



Long Stratton Town Council

Pavilion, Manor Rd Playing Fields, Long Stratton, Norwich, NR15 2XR

Chairman: Mr Kelly Lunness. Clerk: Mrs B Buck

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AGENDA AND NOTICE OF MEETING

Councillors are summoned to attend a meeting of Long Stratton Town Council meeting which is to be held on Monday 10th July 2023 at 7pm at the Pavilion, club room.

1. To receive apologies for absence
2. To receive disclosures of interest and dispensations
3. To allow members of the public and district and county councillors to speak - max 20 Minutes
4. To approve the minutes of the meeting held on 12th June 2023
5. To note the Clerks report.
6. Finance and Governance
 - a. To note and authorise income and expenditure through Unity Trust Bank since 12th June 2023
 - b. To note all credit card payments since 12th June 2023
 - c. To discuss and appoint an internal auditor for 2023-24
7. To discuss and decide on adopting the following policies
 - a. Health and Safety
 - b. GDPR
 - c. Credit Card
 - d. Petty Cash
 - e. Co-option
 - f. Freedom of Information
 - g. Scheme of Delegation
 - h. Document retention.
 - i. Child and Vulnerable people.
8. To discuss and decide on incorporating the planning committee into full council meetings.
9. To discuss and decide on car park risk assessment.
10. To receive a report on Community Engagement plan.
11. To discuss and decide on the progressing the following items from the action plan
 - a. Tourist information style leaflet
 - b. To actively search for land for
 - i. Dog walking area
 - ii. Burial space
 - c. Pedestrianizing The Street following delivery of the bypass
 - d. Review the Border Hopper service and how we can enhance the service for residents
 - e. Car park
 - f. To review the action plan and carry out additional consultation work.
12. To note minutes from the following committee meetings.
 - a. Staffing
 - b. Leisure and Pavilion
 - i. To discuss and decide on recommendations from Leisure and Pavilion.
 - c. Events
 - i. To discuss and decide on recommendations from the events meeting.
13. Upcoming meeting dates
 - a. Finance, 23rd July 2023 @ 7pm
14. AOB (not for discussion)

Signed *Becky Buck*, Town Clerk & RFO

05 July 2023

15. To close the meeting to press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)
16. To discuss and decide on staffing committee recommendations.



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MINUTES OF FULL COUNCIL MEETING HELD ON 12th JUNE 2023 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors Kelly Lunness, Judith Baker, Mat Pochin, Diane Woodham, Andrew Lansdell, Robert Mackenzie, David Willis and Robin Ciorra

County Councillor Alison Thomas

District Councillor Georgina Race

2 Members of the Public

Clerk Becky Buck

1. To receive apologies for absence

Councillor Smith gave apologies for absence due to annual leave.

2. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensations received.

3. To allow members of the public and district and county councillors to speak - max 20 Minutes
County Councillor Thomas gave the following update.

The bypass is progressing, 4 tenders for the delivery of the bypass have been selected. The contractors will now be looking to provide a final business plan for consideration towards the end of the calendar year. Section 106 agreements are in the process of being finalised regarding the transfer of land for the bypass to be built on.

At the southern end of the village the archaeological works have finished, due to the wet weather the contractors were unable to refill the holes, however now the warmer weather is here the holes will now be filled.

Councillor Woodham arrived and gave apologies for being late due to the fair arriving (19.05)

The County Council are stepping away from providing in-patient rehabilitation and is now focusing on home rehabilitation.

Councillor Thomas was pleased to confirm that the Traffic Regulation Order had come through allowing double yellow lines to be placed at the entrance to Chuchfields. Notices will be placed soon.



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District Councillor Race advised that She was on the Development Management Committee and Grant awarding committee. She advised that she had a member grant of £1000.

A member of the public advised that he was working on the Community bid for South Norfolk House and asked the Council if they had any questions. The Council asked questions regarding the scope of the community bid and a lengthy conversation ensued where the member of the public gave an update on progress of the bid to date and the next steps.

4. To approve the minutes of the meeting held on 15th & 22nd May 2023

Minutes of the meeting on the 15th & 22nd May were approved by the Council and signed by the Chairman as a true record with one amendment to the 15th May to change 'Norwich Road' to 'Ipswich Road' and to amend the 22nd of May by adding Councillor Mundford to being in attendance.

5. To note the Clerks report.

The Council noted the Clerks report. Following a lengthy discussion, it was agreed to publicise the vandalism that had occurred on the website and on noticeboards.

6. Finance and Governance

a. To note and authorise income and expenditure through Unity Trust Bank since 15th May 2023

Income and expenditure since 15th May 2023 were noted and authorised by the Council and the Chairman signed the payment lists.

b. To note all credit card payments since 15th May 2023

Credit card payments since 15th May 2023 were noted by the Council and the Chairman signed the payment lists.

c. To discuss and decide on insurance provider and term based on recommendation made by the finance committee.

Following a lengthy discussion, the Council approved BHIB for a 3 yr term as the Council's insurance provider.

d. To discuss and decide on quotes for a sensor light in the play area.

The Council approved TT Jones quote for a sensor light.



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e. To discuss and decide on quote for additional CCTV camera.

Following a lengthy discussion, it was agreed to extend the camera CCTV poles by 2 metres and approve the quote from SSY for an additional camera to be placed overlooking the public toilets.

7. To discuss and decide on researching the potential of a youth café as per action plan.

Following a lengthy discussion, it was agreed for the Clerk to prepare a business plan for Council's consideration.

8. To discuss and decide on participating in bypass working group.

It was agreed that Councillor Mackenzie would represent the Council at 'Gateways' meetings designed to inform the Council of bypass progress.

9. To discuss and decide on putting in a bench in the gym equipment area.

It was agreed to place an existing bench in the gym area and 2 in the play area once they had been sanded and repainted.

10. To discuss and decide on supporting the community bid for South Norfolk House.

Following a lengthy discussion, the Council supports the Community Bid. It was noted that as the Council are not contributing financially the bid is not commercially sensitive to the Council and therefore it is in the public domain. The Council agreed that the Clerk should contact the neighbouring parish and town councils to advise them of their support as, if successful, the community bid will benefit the wider community as well as Long Stratton.

11. To discuss and decide on an additional camera overlooking the skatepark.

This item was discussed as part of 6e.

12. To note minutes from the following committee meetings.

a. Finance and Policy Management

The minutes of the meeting were noted by the Council.

13. To note the meeting dates calendar until 31 March 2023.

Meeting dates were noted by the Council, Councillor Mackenzie asked if they could be put on the website.

14. AOB (not for discussion)

Councillor Ciorra reported that the Community Speed Watch was progressing with training to be undertaken on Monday 19th June 2023.



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The Council requested an update on the SAM2 and whether we could explore getting a happy/sad face.

It was asked if we could put a Ukrainian flag on the flag pole on The Plain.

With there being no further business, the Chairman closed the meeting at 20:37

Long Stratton Town Council Health and Safety policy

Health and Safety at work act 1974

1. General Statement of policy

- 1.1 Long Stratton Town Council believes that Health and Safety performance is an integral part of the efficient and cost-effective discharge of its duties and is aware of its responsibilities under the Health & Safety at Work Act 1974 and other statutory provisions listed in Legislation.
- 1.2 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, volunteers, general public and members, and to provide such information, instruction, training and supervision as they need for this purpose. Other policies adopted by the Council should be read in conjunction with this policy. Copies of the policies are available from the Council Office, or the website.
- 1.3 Members of the Town Council have the responsibility for implementing this Policy and must ensure health and safety considerations are always given priority in planning and day to day supervision of work. All employees and voluntary workers are expected to co-operate in carrying out this policy throughout the Town Council's activities and must ensure that their own work, as far as reasonably practicable, is carried out with risk to themselves or others.
- 1.4 The allocation of duties for safety matter and the particular arrangements which we will make to implement the policy are set out below.
- 1.5 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Staffing Committee of the Council. Although risk assessment is a continuing process, it shall form part of the Committee's annual review.

2. Duties and Responsibilities Town Councillors

- 2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and regulations¹ made under the Act and the Occupiers Liability Act is that of Long Stratton Town Council. Town Councillors are to ensure that all insurance policies are in date and day to day affairs are managed responsibly. In doing so they ensure that
 - 2.1.1 A copy of this policy is circulated to all employees and voluntary workers on appointment. Opportunity will be given to discuss this policy to ensure it is fully understood and implemented.
 - 2.1.2 The Council's activities are monitored to ensure that the objectives of the Health & Safety Policy are being complied with.
 - 2.1.3 Contracts of employment include compliance with statutory and company health, safety and environmental requirements.

¹ See note on page 3

- 2.1.4 All staff have adequate competence and training for carrying out their specific duties and for ensuring the health, safety and wellbeing of themselves and those around them.
- 2.1.5 Employees and voluntary workers are aware of the hazards which may exist within the operation of their tasks, and that they fully understand and observe all aspects of the Town Council's Health and Safety policy.
- 2.1.6 No employee or voluntary worker shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless he or she possesses such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work.
- 2.1.7 Safe methods of work are adopted.
- 2.1.8 All suppliers comply with Section 6 of the Health and Safety at Work Act (HASAWA) in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used.
- 2.1.9 All accidents arising out of the Council's activities are recorded, reported and investigated detailed in the accident reporting procedure
- 2.1.10 Regular inspection of equipment are carried out and necessary reports kept.

Town Clerk

- 2.2 The Council has delegated the responsibility for implementing the Council's Health, Safety and Welfare policies and procedures, and ensuring they comply with current and emergent legislation to the Clerk. The Clerk will
 - 2.2.1 Make effective arrangements to implement the Health & Safety policy.
 - 2.2.2 Seek assistance from the Chairman, other members of the Council, and from external specialists and sources as required.
 - 2.2.3 Advise the Council on resources and arrangements necessary to fulfil the Council's responsibilities regarding Health & Safety.
 - 2.2.4 Ensure all matters of Health & Safety are presented for review by Councillors at meetings of the Town Council.
 - 2.2.5 Work with Councillors to ensure that regular Risk Assessments are carried out of working practices and that necessary corrective/protective measures are implemented.
 - 2.2.6 Report any accidents, hazardous incidents, or near misses promptly to the Council and ensure any reporting obligations under RIDDOR are actioned.

Employees and Voluntary Workers

- 2.3 Employees and voluntary workers have a responsibility to conform to the Town Council policy and the Health & Safety at Work etc. Act 1974 and associated legislation.
 - 2.3.1 Employees and voluntary workers have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions and to cooperate with the Council to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically responsible for the work requested from them.
 - 2.3.2 Employees and voluntary workers have responsibility for properly using any safety devices involved in their work. They will not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

- 2.3.3 All accidents and near miss incidents shall be reported to the Town Clerk, and recorded in the Town Council accident book as soon after the event as possible. Employees and voluntary workers will also cooperate with the management in investigating all accidents and near misses.
- 2.3.4 Employees and voluntary workers must request assistance or advice about any area of work that they are not familiar with.

Contractors

- 2.4 Any Contractors employed by Long Stratton Town Council shall be responsible for conducting themselves safely at all times and in complying with the Town Council' Health & Safety policy.
- 2.4.1 Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off the site.
- 2.4.2 All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates available for checking.
- 2.4.3 Any injury sustained whilst on site must be reported to the Town Clerk immediately.
- 2.4.4 All electrical equipment must have a valid Portable Appliance Test (PAT) certificate.
- 2.4.5 Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Town Council.

Visitors

- 2.5 Long Stratton Town Council owes a duty of care to visitors to the Town Council controlled areas of the village. Town Councillors will ensure so far as is reasonably practicable that safe access and egress is available and that areas and facilities are maintained in a safe condition.

3. First Aid

- 3.1 First aid boxes are located in the Council Office and kitchen in the Pavilion, Manor Road.
- 3.2 Responsibility lies with the Town Clerk. Each first aid box is to be checked quarterly for supplies and expiry dates where appropriate. Clerk to order new supplies as required.

4. Fire Safety

Fire extinguishers shall be visually inspected monthly at all buildings by the Clerk and Direct Services Office depending on the location of the extinguishers and responsibilities defined in para. 2.2. Fire extinguishers shall be maintained annually by a recognised professional. (Currently TAS Valley & Fire)

- 4.1 Fire alarm systems shall be tested monthly by the Direct Services Officer. A fire drill shall be held annually at all Council owned buildings. 5 years electrical certificate shall be obtained on all Council occupied premises.
- 4.2 PAT testing will be carried out annually by a recognised professional.

4.3 Fire exits shall be kept free from obstructions.

4.4 Notices shall be displayed giving directions for the evacuation of building in the event of fire.

5. Arrangements

5.1 Enforcement agency.

The enforcement agency for Local Authorities is the Health & Safety Executive (HSE). Any site visit carried out by Statutory Inspectors shall be coordinated with the full cooperation of Town Councillors and any recommendations carried out as soon as reasonably practicable.

5.2 Risk Assessments.

Generic risk assessments will be co-ordinated by the Town Clerk for all public areas and village assets controlled by the Town Council. These assessments will be recorded, monitored and reviewed annually.

5.3 Training

Town Councillors are responsible for ensuring that appropriate health & safety training is provided for employees and voluntary workers. The Town Clerk is responsible for arranging provision of any training identified and for maintaining records of such training.

5.4 Accident reporting.

The Town Clerk will maintain an accident book for the purpose of recording all accidents and near miss events. The Clerk must be notified immediately if an accident occurs to anyone whilst on Town Council business. This includes Town Councillors, employees, voluntary workers, visitors, contractors etc. A form in the accident book must be completed and returned to the Clerk. The Town Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with. Where required, accidents and near misses shall be investigated by the Town Clerk and remedial actions recommended to the Town Council where necessary. Where the activity which gives rise to the accident is under the control of a nominated Town Councillor then that person shall assume the responsibilities of the Town Clerk in the preceding paragraph.

5.5 Provision and Use of Work Equipment

If equipment provided by the Council is damaged or faulty, the employee is responsible for the immediate return or report of such equipment to the Clerk who will facilitate repair or replacement. If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately.

5.6 Personal Protective Equipment

PPE identified through Risk Assessment or mandated by the Council shall be used strictly in accordance with work instructions, manufacturers or other published guidance.

5.7 Procurement of Materials, Equipment

Anyone who purchases or hires materials, equipment or contracts on behalf of the Parish Council must ensure that they have read and fully understood this health and safety policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Town Clerk in order to be recorded.

5.8 Engagement of Contractors

The Council will only engage contractors who are able to demonstrate due regard to Health & Safety matters. Contractors are required to supply a written method statement and risk assessment (RAMS) prior to starting work and provide evidence that they have suitable Employers public liability insurance in place. This information is to be kept on file electronically.

5.9 Violence & Personal Safety

So as to avoid violence and aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police if it required necessary. Staff should undertake, conflict resolution training.

5.10 Safety Inspections

Regular inspections will be conducted in order to monitor and assess the suitability and safety of all facilities operated or provided by the Council. Inspections may be completed either by suitably trained employees or specialist external agencies as determined by the Town Clerk. The Conduct and outcome of all routing inspections shall be documented and retained on file. The frequency of such inspections shall be determined through Risk Assessments, published Council policy or relevant legislation. In particular, the Clerk shall engage specialist external support to conduct annual review of the following

- Legionella; management and controls
- Playgrounds; safety and maintenance
- Fire systems; alarms and fire fighting equipment
- Gas; safety and serviceability of gas appliances.

Defects, shortcomings, and/ or observations arising from any formal inspection shall be collated in an electronic database to facilitate sentencing, tracking, and action taken through to closure.

5.11 Legionella

This Health & Safety policy is supported by a separate dedicated policy focussed on the management of Health & Safety risks associated with Legionella. This supporting document identifies the hazards associated with exposure to Legionella, the risks that Council water systems present and how those risks are managed to reduce those risks to as low as reasonably practicable.

Legislation

Electricity at Work Regulations 1989

The Management of Health & Safety At Work Regulations 1999

Manual Handling Operations Regulations 1992

The Personal Protective Equipment At Work Regulations 1998

The Health & Safety (Display Screen Equipment) Regulations 1992

The Provision and Use of Work Equipment Regulations 1992

The Workplace (Health, Safety & Welfare) Regulations 1992

The Control of Substances Hazardous to Health (COSHH) Regulations 1994

The Fire Precautions (Workplace) Regulations 1997

The Health & Safety (Young Persons) Regulations 1997.

Health & Safety at Work Act 1974

Health and Safety (first aid) regulations 1981

RIDDOR 2013

COSHH 2002

This is not a definitive list and other legislation may be relevant.

Annex 1

Offices

1. Heating lighting and ventilation
 - a. Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 71.6 degrees F throughout the working day. (16C-22C)
 - b. Free standing heaters must not be used unless specifically authorised by the Clerk. When these are so authorised, they must comply with fire regulations and the area around them must be kept clear from any paper or any other flammable materials, and must be cited a suitable distance away from desks and chairs.
 - c. Office lighting, desks should be placed to gain the maximum amount of light, free standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. Electrical Equipment
 - a. All electrical equipment shall be inspected in accordance with the 1989 regulations
 - b. mains must not be overloaded it is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
 - c. 13 amp plugs can be used for appliances with a loading capacity maximum of 13amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk ,lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, Kettle:13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
 - d. Only electrical equipment provided by the council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched of when not in use.
 - e. Leads from points from various desk uses should not be present a hazard by trailing across areas of access. Extension leads are for temporarily use only and should not exceed 10 feet in length.
 - f. Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3. Furniture, Fittings and Equipment
 - a. All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
 - b. Heavy equipment and furniture must not be moved by individuals.
 - c. Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
 - d. Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top rawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.

- e. High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.
- f. In order to meet fire regulations, British Standard (BS5588) states gaps between desks should be a minimum of 600mm for less than ten people to be easily able to move, and 900mm for wheelchair users.
- g. Every room where persons work shall have sufficient floor area, height and unoccupied space for purposes of health, safety and welfare. ... The figure of 11 cubic metres per person is a minimum and may be insufficient if, for example, much of the room is taken up by furniture etc

4. Fire Precautions

- a. All staff must be fully conversant with the "Fire Alert" system displayed in the offices.
- b. Exit corridors, landings and stair cases must be kept clear at all times.
- c. Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- d. Waste paper bins must be of metal construction and be emptied each day.

Annex 2

Parks and Estates

(In addition to any Codes of Guidance)

1. Only authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. Risk assessments for all machinery must be undertaken and kept on file and reviewed annually by the Groundsman and the Clerk
4. HAVS scores (Hand and arm vibrations) must be assessed and maximum machinery usage guidelines adhered too at all times.
5. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
6. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
7. Stones and similar objects must be cleared from the path of equipment to prevent such objects from being projected from machinery.
8. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
9. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
10. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
11. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
12. Ladders and step-ladders must be in good condition and free from defects and securely positioned at all times when in use.
13. Pathways on Council owned premises and Council assets shall be inspected weekly and any damage made safe, repaired and reported to the Groundsman and Clerk.

Annex 3

Caretaking and Cleaning

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances
3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
4. Consideration must be given to the possibility of hazardous by products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
5. Step-ladders which are used to gain access to heights must be in a good condition and free from defects.
6. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
7. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.
8. YOU SHOULD REPORT:
 - a. Structural faults which appear dangerous
 - b. Floor coverings, etc. which cause a tripping hazard.
 - c. Faulty gas, electric, paraffin fixtures, fittings and equipment.
 - d. All accidents, however small, should be reported.

YOU SHOULD NOT

- e. Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless competent to do so.
- f. Attempt to move obviously heavy furniture alone.

YOU SHOULD

- g. In the event of having to stand on something to reach windows etc. do ensure the object on which you will stand is solid and reliable.
- h. Dispose of aerosol cans in the recommended way.
- i. Dispose of soiled materials in sealed bags.

Annex 4

Lifting and handling

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving hand or by bodily force. More work injuries are caused through 'handling goods' than any other single action.

Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, 'slipped disc', cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

2. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything against your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually :-

- a. Bend the knees and crouch to the object
- b. Get a firm grip using the whole hand and not the finger tips
- c. Keep the back straight
- d. Tuck the chin in.
- e. Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f. Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g. Avoid pinching fingers when releasing object.
- h. When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- i. Protect your toes with safety footwear.
- j. Wear protective gloves when handling objects with sharp or jagged edges.

Annex 5

General Advice To All Employees

1. Tidiness

Keep floors, passages etc. clear of storages, packages and litter.

Put waste in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from your supervisor if in doubt.

2. Falls and Collisions

Walk, do not run. Look where you are going.

Use care in opening doors outwards.

Take care on stairs and use the handrail.

Mop up spills of liquid, do not leave it to someone else.

Do not climb on chairs, desks, window sills to reach shelves or to open windows.

Use a step-ladder and window poles etc.

3. Fire Precautions

Read and understand fire precaution notices

Ensure that you know the lay-out of the fire exits and emergency routes. Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc. Do not stand close to an electric fire, if use permitted, not stand them near to anything that will burn.

4. Horseplay

Avoid horseplay, sky larking, practical jokes, it can be dangerous.

5. PPE

All employees will ensure the correct clothing is worn, safety shoes, hard hats, googles etc. High vis jackets are to be worn all times when working near roads or where identified by risk assessment. PMR radios are available. Mobile phones will be provided to members of staff lone working.

Annex 6

Notice to contractors

For Long Stratton Town Council to comply with Health and Safety legislation, all outside contractors employed to do work on Council premises are to be made aware of the expected requirements related to Health & Safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and will have written confirmation by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses rising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

Long Stratton Council

Code of Guidance.

Building and premises management

This Code of Guidance outlines the basic health and safety management of operating and managing a building owned or leased by the Council and is not exhaustive on each subject or in content. It is intended to be an aide memoire and sign post other relevant documents for persons responsible for managing a building.

Further, more detailed guidance can be found in the subject specific Codes of Guidance.

1.0 General Information

- 1.1 It is not intended that members of the Council staff be an 'expert' in all areas of building management/maintenance but s/he must have a general understanding of systems and procedures and of the health and safety involving in running a building.
- 1.2 The general duties of persons responsible for a building include ensuring all health and safety issues are addressed through day to day management and effective liaison of all parties where there is occupation by more than one service area/ organisation. In the case of multi occupied buildings it should be clear to all parties who is responsible for what. This will be achieved through user agreements.
- 1.3 It is recommended that each building has a maintenance schedule to ensure necessary actions are undertaken. These are produced in line with budget papers.

2.0 Fixed and portable electrical safety

2.1 Fixed Installations

Fixed (hard wired) electrical systems, including wiring, fuse boards, power outlets, distributions boards, etc must be inspected and tested in accordance with the current Institute of Electrical Engineers Wiring Regulations (IEE Regs). The frequency of this inspection varies from annually to every 5 years. For Long Stratton buildings the frequency is every 5 years.

2.2 Any works undertaken on electrical systems, including inspections and tests must be carried out by a qualified and competent electrician who is NICEIC registered. (National Inspection Council Electrical Installation Contracting).

2.3 Following every inspection, a certificate of inspection is to be retained and kept available for reference. Where the inspection recommends any modifications, these must be carried out as soon as practical.

2.4 Plant rooms, switch rooms etc and other areas where electrical services are provided must be secured to prevent unauthorised access. Plant room doors must be suitably signed. Plant rooms etc are not to be used for storage or any other use.

2.5 Portable electrical equipment

It is a common misunderstanding that portable electrical appliances have to be tested annually. The period between tests should be determined by risk assessment, e.g. a computer that is moved rarely could be tested 3-4 yearly whereas an electric drill used daily on a site should be tested at appropriate intervals determined by risk assessments e.g. 3 months.

2.6 Portable appliance testing and any work that is required must be carried out by a 'competent' person (i.e a person with the appropriate relevant training, skills, knowledge, experience, and awareness of their own technical limitations.) A register of testing and any work subsequently undertaken must be kept and available for inspection.

2.7 HSE guidance suggests the following inspection and testing intervals.

Equipment	User Checks	Visual Inspection	Combined Inspection and Testing.
Battery operated (less than 20 volts)	No	No	No
Extra low voltage: (less than 50 volts AC) telephone equipment, low voltage desk lights	No	No	No
IT equipment: e.g. desk top computers, DSE screens	No	Yes, every 2-4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines: Not hand held, rarely moved	No	Yes, every 2-4 years	No, if double insulated otherwise up to 5 years
Double insulated equipment, not hand held. Moved occasionally e.g. fans, table lamps, projectors	No	Yes, every 2- 4 years	No
Double insulated equipment, hand held, e.g. some floor cleaners	Yes	Yes, every 6 months -1 year	No
Earthed equipment (Class 1): e.g. electric kettles, some floor cleaners	Yes	Yes, every 6 months- 1 year	Yes, every 1 – 2 years
Cables (leads) and plugs connected to the above. Extensions leads (mains voltage)	Yes	Yes, every 6 months- 4 years depending on the	Yes, Every 1-5 years depending on the type of

		type of equipment it is connected to.	equipment connected to.
Hand tools	Yes	Before use	Every 3 months.

2.8 In addition to routine inspection and testing, further tests must be carried out where there is any reason to suspect the equipment may be faulty. The equipment must be labelled as faulty and immobilised (e.g. remove the plug) until it is certified to be safe.

2.9 For further information refer to Code of Guidance for Portable Appliances.

3.0 Gas, Solid Fuel and Mechanical Installations

3.1 Gas – All installations including appliances must be inspected by a ‘GAS safe’ approved contractor at least annually.

Work or repair on gas supply or appliances cannot be undertaken by any person who is not included on the Gas Safe Register.

The Gas Safe Register replaced CORGI gas registration in Great Britain on 1st April 2009. It is the official industry stamp for gas safety.

The HSE, which is responsible for regulating gas safety in Great Britain, oversee the Gas Safety Register.

3.2 Solid Fuel – All installations and appliances should be inspected annually by a Solid Fuel Advisory Service approved organisation.

Chimneys and flues must be cleaned regularly by a competent person and all air bricks and vents kept clear.

3.3 Boilers – Boilers must be inspected annually, whether electric gas or solid fuel, and should be annually maintained. Boiler rooms must not be used for storage (however temporary) of combustible materials, and all air ventilation ports kept clear.

3.4 Local Exhaust Ventilation (LEV) – This is usually found in woodworking areas, vehicle depots, kitchens etc. Staff must always carry out visual inspections before use. LEV equipment must serviced/ maintained regularly in accordance with manufacturer guidelines.

Local exhaust ventilation systems must be subject to thorough examination and testing at intervals determined through risk assessment but not exceeding every 14 months. An independent annual inspection of such equipment is undertaken by the Council’s insurance engineers, which satisfies the above requirement.

3.5 Pressure vessels and air receivers must be service regularly in accordance with manufacturer guidelines and must be subject to a written examination scheme, the nature and frequency of which is to be determined by a competent person. An independent annual inspection of such equipment in undertaken by the Council’s Insurance Engineers, which satisfies the above requirement

3.6 Hydraulic systems – i.e rams, compactors must be serviced regularly in accordance with manufacturer guidelines.

3.7 Roller shutter and powered doors

Risk assessments must be carried out in respect of roller shutter and powered doors to assess their suitability and operation. Manufacturers operating instructions must be followed and appropriate servicing and maintenance must be carried out by competent contractors. Regular checks on the doors and operating mechanisms must be carried out by a suitably trained employee. Records of checks, servicing and maintenance must be kept in the Premises File. Employees who operate such doors must have suitable training to do so.

3.8 For further information refer to the Code of Guidance for Roller Shutter Doors.

3.9 Records of servicing, maintenance and independent inspection for any type of mechanical, electrical or gas equipment or plant, must be kept.

4.0 Fire Safety

4.1 All Council owned buildings and buildings where employees work must have a fire risk assessment undertaken by a 'competent person.'

For Council owned buildings this is undertaken by competent external contractors or in house staff. This assessment:

- Should be used as a basis for informing and/ or improving fire safety management systems
- Must be reviewed annually by a competent person.
- A full risk assessment will need to be carried out every 3 years, by the original competent contractor/ person. (In some cases, the 3 yearly Harris review should be more frequent.)

4.2 Emergency evacuation procedures – An emergency evacuation procedure Personal, Emergency Evacuation plans for employees with a disability and frequent visitors with disabilities and standard evacuation for other building users with a disability should be put into place in every building. Unannounced, practise evacuations should under taken at least twice per year, unless other specific arrangements are in place for the building. The evacuation should be monitored by Fire Wardens and each evacuation reviewed to identify any issues and areas for improvement. The evacuations should be staggered to ensure that all users of the building are conversant with the procedures, including cleaners, evening classes etc. A records of all evacuations (planned or accidental) should be kept in the fire log.

4.3 Fire alarms should be subject to the following programme of testing:-

- 4.3.1 Weekly – Visual inspection, operate one call point or sensor (on a rota system to ensure a different call point is tested on each occasion
- 4.3.2 Quarterly – visual inspection, operate once call point or sensor in each zone and test batteries.
- 4.3.3 Annually – Operate all call points and sensors. Clean all sensors.

A competent maintenance contractor must carry out regular servicing and inspection of the whole fire alarm system.

- 4.4 Firefighting equipment portable and fixed must be easily accessible, must be clearly identified and must have instructions for use. Equipment should be located on fire escape routes or in areas of higher risks e.g. kitchens.
- 4.5 A competent person should inspect fire extinguishers at least once a year. A label must be attached to each extinguisher showing when it was last inspected and refilled.
- 4.6 In addition to the yearly service, extinguishers should be checked at least once a month for general signs of damage and use. They should also be checked to ensure that they are in the correct location, not obstructed and not used to prop open doors etc.
- 4.7 Once an extinguisher has been used, it should be withdrawn from service until it has been refilled or replaced by a full extinguisher.
- 4.8 All fixed firefighting equipment e.g. hoses, hydrants, dry and wet risers and sprinkler systems, must be tested annually by a competent person and records of testing kept and made available for inspection.
- 4.9 Emergency lighting should be subject to the following programme of testing: -
- 4.9.1 Self-contained batteries.
 - 4.9.1.1 Monthly - Carry out a test on each light to ensure that the light operates correctly. The test period should be as short as possible to avoid discharging the batteries. It should under no circumstances exceed one quarter of the rated duration of light.
 - 4.9.1.2 Six monthly – 3 hour rated, 1 hour test to ensure all lights operate and all indicators operate when power is restored. 1 hour rated: 15 minutes tests to ensure that all lights operate, and all indicators operate when power is restored.
 - 4.9.1.3 Annually – Test each light for full duration, where the batteries are over 3 years old. If the batteries are less that 3 years old, carry out 6 monthly checks.
 - 4.9.2 Central Battery Systems
 - 4.9.2.1 Monthly – By simulation of a power supply failure energise the central battery system. The test period should be as short as possible to avoid discharging the batteries. It should under no circumstances exceed one quarter of the rated duration of light.
 - 4.9.2.2 Six monthly – 1 hour rated: 15 minute tests to ensure that all lights operate and all indicators operate when the power is restored.
 - 4.9.2.3 Three yearly – Carry out a full duration test. Carry out during a period when the building is shut to the public and staff and will allow sufficient time for the batteries to recharge before the building is reopened to the public.
- 4.10 All testing records should be recorded in an appropriate log book which is kept on site.
- 4.11 For further information please refer to the codes of silence.

5.0 Legionella

- 5.1 All Council buildings have been risk assessed in respect of the management of legionella by an external consultant and a copy of the risk assessment should be kept on site.
- 5.2 Suitable records of monitoring and other precautions to reduce the risk of legionella should be kept and available for inspection. Records must be kept for at least 5 years.
- 5.3 Legionella risk assessments must be reviewed every 2 years, or more frequently, if there are any alterations to the water system. The risk assessment should also be reviewed whenever there is reason to believe the last assessment is no longer valid e.g. changes to plant, water systems or its use, changes in use of the building, new information is available about risks or control measures or results of checks indicate that control measures are no longer effective.
- 5.4 For more information refer to the Code of Guidance for Legionella.

6.0 General work place environment/ conditions.

- 6.1 Minimum standards for the working environment, work place facilities, general safety and housekeeping are specified in the Workplace (Health, Safety and Welfare) Regulations 1992.
- 6.2 Managers of buildings should ensure these standards are checked as appropriate. It is good practice for formal hazard spotting tours to be conducted on a regular basis.

7.0 Access Equipment

- 7.1 Any work at height must be risk assessed and undertaken safely.
- 7.2 Ladders/ Steps, should only be used for gaining access to higher areas or for undertaking light work if short duration i.e. less than 15 minutes. If working from a ladder it must either be tied or footed and it must be possible for the user to maintain 3 points of contact whilst the work is being undertaken.
- 7.3 All ladders and steps must conform to BS1129 (wooden ladders)/BSEN131 (metal, fibreglass, carbon fibre composite and wooden ladders) and be either Class 1 – heavy duty or Class 2 equivalent – light industrial/ medium duty.
- 7.4 Class 3 – Domestic quality ladders or steps are not suitable in any work environment.
- 7.5 All ladders/ steps should be individually identifiable and included on a register and formally inspected (for defects, damage and wear etc.). A record must be kept of the inspection. The period of inspection should be identified as part of a risk assessment.
- 7.6 Tower Scaffolds – these should only be erected/ taken down by competent trained people to Pre Fabricated Aluminium Scaffold Manufacturer's Association (PASMA) standard.
- 7.7 Tower scaffolds must be inspected by a competent person prior to use and then every 7 days. These inspections must be recorded.
- 7.8 Independent scaffolds – should only be erected by competent scaffolding companies which are detailed in the Corporate Suppliers Directory. A hand over certificate must be provided by the scaffold company prior to anyone working on it. Scaffolds must be inspected every 7

days and following adverse weather or any other event which could have compromised the safety of the structure, these inspections must be recorded. Care must be taken to prevent unauthorised access onto the scaffold.

7.9 Mobile elevating work platforms (MEWP's) are a very effective way to gain access, however, staff that have to use MEWP's must be trained to use the model of MEWP being operated.

7.10 Fall arrest eye bolts, used usually for attaching harnesses for inspection or window cleaning, must be inspected and rested as detailed by the manufacturer or supplier of the equipment. Harnesses must be visually inspected prior to each use and inspected every 6 months by a competent person and the inspection recorded.

7.11 For further information refer to Codes of Guidance.

8.0 Plant and Equipment

8.1 All plant and equipment owned, leased or hired must be fit for the purpose intended. Consideration should be given prior to purchase to issues such as weight, vibration, noise to ensure the equipment being specified is the most suitable for the intended task.

8.2 Staff should be trained to use each piece of plant or equipment correctly, including inspecting, maintenance and reporting defects. A written record of the training should be provided.

8.3 All items of plant or equipment should be included on a register and subject to a programmed schedule of inspection by a competent person.

8.4 For further information please refer to the Code of Guidance.

9.0 Contractors

9.1 The term contractor applies to all individuals or companies authorised by the Council to carry out work for payments e.g. window cleaners, furniture suppliers, builders, caterers, grounds maintenance contractors etc.

9.2 Managers commissioning contracts must ensure that the contractor selected is competent to undertake the work and has been effectively risk assessed to ensure a safe method of working.

9.3 In respect of refurbishment and construction work, the Construction (Design and Management (CDM) Regulations 2007 may apply. The Health & Safety File (if required), should be handed over on completion of work to which these regulations apply and should be kept with the Premises File. It will detail some of the maintenance and other requirements relating to the specific building.

10.0 Security

10.1 Security systems should provide a safe working environment for staff without introducing hazards for visitors.

- 10.2 External lighting should provide enough light to provide safe access and egress during hours of darkness
- 10.3 Access routes for visitors should be clearly identified it ensure that they do not have to wander to find the entrance to a building.
- 10.4 Access to visitors into buildings should be controlled to ensure that their presence is recorded and that they are adequately supervised until they leave. Hirers of the building will need to ensure they are aware of the Council's policy and will sign to say that they will abide by the rules of hire which will include health and safety. Council buildings will be checked after every use by a member of the public.

11.0 Traffic Management

- 11.1 Under the requirements of the Workplace (Health, Safety & Welfare) Regulations 1992, workplaces need to be organised in such a way that pedestrians and vehicles can circulate in a safe manner. For some workplaces this may be straightforward e.g. a site where no vehicles can enter, however, in many workplaces a range of traffic management hazards may be presented which could lead to risks of pedestrians and vehicles coming together.
- 11.2 The nature of the hazards for each workplace and their corresponding control measures need to be identified and recorded within a risk assessment. The risk assessment for each workplace would include factors like the site layout , internal traffic routes and their condition, signs and road markings, the people who may be present and the type of vehicles and the speed and directions in which they travel. It is considered good practice for the risk assessment to include a schematic overhead plan of the site showing internal layouts and the control measures that have been implemented e.g. road markings, signs, crossing points.

Further information is available from the Health and Safety Executive Information leaflet titled 'Workplace Transport Safety' ref INDG199 (rev1).

<http://www.hse.gov.uk/pubns/indg199.pdf>

Further information

Health and Safety Website www.hse.gov.uk

Long Stratton Council

Code of Guidance

Accident reporting

(Including specified dangerous occurrences and specified diseases)

All accidents, or dangerous occurrences, **at work**, must be reported and recorded on the appropriate documentation and must be investigated by the line managers. Some accidents, dangerous occurrences and diseases also need to be reported to the Health and Safety Executive (HSE) via the Incident Contact Centre.

The purpose of this Code or Guidance is to detail the procedures that must be followed after an accident or dangerous occurrence has occurred.

This Code of Guidance addresses the following:-

1. Accidents to employees
2. Accidents to agency employees
3. Accidents to members of the public/ service users/ volunteers/ persons working for no payment etc.
4. RIDDOR – Reporting incidents to the Health and Safety Executive (HSE)
5. Summary of accident reporting procedures.
6. Other incidents that need to be reported to the HSE
7. Management responsibilities

Appendix A Definition of 'Specified Injury'

Appendix B Dangerous Occurrences

Appendix C Examples of types of accidents to the public that may be RIDDOR reportable

1. Accidents to employees

All employee accidents, however caused, even if no one is injured, must be recorded.

In certain circumstances some work related accidents may need to be reported to the HSE. Refer to the section on RIDDOR below.

2. Accidents to agency employees

Accidents to emergency employees should also be recorded in the same manner as for Council employees.

Where an agency employee suffers a specified injury the Directorate/ Service Area must report the incident to the HSE in the same manner as for a council employee. The Employing agency must also be advised. Please refer to RIDDOR 1.3 below.

3. Accidents to members of the public/ service users/ volunteers/ persons working for no payment etc.

All accidents to service users/ the public relating to work activities or caused by the work environment must be recorded. The originals must be retained by the Directorate/ Service Area. A copy of the completed form should be forwarded to the Health and Safety advisor of the Directorate/ Service Area as soon as possible. These copies will be used for auditing purposes and will not be stored or retained.

In certain circumstances some accidents may need to be reported to the HSE. Refer to section 1.3 RIDDOR below.

4. RIDDOR

Specified incidents/ accidents have to be reported to the Health and Safety Executive (HSE), under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

These include any fatality, specified injury or absence from work for more than 7 days as a result of an accident at work. Failure to report incidents can result in the HSE taking enforcement action against the Council or individual managers.

All RIDDOR reportable incidents must be reported online, within 15 days of the incident, but a telephone service is available for reporting fatal and specified injuries only.

Refer to the Health and Safety Intranet site – RIDDOR Notification – for more details on the type of reporting required and a link to the online form for reporting injuries and absences as a result of accidents at work. Alternatively go to the HSE Internet site.

For detailed information on RIDDOR refer to – ‘A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013’ taken from the HSE Internet site.

5. Summary of accident reporting procedures.

Accident Outcome	Description	Report to	RIDDOR Requirements	
All work related fatalities, including members of the public	Accidents resulting in the death of any person as a result of work related activities	Immediately to the Clerk and Head Groundsman	Reportable under RIDDOR	Report immediately by phone The incident contact centre will return by email a completed form
Specified Injuries	See Appendix A for the description/definition of these	Clerk	Reportable under RIDDOR	Report immediately by phone and complete online form
Accidents to employees resulting in more than 7 consecutive days absence	An accident at work incapacitating an employee for more than 7 consecutive days, (excluding the day of the accident but including any days which would not have been working days, e.g. an accident on Thursday returning to work on Friday of the following week would be an absence for 7 days)	Follow accident reporting procedure	Reportable under RIDDOR	Complete online form
Accident to service user/ member of the public as detailed in 3 above	If the injury is associated with someone who is not at work (e.g. a member of the public) and results from a work related accident and results in them being taken to hospital for treatment in respect of that injury. Public Accident Examples – Appendix C	Clerk and Head Groundsman	Reportable under RIDDOR	Report immediately by phone The incident contact centre will return by email a completed F2508 form to you
	Any injury to a person not at work i.e. a member of the public/	Follow accident		

	service user, including school pupils, must be recorded.	recording procedure		
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Incident contact centre **Tel: 0845 300 9923**
(Office hours between 08:30 – 17:00 hrs)

Out of office hours – Duty officer **Tel: 0151 922 9235**

A copy of all completed F2508 online form must be forwarded, by , email to your Health & Safety Advisor

6. Other incidents that need to be reported to the HSE

Certain dangerous occurrences and specified occupational diseases are reportable to the HSE under RIDDOR.

The dangerous occurrences listed in Appendix B fall under this category. Refer to the Health & Safety Internet site – RIDDOR Notification – for more details on the reporting required.

If a registered medical practitioner notifies the Council that an employee is suffering from a specified occupational disease and their work involves a specified activity, the appropriate RIDDOR on-line report (Form F2508A) must be completed. The specified diseases include:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

For further advice regarding reporting of dangerous occurrences or employee work related diseases contact your Health and Safety advisor or the Operational Manager – Health and Safety.

7. Management responsibilities

Sickness reporting following an accident at work.

Managers/ supervisors must as the employee when they make their first day of sickness absence whether that absence is due to an accident at work. If it is, then managers must ensure that an accident report is completed and if necessary comply with the appropriate reporting requirement as per item 5 above.

On being made aware of an accident managers must –

- Ensure that, if applicable, the specified Council officer is notified, the Council reporting procedures are followed and the appropriate RIDDOR reporting requirement is implemented. Refer to item 5 above.
- If telephoning the incident contact centre to report a fatality or specified injury, note the date and time of notification, who took the message and the incident reference number. Forward a copy of the RIDDOR report that should be emailed by the incident contact centre to you as confirmation of notification to the Health & Safety advisor.
- Ensure, if appropriate that witness statements are completed by employees that witnessed the incident.
- Investigate as appropriate, the causes of the accident. If necessary interview the witness and record their statements
- Prepare reports on the incident, as appropriate, outlining the cause of the accident, the parts played by staff involved, training and maintenance records, whether risk assessments had been implemented, the appropriateness of work instructions etc. Outline your recommendations the action that should be taken to reduce the risk of a repeat of the accident/ incident.
- In respect of the Service user/ Public Accident Report Forms attach any statements or documentation to the completed forms and retain them for future use.
- Ensure that no employee makes any comment or written statement accepting liability for any accident by Long Stratton Council or an individual employee. Any correspondence received by an employee from a solicitor or body acting on behalf of a claimant should be forwarded, unanswered to the Clerk.
- Follow the standard administrative arrangements in respect of other processing of the accident report form.

Appendix A

DEFINITION OF SPECIFIED INJURIES

Specified injuries include (regulation 4)

- A fracture, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs.
- Scalpings (separation of skin from the head) which require hospital treatment
- Unconsciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

In general reports are not require for death and injuries that result from road traffic accidents, unless the accident involved

- The loading or unloading of a vehicle
- Work alongside the road, e.g. construction or maintenance work
- The escape of a substance being conveyed by a vehicle
- A train

Appendix B

DANGEROUS OCCURENCES

Dangerous Occurrences are generally incidents that have the potential to cause serious harm to people, irrespective of whether anyone was actually injured on that occasion. Certain specified dangerous occurrences relating to the following are reportable to the HSE. The report must be made immediately by telephone following within 10 days by a report on form F2508:

This list summarises each of the dangerous occurrences.

1. Collapse, overturning or failure of load-bearing parts or lifts and lifting equipment other than an accessory for lifting
2. Explosion, collapse or bursting of any closed or pressure vessel or associated pipework and protective devices
3. Plant or equipment unintentionally coming into contact with overhead power lines in which the voltage exceeds 200 volts, or comes within close proximity of the same causing an electrical discharge
4. Electrical short circuit or overload causing fire or explosion which results in stoppage of the plant for than 24 hours or causes a significant risk of death
5. Any unintentional explosion, misfire or ignition at a site where manufacture or storage of explosives requires a licence or registration, or explosion or ignition of explosives (excluding accidental discharge of a weapon) except where a fail safe device or safe system of work prevented an person being endangered.
6. Misfire of explosives except where a fail safe device or safe system of work prevented any person being endangered
7. Any explosion, discharge or intentional fire or ignition which causes an injury to any person requiring first aid or medical treatment, other than at a mine or quarry
8. Protection of material beyond the boundary of the site on which the explosives are being used or beyond the danger zone which caused or might have caused injury
9. The failure of shots to cause the intended extent of collapse or direction of fall of a structure in any demolition explosion
10. Accidental release of a biological agent likely to cause severe human infection or illness
11. Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period

12. Malfunction of breathing apparatus while in use or during testing immediately before use, where the malfunction would have caused serious risk to the user.
13. Failure or damaging or endangering of diving equipment, or of a dive platform
14. The failure or endangering of any lifting equipment associated with a diving operation
15. The trapping of a diver
16. An explosion near a diver
17. An uncontrolled ascent or omitted decompression causing significant risk of personal injury to the diver
18. Collapse or partial collapse of a scaffold over 5 meters high, of any supporting part or slung or suspended scaffold causing the working platform to fall – whether or not it is in use, or collapse or partial collapse in circumstances where there could be a risk of drowning after a fall.
19. Unintended collision of a train with any vehicle
20. Dangerous occurrence at a well (other than a water well)
21. Any damage to, accidental or uncontrolled release from, or inrush, of anything into a pipeline, the failure of any isolation device associated equipment or system or failure of equipment involved with pipeline works, which could cause personal injury or involves the pipeline being shut down for more than 24 hours.
22. The unintentional change in position of a pipeline, or in the subsoil or seabed in the vicinity which requires immediate attention to safeguard the pipeline's integrity or safety
23. The unintentional collapse or partial collapse of any structure which involves a fall of more than 5 tonnes of material, or any floor or wall of any place of work arising from, or in connection with, ongoing construction work (including demolition, refurbishment and maintenance) whether above or below the ground
24. The unintentional collapse or partial collapse of any falsework
25. Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant or suspension of normal work in those premises for more than 24 hours
26. The sudden, unintentional controlled release inside a building of:
 - a. 100kg or more of a flammable liquid
 - b. 10kg or more of a flammable liquid at a temperature above its normal boiling point
 - c. 10kg or more of a flammable gas in the open air
 - d. 500kg or more of a flammable gas

27. The unintentional release or escape of any substance which could cause personal injury to any person other than through combustion of flammable liquids or gas

Note: additional categories of dangerous occurrences apply to mines, quarries, relevant transport systems (railways etc) and offshore workplaces.

Exemptions

There is no need to report a dangerous occurrence separately in circumstances where the HSE have already been notified of a reportable injury that is connected with the incident.

Appendix C

Examples of Types of Accidents to the Public that may be RIDDOR reportable		
Example	A member of the public tripped over a trailing cable and hurt themselves badly. No ambulance called as a friend drove them to hospital	
Reportable under RIDDOR?	Yes. You must report cases where a person not at work is injured due to an accident that arises out of or is connected to your work and is taken from your premises to a hospital, by whatever means for treatment	Reportable under RIDDOR
Example	A person fainted and as a precaution they were taken to hospital	
Reportable under RIDDOR?	No. The injury must arise from an accident that arises out of or is connected to the work. This is not usually the case where people have been taken ill.	
Example	A member of the public had a serious injury but said they were of and wouldn't go to hospital	
Reportable under RIDDOR?	No. The duty is for a report to be made when a person not a work is injured because of a work accident and it taken by any means to a hospital for treatment	
Example	A member of the public fell over in our premise, as a precaution they went to hospital but when examined the hospital said they had no injuries.	
Reportable under RIDDOR?	No. RIDDOR only requires you to report when people have been injured because of a work place accident. If the hospital cannot find any injury there is no need to make a report.	
Example	A person slipped over in the work place but said they were unhurt. Much later they told us they had gone the next day to their GP who then referred them to hospital	
Reportable under RIDDOR?	No. The injured person must be taken from where the accident happened, by whatever means, to hospital for treatment. It must be a hospital, a GP or drop in clinic is not included under RIDDOR. They were not taken to the hospital from the site and so there is no duty to report.	

Long Stratton Town Council

Violence at Work Policy

1. Purpose

Long Stratton Town Council recognises that violent incidents occur to employees as a result of their employment with the Council. The Violence at Work policy is the commitment of the Council to reducing and where possible eliminating the risk of violence to employees and other representatives of the Council by members of the public and service users, and to supporting employees who are victims of violence. The complementary Code of Guidance on Violence at Work provides advice on reducing risks of violence and recognising, handling and reacting to violence.

2. Scope

The policy applies to all employees and other representatives of the Council. It addresses violence by members of the public and service users to employees and other representatives of the Council.

3. Definition and examples of violence

- a. For the purpose of this document 'Violence' or 'Violent incident' is defined thus: 'Any behaviour perceived by the victim as being deliberately harmful or damaging either psychologically or physically.'
- b. This definition is not limited simply to the physical assault but permits the inclusion of equally distressing and intimidating verbal aggression. Incidents arising from discriminating behaviour are also included.
- c. Examples of threatening or violent behaviour may include:
 - i. Intimidation such as banging on a desk, shouting, swearing, spitting, kicking the furniture or punching walls.
 - ii. Threatening behaviour in the form of verbal threats, gestures or stances, obstruction.
 - iii. Possession of any kind of weapon, regardless of the lack of overt threat to use it
 - iv. Exhibiting signs of aggression whilst under the influence of drink or drugs
 - v. Assault from grasping and pulling clothes or poking, shouting or punching
 - vi. Any unwanted physical contact
 - vii. Assault causing actual or grievous bodily harm
 - viii. Personal insults
 - ix. Deliberate silence
 - x. Insulting behaviour intended to cause distress or harassment
 - xi. Harassment on the grounds of
 1. Age
 2. Disability
 3. Gender identity
 4. Marital or civil partnership status
 5. Pregnancy or maternity/ paternity

6. Race or ethnicity
7. Religion
8. Sex
9. Sexual orientation
10. Bullying
11. Threatening use of animals
12. Political beliefs

xii. This policy does not apply to incidents of assault, bullying or aggression between staff. This behaviour should be addressed through other Council policies.

4. Violence at Work policy statement

- a. Long Stratton Council considers that violence is not an acceptable part of any job nor is it the part of the duties of any employee, or other representative to accept violent behaviour. The Council is totally opposed to employees, or other representatives, being subjected to violence as a result of employment with the Local Authority
- b. Long Stratton Council is a responsible employer, which accepts its responsibilities and duties to provide a safe working environment for all employees, in accordance with the provisions of the Health & Safety at Work Act 1974. In the context of violence at work, this means that within the resources available to the Council, every reasonable and practicable step will be taken by the Clerk and any other managers to reduce the risk of violence to employees.
- c. When carrying out risk assessments, in compliance with the Management of Health & Safety at Work Regulations 1992 (as amended), consideration will always be given to the risk of violence towards employees and the action needed to reduce any identified risks.
- d. It is the duty of employees to accept and understand their responsibility for reducing the risks of violence and to co-operate with management when so required. If an employee is aware of a work situation where there is a significant risk of violence which has not been adequately addressed he/she should bring it to the attention of his/her manager. All employees, in order to protect other employees as well as themselves must report all incidences of violence.
- e. The Council is committed to support employees who are subjected to violence in the course of their employment. The extent of such support will depend of the individual circumstances of each incident
- f. Where appropriate, the Council will take legal action against individuals identified as committing violent acts towards employees who are undertaking their work related duties.

5. Application of the policy statement

- a. This policy not only applies to incidences of violence occurring in the workplace or in working hours, but also includes incidents occurring out of working hours to an employee, or other Council representative, as a result of his/ her employment with the Council.

- b. In certain circumstances following a violent incident consideration will be given to restricting or withholding Council to the perpetrator(s) of the violence.
 - c. Long Stratton Council recognises the importance of the role of training as an element in managing and preventing the risk of violence to employees. It is committed to ensuring adequate training is provided, as appropriate, to reduce risks and enable employees to develop skills with personal safety. Responsibility for ensuring provision of training lies with the line manager.
6. Action to be taken following a violent incident
- a. Following any incident the immediate concern is the wellbeing of the victim and the provision of any necessary medical treatment.
 - b. In all instances of violence, or alleged violence, to employees, the immediate line manager should talk to the employee, offering support and advice, unless s/he has been directly involved in the incident. If the immediate manager has been involved, an appropriate person should talk to the victims. As well as supporting the victim, other staff e.g. those that have witnessed the incident may also require help and support
 - c. It is important that all violent incidents are reported so that accurate information is collated and appropriate action can be taken to reduce or eliminate the risk of further incidents.
 - d. If appropriate, counselling of employee(s) can be arranged.
 - e. An employee who has been subjected to a violent incident (or an alleged violent incident) even if there has been no injury, must immediately report the incident to his/her manager as soon as practicable. If it is not possible to do this personally, then a colleague or other representative should report the matter.
 - f. Where an act of physical violence to a person at work results in death, major injury or more than three consecutive days being lost from work, the HSE must be notified by the Clerk in accordance with RIDDOR 1995. The procedure for reporting incidents to the HSE is detailed in the Code of Guidance – Accident Reporting. All employees who are injured and/ or absent from work as a result of a work related violent incident should be referred immediately to the Clerk.
 - g. The line manager should ensure that, if appropriate, the Clerk is informed of the incident at the earliest opportunity. The line manager should ensure that factual written statements are obtained as soon as possible from any witnesses together with their names and addresses.
7. Further Procedures
- a. An employee, who suffers shock or injury as a result of a violent incident, should consult a doctor as soon as practicable and request a medical report on any injuries sustained. Any costs incurred in the provision of a medical report as a result of a violent incident occurring to an employee as a result of his/her employment will be met by the Council.

- b. If an implement is used in an attack on a member of staff, it should be retained provided this can be done without causing further difficulty or risk. In most instances the implement should be left where it is so that it can be assessed for physical evidence if necessary by the police.
- c. Any appropriate CCTV footage should be retained for possible use in an investigation or risk assessment review.
- d. If appropriate, the manager, acting on behalf of, and with the consent of the employee should inform the police of the incident of assault which occurs whilst carrying out or in connection with work duties. In certain circumstances the victim may not wish the Police to be informed and although his/her wishes may be taken into account the Council has a responsibility to protect its staff in the event of serious offences, and the police may have to be informed. In all cases the victim has the right to report the matter personally to the police.
- e. If a decision to prosecute is made and the victim is required to give evidence in court the Council will grant leave of absence with pay to facilitate his/ her attendance at court. Witnesses employed by the Council will be granted paid leave of absence to give evidence.
- f. If the police decide not to prosecute, the individual may have the right to issue proceedings him/ herself and he/ she may have a right in the civil courts to seek damages or some other remedy.
- g. The Council may, after consideration of the facts of the case by a legal firm, take legal action on behalf of an employee
- h. If the Council does not take legal action, it may still be appropriate for the Council to send a letter to the perpetrator of the violence explaining that the behaviour displayed is not acceptable. The assessment of the need to send such a letter should be made by the Chairman and the Clerk.
- i. After an incident it is the responsibility of the Clerk/ Line manager to review risk assessments to determine if further action can be taken to reduce the risk of similar violent incidents occurring and to ensure appropriate action is taken.
- j. In some instances, it may be appropriate to notify external partner organisations of the details of the incident. This should only be undertaken by the Clerk.

Long Stratton Town Council

Code of Guidance

Slips, Trips and Falls.

Slips, trips and falls are the largest cause of workplace accidents in the UK

Purpose

The purpose of this Code of Guidance is to provide advice on reducing the likelihood of the occurrence of slips, trips and falls.

The Code of Guidance addresses the following:

1. Legal requirements in respect of preventing slips, trips and falls
2. Reducing the risk of slips, trips and falls

1. Legal requirements in respect of preventing slips, trips and falls

The Health & Safety at Work, etc Act 1974 is the overarching framework for all health and safety legislation in the UK and requires employers to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and in particular to provide and maintain safe systems of work, a safe place of work, safe access and egress and safe environment.

The management of Health and Safety Regulations 1999 require suitable and sufficient assessment of risks to employees and this includes considering the risk of slips, trips and falls. The Workplace (Health, Safety and Welfare) Regulations 1992 lay down minimum standards for a wide range of issues which if not met can lead to slips, trips and falls e.g. lighting, space, floors, maintenance of the workplace, layout of workstations and open windows.

Other legislation e.g Display Screen Equipment Regulations 1992 and Personal Protective Equipment Regulations also has implications in reducing slips, trips and falls. In addition to the employer having legal responsibilities, employees also have duties to co-operate and look after their own and others safety. This can include taking action to reduce the likelihood of a slip, trip and fall, e.g. by good housekeeping.

2. Reducing the risk of slips, trips and falls

Good Working practice

Where possible, the aim should be to eliminate risk of slips, trips and fall (e.g levelling uneven floor services). The next preferred option is substitution (e.g. using an alternative method of floor cleaning) , followed by separation (e.g. using barriers to keep workers away from wet floors). The final prevention measure is protection (e.g wearing footwear with non-slip soles). The use of personal protective equipment should be a last form of protection after all organisational and technical measures have been exhausted. There are often simple but effective measures that can be taken to reduce or eliminate slip and trip risks.

Specific preventive actions to consider include:

Good Housekeeping – poor housekeeping and general untidiness are a major cause of slips and trips. Keep the working environment clean and tidy, with floors and access routes kept clear of

obstacles. Remove rubbish regular so it does not build up. Bottom drawers should be closed when not in use.

Cleaning and maintenance – Regular cleaning and maintenance will minimise risks. Rubbish should be removed regularly, and work areas kept clear. Cleaning methods and equipment must be suitable for the surface being treated. During cleaning, and maintenance work, take care not to create new slip and trip hazards. Hand washed or mopped floors should not be left unnecessarily wet. Polish must be the correct for the surface being treated. When using cleaners and polishes, the instructions on use should be fully observed. Ideally floors should be cleaned when not in use but if this cannot be done, barriers and warning signs should be used until the floor is safe to walk over.

Lighting – Ensure good lighting levels, functioning and position of lights to ensure all floor areas in and outside buildings are evenly lit and potential hazards e.g. obstructions and spills can be clearly seen. Lighting levels need to allow safe passage through and into and out of the premises. Exterior lights may be required, as outdoor workplaces must be adequately lit.

Flooring – Floors should be checked for damage on a regular basis and maintenance carried out when necessary. Potential slip and trip hazards to look for include holes, cracks and loose carpets and mats. In any location, the floor surface should be suitable for the work carried out e.g. it may need to be resistant to oil and chemicals used in the production processes. Coating or chemically treating existing floors can improve their slip resistant properties. Floors should be kept clean.

Layout and Space – Workplaces should have enough free space to allow people to move around with ease. Furniture and equipment should be arranged so that free movement is not impeded.

Fencing/ Barriers – Where someone can fall from a height, e.g. a roof or raised platform, or can fall into a pit or similar structure, secure fencing or other measures e.g. fall arrest systems should be provided to prevent people falling. The type of fencing or other means of reducing risk of falling will depend on the particular circumstances and needs to be suitable.

Changes in Level – Changes of level, such as a step between floors which are not obvious should be marked to make them conspicuous and should be adequately lit.

Windows, Skylights and Ventilators – It should be possible to reach and operate the control of openable windows, skylights and ventilators in a safe manner. Where necessary, window poles or similar equipment should be kept available, or a stable platform or other safe means of access should be provided. Controls should be placed so people are not likely to fall out or through the window. Where there is a danger of falling from a height, devices should be provided to stop a window from opening too far.

Access to High Level Shelves, etc. – Suitable ladders or other equipment e.g. ‘elephant foot’ should be provided to give access to high level shelves, etc. The use of chairs, tables etc. is not acceptable.

Stairways – Many accidents occur on stairways. Handrails, slip resistant covers to steps, high visibility and non-slip marking of the front edges of steps and sufficient lighting can all help in preventing slips and trips on stairs. The need to be well marked, with appropriate use of safety signs.

Spillages – Clean up spills immediately using an appropriate cleaning method (chemical treatment may be required). Use warning signs where the floor is wet and arrange alternative routes. What caused the spill to occur- can work methods or workplace be changed to minimise spillages?

Obstructions – Where possible, obstructions should be removed to prevent trips occurring. If it is not possible to remove an obstruction then suitable barriers and/ or warning notices should be used.

Trailing cables – Place equipment so cables do not cross pedestrian routes, Use cable covers to securely fix cables to surfaces.

Footwear – Employees need to have footwear that is suitable for their working environment. Take account of the type of job, floor surface, typical floor conditions and the slip-resistant properties of the soles.

Outdoor workplaces – Outdoor workplaces must be arranged so that risks of slipping and tripping are minimised e.g. through anti-slip measures in icy conditions and suitable footwear.

REMEMBER

The biggest reason for slips, trips and falls is people not paying attention to what they are doing, e.g. reading/ using a mobile phone whilst walking or by rushing to get something done and forgetting to take due care.

Further information

Health and Safety at Work Act 1974

Management of Health and Safety at Work Act Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992



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General Data Protection Regulation (GDPR) policy

Purpose of the policy and background to the General Data Protection Regulation

This policy explains to councillors, staff and the public about GDPR. Personal data must be processed lawfully, fairly and transparently; collected for specified, explicit and legitimate purposes; be adequate, relevant and limited to what is necessary for processing; be accurate and kept up to date; be kept only for as long as is necessary for processing and be processed in a manner that ensures its security. This policy updates any previous data protection policy and procedures to include the additional requirements of GDPR which apply in the UK from May 2018. The Government have confirmed that despite the UK leaving the EU, GDPR will still be a legal requirement. This policy explains the duties and responsibilities of the council and it identifies the means by which the council will meet its obligations.

Identifying the roles and minimising risk

GDPR requires that everyone within the council must understand the implications of GDPR and that roles and duties must be assigned. The Council is the data controller and the clerk is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the council, the issuing of privacy statements, dealing with requests and complaints raised and also the safe disposal of information. This will be included in the Job Description of the clerk

Appointing the Clerk as the DPO must avoid a conflict of interests, in that the DPO should not determine the purposes or manner of processing personal data.

GDPR requires continued care by everyone within the council, councillors and staff, in the sharing of information about individuals, whether as a hard copy or electronically. A breach of the regulations could result in the council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and also to compensate the individual(s) who could be adversely affected. Therefore, the handling of information is seen as high / medium risk to the council (both financially and reputationally) and one which must be included in the Risk Management Policy of the council. Such risk can be minimised by undertaking an information audit, issuing privacy statements, maintaining privacy impact assessments (an audit of potential data protection risks with new projects), minimising who holds data protected information and the council undertaking training in data protection awareness.

Data breaches

One of the duties assigned to the DPO is the investigation of any breaches. Personal data breaches should be reported to the DPO for investigation. The DPO will conduct this with the support of the Finance and Policy Management Committee. Investigations must be undertaken within one month of the report of a breach. Procedures are in place to detect, report and investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the DPO will also have to notify those concerned directly.

It is unacceptable for non-authorized users to access IT using employees' log-in passwords or to use equipment while logged on. It is unacceptable for employees, volunteers and members to use IT in any way that may cause problems for the Council, for example the discussion of internal council matters on social media sites could result in reputational damage for the Council and to individuals.

Privacy Notices

Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a council does with their personal information. A privacy notice will contain the name and contact details of the data controller and Data Protection Officer, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the council. The council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved.

Information Audit

The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit will be reviewed at least annually or when the council undertakes a new activity. The information audit review should be conducted ahead of the review of this policy and the reviews should be minuted.

Individuals' Rights

GDPR gives individuals rights with some enhancements to those rights already in place:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- right to data portability
- the right to object
- the right not to be subject to automated decision-making including profiling.

The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometime known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was originally collected and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers.

If a request is received to delete information, then the DPO must respond to this request within a month. The DPO has the delegated authority from the Council to delete information.

If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. The charge will be as detailed in the Council's Freedom of Information Publication Scheme. The Finance and Policy Management Committee will be informed of such requests.



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Children

There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand.

Summary

The main actions arising from this policy are:

- The Council must be registered with the ICO.
- A copy of this policy will be available on the Council's website. The policy will be considered as a core policy for the Council.
- The Clerk's Contract and Job Description (if appointed as DPO) will be amended to include additional responsibilities relating to data protection.
- An information audit will be conducted and reviewed at least annually or when projects and services change.
- Privacy notices must be issued.
- Data Protection will be included on the Council's Risk Management Policy.
- A Committee, with Terms of Reference, will be set up to manage the process.

This policy document is written with current information and advice. It will be reviewed at least annually or when further advice is issued by the ICO.

All employees, volunteers and councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

Becky Buck, reviewed 16.06.2023



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Credit Card Policy

Long Stratton Town Council have approved the use of corporate credit cards through Unity Trust Bank. The purpose of the credit card is to allow purchase of essential items. This policy will dictate how the credit cards are to be used.

The Council currently have 3 credit cards in operation. The credit cards are held by the Town Clerk, Direct Services Officer and Admin Officer.

The Town Clerk has the delegated authority to authorise expenditure up to £1500. Direct Services Officer and Admin Officer can authorise expenditure up to £50 per item, any purchase above £50 is to be approved by the Town Clerk.

All purchases are to be accompanied by a receipt. If the receipt does not give the details of the expenditure, the item purchased and why should be written and attached to the receipt.

All credit card payments will be presented at the next full council meeting and signed by the presiding chairman as an accurate record.

Credit card reconciliations will be carried out monthly and presented to the Finance Committee for signing and accuracy.

All credit card payments will be subject to spot checking by the Internal Scrutineer.

The credit card will be paid in full every month by direct debit.

Becky Buck 16.06.2023 DRAFT



Long Stratton Town Council

Long Stratton Town Council

Petty Cash Policy and Procedure

Background

Long Stratton Town Council recognise that there are incidences where the Council will need to manage handling cash and as such have made the decision to operate a Petty Cashbook. Petty cash will have strict controls and this policy in conjunction with the Council's Financial Regulations will document how petty cash is to be managed.

1. Working balances

- 1.1 The total amount of petty cash held at anyone time is to be a maximum of £300. This amount allows a working float for events and allows cash payments to be made for services provided aka newsletter delivery.
- 1.2 In the event where the Council's petty cash exceeds £300, cash will be paid into the Council's Unity Trust bank account through the bankers nominated bank or nominated post office to reduce the balance at the first available opportunity. The amount withdrawn from the petty cash safe will be counted by no less than 2 people who will sign and counter sign to confirm amount which will then be supported by the receipt from the bank or post office.
- 1.3 Petty Cash account can be topped up where required through cashing of a Unity Trust Cheque.

2. Controls

- 2.1 Financial Regulations and this policy provide the controls for managing petty cash in this section.
- 2.2 The Council's credit card is still the preferred method of payment, however the Council recognises that there may be occasions where petty cash will need to be used by Council officers for items such as recorded delivery, milk etc.
- 2.3 All purchases will be accompanied by a receipt.
- 2.4 Payment for services will be signed for by the Town Clerk and Recipient to confirm payment has been made.
- 2.5 Income received from events will be counted by a minimum of one officer and one Councillor and will be signed and counter signed respectively, entered into a receipts book which provides a carbon copy and evidenced to the rest of the Council.
- 2.6 A denominations record will be kept with received income to provide additional accuracy.
- 2.7 Income received from bookings will be signed by the booking hire and the receiving officer in a receipts book which produces a carbon copy which will then be evidenced to members.
- 2.8 The RFO will be responsible for the recording all transactions in the Councils accounting system RBS. Petty cash cashbook will be presented at Finance meetings no less than quarterly.
- 2.9 Petty Cash counting must be carried out and recorded monthly and signed by 1 officer and 1 Councillor.



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- 2.10 Petty cash cashbook reconciliations must be carried out monthly and reviewed by the finance committee no less than quarterly.
- 2.11 Petty Cash reconciliations will be accompanied by a denominations sheet.
- 2.12 The receipts book and the cashbook will be spot checked by the internal scrutineer.
- 2.13 Petty cash will be kept in a secure location under lock and key.
- 2.14 Internal and external audit cover petty cash controls.
- 2.15 Any income in excess of £500 to be banked must be done so at the earliest opportunity by a minimum of 2 people.

Adopted by Long Stratton Town Council 9th May 2022

Review date May 2023

REVIEWED 26.06.2023



Long Stratton Town Council

Long Stratton Town Council

CO-OPTION POLICY

1. Background

The process for co-option is only partially prescribed in law but there is best practice advice and guidelines around certain aspects of the process. Items marked in bold are prescribed in law.

2. Scope and purpose

This policy aims to explain the procedure regarding co-option. The information contained in it is to be used by members of the council and members of the public. The aim of the policy is also to show that the council endeavours to treat all applicants fairly and alike, and to ensure that the process is also seen as fair, open and transparent. This policy details the processes to be followed regarding co-option.

3. When a vacancy arises

A co-option vacancy arises when a member of the Council leaves, and the position is formally advertised for 14 days. At the end of this 14-day period if insufficient names have submitted a request to the District / Borough Council to call for an election (this is 10 names) then the Council can fill the vacancy by co-option. (Refer Local Government Act 1972 s86 and 87(2)(b)).

3.1 Applications

We aim to encourage applications from anyone in the parish who is eligible to stand. Councillors or parishioners can approach individuals to suggest that they might wish to consider putting their names forward for co-option. Co-option vacancies will be advertised on the website and on the noticeboards and in media releases. The advertisement for the co-option will include:

- a) Method by which applications can be made. This will be in writing to the Clerk
- b) The closing date for written applications.
- c) Contact point for potential candidates to obtain more information – the Clerk
- d) Advice that further information is available electronically via the website - a form to complete which includes a maximum of 100 words asking the candidate why they would like to be a councillor; name; address and other contact details.
- e) Written applications must be received a minimum of 7 days prior to the meeting where co-option is to be discussed.



Long Stratton Town Council

f) When a applicant provides a written application, they are agreeing to sharing their personal details under GDPR with Council members.

1.2 When applications are received, the Clerk will confirm eligibility. Any candidate found to be offering inducements will be disqualified.

The Council is not obliged to co-opt to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

3.2 Attendance following an application

All eligible candidates shall be invited by letter, to attend the next council meeting following the application deadline. They will be asked to confirm their attendance at the meeting. In the event of candidates being unable to attend, this meeting will not be rearranged, however the application will still be considered and will be notified in writing of the outcome. All members receive copies of applications ahead of the meeting. Applications are to be treated as confidential (see 3.1 (e) above). A candidate, on confirming that they will attend the meeting will be sent a copy of the agenda and agenda papers. Co-option will take place at the end of the meeting allowing the candidate to attend and view a full meeting as a member of the public before being accepted as a co-opted member. Arrangements will be made with the co-opted member to sign the Declaration of Office, Code of Conduct and complete the Register of Interest form before the next full council meeting.

4. Commitment

The council is keen that potential candidates understand the commitment which is required from councillors. Anyone interested in standing will be encouraged to, attend a meeting for its entirety as a member of the public, look at the website for more information on the role of being a councillor and will receive an information sheet on the work of the council. Candidates will also be told that they are expected to attend an Induction training event which may be held externally or in the Town.

5. The process of Co-option at the Council meeting

There is an early agenda item at which each candidate will be asked to make a brief verbal presentation on why they would like to be a councillor and the skills they can offer the council. (3 minutes maximum per candidate). All of this, including the voting for the candidate will be in public. Candidates may be asked questions by members. Please note, co-option voting by existing members will take place at the end of the meeting. In the event of a candidate being unable to attend, his / her application will still be considered by members. In the event of a candidate being related to a councillor, then the councillor would be expected to declare an interest and request a dispensation to speak and vote. Candidates may



Long Stratton Town Council

be asked to leave the room for existing members to discuss however will be invited back for the vote which must be held in the public domain.

6. Voting

Only councillors present at the meeting may vote. There will be one vote per vacancy to be filled. (Chairman may have a casting vote). **The successful candidate must receive an absolute majority of those present and voting.** (Local Government Act 1972 Sch 12). If there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again. The process is to be repeated until an absolute majority is obtained.

7. More than one vacancy

If there is more than one vacancy and the number of candidates equal the number of vacancies, all the vacancies may be filled by a single composite resolution. If the number of candidates exceeds the number of vacancies, each vacancy must be filled by a separate vote or series of votes.

8. Any previous election

The council does not consider claims of candidates who were unsuccessful at previous elections.

9. Starting as a councillor

The successful candidate (s) are asked to start as a councillor immediately after completing their declarations of acceptance of office. **The fact that the new member has not received a summons does not make his / her attendance as a councillor illegal.** (Local Government Act 1972 Sch 12, para 10(3)). Where appropriate they will also be appointed to any Council committee. If an absent candidate is successful, members must agree to him / her signing the declaration of acceptance of office before or at the very start of the next meeting. New councillors will also be made aware of the fact that Interests Forms will need to be completed within 28 days of co-option.

10. Filling a Co-option vacancy

There is no obligation for the Council to co-opt if the council only has 6 months left of its 4-year term.



Freedom of Information Policy for Long Stratton Town Council

Purpose

1. The purpose of this policy is to set out the expectations of Long Stratton Town Council staff and councillors when dealing with requests for Freedom of Information (FOI) and the Environmental Information Regulations (EIR). It takes account of the guidance provided by the Information Commissioner's Office (ICO) and is written in accordance with the FOI Act 2000 ('the Act') and the EIR 2004.

FOI general outline

2. As Long Stratton Town Council is a public authority, it is accountable for all aspects of information handling which include the collection, processing, disclosure, and deletion and/or destruction of information. Anyone can make a request to a public body for information, regardless of where they live, or their status and the council is not required to confirm the identity of the applicant unless there is just cause to do so. In general, responses to FOI requests must be completed as soon as is practical but in the worst case, within 20 working days.

FOI Act principles

3. The main principle of the Act is that people have a right to know about the activities of public authorities, unless there is a good reason for them not to.

4. It is also the case that disclosure of information to one person is the equivalent of it being released to the world at large. This means that disclosure under the Act cannot be conditional, therefore an applicant is free to pass it on or post it on social media.

The scope of information

5. Information can be held in any format and could include, inter alia, maps, documents, both approved and in draft, whether in hard copy or held electronically, the content of emails held by staff and councillors on their private devices as well as devices provided by the council, handwritten memos and invoices.

6. Typically, information is related to, among other things, statistical data, running costs for the council and supporting functions, social care matters and planning applications.

7. What is not covered by the Act is personal data for which requests come under the UK General Data Protection Regulation (GDPR). Where information being requested includes or makes references to named individuals, due regard is made to their rights and freedoms, under the UK GDPR, before disclosure.

Information and documentation

8. The Act covers information, not documents, which means that:
- An applicant does not have to ask for a specific document (although this is possible)
 - A request can be about a specific topic and expect XPC to gather the relevant information to answer their enquiry, or
 - The request might describe other features of the information (e.g., author, date or type of document)

Valid requests

9. Long Stratton Town Council is only obliged to respond to valid requests. For a request to be valid it must:

- Be in writing (could be a letter or email) or made via the web, including the *whatdotheyknow.com* website
- Include the applicant's real name
- Include an address for correspondence
- Describe the information being requested

10. The onus is on Long Stratton Town Council to be helpful so if the description of the requested information does not meet the criteria needed, then Long Stratton Town Council will work with the applicant to establish a workable description.

The general approach of Long Stratton Town Council when processing FOI requests

11. The processing of any FOI request is conducted as follows:

- A check is made to determine whether any and all requests being made are valid
- If clarifications are needed to enable Long Stratton Town Council to fulfil its obligations, then the applicant is to be approached without undue delay
- A check is made as to whether the information being requested is held
- An initial estimate of the cost of retrieving and disclosing any information is made
- Where the threshold of £450 based on 18 hours work at £25 per hour, is exceeded, XPC are not required to proceed, but the applicant will be informed with options

12. Assuming there is information for disclosure, Long Stratton Town Council will:

- Undertake the search which will also include requests to councillors to search their personal devices for any information they hold relating to the request
- Review and decide whether an absolute exemption applies, or whether prejudice and public interest factors must be considered in line with the Act
- For disclosable materials, decide whether parts of them should be redacted, either because they are not relevant to the request or to protect the rights and freedoms of individuals whose personal data would otherwise be revealed unnecessarily
- For material that has been redacted or withheld, an explanation is to be provided to the applicant setting out the exemption(s) used

13. The Act requires Long Stratton Town Council to respond within 20 working days, where a working day is normally taken to mean Monday to Friday but does not include bank holidays. Under certain conditions, the Act allows for longer response times, but these do not normally apply to parish and town councils.

Internal Review

14. If the applicant is not satisfied by the response of Long Stratton Town Council, they are entitled to ask for an 'internal review'. Such a request must be in writing and be submitted within 40 days of Long Stratton Town Council's original (full) response. Unless there is a justifiable reason not to do so, Long Stratton Town Council will then revisit the actions and any related decisions taken in preparing the response. Ideally (but only when possible) involving someone or third parties with appropriate standing, that were not directly involved in the original proceedings. Long Stratton Town Council shall provide an updated response to the applicant ideally within 20 working days of the internal review request being made. Where this timeline is not possible Long Stratton Town Council will shall provide an estimated date of delivery to the applicant.

Refusal to disclose information

15. There are occasions when Long Stratton Town Council is not obliged to provide the information being requested and the Act (Part II) sets out the conditions when disclosure is exempt. When a public interest exemption may apply, Long Stratton Town Council shall consider and record both sides of the argument, namely whether information being released is or is not in the public interest. This is important as the rationale behind any decision made may be requested by the ICO should any subsequent complaint result in the ICO's intervention.

16. There are occasions when Long Stratton Town Council may have information but is not obliged, for justifiable reasons, to confirm that such information is held. In such an event, Long Stratton Town Council is to issue a simple statement that it can 'neither confirm nor deny' it is in possession of the information.

17. Regardless of the scenarios described above, Long Stratton Town Council is to provide a response to the applicant, as soon as is practical and no later than 20 working days of the original request. Where appropriate, the response shall include an explanation as to why information is not being disclosed with **references to which exemptions are being applied.**

Long Stratton Town Council approach to exemptions

18. If the requested information is subject to exemptions or where public interest considerations are necessary, Long Stratton Town Council is to:

- Assess the risk of disclosing the requested information
- Decide on the most appropriate exemption where disclosure could be harmful:
 - Absolute as defined in the Act
 - Public Interest (PI) Test (see below)
 - Prejudice & PI Test – need to prove prejudice, then apply the PI Test

19. Public interest broadly speaking is something that the public would benefit from knowing. Long Stratton Town Council will need to make a thorough analysis for disclosure as well as non-disclosure to ensure credibility of the reasoning

Refusal to respond

20. If a request or requests are deemed vexatious or have already been dealt with, then only the briefest of responses will be made with an explanation to that effect. The term vexatious is not strictly defined but a vexatious request can be interpreted as being:

- Manifestly unreasonable/ unjustifiable, inappropriate, or improper use of a formal procedure or
- One that is disproportionate, or giving rise to an unjustified level of disruption, irritation, or distress

21. Long Stratton Town Council is to refer to the ICO's guidance document on dealing with vexatious requests.

22. In determining whether a request is valid, Long Stratton Town Council shall also consider:

- The burden being placed upon individual staff members or the council as a whole
- The motive of the applicant, (to irritate/annoy deliberately)
- Whether a request is a cause of harassment of or distress to staff
- Value or the seriousness of the purpose of the request

23. Long Stratton Town Council is to record all decisions regarding vexatious or burdensome requests with references to the salient points of the requests in question and be prepared to provide the justification to the ICO if required.

Information not held

24. For those requests for information that Long Stratton Town Council does not have, it is not necessary to search elsewhere for information, instead it will respond by either:

- Advising the applicant that Long Stratton Town Council does not hold the requested information and/or
- Advising the applicant of the public authority that is more likely to have the information, if this is already known or
- Transferring the request to the public authority who is known to have the information

Information integrity

25. Long Stratton Town Council is to maintain the integrity of the information being held at the time of the request. It is allowed to make routine changes to the information whilst dealing with the request as long as these would have been made regardless of the request. Scheduled deletion of requested information should be put on hold, unless there is a clear justification to proceed.

EIR general outline

26. Long Stratton Town Council is also accountable for all aspects of its various actions which include the collection, processing, disclosure and deletion and/or destruction of information as it relates to environmental matters. Broadly speaking, the way Long Stratton Town Council will process such requests mirror that for FOI and are to be handled within 20 working days.

27. There are some notable differences to the FOI process:

- Requests can be made verbally: If this happens Long Stratton Town Council is to communicate with the requesting party, in writing, stating its understanding of the request and to seek confirmation to ensure all parties have the same understanding

- Long Stratton Town Council may charge fees for responding to EIR requests set at £25 per hour for the locating, retrieval and extraction of the information only. Other costs may apply including 10p per sheet of photocopying or printing and postage – if required.

EIR principles

28. The main principle behind the EIR is that people have a right to know about the activities of public authorities, unless there is a good reason for them not to, that is to say disclosure is the default position unless there is a justifiable reason or exemption.

29. It is also the case that disclosure of information to one person is the equivalent of it being released to the world at large. This means that disclosure under the EIR cannot be conditional to the receiver not passing on the information.

30. Requests do not need to be justified and all requests are to be treated equally and no consideration of the applicant is to be made.

The scope of information

31. Information can be held in any format and could include, inter alia, maps, documents, both approved and in draft, whether in hard copy or held electronically, the content of emails held by staff and councillors on their private devices as well as devices provided by the council, handwritten memos and invoices.

32. Typically, information held may be related to

- street scene
- planning and building control
- Pollution and/or contamination levels
- Wildlife/conservation
- Parking/traffic management
- energy production
- waste and recycling
- new house builds and maintenance

33. If it is not clear whether a request is under EIR or under the FOI Act, Long Stratton Town Council is to seek advice from South Norfolk District Council or the ICO.

34. The EIR does not cover personal data for which requests are handled by subject access request processes which comes under the UK General Data Protection Regulation (GDPR). Where information includes or makes references to named individuals, due regard is made to their rights and freedoms, under the UK GDPR, before disclosure.

The general approach of Long Stratton Town Council when processing requests under the EIR

35. The processing of any EIR request is to be conducted as follows:

- Assess the risk of disclosure
- Identify if an exemption applies
- Consider whether there would be an adverse effect with disclosure
- Compile evidence (or provide a demo) as to what is likely to happen
- Apply the public interest test

36. Assuming there is information for disclose, Long Stratton Town Council will:

- Undertake the search which will also include requests to councillors to search their personal devices and/or for copies of any correspondence that they may have
- Review the findings and decide whether an absolute exemption applies, or whether prejudice and public interest factors must be considered in line with the EIR
- For disclosable material, decide whether parts of it should be redacted, either because it is not relevant to the request or to protect the rights and freedoms of individuals whose personal data would otherwise be revealed unnecessarily

Refusal to respond

37. Long Stratton Town Council may have justifiable reasons for not disclosing information which are similar to those for FOI requests. Exemptions may apply and reference to the EIR is to be made in all instances prior to a decision whether to disclose or not. In particular, Section 12 (5) shall be considered whereby a public authority may refuse to disclose information to the extent that its disclosure would have an adverse effect on, for instance, international relations, defence, national security or public safety.

38. Long Stratton Town Council is to record all decisions for non-disclosure, **inform the applicant about the exemptions being applied** and be prepared to provide the justification to the ICO if required.

External support

39. When requests are of a complex or sensitive nature, Long Stratton Town Council is to consider using external support services, such as the ICO or an external data protection specialist/ appropriate third party. In the case of the latter, a data processing agreement and/or a non-disclosure agreement (NDA) is to be in place between Long Stratton Town Council and the third party, prior to disclosure of information, confidential or otherwise.

DRAFT 26.06.2023

Scheme of Delegation, Long Stratton Town Council

Introduction

Long Stratton Town Council are dedicated to working efficiently and effectively, optimising Officers, Councillors and Volunteers time to achieve maximum output. The Council's role is to make all strategic¹ decisions relating to the duties of the Council, this can be delegated to Committees and Officers in accordance with Standing Orders and Financial Regulations subject to the duties that are required to be made by Full Council as described by Local Government Act 1972.

The Town Clerk's role as Proper Officer is to carry out operational² duties of the Council.

This document sets out clearly the roles, responsibilities and authority of all arms of the Council.

1 Council Functions

The following matters are to be dealt with by the full Council:

- 1.1 Appointment of the Town Clerk/Responsible Financial Officer.
- 1.2 Appointment of employees (other than 1.1 above) following a recommendation from the Staffing Committee.
- 1.3 Approval of Budget and setting the Precept.
- 1.4 Approval of the Council's Annual Accounts and the Annual Return
- 1.5 Approval of the Audit of Accounts.
- 1.6 Authorisation of borrowing.
- 1.7 Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- 1.8 Making of Orders under any statutory powers.
- 1.9 Making, amending or revoking By-laws.
- 1.10 Matters of principle or policy.
- 1.11 Appointment of Standing Committees.
- 1.12 All personnel matters not delegated to the Town Clerk/ Staffing Committee.
- 1.13 Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings).
- 1.14 Responses to legislative and other allied consultations.
- 1.15 Prosecution or defence in a court of law other than an Employment Tribunal.
- 1.16 Nomination or appointment of representatives of the Council at any Inquiry on matters affecting the Town, excluding those matters specific to Committees.
- 1.17 All other matters which must, by law, be reserved to the full Council.
- 1.18 All strategic decisions not delegated to Committee or Officer.

2 Delegation to Committees

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees are delegated plenary decision-making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders, Financial Regulations, Terms of Reference and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

¹ relating to the identification of long-term or overall aims and interests and the means of achieving them.

² in or ready for use.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the committee's delegated powers. If it is within delegated powers, the minutes will record the decision as RESOLVED/APPROVED. If not, then the minutes will record the decision as RECOMMENDED and it will be brought to the attention of the Council to make the decision.

2.1 All Committees

- 2.1.1 Creation and Appointment to Sub-Committees.
- 2.1.2 Approval of its Minutes as true and correct records
- 2.1.3 To submit proposals in respect of funding to full Council not later than October each year.
- 2.1.4 Any other matters which may be delegated to it by the Council from time to time.
- 2.1.5 To report all matters of recommendation to full Council.

2.2 Finance & Policy

- 2.2.1 Membership of a minimum of four Councillors.
- 2.2.2 A quorum will be three members.
- 2.2.3 Meeting agendas will indicate the exclusion of press and public and all members must preserve confidentiality of all individual staffing matters pertaining to the business of the committee. (Land, contracts and employment)
- 2.2.4 Creation and Appointment to Sub-Committees.
- 2.2.5 Approval of its Minutes as true and correct records
- 2.2.6 To review Budget Control Report for recommendation to full Council
- 2.2.7 To review all bank reconciliations for recommendation to full Council.
- 2.2.8 To review all contractual agreements entered by the Town Clerk pertaining to ensuring the Council office is operational subject to the Council's policy documents
- 2.2.9 To negotiate and enter into contractual agreements to support implementation of the Council's strategic decisions subject to the Council's policy documents.
- 2.2.10 To report all matters of recommendation to full Council.

2.3 Staffing committee

- 2.3.1 Membership of a minimum of four Councillors.
- 2.3.2 A quorum will be three members.
- 2.3.3 Meeting agendas will indicate the exclusion of press and public and all members must preserve confidentiality of all individual staffing matters pertaining to the business of the committee. (Land, contracts and employment)
- 2.3.4 Creation and Appointment to Sub-Committees.
- 2.3.5 Approval of its Minutes as true and correct records
- 2.3.6 To administer any discipline against, or formal grievance case brought by the Town Clerk in accordance with the Councils' adopted policies and Staff Handbook.
- 2.3.7 To act as a disciplinary panel as set out in the Staff Handbook and delegated function to the Town Clerk.
- 2.3.8 To hear any appeal by staff against the outcome of a grievance investigation undertaken by the Town Clerk.
- 2.3.9 To carry out an annual appraisal of the Town Clerk and other officers with the Clerk.
- 2.3.10 To review staff salaries and terms of conditions and make recommendations to Council.

- 2.3.11 Deal with all disciplinary hearings in accordance with the Council's Disciplinary Policy alongside the Town Clerk, unless the Town Clerk is the employee concerned.
- 2.3.12 Appoint all employees in accordance with the Councils staff structure.

3 Delegation to Officers

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to Council or a Committee. Similarly, where Officers have no delegated power to make a decision, they report the matter to the Committee or the Council for a decision.

3.1 Town Clerk and Responsible Financial Officer

The Town Clerk shall be the Responsible Financial Officer of the Council as defined in law, responsible for the Town Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time. The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

General

- 3.1.1 Issue all statutory notifications
- 3.1.2 Receive declarations of acceptance of office
- 3.1.3 Receive and record notices disclosing pecuniary interests.
- 3.1.4 Receive and retain documents and plans.
- 3.1.6 Sign notices or other documents on behalf of the Council.
- 3.1.7 Receive copies of By-laws made by principal authority.
- 3.1.8 Certify copies of bylaws made by the Council.
- 3.1.9 Agendas for all meetings belong to the Proper Officer and he/she will prepare items for Council consideration and sign summons to attend meetings.
- 3.1.10 Authorisation to call any extra meetings of the Council or any Committees as necessary, having consulted with the Chairman of the Council and/or the Chairman of the appropriate Committee or in the case of an emergency.
- 3.1.11 Ensure compliance with Standing Orders and Financial Regulations. In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - 3.1.12 Manage all Town Council staff, either directly or indirectly.
 - 3.1.13 Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.
 - 3.1.14 Deal with dispensation requests from Members under the Code of Conduct.
 - 3.1.15 Deal with matters specifically delegated by Council or Committees.
 - 3.1.16 Take all decisions relating to the training of staff within budget.
 - 3.1.17 Authorise minor adjustments to contracts of employment, terms and conditions can only be amended by full council following recommendation from staffing committee.
 - 3.1.18 Project development of land, buildings and other resources, for consideration by Full Council.
 - 3.1.19 Authorised to issue press releases on any Council activity exercised in accordance with Council's Press and Media Policy. Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of

Delegation and in line with The Openness of Local Government Bodies Regulations 2014.

Office management

- 3.1.20 Authorise lease agreements for equipment to allow essential maintenance
- 3.1.21 Ensure that all activities carried out within the Council's property and land have due regard to Health and Safety, Disability Discrimination Act and comply with all legislation in terms of public safety.
- 3.1.22 Manage the provision of Council services, buildings, land and resources.
- 3.1.23 Day to day administration of services, together with routine inspection and control.
- 3.1.24 Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to any previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.
- 3.1.25 Execute all operational decisions relating to office management, contracts and leases in accordance with Council policies including standing orders and financial regulations.
- 3.1.26 Determine accounting policies, records and control systems.
- 3.1.27 Management of maintenance contracts.

3.2 Finance / Administrative Officer/RFO

- 3.2.1 Proper administration of the Council's financial affairs.
- 3.2.2 Matters specifically delegated by Council or Committee.
- 3.2.3 Authorisation of expenditure within the agreed budget.
- 3.2.4 Incur expenditure in an emergency up to £1,500 whether budgeted or not.
- 3.2.5 Responsible for the overall management of all budgets in accordance with Council Policies.
- 3.2.6 Arrange insurance.
- 3.2.7 Management of Council salaries in accordance with contracts of employment.
- 3.2.8 Developing income generating activities.
- 3.2.9 Pay all subscriptions to organisations to which the Council belongs.
- 3.2.10 Approve overtime where required, to be reported to full council at the next available meeting.

3.3 Administrative Officer

- 3.3.1 Day to day management of the Council's website
- 3.3.2 Day to day management of all the neighbourhood plan and planning applications.
- 3.3.3 Day to day management of all Pavilion bookings.
- 3.3.4 Matters specifically delegated by the Town Clerk, Council or Committees.

3.4 Direct Services Officer

- 3.4.1 Day to day management of all employees in grounds maintenance section.
- 3.4.2 Matters specifically delegated by Council or Committees.
- 3.4.3 All maintenance repair decisions subject to budget.

4 Sub-Committees

- 4.1 A Standing Committee may, if it believes that it would be appropriate, appoint a Sub-Committee. Any powers to be delegated to such a Sub-Committee may be detailed at the time the Sub-Committee is formed by means of a Minute detailing the Terms of Reference but such delegated powers must be approved by the Council.

5 Working Groups

5.1 Working Groups may be formed by resolution of the Council or a Committee at any time. The work of such a Working Group will be decided upon at the time it is formed by means of a minute detailing the Terms of Reference. Each Working Group will report back with recommendations to the Council or the Committee that formed it. A Working Group/Advisory Committee does not have decision-making powers. Non-Council members can be appointed to it. Its meetings are not open to the public.

6 Delegation – Limitations

6.1 Committees and Sub-committees shall, at all times, act in accordance with the Council’s Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made with any directions given by the Council from time to time.

7 Attendance of Members at Committee meetings

7.1 All Councillors have an absolute right to attend any committee meeting. The Chairman of the committee has at his/her absolute discretion the right to allow a non-member of a Committee³ to speak. A non-member could make one statement per agenda item if invited by the Chairman not to exceed 3 minutes and can have voting rights if granted by the Committee. Any further participation in the meeting of a non-member is at the invitation of the Chairman.

7.2 The Council believes in open and transparent governance wherever possible. However, a Committee has the right to exclude the press and public during any part of the meeting due to the special or confidential nature of the business to be transacted (land, contracts and HR matters). Councillors who are non-members of a committee that has passed a resolution excluding press and public do not have an absolute right to remain in the meeting. If in the opinion of the Committee, the item is of a particularly sensitive or confidential nature, they will be asked to leave. In such circumstances non-members of the Committee regardless of whether they are Council members; will only be allowed to remain if they can demonstrate a ‘need to know’ as defined in the cases of R v City of Birmingham District Council ex parte O [1983] 1 AC 578 and R v Hackney LBC ex parte Gamper [1985] 1 WLR 1229. The decision of the Committee will be final.

8 Call-in policy

8.1 A member may request of the Chairman/ Clerk to call-in a decision taken by a committee/ Council meeting under this scheme in accordance with the procedure set out in Standing Order 11.

Approved.....

Date.....

³ A Council member is a non-member if not formally approved by the Council to be a committee member. If the Committee is non-quate, in accordance with Standing Orders, the Clerk can invite a non-member of a Committee to join a Committee meeting with voting rights, this must be captured in the minutes of the relevant Committee meeting.

LONG STRATTON TOWN COUNCIL POLICY ON DOCUMENT RETENTION

1. Introduction

Information is an asset. The records of the Council are important sources of administrative, evidential, financial and historical information. They are vital in its current and future operations, for the purposes of accountability and for an awareness and understanding of its history and procedures. However, they also need to be managed. They are only an asset if they provide important sources of administrative, evidential and historical information.

Records management is the systematic control, organisation, access to and protection of information from its creation, through its use, to its permanent retention or destruction.

There are 3 stages in the life cycle of information:

- a. It is created or received
- b. It is used
- c. It is disposed of or retained / archived.

The Importance of Record Management

If there is no agreed or recognised information handling system then ultimately chaos rules, time is lost and problems arise. A problem left, results in frustration and continued confusion. This policy is therefore aimed towards promotion of systematic handling of information. The overall aim of this policy is not only to detail the procedure in relation to the management of records but ensure compliance with legislation and ensure awareness in the council of procedures and compliance.

The benefits of good record management:

- ✓ Improves the conduct of business
- ✓ Helps to ensure compliance with statutory obligations
- ✓ Supports the decision-making process
- ✓ Protects the interests of the council
- ✓ Makes tangible savings in time

2. Legislative Background

The Freedom of Information Act 2000 ("the Act") provides the citizen, who could be anyone anywhere including companies, with the right to request information from the Town Council (TC). The only requirement is that TC must **HOLD** the information/record, which is the subject of the request. *'Hold' does not mean that the TC either initiated the information or that the information relates to TC's functions or operations. The information could be information that another organisation has initiated or produced, and forwarded to the TC for 'information purposes'*. The TC has adopted a Publication Scheme based on the model Scheme advertised by the Information Commissioner. The Scheme is updated annually. This identifies the information which is routinely or annually published by TC and which is also a requirement of the Local Audit and Accountability Act 2014. If a category is

included in the Publication Scheme it must be published and any request for the disclosure of that information can simply be directed to the TC's publication source i.e. TC's website. Where an enquiry is made for information as a hard copy, this will be responded to by the Town Clerk with the appropriate charges being made.

There is also data which is personal, and the Data Protection Act of 1998 now updated by new data protection regulations (2018) details the principles which must be followed by organisations which process personal information. Personal information is information held about an individual which on its own or with other data can identify a living individual. Processing information means obtaining it, recording it, storing it, updating it and sharing it. Such information should not be held unnecessarily and should be destroyed securely. This information, if held, should be recorded in an Information Audit.

Information must often be retained for a considerable period of time and some indefinitely. There are statutory requirements relating to the retention of certain information or records, e.g. council minutes, personnel information for HMRC, financial information etc. (see Appendix 1) but the retention of other information is at the discretion of PC.(see Appendix 2). The destruction of some information has to be undertaken securely and destruction has to show conformity with this policy. The destruction of some paper copies should be complete i.e. incineration or shredding. Electronic copies must be completely deleted from any memory source or other media. It should be noted that the TC is not required to meet its disclosure commitments for information which is archived, out of date or otherwise inaccessible.

3. Definition of a record

A record means any documents or data which forms recorded evidence of TC's activities. i.e. hard copy letters, email messages or letters and other documents held on the computer or set as a hard copy. This extends beyond the Clerk to individual members of the Council. These records or information are created or received, used and maintained by TC in the conduct of its activities. A record is something which can be retained and remain useable for as long as it is needed, it can be something which is required to be retained or something which can be destroyed when no longer required. A record if held either as an electronic copy or as a paper copy should be held within a file. Files should be titled with an indication of their content and where confidential marked thus. Emails which contain important information should be added to the relevant folder. Personal file names and uncommon abbreviations should not be used. A title should clearly indicate a version's status e.g. final version. Out of date material should be destroyed or deleted.

There are several categories of information which have only short-term use and can be destroyed within 3 months:

- a. Items for information only – such as advertising leaflets and merchandise
- b. Items which support discussion and decision making but which can be easily found on websites – such items might have been referred to, for example, in a report the Clerk has made to Council

- c. Items requiring a decision, and once dealt with can be destroyed because they are available from an alternative source – for example, a planning application
- d. Items which support minute taking, report and letter writing – draft copies and notes
- e. Spare copies of items – agendas, minutes, reports, and so on.

Categories of information which have a longer term or permanent use (but also refer Appendix 1)

- a) Items which might have been included or are currently included on the publication scheme – such as a policy or grass cutting contract. Such a document can be destroyed once it has been amended, unless required for historical reasons. For example, it is worthwhile for a TC to keep grass cutting contracts to compare information. Classes of information described within the FOI Publication Scheme clearly state the time frame required for disclosure of that information
- b) Items which need to be retained for legislative purposes – such as the signed minutes. It is good practice to publish, as a minimum, current and previous council year. It might be practical for a council to retain its minutes for five years, in which case it would publish those minutes but when over five years old, the minute book might then be sent to the Norfolk Record Office (NRO) for safe keeping. If this is the case, then no disclosure is required.

4. Responsibility

The officer who has operational responsibility for retention and destruction is the Town Clerk. The Chairman supports the Clerk with this responsibility. However, all members of the Town Council have a responsibility to ensure that they handle correspondence and information whether received or sent as a hard copy or electronically in the correct manner and that they adhere to the council's policy relating to retention and disposal correctly and in a timely way. The Clerk also has responsibility for maintaining the FOI Publication Scheme and for responding to requests for information requested. The Clerk has a responsibility to respond to subject access requests, investigate data breaches and for the careful audit of information held under Data Protection regulations.

Members should be made aware of the Policy and any paper 'movement' so that if they themselves hold copies of this information they can destroy that information. The Town Clerk will advise a meeting of the Council which records are being destroyed and which records are being removed to the Norfolk Record Office prior to that taking place. This information is then detailed in the minutes.

5. Managing Emails

Emails are as much an official communication as a letter, memo or a fax and may be disclosed in response to a FOI request. The Clerk and Councillors must delete any personal data from letters and emails requested under FOI. Electronic messages can be legally binding and a council may be held liable for defamatory statements in emails. If an email contains important information it should be added to the relevant

paper or electronic file. Out of date emails should be deleted. Care should be taken with sending email trails.

6. Saving Electronic Information

If password protected the Chairman or Deputy Chairman should be provided with the password. A back up system should be operated with two external storage drives, the cloud and a hard drive of which should be held off site. Documents and folders should have file titles which are easily understood by everyone.

7. Retention of Hard Copy Documents

Records have been identified as described in 3. above and detailed in Appendix 1. These are records which should be kept or archived at the appropriate time. The Council office or the Clerk's home will still be the main location for stored records which should need to be retained past the operational requirement. The records stored in the Clerk's home will comprise a **single** copy of the retained record. The NRO is identified as the place where records will be archived. The Clerk should not keep records which have been identified as items to be retained at the NRO.

8. Destruction

Upon the information reaching the expiry date for retention, the Town Clerk shall ensure that **all** copies of that information are permanently destroyed. Papers which can be destroyed are detailed in Appendix 2. It is the responsibility of the Clerk to ensure proper disposal of the documents. Confidential means any record which contains personal information about a living individual.

9. Review of this Policy

This will be done within 2 years of the adoption of the Policy, or earlier if the legislation requires.

Retention of Documents by the Town Council

Document Status SR – Statutory Requirement AR – Audit Requirement BP – Best Practice Red – Must have Black– Good to have	Minimum retention period	Explanation
Minute Books (SR)	Indefinite	Archive (NRO) Electronic copy (Clerk) Website (2 years)
Receipt & Payment (or Income & Expenditure) Accounts Annual Returns, year-end bank reconciliation (SR/AR)	7 years	Hard Copy Archive (NRO) Electronic copy (Clerk) Website (2 years)
Receipt books of all kinds (SR)	7 years	VAT
Bank statements, including deposit/savings account, bonds, other investments certificates (AR)	7 years	Audit and management
Bank paying-in books (AR/SR)	7 years	Audit and management
Cheque book stubs (AR/SR)	7 years	Audit and management
Quotations and tenders (AR/SR)	12 years	Statute of Limitations
VAT Invoices / Records (AR/SR)	7 years	VAT
Petty cash, postage and telephone books (AR/SR)	7 years	Audit, management, tax, VAT
EU funded projects accounts (AR/SR)	13 Years	EU laws
Timesheets (AR), Payrol / (SR) Sickness / Holiday record (BP) Tax Codes (AR)	Last completed audit year 7 years	Audit, personnel Audit, HMRC Model document available

Written Statement of Particulars (SR)	During Employment Further 6 months	Model document available
Job Description (SR)	During Employment Further 6 months	Model document available
Completed Job Application forms (BP)	6 months advisory	Post interview queries
Document Status SR – Statutory Requirement AR – Audit Requirement BP – Best Practice Red – Must have Black– Good to have	Minimum retention period	Explanation
Wages books (SR/AR)	7 years	Superannuation
Insurance policies (AR) Employers Liability Certificates (SR/AR)	7 years 40 years	Audit and management
Title deeds, leases, agreements, contracts (SR/AR) Incl. Charter Deeds for a Market	Indefinite	Audit and management Historical
Members allowance register-where applicable (SR/AR)	7 years	HMRC Tax
For halls, centres and recreation grounds and other income such as grazing licences, moorings, car park receipts (AR) - Application to hire - Lettings diaries - Copies of bills to hirers - Record of tickets issued - Inspections incl. Professional Inspections - Contractors Public Liability Certificates	7 years 20 years 20 years	Audit and management VAT Insurance purposes (must be retained in the event of any public liability claims being made)

For burial grounds (SR) - Register of fees collected - Register of burials - Register of purchased graves - Register/plan of grave spaces - Register of memorials - Applications for internment - Applications for right to erect memorials - Disposal certificates - Copy certificates of grant of exclusive right of burial - Rules and Regulations	Indefinite	Cemeteries Orders Cremations Regulations (to be retained by the Clerk)
All policies and Procedure documents	Retain until reviews/ renewed.	

Appendix 2 Destruction of Records

Record Name	Destruction date	Notes
Planning Applications	Following receipt of DC decision	Available on line from DC
Publicity and Advertising Leaflets	Following Parish Council meeting	
Notes taken by Clerk and members from meetings	After meeting following when minutes have been agreed	Routinely discarded material
Notes taken at a job interview	After 6 months	In case a candidate claims discrimination
Personnel and Confidential records	After 6 months following resignation	In case of application for references, employment issues
Electoral role	After revised role has been received	Confidential item CLlr copies similarly
Items as detailed in the Policy (Item 3)	3 months after	

Record Name	Destruction date	Notes
Policy documents	Following review and adoption of a revised document	
Correspondence whether electronic or hard copy	Where matter is known to be resolved / concluded	Letters and e mails may be DP protected

Note:

Provision of lists of categories of records destroyed and the authority under which they were destroyed is a legal requirement under the Freedom of Information Act. These requirements do not however apply to material routinely discarded in the course of an administrative activity i.e. duplicates, rough drafts and so on.

Confidential items must be destroyed under secure conditions. **This includes all Data Protected items. Data Protected items are detailed in the Information Audit of the Council, including their date of destruction.**

Appendix 1 details retention and destruction of named documents



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Child and Vulnerable Adult Protection Policy.

1. Introduction

The primary responsibility for children's welfare rests with the adult supervising the child (parent/carer).

Long Stratton Council wishes to ensure that Children are safe and protected from harm whilst visiting its premises and using its facilities.

The following Child and Vulnerable Adult Protection Policy outlines the systems and procedures Long Stratton Council have put in place in order to achieve this aim. Its successful achievement requires co-operation and partnership between Long Stratton Council and the users of its facilities; all staff, councillors and volunteers are responsible for supporting this policy.

This document sets out the principles underlying the policy. The document also seeks to provide practical guidance to members of Long Stratton Council staff, councillors and volunteers working with young people.

Section 1: Principles and Definitions

1.1 Child and Vulnerable Adult Protection Policy Statement

The council aims to ensure that children are protected from harm while they visit the premises of Long Stratton Council. This will be done by:

- Following the appropriate guidelines to select appropriate staff and to carry out enhanced Disclosure and Barring Service (DBS) checks as per these guidelines
- Giving group leaders, service providers and any other interested parties information about Long Stratton Council's procedures regarding the safety of children whilst at the council's premises when requested
- When requested, providing information to group leaders, service providers and any other interested parties about Long Stratton Council's expectations regarding child protection responsibilities while visiting council premises.

1.2 Key principles

The key principles of this policy are:

To ensure that children visiting the council's premises can be protected by setting standards of best practice. This will ensure that council staff, councillors and volunteers are protected and do not place themselves in an unnecessary vulnerable position.

1.3 Scope

This policy applies to all Members and staff regardless of whether or not they have regular contact with children and vulnerable adults.

For the purposes of the policy, a member of staff covers employees including casual labour, volunteers, work experience placement and trainees.

This policy should also be read in conjunction with other policies in the Council Constitution including the Staff Handbook (particularly the Equality and Diversity, Complaints and Whistleblowing sections), the Health, Safety and Welfare Policy and the Information Policy.

1.4 Definitions

For the purposes of the policy, a child is anyone under the age of 18 years.

A vulnerable adult is someone who by reason of mental or other disability, age or illness is unable to take care of themselves against significant harm or exploitation. An adult for the purposes of this policy is anyone over the age of 18 years.

1.5 Main forms of abuse.

a. Physical abuse

This may involve actions such as hitting, shaking and burning as well as the use of inappropriate restraint. Physical abuse, as well as being a deliberate act, can be caused by an omission of failure to protect. In the case of children, it includes the giving of alcohol, inappropriate drugs or poison to them.

b. Emotional abuse

Emotional abuse is a persistent lack of love and affection. A child may be constantly verbally abused, threatened, ignored or taunted. Other forms of emotional abuse include excessive overprotection and unrealistic pressure to succeed. In addition, it may include intimidation, humiliation, verbal abuse, harassment or discriminatory harassment to adults

c. Sexual Abuse

Involves forcing or enticing a child or vulnerable adult to take part in sexual activities whether or not the child or vulnerable adult is aware of or consents to what is happening. It may also involve non-contact activities such as showing pornographic material, sexual innuendo or encouraging someone to behave in a sexually inappropriate way.

d. Neglect

The persistent failure to meet a child's or vulnerable adult's best physical and/ or psychological needs. These needs include adequate food and warm clothing and also medical care, social care and educational services. Neglect may include simply being left alone or excluded.



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Section 2: Practical Guidance for Members, Council Staff and Volunteers working with young people.

This section seeks to offer practical guidance to those working at council premises or engaged in council events that involve contact with young people to ensure that they and the young people with whom they are working are protected.

2.1 General Conduct when working with Young People.

Members, Council staff and volunteers should be encouraged to demonstrate exemplary behaviour in order to protect themselves from allegations of abuse. Stated below are the standards of behaviour required of Members, Council staff and volunteers to ensure that a positive culture and climate is created during all council activities involving contact with young people:

- Be identifiable e.g. wearing Council branded clothing or name badges
- To always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets)
- To treat all young people equally and with respect and dignity
- To maintain a safe and appropriate distance from the young people
- To build balanced relationships based on mutual trust which empowers young people to share in the decision-making process
- To involve group leaders, parents/ carers and other key influencers wherever possible.
- To be an excellent role model – this includes no smoking or drinking in the company of young people or using inappropriate language
- To give enthusiastic and constructive feedback rather than negative criticism.
- Remember that someone else might misinterpret certain actions, no matter how well intentioned.
- To obtain written parental consent if staff members are required to transport young people in their cars
- To obtain written consent prior to any photographs, videoing or audio recording
- Ensure that photographs or footage is of the audience and taken into proper consideration when publishing any photographic/ film material i.e. focus on the activity, rather than shots of children.
- Always operate within Long Stratton Council's Code of Conduct, principles, guidance, policies and procedures.

2.2 Unacceptable Practices

The following should never be sanctioned:

- Have inappropriate or unwarranted physical or verbal contact with children or vulnerable adults

- Spending excessive amounts of time alone with young people away from others
- Taking young people to your home where they will be alone with you
- Allowing young people to travel on their own with you in a vehicle
- Engaging in rough, physical or sexually proactive games, including horseplay
- Entering a toilet with young people unless another adult is present or gives permission (this may include parent, teacher or group leader)
- Allowing or engaging in any form of inappropriate contact
- Allowing or encouraging abusive peer activities (e.g. any game/activity where an individual may be held up to ridicule)
- Allowing young people to use inappropriate language unchallenged
- Making sexually suggestive comments to, or within the hearing of a young person, even in fun
- Reducing a young person to tears as a form of control
- Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon
- Doing things of a personal nature for young people or disabled adults that they can do for themselves

There may be exceptional circumstances where it is necessary to restrain a child or a vulnerable adult to prevent them from damaging themselves or others. Only the minimum reasonable force necessary may be used. All incidents of physical restraint must be recorded on an incident form and submitted to the Town Clerk, as well as informing the parents and/or carer as soon as possible.

2.3 Responding to complaints and alleged or suspected incidents.

The following guidelines should be used when an allegation is disclosed by a young person to a member of council staff and/or volunteer

1. Listen and reassure
 - a. Maintain confidentiality but do not make promises you cannot keep and explain that the information will have to be passed on and what action you will be taking.
 - b. Be calm
 - c. Be reassuring and make it clear that you are glad they have told you
 - d. Show that you are taking the child or vulnerable adult seriously and that you understand and that you believe them.
 - e. Keep questions to a minimum, if you have to ask questions keep them open and not leading

Important points to remember when you are dealing with a disclosure

- Try not to display any sign of shock or disapproval when the young person is making a disclosure
- Do not jump to any conclusions
- The young person may not regard the experience as either bad or playful, they may not feel guilty or angry
- Be aware of your own feelings which may be different to those of the young person
- Take care of yourself by making sure that you have an opportunity to discuss your feelings with someone at a later stage
- Do not destroy any evidence as it may be useful in a court of law
- Initial disclosure, even if retracted, must still be referred



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2. Recording information

Information will be stored securely in the office with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

An accurate record should be made up of:

- The date and time of the incident and/or disclosure
- The parties who were involved
- What was said and done by whom
- The full name of the person reporting and to whom reported

And where appropriate

- Any action taken by Long Stratton Council
- Reasons why there was no referral to a statutory agency

3. Designated officer – Long Stratton Clerk

The designated officer, or the Chairman of the Council in the absence of the Clerk, handles the child protection issues and oversees the policies implementation. The designated officer will always be the initial point of contact for all staff and volunteers with concerns or if abuse has been disclosed. Necessary steps can then be taken to ensure the safety of the young person.

4. Informing the appropriate authorities

Whilst it is not the responsibility of any council staff member and/or volunteer to determine if abuse is taking place it is **their responsibility to report concerns to the Designated Officer (or to local social services or the police) in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person.**

5. Allegations against Staff or Volunteers

In the case of the allegation being against a staff member or volunteer it is of equal importance to act immediately on the allegation. If activity/ contact is on-going when the incident is reported then it is the responsibility of the Designated Officer to ensure the immediate safety of that young person by taken in the necessary steps, including the removal of alleged individuals.

Any individual accused of abuse will be suspended inline with the local disciplinary procedure pending further police and social services inquiries.

Irrespective of the findings of social services or police inquiries, all individual cases must be assessed under the appropriate misconduct/ disciplinary procedure to completion, to decide whether a member of staff or volunteer should be reinstated and how this can sensitively handled with other staff and volunteers. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, a decision must be based on the balance of probabilities in relation to continued risk, and all available information. The welfare of children will always remain paramount.

2.4 Responding to a child or vulnerable adult making an allegation of abuse against a Councillor, Officer or Contractor.

Members and staff will stay calm and listen carefully, allowing the child or person to continue at their own pace and reassure them that they have done the right thing in speaking out. It may be necessary to ask questions for clarification only and at all times asking questions that suggest a particular answer (i.e leading questions) should be avoided.

The record keeping advice on page 5 should be followed and, at an early opportunity, it must be explained to the child or vulnerable adult that the information will need to be shared. Do not promise to keep secrets.

These allegations should be recorded and reported to the Clerk at the earliest opportunity, if the allegations are made in respect of the Clerk then the report must be made to the Chairman of the Council.

2.5 Responding to suspicions that a Councillor or Officer may be abusing a child or vulnerable adult or not following the code of good practice.

Anyone that suspects a colleague may be abusing a child or vulnerable adult should act on their suspicions immediately. These suspicions should be recorded and reported to the Clerk at the earliest opportunity. If the suspicions are raised in respect of the Church, then the report must be made to the Chairman of the Council.

If the matter relates to poor practices the disciplinary/ capability procedures may be followed as detailed in the Staff Handbook.

If it related to abuse, the matter will later be referred to Social Services who may also involve the Police. The person concerned will be suspended pending the outcome of an internal investigation into the allegations.

Long Stratton Council acknowledges that this is an extremely sensitive issue for staff and anyone working on its behalf. The Council will fully support and protect anyone who, in good faith, reports a concern that a colleague is or maybe abusing a child or a vulnerable adult.

2.6 Recruitment, Training and Monitoring



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All successful applicants for posts involving contact with children or vulnerable adults will be subject to enhanced DBS checks to ensure there are no irregularities in their background which may give cause for concern. This check will be carried out by Long Stratton Council prior to employment.

Staff who have regular direct and indirect contact with Children or vulnerable adults will have training to raise their awareness of protection issues at their induction and at regular intervals throughout their employment at Long Stratton Council.

Section 3. Confidentiality

The legal principle that the welfare of the child or vulnerable adult is paramount means that the consideration of confidentiality, which might apply to other situations within the Council, should not be allowed to override the right of the person to be protected from harm.

However, where possible every effort should be made to ensure that confidentiality is maintained for and by all concerned when an allegation is made and whilst it is being investigated.

The Council will seek to balance protecting children and vulnerable adults from harm whilst protecting its staff from the risk of unfounded allegations.

The Clerk will be responsible for dealing with all allegations and suspicions of abuse concerning a member of staff, in conjunction with any relevant authorities and agencies.

The Monitoring Officer at South Norfolk District Council will be responsible for dealing with all allegations and suspicions of abuse concerning Councillors, in conjunction with any relevant authorities and agencies.

The Clerk or Monitoring Officer will not decide if anyone has been abused – this is the task of Social Services which has the legal responsibility.

INCIDENT RECORD FORM

Referrers Name:
Referrers phone number:
Referrers position:
Child's name:
Child's address
Parent/carer name, address and telephone number:
Contacted: Yes / No
Childs date of birth:
Date and time of incident:
Observations: KEEP FACTUAL:
Exactly what the child said – using the child's language and what you said: (Remember not to lead the child, record actual details, continue on a separate sheet if necessary)



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Details of alleged/ suspected abuser:

Name:

Position:

Address:

Any other information that you feel may be important:

Sign.....Date.....Time.....

DO NOT DELAY IN SUBMITTING THIS FORM BECAUSE YOU ARE UNABLE TO COMPLETE ALL SECTIONS, PLEASE CONTINUE TO NEXT PAGE

External Agencies contacted in a emergency or when a Designated Officer was not contactable

Police:

Name and number of contact:

Reference number

Action agreed:

Social service:

Name and number of contact:

Reference Number

Action agreed:

I can confirm that to the best of my knowledge the information provided above is correct, and that I will be available to answer any further questions on this matter

Referrers signature

Print Name

Date.

Long Stratton Town Council

Activity: Playing fields Car Park
 Assessment Date: June 2023
 Prepared by: R Buck

Hazard and Risk	People at risk	Action required to mitigate risks	Risk Rating H/M/L	Target Date	Person Responsible	Date completed
Emergency vehicles not able to pass through	Members of the public Officers Councillors	Car parking lines to be visible at all times. The no parking zone to allow access to emergency vehicles to be painted in a vibrant colour to raise awareness. The padlock on the gate to have a universal lock so that emergency professionals can access the field. Signage to be placed encouraging walking and cycling. Ensuring no unattended vehicles are blocking the through route.	Medium	Ongoing	Town Clerk Direct Services Officer	
Damage to parked vehicles by moving cars	Members of the public Officers Councillors	Car parking lines to be visible at all times. CCTV to cover the carpark to catch any incidences. Signage to be placed to encourage walking and cycling.	Medium	Ongoing	Town Clerk Direct Services Officer Office staff	
Accident or injury	Members of the public Officers Councillors	Where there is an identified hazard then appropriate signage must be made available. CCTV to cover the carpark to catch any incidences. First aid kits to be readily available. Accident book to be made available and completed in the event of an accident and injury and must be reported to the town clerk at the earliest availability. Identifiable pathway to be painted on the carpark.	Medium	Ongoing	Town Clerk Direct Services Officer Office staff	