p>Failure to have an Equality and Diversity policy may result in claims of unfair treatment by the Council.</p> <p>The policy demonstrates the good practice of the Town Council and its position as a responsible employer.</p>
Recommendation:	To recommend the approval of the Equality and Diversity policy.



Corfe Mullen Town Council Equality and Diversity Policy

1) Introduction

- 1.1 Corfe Mullen Town Council is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.
- 1.2 We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary, to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.
- 1.3 The Town Clerk has responsibility for implementing and monitoring the Equality and Diversity in Employment Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.
- 1.4 All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Town Council.
- 1.5 Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in the Town Council as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with the senior management team, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Town Council.

2) Our Commitment as an Employer

- 2.1 To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- 2.2 Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

- 2.3 Training, development and progression opportunities are available to all staff.
- 2.4 Equality in the workplace is good management practice and makes sound business sense.
- 2.5 We will review all our employment practices and procedures to ensure fairness.

3) Our Commitment as a Service Provider

- 3.1 We aim to provide services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- 3.2 We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
- 3.3 This policy is fully supported by the senior management team.
- 3.4 This policy will be monitored and reviewed every 3 years.
- 3.5 We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- 3.6 Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

4) Equal Opportunity Policy Statements

- 4.1 **AGE**
We will:
- ensure that people of all ages are treated with respect and dignity.
 - ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and
 - challenge discriminatory assumptions about younger and older people.
- 4.2 **DISABILITY**
We will:
- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities.
 - challenge discriminatory assumptions about disabled people; and
 - seek to continue to improve access to information by ensuring availability of loop systems, Braille facilities, alternative formatting, and sign language interpretation.
- 4.3 **RACE**
We will:
- challenge racism wherever it occurs.
 - respond swiftly and sensitively to racists incidents; and
 - actively promote race equality in the Town Council.

4.4

GENDER

We will:

- challenge discriminatory assumptions about women and men.
- take positive action to redress the negative effects of discrimination against women and men.
- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.

4.5

SEXUAL ORIENTATION

We will:

- ensure that we take account of the needs of lesbians and gay men; and
- promote positive images of lesbians, gay men and bisexuals.

4.6

RELIGION OR BELIEF

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible; and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

4.7

PREGNANCY OR MATERNITY

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity.
- challenge discriminatory assumptions about the pregnancy or maternity of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

4.8

MARRIAGE OR CIVIL PARTNERSHIP

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership.
- challenge discriminatory assumptions about the marriage or civil partnership of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' marriage or civil partnership.

4.9

EX-OFFENDERS

We will:

- prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults).

4.10

EQUAL PAY

We will:

- ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 April 2021

Agenda Item: TC 20/201

Paper: G

Subject:	Review and Approval of Standing Orders
Prepared by:	Nicola Gray, Town Clerk and RFO
Purpose of Report:	To carry out the annual review of and approve Corfe Mullen Town Council Standing Orders.
Background:	Model Standing Orders from NALC are used, and it is good practice to review standing orders annually.
Key Points:	<p>The Standing Orders have had the following amendments:</p> <ul style="list-style-type: none"> • Addition of the Corfe Mullen Town Council Crest. • Addition of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility Of Local Authority and Police and Crime Panel Meetings) (England And Wales) Regulations 2020. • Removal of the 2-year limit on sitting as Mayor and Deputy Mayor – This has been completed following the receipt by the Clerk of 11 Councillors supporting Cllr Sowry-House’s special motion to remove the 2-year limit. This was based on information received from the County organisation as unnecessary. Statute determines the first business of the annual meeting be the election of a Chair/Mayor and Deputy Chair/Deputy Mayor and members may nominate whomsoever they wish from the elected Council with a nomination and seconder. A vote must be held amongst members to determine the outcome. This provision enables members to nominate and vote in an alternative member at any annual meeting should they wish to do so, therefore providing a democratic legal method for members to be removed, stand-down or be re-elected as Councillors see fit. <p>The clause is considered unusual and may be challenged on the grounds of equitable process, given that in an election year, a chairman having served 2 years, is re-elected to Council but is automatically barred from standing as Chairman, which is not what the electorate would expect from a fair and democratic process. The clause remains for committees and sub-committees to ensure Councillors have a fair rotation of experience and opportunity. As there is no legal requirement, merely a power, to have committees or sub-committees the clause does not impinge any democracy matters.</p>
Implications:	<p>Including the Town Council Crest provides ownership of the document.</p> <p>The removal of the 2-year restriction clause still enables members to vote for both the existing or an alternative Chair/Mayor and Deputy Chair/Mayor should they wish to do so at the annual meeting.</p>
Recommendation:	To recommend the APPROVAL of the amended draft Standing Orders.



CORFE MULLEN TOWN COUNCIL

STANDING ORDERS

NOTES

Standing orders that are in bold type contain legal and statutory requirements.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) came in to force on 4 April 2020. Broadly speaking, the 2020 Regulations enable local councils and parish meetings to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. They also remove the requirement to hold an annual meeting. The 2020 Regulations apply to local council meetings, committee, subcommittee meetings and to parish meeting meetings in England. Separate legislation is in place for Wales (The Local Authorities (Meetings) (Wales) Regulations 2020).

The relevant Regulations for local authorities are as follows:

Regulation 2 – the 2020 Regulations apply to local authority meetings that are required to be held, or held, before 7 May 2021. The date could be brought forward if Government rules are relaxed.

Regulation 3 – parish councils in England are included within the definition of “local authority” in the 2020 Regulations. The Amendment Regulations add parish meetings constituted under s.13 of the Local Government Act 1972 to the “local authority” definition.

Regulation 4 – this provides that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2)). This would apply to the election of the chairman, the first business at the annual council meeting. Therefore the current chairman will remain in place until an annual meeting is held (possibly next year) unless the council decide to elect a replacement earlier.

Regulation 5 – this permits the holding of remote meetings. The effect of the Regulation is that persons attending a local council meeting or parish meeting do not need to be in the same place. “Place” means more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers (Regulation 5 (1)). To attend a meeting remotely a member in remote attendance must meet specified conditions (see below).

Regulation 5 (6) also enables local councils to make standing orders to specify (i) how voting will be carried out, (ii) how members and the public can access documents and (iii) how remote access of the press and public by electronic means will take place. Councils should make these decisions based on their own needs and capacity. Local factors such as broadband strength may also determine what methods they use. See also the NALC guidance on remote meetings.

Regulation 6 – confirms that being present at a local council meeting includes being present through remote attendance. The Regulation also disapplies

paragraph 7 of Schedule 12 to the 1972 Act. This means there is no requirement for a parish council to hold its annual meeting although a council may do so if they so choose. However paragraph 8 of Schedule 12 has not been disapplied.

Paragraph 8 requires a local council to hold in a year not less than three meetings in addition to the annual meeting. We believe this should also have been disapplied. The equivalent paragraphs have been disapplied for principal authorities (paragraphs 1 and 2 of Schedule 12).

The Amendment Regulations also amend Regulation 6 to the effect that paragraphs 10 (2) (a), 14(1), (3) and (4) and 15(2) to (4) of Schedule 12 to the 1972 Act are disapplied.

Paragraph 10 (2) (a) provides that three clear days at least before a meeting of a parish council notice of the time and place of the intended meeting shall be fixed in some conspicuous place in the parish and, where the meeting is called by members of the council, the notice shall be signed by those members and shall specify the business proposed to be transacted at the meeting. Three clear days' public notice is required under s.1 (4) (a) of the 1960 Act (see below).

The paragraph 14 changes remove:

- The requirement for the annual parish meeting to assemble on some day between 1 March and 1 June, both inclusive, in every year
- the requirement in a parish which does not have a separate parish council for the parish meeting to assemble at least twice a year
- the requirement for parish meeting proceedings to commence no earlier than 6.00pm.

The paragraph 15 changes mean that public notice provisions are disapplied, that is, the requirement not less than seven clear days, or, in specific cases not less than fourteen clear days, before a parish meeting, for public notice of the meeting to be given, specifying the time and place of the intended meeting and the business to be transacted at the meeting, and signed by the person or persons convening the meeting as well as the requirement to post a notice of the meeting in some conspicuous place/ places in the parish and in any other manner that appears to the person(s) convening the meeting to be desirable for giving publicity to the meeting.

Regulation 13 – s.1 (4) (a) of the 1960 Act has been further amended by the Amendment Regulations so it now provides that public notice of the time and place of the meeting and details of remote access by public and press to that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming shall be given by posting it at the offices of the body (or, if the body has no offices, then in some central and conspicuous place in the area with which it is concerned) or publishing on the website of the body or, for a parish council or for a parish meeting, on the website of the principal council within the meaning of the Local Government Act 1972 three clear days at least before the meeting or, if the meeting is convened at shorter notice, then at the time it is convened. In NALC's view the effect of the amendment is that it is not enough to give notice of a remote meeting and invite

the press and public to make a request for the access information (e.g. the Zoom link). This information must be provided with the public notice when that notice is given. Councils should take account of social distancing requirements before deciding to put notices in physical spaces,

Regulation 17 – confirms that a local council complies with Regulation 8 of the Openness of Local Government Bodies Regulations 2014 (decisions and background papers to be made available to the public) by making the written record and any background papers available for inspection by publishing them on their website or by such other means that the council considers appropriate.

Existing provisions that have not been specifically disapplied still apply, including the notice requirements in Schedule 12 of the 1972 Act.

DRAFT

RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the chairman of the meeting.

DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the

meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

MEETINGS GENERALLY

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed thirty minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than five minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A councillor shall raise their name plate when requesting to speak and shall await the invite of the chairman of the meeting to do so.
- j A person who speaks at a meeting shall direct their comments to the chairman

of the meeting.

- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor of the Council may in their absence be done by, to or before the Deputy Mayor of the Council (if there is one).**
- p **The Mayor of the Council, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor of the Council (if there is one) if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Mayor of the Council at the annual meeting of the Council.
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of two hours.

COMMITTEES AND SUB-COMMITTEES

See also Standing Order 1 above

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - i. Shall determine their terms of reference;
 - ii. Shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
 - iii. May in accordance with standing orders, dissolve a committee at any time.
- b Every Committee shall at its first meeting after the Annual Meeting of the Council before proceeding to other business elect a Chairman and Vice-Chairman for the

year.

- c Where a Member has served as Chairman or Vice-Chairman of a Committee for two consecutive years or parts thereof they shall not be eligible for nomination to that same office of the same Committee or its successor for a further period until at least one year has elapsed.
- d Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of that committee.
- e The quorum of a Committee or Sub-Committee shall be three or at least one-third of its members, whichever is the greater.

ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor (if there is one) of the Council.**
- f **The Mayor of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Deputy Mayor of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Mayor of the Council has been elected. The current Mayor of the Council shall not have an original vote in respect of the election of the new Mayor of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until**

a new Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Mayor of the Council and Deputy Mayor (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Mayor of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;

- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Mayor of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least five councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by

the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least fourteen clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ten clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;

- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
- “The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in

which they had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming their withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Mayor occasioned by a casual vacancy in their office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;

- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in their absence Vice-Chairman (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also *standing order 23*).

RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as

practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
- ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
- ii. the assessment and management of financial risks faced by the Council;
- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
- v. whether contracts with an estimated value below **£25,000** due to special

circumstances are exempt from a tendering process or procurement exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing Sub-Committee is subject to standing order 11.
- b All staffing matters will be dealt with in accordance with the Council's written procedures.
- c Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- d In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(c).

RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- b **The Council shall have a written policy in place for responding to and managing a personal data breach.**

- c **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e **The Council shall maintain a written record of its processing activities.**

RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two-thirds of councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

DRAFT



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 April 2021

Agenda Item: TC 20/202

Paper: H

Subject:	Preparing for Meetings post 6 May 2021 and Scheme of Delegation
Purpose of Report:	To consider the risks involved in returning to face-to-face meetings and the approval of a temporary scheme of delegation to mitigate risk.
Prepared By:	Nicola Gray, Town Clerk
Background:	<p>The regulations which currently allow local authorities to hold meetings remotely until 06 May 2021 will not be extended by the Government, and so face-to-face meetings will need to resume from 07 May.</p> <p>For Parish and Town Councils in Wales the legislation has already been extended and therefore they can continue to meet and make decisions virtually on a permanent basis.</p> <p>The Association of Democratic Services Officers (ADSO), Lawyers in Local Government (LLG) and Hertfordshire County Council have lodged a legal challenge in the High Court that seeks a continuation of local authority remote meetings beyond the 06 May 2021. The date for this challenge to be heard in the courts is set to be held before the end of April, and the outcome is not guaranteed and, therefore, the Council needs to consider how it wishes to move forward.</p> <p>There is also still much uncertainty around how legislation or COVID-19 risks and restrictions may change over the coming weeks and months.</p> <p>NALC's position remains that all local councils should continue to meet remotely while the regulations are in force. The guidance in Appendix 1 was written to help local councils prepare for remote council meetings being unlawful from 07 May 2021.</p>
Key Points:	<p>1. Continue to meet virtually.</p> <p>Although, technically not permitted, this route is being suggested by some other Councils. Although the risk of legal challenge is low, decisions could be challenged in the courts as ultra-vires.</p> <p>The 1960 Admission to Meetings Act and the Local Government Act 1972 are understandably silent on the matter of online meetings. In the most recent correspondence from Government, they have advised that public attendance at Council meetings should continue to happen online for the time being where possible. In other words, online openness to the public is neither prohibited nor enabled by the 1960 or 1972 Acts.</p> <p>There is existing case law that says that "a valid meeting normally consist of people who can both see and hear each other" (Byng v London Life Association (1989) 1 All ER 560) and back in March 2012 the government acknowledged this in their advice to charities about attendance at meetings.</p> <p>https://www.gov.uk/government/publications/charities-and-meetings-cc48/charities-and-meetings#the-definition-and-forms-of-a-meeting</p>

2. Temporary Scheme of Delegation to the Clerk.

A monthly “virtual gathering” could be held with essential and urgent matters being discussed, but no decisions made. However, the meeting discussion could assist with making recommend decisions to the Town Clerk, who would then enact those recommendations under the temporary delegation (draft Scheme of Delegation in Appendix 2.) The scheme would remain in place until Council and the Clerk agree that a safe and legal return to face-to-face meetings could take place, or that the delegation should cease for any other reason.

The Annual Town Council Meeting has already been agreed to be held virtually on 4 May 2021, however there will be an item which cannot be delegated to the Clerk and is the signing off the Annual Governance and Audit statements. This needs to be done by 30 June and a solution will need to be considered for this. Possibly a single item meeting with a pre-agreed quorate in attendance, in the main village hall, with all those attending being socially distanced and wearing masks. There is, however, an issue over the numbers of public attending due to the restrictions and it would have to be an online presence for the public wishing to witness the meeting (hybrid).

3. Hold face-to-face meetings.

The Health Protection (Coronavirus, Restrictions) (Steps) (England) Regulations 2021 includes an exception (exception 3) that a gathering is allowed where it is necessary for certain purposes which include "for work purposes or the provision of voluntary or charitable services." Members/officers attending a meeting would fall under this. Additionally, in the letter dated 25 March 2021, from Luke Hall MP recommendations are given on how to hold safe Council meetings, which infers that it would be legal to hold them.

The holding of face-to-face meetings could pose a reputational risk to the Council if public perception is that these should not be held until restrictions are lifted. Legally the Village Hall cannot open until 17 May 2021 (Government Roadmap dependent) unless it is for an exercise class with a maximum of 6 people or 2 households. In addition, the venue determines the number of people legally allowed within each room. This could mean a breach of either coronavirus regulations if more than the permitted numbers were in the room, or a breach of transparency laws if people are turned away due to too many being in the room already. An unlikely scenario, but one which must be considered for risk assessment purposes.

The Council must also consider the fears and concerns of both Councillors and Officers over returning to face-to-face meetings whilst restrictions are still in place. Particularly those

	<p>who are not yet fully vaccinated, have been shielding, or have other health concerns.</p> <p>Face-to-face meetings would have to be held socially distanced and wearing masks as per the venue coronavirus restrictions stipulate. This would make it very difficult to hear and understand everyone, with the potential of discriminating against those who are deaf or hard of hearing.</p>
<p>Implications:</p>	<p>Continuing to meet virtually would be acting ultra vires and therefore decisions could be considered unlawful. It is without doubt that both internal and external auditors will be considering this in their audits of the 2021/22 year, not to mention members of the public who could challenge any decision made as being unlawful.</p> <p>A temporary Scheme of Delegation would mean only urgent or essential business decisions be made, with day-to-day activity continuing. Any planned future topics would need to be placed on hold until face to face meetings resume or the legislation is extended or changed to facilitate virtual meetings going forward.</p> <p>Holding face to face meetings would place certain disability groups in a disadvantaged position and possible breach of employment law in placing employees at unnecessary risk.</p>
<p>Recommendation:</p>	<p>To recommend Full Council discusses the options and agrees a way forward.</p>

Appendix 1 – NALC advice

To help local councils prepare for this possibility some advice and suggestions are below:

- Consider what council business can be conducted before May so that the council can dedicate time to those issues in remote meetings. The more discussion and decisions you can conduct in remote meetings means the council can aim to hold fewer and shorter face to face meetings after May.
- This may require more meeting time than is currently planned, so the council should look at the meeting schedule in the run-up to May and see if more time or more meetings are required. Where possible, consider holding the annual council meeting and the parish meeting while the current Regulations permit for them to be held remotely.
- Consider when the council does need to meet face to face, and whether meetings can be delayed to later in the year when the potential COVID-19 risk may be further reduced.
- The council might consider holding a remote meeting as late as possible in April so that councillors who are unable to attend face-to-face meetings will have as much time as possible before disqualification by virtue of s.85 of the Local Government Act 1972 becomes an issue.
- It may help the council's business continuity to implement (or review) a scheme of delegation. This would allow the clerk to make certain decisions for the council, which would be especially important if the council were unable to hold meetings due to COVID-19 risks. In reviewing/adopting a scheme of delegation the council should ensure there is clarity around which decisions are delegated and which are not, for how long the scheme of delegation is in place, and when the scheme of the delegation will end or be reviewed.

From May 2021, as face-to-face council meetings resume there will still be the risk to attendees of COVID-19 exposure. Councils should conduct a risk assessment in advance of a face-to-face meeting which should give consideration to what the council can do to reduce risk to councillors, staff and public including:

- Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself
- Staggering arrival and exit times for staff, councillors and members of the public
- Putting a one-way system in place
- Placing seating at least 2-metres apart
- Ensuring everyone wears face masks
- Holding paperless meetings
- The sharing of papers should be discouraged, and people should be asked to take the papers etc with them at the end of the meeting to minimise how many people handle them
- Arranging seating so people are not facing each other directly
- Choosing a large enough venue to allow distancing – this may mean choosing a different venue to what the council used before e.g. Main Hall rather than Small Hall.
- The venue's maximum capacity in their risk assessment must be adhered to, taking into account the need for social distancing. Consider how the council will ensure this capacity is not exceeded and how it will manage the situation if more people wish to attend than capacity allows.
- If the venue has an NHS QR code to support test and trace then all attendees should register using that app, for those without access to the app they should register attendance in line with the venue's test and trace procedure. NB all venues

in hospitality, the tourism and leisure industry, close contact services, community centres and village halls must have a **test and trace procedure**

- Venues must conform with the government guidance for **multi-purpose community facilities** and for **council buildings**. If the venue is run by the council, then the council must take responsibility for this, otherwise, the council can ask the venue to provide confirmation that they do conform to this guidance
- The council must understand and ensure it is acting in compliance with the latest government **safer workplaces guidance**

Town Council staff will carry out a full risk assessment if and when needed, the above is to demonstrate the complexities of holding a face-to-face meeting to Councillors and is not intended to be discussed in detail at this point.

Managing staff:

- It would be advisable to inform the Clerk and any other staff whose role involves supporting or attending council meetings, as soon as possible that the council will need to prepare to return to face-to-face meetings from May onwards. This will allow them to make the necessary preparations as described above, whilst also allowing time to engage with staff to alleviate any concerns they may have related to attending physical meetings again.
- Councils should consult with staff (ask for and consider their views to try and reach an agreement) about returning to work as part of their preparations for face-to-face meetings.
- The council must make the workplace (including council meetings) as safe as possible for staff, this includes undertaking a risk assessment, taking reasonable steps to reduce risks identified in the risk assessment, and ensure it is acting in compliance with the latest Government **safer workplaces guidance**
- ACAS have produced useful **guidance for employers and employees** related to COVID-19, including advice on how to support staff to **return to the workplace** and how to manage situations where staff may be worried or not wish to return.

Government advice is available here: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings>

Appendix 2

Temporary Scheme of Delegation

1. Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
 - A Committee may delegate its powers to an officer.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
5. In an emergency the Proper Officer is empowered to carry out any function of the Council
6. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

Delegation to The Proper Officer

7. As a temporary measure, to allow for effective decision making whilst Covid-19 restrictions and considerations are in place, the Proper Officer may be empowered to take any, and all decisions, recommend to them by Full Council
8. This empowerment does not affect the delegations already in place via Standing Orders or Financial regulations.
9. The Proper Officer may not take additional decisions that would normally be taken by a Committee or Full Council unless that Committee or Full Council has met in a meeting suitably convened under the requirements of the Local Government Act 1972 and made available to the public to view (where not covered by confidentiality) and expressly agreed for that decision to be enacted via this temporary delegation.
10. The temporary delegation shall cease upon the legislation being amended to enable virtual meetings to continue, or when the Full Council agrees it is safe to resume face-to-face meetings having considered all the legal implications in doing so.
11. The approved schedule of meetings shall resume upon the temporary delegation ceasing.

Full Council matters

12. The following items are reserved for Full Council decision only and cannot be delegated to an Officer.
 - To appoint the Chairman and Vice-Chairman in May each year
 - To sign off the Governance Statement by 30 June each year
 - To set the Precept
 - To appoint the Head of Paid Service (Town Clerk)
 - To make byelaws
 - To borrow money
 - To consider any matter required by law to be considered by Council

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 April 2021



Agenda Item: TC 20/203

Paper: I

Subject:	Contractual Agreement for providing additional dog warden services
Prepared By:	Nicola Gray, Town Clerk
Purpose of Report:	To provide members with an update on the provision of dog warden services within the Parish.
History:	<p>The agreement between Dorset Council and Corfe Mullen Town Council for the provision of the dog warden services within the Parish commenced had contracted hours of 260 per annum (at least 5 hours per week) at a cost of £19.50 per hour, which was invoiced monthly.</p> <p>An email was received on 1 April 2021 from Dorset Council, Community Protection Services advising that Dorset Council were not able to renew the service. However, they were in the process of recruiting a new animal welfare and dog control officer and it was anticipated they will be in place within the next few months. The officer would cover the eastern part of Dorset Council area and would be able to be called upon for specific and targeted patrols as and when necessary. Dorset Council are hopeful this new arrangement would be a satisfactory alternative to the current contractual arrangements.</p>
Key Points:	<p>The Deputy Clerk contacted Grant, the Dog Warden who was employed by BCP Council. He advised that BCP had been given short notice of the termination of the contract and had been advised that their services were no longer required. The Dog Warden continues to be employed by BCP Council.</p> <p>The Town Council sites have not been patrolled by a Dog Warden since 1 April 2021.</p> <p>The 2021/22 budget for Dog Warden services is £5,500.00.</p>
Implications:	<p>Lack of dog warden patrols would result in a greater increase of dog fouling on top of what has already been experienced in the current year.</p> <p>The Dorset Dog Order which came into force on 1 January is currently not being enforced as there is no employee carrying out the patrols to advise or guide dog owners or issue fines.</p>
Recommendation:	To consider the information and be aware of the position.

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 April 2021



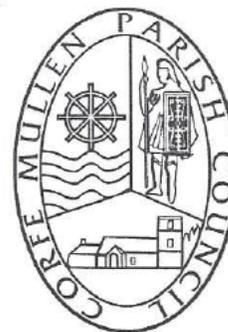
Agenda Item: TC 20/204

Paper: J

Subject:	Roy's Meadow
Prepared By:	Nicola Gray, Town Clerk
Purpose of Report:	To provide members with correspondence received relating to Roy's Meadow
Key Points:	<p>Email received on 8 March 2021 from Jenny Hanham-Powell, daughter of the late Roy Hanham, former Clerk to the Parish Council with regards to Roy's Meadow, at Corfe Mullen Recreation Ground.</p> <p><i>"The meadow was created as a memorial to the late Roy Hanham, in recognition of all the work and effort he put into the village. The meadow was originally seeded on 16 May 2006, yet after many unsuccessful attempts to get it established, the daughter feels the Town Council seem to have given up and forgotten about the commitment that they made to support this. The family of the late Roy Hanham are really upset and disappointed that after 17 years and numerous communications with the Parish now Town Council, they are still having to correspond on this matter.</i></p> <p><i>The memorial stone for the meadow was erected in 2017, after the previous Clerk informed the daughter that the meadow had been established, however, the family feel unfortunately this is not the case, and have seen little, if any, evidence of this, now or in previous years. In addition, to being a memorial, it was also to be an area for Corfe Mullen residents to enjoy, and for children to see the different species of flower and grasses that support insects, bees, beetles, butterflies and birds to name but a few.</i></p> <p><i>Corfe Mullen are very fortunate to have such a large and beautiful Recreation Ground and the promised wildflower meadow will not only add to that, but also bring huge benefits.</i></p> <p><i>Mrs Hanham-Powell requested this was brought to the attention of the Town Council, and work towards finally establishing the meadow during 2021. Copies of previous correspondence are to emphasise the commitment, one being a copy of the original letter sent to the late Roy Hanham's Son, from the previous Clerk informing the family of the Councils' intention to create the meadow.</i></p> <p><i>The late Roy Hanham dedicated many years to Corfe Mullen and the family believes that Corfe Mullen should honour his memory with the meadow as the Town Council promised."</i></p> <p>The additional correspondence follows.</p>
Implications:	Negative impact on the Town Council in respect of no action being taken.
Recommendation:	To consider the correspondence received and included and decide what action should be taken.

CORFE MULLEN PARISH COUNCIL

Telephone: 01202 698600
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Website: www.corfemullen-pc.gov.uk



31 January 2006

Mr M J Hanham



Mrs Katrina M Blee
Clerk To The Council
Council Office
Towers Way
Corfe Mullen
Wimborne
Dorset
BH21 3UA

Dear Martin

I enclose a card and donation from Val Bright, Verwood Town Clerk: she gave me this at the funeral and asked me to pass it on to you. There were so many people who knew Roy, I expect you wondered at the funeral who they all were! There were lots of officers from the District Council, and District Councillors from other areas, and five other parish and town clerks, to name but a few.

I have had many comments that the funeral was very lovely, a true celebration of a very special person, and I know that everyone appreciated being invited both to the service and to the Village Hall afterwards to share their memories and thoughts of Roy.

As I mentioned to you, the Parish Council would like to see a permanent memorial to Roy in the village. So far the favoured suggestion is that the new wildflower meadow at the Recreation Ground (suggested by Roy and due to be created this Spring) be named simply 'Roy's Meadow' and that a granite memorial with a few words about Roy is erected on the edge of the meadow. In addition, we would like to erect a memorial seat at Springdale Road Open Space, as there are many people there who have said they would like to see something in that part of the village too.

Perhaps over the coming weeks you could discuss your thoughts on these suggestions with other members of the family and let me know what you think: there is absolutely no hurry, as I know you will be very busy dealing with the estate: I will wait to hear from you.

Kind regards to you and all the family,

Yours sincerely

A handwritten signature in cursive script that reads 'K. Blee'.

Katrina M Blee
Clerk to the Council

Encs.

O

Goodbye from Roy

I have made many friends an almost derelict wooden through my service both hut acting as changing rooms. with the Parish and with Today we have the envy of many. the District Council over many, a superb Recreation the past 56 years. I am Ground of some 44 acres and pleased to be given the excellent facilities. opportunity to thank

everyone for their support Secondly, the Springdale Road and for the kindness shown Open Space. Few people to me. This includes the know how hard the Parish residents of Corfe Mullen, Council had to fight to the many Parish Councillors achieve its aim to provide and officers of the County recreational space in the and the District Councils. southern part of the village.

What do I consider are the What a battle, culminating with a deputation to London main achievements of the to have a memorable Parish Council during my 26 audience with the Minister years? himself. It is said that the Parish Council is the only one

Firstly, the increase in size in the country that has taken and facilities in the any issue that far. The Recreation Ground. meeting itself was one that Twelve years ago, it could easily have provided an comprised of some 8 acres, episode of 'Yes Minister'. a small children's play area However, results speak for and one football pitch with themselves and we now have

an area appreciated by many. What will I do now? I intend to devote more time - to Beacon Environmental Ltd. in order to obtain further contributions from landfill operators to make grants towards local public amenities - to Macmillan Cancer Relief - to playing more golf and finally to trace my family history (the Hanhams were in Corfe Mullen in the 1600's !!)

My thanks again - I ask that you give my successor, Katrina Blee, your full support.

Roy F Hanham



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 April 2021

Agenda Item: TC 20/205

Paper: K

Subject:	Arrangements for the Parish Footpath Survey
Purpose of Report:	To provide members with the proposed arrangements for carrying out the Parish footpath survey 2021
Prepared by:	Catherine Horsley, Deputy Clerk
Background:	Following the Community Services Committee meeting held on 9 March 2021, it was agreed the office would prepare the maps for members to select which paths, if any, they wished to carry out a survey on for onward reporting to Dorset Council, whose responsibility it is to maintain the paths across the Parish.
Key Points:	<p>A Senior Definitive Map Technical Officer, Economic Growth & Infrastructure for Dorset Council was contacted to obtain an up to Statement Annexed to the Definite Map - ADMIN AREA E37, Corfe Mullen.</p> <p>There are 41 paths and bridle ways across the Parish. See Appendix 1. A map showing each location has been printed and can be obtained from the office for members to carryout survey should they wish.</p> <p>Any paths which are surveyed can be reported directly to Dorset Council via this link: https://mapping.dorsetcouncil.gov.uk/rightsofway/reportproblem or a list may be given to the office who will forward to Dorset Council.</p>
Implications:	None.
Recommendation:	To note arrangements for carrying out footpath surveys in the parish and report findings either to Dorset Council direct or to the office for onward reporting to Dorset Council.

Dorset Council

E37 - Corfe Mullen CP

Path	Status	Grid Ref	Grid Ref	Length	Description
1	Footpath	398401, 98135	399440, 98370	1,132	SY 98409813 to SY 984981 From its junction with Brog Street, south south west of Spring Cottage, east along a gravel surfaced path, on the northern side of the boundary fence of Spring Cottage to SY 98419813, continuing east along the path, fenced on both sides, to SY 98449813, then east north east, passing to the south of the electricity substation, along a tarmac surfaced path to SY 98469814 and continuing generally east north east to Wimborne Road at Sleight. The width of this part of Footpath 1: 2 metres between SY 98409813 and SY 98469814, except for SY 98409813 - 1.3 metres, SY 98419813 - 1.9 metres and SY 98449813 - 1.4 metres.
2	Bridleway	399457, 98373	399554, 98321	110	Eastern end of Pine Road southwards to parish boundary at Happy Bottom
3	Footpath	399516, 98207	399533, 98176	37	Path No 2 south eastwards to join Path No 4
4	Footpath	399477, 98157	399906, 98294	521	Parish boundary west of Ashington via railway crossing to junction of Path Nos 2 and 5
5	Footpath	399303, 98188	399450, 98143	158	County road opposite East End Post Office to junction of Path Nos 2 and 4
6	Footpath	399167, 97957	399065, 97479	543	Junction of Lockyers Road and Blandford Road with a width of at least 2m north easterly for approx 194m along the side of the estate road (Lockyers Road) to approx GR 99149764, then in an east north easterly direction for approx 48m to approx GR 99189765, then in a northerly direction for approx 238m to approx GR 99189777 and then in a north westerly direction for approx 24m to approx GR 99169789 continuing generally northerly to its junction with Higher Merley Lane
7	Footpath	399408, 97756	398893, 97652	594	Blandford Road opposite cemetery to Roman Road
8	Footpath	399395, 97493	399173, 97366	302	Mount Pleasant north eastwards to Roman Road
9	Footpath	399162, 97359	398943, 97226	260	Old Wareham Road opposite The Towers to Mount Pleasant
10	Footpath	398836, 97505	398589, 97206	414	Newtown to Haywards Lane
11	Footpath	398442, 96972	398890, 97045	521	Central Avenue to Brook Lane (Path No 18)
12	Footpath	398453, 96931	398844, 96842	404	Blythe Road in a westerly direction then continuing for approx 48 metres to join Path No 17 (Hillside Road)
13	Footpath	398347, 96589	398830, 96701	529	Old Wareham Road to join Path No 17 (Hillside Road)
14	Footpath	398268, 96272	398572, 96180	317	Old Wareham Road opposite Albert Road to join Path No 17 (Hillside Road)
15	Footpath	398981, 95474	398427, 95840	771	Old Wareham Road via Corfe Lodge to join county road near Lavender Way
16	Bridleway	397966, 95496	399252, 95166	1,477	Old Wareham Road at Naked Cross generally east to approx GR 98909522, continuing south along the western side of the boundary bank for a distance of approx 120 metres to its junction with Beacon Road at approx GR 98919511, then east along Beacon Road to its junction with Roman Road. The minimum width between approx GRs 98909522 and 98919511 is 3 metres
17	Bridleway	398439, 96978	398213, 95659	1,404	(Hillside Road) Old Wareham Road to join Path No 18 (Brook Lane)
18	Bridleway	398589, 97206	398166, 96907	708	(Brook Lane) Haywards Lane to county road at west end of Brook Lane
19	Footpath	398293, 96834	398252, 96487	363	Chapel Lane northwards to Brook Lane (Path No 18)
20	Footpath	397983, 95974	398183, 95942	203	Waterloo Road south of Waterloo Cottages to Hillside Road (Path No 17)
21	Bridleway	397415, 96320	398003, 96233	697	Waterloo Road via brickworks to Rushall Lane

E37 - Corfe Mullen CP

Path	Status	Grid Ref	Grid Ref	Length	Description
22	Bridleway	397175, 97623	396937, 95941	1,924	Rushall Lane via Stoney Down Plantation and Allen Hill to Brickyard Lane
23	Bridleway	397592, 97160	398324, 97545	841	Knoll Lane north eastwards to Broadmoor Lane
24	Footpath	397573, 97457	398031, 97408	518	Path No 23 via Knoll Farm to Knoll Lane
25	Footpath	397188, 97660	397559, 97464	439	Knoll Lane opposite Path No 24 to Brickyard Lane
26	Footpath	396917, 98520	397230, 97803	943	Road opposite Red Lane via Hill Farm to Dorchester/Wimborne road west side of Bailey Gate Crossing
29	Bridleway	398396, 98891	398643, 98901	247	Path No 30 westwards to approximately 260 yards west of Path No 30 in Field OS 5194
30	Bridleway	398591, 99185	398661, 98679	513	A31 Road northwards to field approximately 560 yards north of A31
31	Bridleway	398155, 96835	398145, 96714	121	Path No 18 southwards for approximately 130 yards to terminate in field as dead end
32	Bridleway	397986, 96628	397792, 96551	210	Waterloo Road west south west to terminate in field approximately 225 yards from Waterloo Road
33	Footpath	398589, 97206	398719, 97107	191	Path No 11 to junction of Path No 18 and Path No 10
38	Footpath	399180, 95481	399166, 95538	59	Beech Close to Corfe Lodge Road
39	Bridleway	399774, 98647	399591, 98371	338	From Pine Road across former railway bridge and continuing in a north easterly direction between its ancient boundaries to meet Lambs Green lane
40	Bridleway	399554, 98321	399447, 98109	251	From junction with Path No 2 at eastern end of Pine Road in a generally south south westerly direction to join Path No 6, Poole, at the Poole Borough boundary
41	Footpath	399173, 98684	399235, 98422	371	From junction with Path No 1 generally north westerly to the bridge across the dismantled railway at approx GR 99109853, then across the bridge to approx GR 99119856 and north easterly to its junction with Candy's Lane, Corfe Mullen. From its junction with Path No 1 to the railway bridge, the width varies between 2.5 metres and 4 metres. Across the bridge, the footpath spans the full width of the bridge, 3.7 metres. For the remainder of the route up to Candy's Lane, the width is a minimum of 5.5 metres
42	Footpath	399611, 98401	399749, 98295	175	
43	Bridleway	398363, 93717	399048, 94265	908	
44	Bridleway	399235, 94910	398915, 94986	389	
45	Bridleway	398912, 95112	398855, 94193	1,234	

E37 - Corfe Mullen CP

Path	Status	Grid Ref	Grid Ref	Length	Description
46	Bridleway	398907, 95076	398040, 94436	1,598	<p>SY 98909507 to SY 98049443 A bridleway over an open sandy track across Upton Heath from its junction with Bridleway 45, south of Beacon Road at SY 98909507, west across open heathland then south west to SY 98759504, west north west and north west to SY 98719506, continuing north west to SY 98689511 and then north alongside steps up to SY 98679516. Continue generally west to a small clump of trees at SY 98499520, then generally south west down the hill to a wooded area at SY 98429504, then generally south west alongside the woodland and across a bridge at SY 98299494 and continuing south west to woodland at SY 98209478. Continue south west up a steep bank to SY 98179474, then south east to SY 98199472 and west south west and south south west to SY 98079457, south west to SY 98019450 then turning south east, parallel with Bridleway 7, Lytchett Minster (Beacon Hill Lane), to SY 98059443 and then west to its junction with Bridleway 7, Lytchett Minster at the parish boundary at SY 98049443. The width of the Bridleway varies: SY 98909507 – 5 metres; Between SY 98909507 and SY 98759504 – 3 metres; SY 98759504 – 2 metres; Between SY 98759504, SY 98719506 and SY 98689511 – 2 metres; Between SY 98689511, SY 98679516 and SY 98499520 – 1.5 metres; SY 98499520 – 1.5 metres; Between SY 98499520, SY 98429504 and SY 98299494 – 2 metres; Bridge at SY 98299494 – 0.9 metres; Between SY 98299494 and SY 98209478 – 2.5 metres; SY 98209478 – 2.5 metres; Between SY 98209478 and SY 98019450 – 2 metres; SY 98019450 – 1 metre; Between SY 98019450 and SY 98059443 – 1 metre; SY 98059443 – 2 metres; Between SY 98059443 and SY 98049443 – 2 metres.</p>
47	Footpath	398866, 96876	398985, 96833	126	<p>SY 98869687 to SY 98989683</p> <p>From its junction with Wareham Road, passing between numbers 67 and 69 Wareham Road, east south east, along a gravel, then earth and grass surfaced path (and the driveway access for 67a Wareham Road), fenced on both sides, to SY 98909686 continuing east south east along the path, passing to the north east of 67a Wareham Road at SY 98929685 and to the north east of 5 Southlands Close at SY 98949684. Continue east south east, passing to the north east of 1 Southlands Close, to its junction with Southlands Avenue, between numbers 1 Southlands Close and 15 Southlands Avenue. Width: 3.45 metres at SY 98869687, narrowing to 1.9 metres at SY 98909686 and 1.5 metres at SY 98929685, widening to 2.4 metres at SY 98949684 and SY 98989683.</p>



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 April 2021

Agenda Item: TC 20/207

Paper: M

Subject:	Update on Allotment Site Flooding
Purpose of Report:	To provide members with an update on the flooding issues at the allotment site.
Prepared by:	Catherine Horsley, Deputy Clerk
Background:	At the Town Council meeting held on 15 December 2020, the Deputy Clerk provided members with an update on the flooding issues at the allotment site to enable members to consider what action should be taken. At the meeting it was RESOLVED to pause discussions until the publication of the Dorset Local Plan and to regularly revisit the allotment flooding issue at future meetings to consider the latest position.
Key Points:	<p>At the previous Full Council meeting held on 23 March 2021, it was RESOLVED to have the grounds staff team to remove the weed membrane from the paths where it was causing a trip hazard and to fill in the potholes in the car park with appropriate materials.</p> <p>The Grounds team have completed removal of weed membrane and options to fill in the potholes in the car park are being investigated.</p> <p>Other work discussed at previous meetings is ongoing and will be reported on in due course.</p>
Implications:	The allotments budget for 2021/22 includes £5,000 for maintenance and £7,500 for improvements.
Recommendation:	Members to note update.