

MINUTES OF THE WELLINGTON TOWN COUNCIL PLANNING MEETING HELD AT UNITED REFORMED CHURCH HALL ON MONDAY 3 APRIL 2023 AT 6.00PM

PRESENT: Councillors M Lithgow (Chair), M Barr, Z Barr, S Booker, K Canham, A Govier, C Govier, J Lloyd, M McGuffie and K Wheatley.

David Farrow (Town Clerk)
Alice Kendall (Deputy Clerk)

Two members of the press
Nine members of the public

606 APOLOGIES

Apologies were received from Councillor Booth after the meeting.

607 DECLARATIONS OF INTEREST

The standing declarations from Councillors Govier, Lloyd, Lithgow and Wheatley relating to the old SWT planning committee will be removed from future agendas.

Councillor Wheatley declared a personal interest in application 43/23/0039 as he lives opposite the property.

608 PUBLIC PARTICIPATION

Three members of the public gave representations on application 43/23/0018.

609 TO CONSIDER WHAT COMMENTS TO MAKE ON THE FOLLOWING APPLICATIONS THAT WILL BE DETERMINED BY SOMERSET WEST AND TAUNTON COUNCIL OR SOMERSET COUNTY COUNCIL:

a) Case Ref: 43/23/0018

Proposal: Change of use and conversion of warehouse, with erection of a two storey extension, into 5 No. dwellings at 38 North Street, Wellington

It was **RESOLVED** to recommend that this application be refused. Councillors consider 5 dwellings to be overdevelopment of the site. Highways safety issues were also raised as the access to the site is on a narrow and already busy section of North Street. It was noted that the Highways department had issued 'standing advice' but Councillors questioned if they had carried out a site visit.

b) Case Ref: 43/23/0032

Proposal: Erection of a single storey extension to the side of 25 John Grinter Way, Wellington

It was **RESOLVED** to recommend that this application be approved.

Items c and d were considered together.

c) Case Ref: 43/23/0033 & 43/23/0034/LB

Proposal: Change of use of second floor from offices (Class E) to 1 No. residential unit (Class C3) at 1 Fore Street, Wellington

d) Case Ref: 43/23/0035 & 43/23/0037/LB

Proposal: Change of use of second floor from offices (Class E) into 2 No. residential units (Class C3) at 1 Fore Street, Wellington

It was **RESOLVED** to recommend that these applications be approved. Councillors welcome the change of use of the building to mixed retail (ground floor) and residential (upper floors).

e) **Case Ref: 43/23/0039**

Proposal: Erection of a single storey extension to the side with conversion of roof space into ancillary accommodation at Rosemary, 4 Wellesley Park, Wellington

It was **RESOLVED** to recommend that this application be approved.

f) **Case Ref: 43/23/0041/CG**

Proposal: Application to determine if Prior Approval is required for a proposed change of use from commercial, business and service (Use Class E) to mixed use including 1 No. flat (Use Class C3) at 26 Fore Street, Wellington

It was **RESOLVED** to recommend that prior approval not be required. As mentioned on a previous application, the Council welcome the mixed use of town centre buildings for retail (ground floor) and residential (upper floors).

610 SOMERSET WEST & TAUNTON DISTRICT COUNCIL - PLANNING DECISIONS FOR INFORMATION ONLY:

Application Number	Proposal	Address	WTC Recommendation Or Decision	Somerset West and Taunton Decision
43/22/0111/LB	Replacement of 2 No. boilers and installation of horizontal flue	Swallowfield House, Station Road, Wellington	Approval	Approved
43/22/0112	Erection of single storey extensions to the front and rear	31 Prices Avenue, Wellington	Approved	Approved by TC
43/22/0113	Replacement of garage/gym/store building	45 Wellesley Park, Wellington	Approved	Approved by TC
43/22/0126	Erection of a single storey extension to the rear with raised decking area	85 Oaken Ground, Rockwell Green, Wellington	Approved	Approved by TC
43/22/0135	Erection of a conservatory to the rear	4 Waterpath, Payton Road, Westford, Wellington	Approved	Approved by TC
43/23/0011	Erection of a two storey extension to the side	16 Wellesley Park, Wellington	Approved	Approved by TC
43/22/0129/LEW	Application for a lawful development certificate for an existing confirmation that planning permission application 43/07/0092 for the redevelopment of the site has been	Tonedale Mill, Wellington	Noted	Approved

	implemented and remains extant			
43/22/0131 & 43/22/0132/LB	Installation of solar panels to the roof (retention of works already undertaken)	49 High Street, Wellington	Approval	Withdrawn
43/23/0015/T	Application to carry out management works to one beech tree included in Taunton Deane Borough (Wellington No.2) Tree Preservation Order 2001	44 Walkers Gate, Wellington	Approval	Approved
43/22/0119/LB	Removal of asbestos and emergency fabric repairs with structural roof repairs (retention of part works already undertaken)	Tone Works, Wellington	Approval	Approved
43/22/0136/NMA	Application for a Non-Material Amendment to application 43/07/0092 for the inclusion of a plans list condition	Tonedale Mill, Tonedale Mill Industrial Estate, Tonedale, Wellington	N/A	Approved

The meeting closed at 6.30 pm

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Councillor Mark Lithgow
Mayor

WELLINGTON TOWN COUNCIL MINUTES 3 APRIL 2023

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 3 APRIL 2023 AT 7.00PM

PRESENT: Councillor M Lithgow (Mayor)

Councillors M Barr, Z Barr, S Booker, C Booth, K Canham, A Govier, C Govier, J Lloyd, R Henley (from 7.05pm), M McGuffie, N Powell-Brace. K Wheatley.

David Farrow (Town Clerk)

One member of the press and six members of the public were in attendance.

611. TO OFFER WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and welcomed all those present.

612. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APROVE THE REASONS GIVEN

No apologies were received.

613. DECLARATIONS OF INTEREST

It was noted that standing declarations of interest relating to membership of Somerset West and Taunton Council were no longer required following the implementation of the new unitary Somerset Council and would be removed for future agendas and minutes

614. MINUTES

RESOLVED to approve the minutes of the Town Council and Planning Meetings held on 6 March 2023.

615. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Three members of the public spoke.

Two members of the pubic spoke to raise concerns in relation to the Wellington Place Plan.

One member of the public raised concerns in relation to the lack of a flagpole in the town centre and also asked that the Council consider marking the 650th anniversary of the UK/Portugal Treaty being the oldest treaty of its kind by inviting the Portuguese Ambassador to the town to plant a tree given our links with Torres Vedras.

616. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

The report from Sergeant Kat Forrest had been circulated prior to the meeting and PCSO Steve Hill attended the meeting. The report was noted. In response to questions PCSO Hill confirmed that the phone calls received would include multiple calls from an individual relating to one incident.

617. TO RECEIVE A PRESENTATION FROM AIRBAND COMMUNITY INTERNET LTD

Representatives from Airband were unable to attend the meeting so this item will be rescheduled to a future meeting.

At this juncture, it was **RESOLVED** to suspend Standing Orders to allow discussion of the announcement by Lloyds Bank that it would be closing its Wellington Branch, the last bank in the town, the announcement having been made after the agenda for the meeting had been published.

WELLINGTON TOWN COUNCIL MINUTES 3 APRIL 2023

CLOSURE OF LLOYDS BANK BRANCH

Councillors expressed concern about the proposed closure in particular its impact on those who don't or can't use online banking facilities. Questions were also raised about the basis of the decision to close with data supporting the proposal seeming to relate to periods during lockdown and also when the bank itself had chosen to limit access to its facilities. Councillor Henley raised a concern about the lack of an impact assessment of the decision.

Councillors welcomed the announcement that a banking hub is to be established in the town but wanted to understand more about how it will work, where it will be sited and wants assurances that it will be established before the Lloyds branch closes

The Town Clerk advised that he had already made contact with the Delivery Director at Cash Access UK, which is the organisation funded by the major banks and building societies to secure access to cash for communities and is tasked with delivering banking hubs across the UK, and their property agent responsible for finding a suitable location for the hub. He has invited them to meet with councillors at the earliest opportunity to discuss plans for the hub in the town.

He reported that from those initial discussions they said need a minimum space of 850sqft for a hub.

It was agreed that the Town Clerk should continue to engage with Cash Access UK to deliver a banking hub in the town as quickly as possible and that the Town Council was fully supportive of the proposal.

RESOLVED to re-instate standing orders.

618. TO RECEIVE A REPORT FROM THE MAYOR

An email detailing the Mayor's engagements the previous month had been circulated prior to the meeting.

619. SOMERSET COUNTY AND UNITARY COUNCIL PROGRESS UPDATE

Councillor A Govier advised that all senior appointments had now been made but that for the rest of the staff and services it was very much business as usual now that the Unitary Council had come into existence. He remained concerned about next year's budget.

Councillor R Henley said how difficult it was for those staff going through the recruitment process for posts in the new Council. He also reported that a pre Local Community network meeting for the Wellington/Wiveliscombe area was to take place on 26 April at 7pm at Langford Budville Village Hall. The Town Clerk confirmed that he had received an email in relation to this late afternoon on the day of the meeting.

620. TO RECEIVE THE CLERK'S REPORT ON RECENT COUNCIL ACTIVITIES

The Clerk's report had been circulated with the agenda and was noted.

621. FINANCE COMMITTEE

WELLINGTON TOWN COUNCIL MINUTES 3 APRIL 2023

The Minutes of the meeting held on 21 March 2023 and relevant papers supporting its recommendations had been circulated with the agenda.

it was **RESOLVED** that:

- (i) The balance of the Railway Station and Post Office Provision reserves be maintained to show the Council's commitment to these projects.
- (ii) The Neighbourhood Plan reserve be closed, and the remaining balance be put back into the general reserve.
- (iii) The Professional Services line be returned to a revenue budget.
- (iv) No more commitments are made to fund items from the CIL reserve until costs for the Longforth Road Toilets are known.

The decisions that the Committee had taken under its delegated powers were noted.

622. ENVIRONMENT AND HERITAGE COMMITTEE

The minutes of the meeting held on the 21 March 2023 had been circulated with the agenda along with papers supporting recommendations.

It was **RESOLVED** to:

- (i) Adopt the revised terms of reference for the Committee given its new role in having oversight of heritage matters in the town.
- (ii) Agree the outline terms for the underlease for the Community Farm Pilot Project as contained in the report circulated with the agenda.
- (iii) Agree that £5,000 be set aside from the Playing Pitch Strategy budget to enable a feasibility study to be carried out in relation to the potential provision of new junior sports pitches in the Green Corridor and that the Town Clerk be given delegated authority to approve payment up to that amount once three quotes have been received.
- (iv) Accept the quote from Somerset West and Taunton Council/Somerset Council for grass cutting at Tonedale Play Area and emptying dog bins in the town with a view to reviewing the contract for 2024/25.

The decisions that the Committee had taken under its delegated powers were noted.

623. TOWN CENTRE COMMITTEE

The minutes of the meeting held on the 21 March 2023 had been circulated with the agenda.

The decisions that the Committee had taken under its delegated powers were noted.

Councillor M Barr advised that he had been approached by shop owners on South Street who had raised concerns about the impact of the Produce Market on their business when the street was closed. Other Councillors supported the comments, and it was agreed that shop owners should be surveyed about the impact of the Produce Market on their trade.

624. THE KINGS ARMS

A paper had been circulated with the agenda. It was **RESOLVED** that The Town Council take the lead in developing the Community Hub model of working for the ground floor of the Kings Arms, as set out in the supporting paper, working with representatives from the Community One Team, Churches Together and other interested local groups to include identifying the most appropriate organisational model for the long term management of the hub.

WELLINGTON TOWN COUNCIL MINUTES 3 APRIL 2023

625. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC5

It was **RESOLVED** to exclude members of the press and public for agenda item 16 and 17 in accordance with Public Bodies (Admission to Meetings) Act 1960 as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted. The basis of the request is that elements of the reports relate to existing commercial arrangements or contain commercially sensitive information.

626 LONGFORTH ROAD TOILET BLOCK

A paper had been circulated with the agenda. It was **RESOLVED** to appoint Ravenslade Construction Consultancy to Project Manage the work on the Longforth Road toilet block.

627. MANAGEMENT OF PUBLIC OPEN SPACES

A paper had been circulated with the agenda. It was **RESOLVED:**

- (i) To enter into discussions with Bloor Homes in relation to the future management of public open spaces on the Longforth Farm development.
- (ii) That the Policy and Resources Committee should nominate two Councillors to work with officers in those discussions.
- (iii) That the Policy and Resources Committee will consider any proposals arising from the discussions with a view to final recommendations being considered by Full Council.

There being no further business the meeting closed at 8.30pm.

STANDING DECLARATIONS OF INTEREST

Members of Somerset County Council:

Councillor Andrew Govier
Councillor Marcus Barr
Councillor Ross Henley

Councillor Mark Lithgow, Mayor

May 2023												May 2023							June 2023						
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MONDAY				TUESDAY				WEDNESDAY				THURSDAY				FRIDAY									
1 May May Day Bank Holiday (United Kingdom)				2				3 18:00 Planning & Annual Meeting (United Reform Church, Fore Street)				4				5									
8 Coronation Bank Holiday				9				10				11				12									
15				16 17:30 Finance Committee (URC Church Hall) 18:00 Town Centre Committee (URC Church Hall)				17 18:00 Annual Parish Meeting (United Reform Church, Fore Street)				18				19									
22				23 16:00 Environment & Heritage Committee (URC Church Hall)				24				25				26									
29 Spring Bank Holiday (United Kingdom)				30				31				1 Jun				2									

June 2023

June 2023							July 2023						
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MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
29 May		30		31		1 Jun		2	
5 18:00 Planning & Full Council (URC Church Hall)		6		7		8		9	
12 18:00 Allotments		13 15:30 Finance Committee (URC Church Hall) 16:00 Policy & Resources Committee (URC Church Hall)		14		15		16	
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July 2023

July 2023							August 2023						
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31													

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Jul 18:00 Planning & Full Council (URC Church Hall)	4	5	6	7
10	11 15:30 Finance Committee (URC Church Hall) 18:00 Town Centre Committee (URC Church Hall)	12	13	14
17	18 16:00 Environment & Heritage Committee (URC Church Hall)	19	20	21
24	25	26	27	28
31	1 Aug	2	3	4

August 2023

August 2023							September 2023						
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31 Jul	1 Aug	2	3	4
7 18:00 Planning & Full Council (URC Church Hall)	8	9	10	11
14	15 15:30 Finance Committee (URC Church Hall) 16:00 Policy & Resources Committee (URC Church Hall)	16	17	18
21 18:00 Allotments Committee (URC Church Hall)	22	23	24	25
28 Late Summer Holiday (United Kingdom)	29	30	31	1 Sep

September 2023

September 2023							October 2023						
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Aug	29	30	31	1 Sep
4 18:00 Planning & Full Council (URC Church Hall)	5	6	7	8
11	12 17:30 Finance Committee (URC Church Hall) 18:00 Town Centre Committee (URC Church Hall)	13	14	15
18	19 16:00 Environment & Heritage Committee (URC Church Hall)	20	21	22
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October 2023

October 2023							November 2023						
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Oct 18:00 Planning & Full Council (URC Church Hall)	3	4	5	6
9	10 15:30 Finance Committee (URC Church Hall) 16:00 Policy & Resources Committee (URC Church Hall)	11	12	13
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30	31	1 Nov	2	3

November 2023					<div>November 2023</div> <div><div>Mo</div><div>Tu</div><div>We</div><div>Th</div><div>Fr</div><div>Sa</div><div>Su</div></div> <div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div></div> <div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div></div> <div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div></div> <div><div>27</div><div>28</div><div>29</div><div>30</div><div></div><div></div><div></div></div>
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Alice Kendall7

December 2023					<div>December 2023</div> <div><div>Mo</div><div>Tu</div><div>We</div><div>Th</div><div>Fr</div><div>Sa</div><div>Su</div></div> <div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div></div> <div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div></div> <div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div></div> <div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div></div>
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Alice Kendall8

January 2024

January 2024							February 2024						
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29	30	31					26	27	28	29			

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Jan 24 New Year's Day (United Kingdom)	2	3	4	5
8 18:00 Planning & Full Council (URC Church Hall)	9	10	11	12
15	16 17:30 Finance Committee (URC Church Hall) 18:00 Town Centre Committee (URC Church Hall)	17	18	19
22	23 16:00 Environment & Heritage Committee (URC Church Hall)	24	25	26
29	30	31	1 Feb	2

February 2024

February 2024							March 2024						
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 Jan	30	31	1 Feb	2
5 18:00 Planning & Full Council (URC Church Hall)	6	7	8	9
12	13 15:30 Finance Committee (URC Church Hall) 16:00 Policy & Resources Committee (URC Church Hall)	14	15	16
19 18:00 Allotments Committee (URC Church Hall)	20	21	22	23
26	27	28	29	1 Mar

March 2024

March 2024							April 2024						
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MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
26 Feb		27		28		29		1 Mar	
4 18:00 Planning & Full Council (URC Church Hall)		5		6		7		8	
11		12 17:30 Finance Committee (URC Church Hall) 18:00 Town Centre Committee (URC Church Hall)		13		14		15	
18		19 16:00 Environment & Heritage Committee (URC Church Hall)		20		21		22	
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April 2024

April 2024							May 2024						
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Apr Easter Monday (United Kingdom)	2	3	4	5
8 18:00 Planning & Full Council (URC Church Hall)	9	10	11	12
15	16 15:30 Finance Committee (URC Church Hall) 16:00 Policy & Resources Committee (URC Church Hall)	17	18	19
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29	30	1 May	2	3

May 2024

May 2024							June 2024						
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 Apr	30	1 May 18:00 Planning & Annual Meeting (URC Church Hall)	2	3
6 May Day Bank Holiday (United Kingdom)	7	8	9	10
13	14 17:30 Finance Committee (URC Church Hall) 18:00 Town Centre Committee (URC Church Hall)	15 18:00 Annual Parish Meeting (URC Church Hall)	16	17
20 16:00 Environment & Heritage Committee (URC Church Hall) 18:00 Allotments Committee (URC Church Hall)	21	22	23	24
27 Spring Bank Holiday (United Kingdom)	28	29	30	31



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

Terms of Reference for the Wellington Town Council Environment and Heritage Committee

Name of Committee: The Environment and Heritage Committee

Purpose

To review, report on, and make recommendations to the Council on matters relating to a wide range of environmental and heritage issues within the Council's area including implementing the Council's climate change strategy, footpaths (in conjunction with the local volunteer team), developing and/or managing green spaces, heritage at risk and conservation area issues and other heritage matters.

Summary of Responsibilities

The Environment and Heritage Committee shall have delegated authority to :-

- Have responsibility for developing and having oversight of the delivery of the Council's Climate Change Strategy, to include administering (in line with set policy) the Council's initiative to provide grants to organisations delivering projects that directly tackle climate change.

Have oversight of heritage matters in the town including monitoring progress of projects in relation to heritage at risk sites and any work being undertaken to preserve and enhance the towns conservation area to ensure that progress is being made, issues are being addressed and to raise concerns with the Somerset Council's Heritage at Risk Team where appropriate. To make recommendations to the Town Council in relation to providing funding to enable work to be undertaken work or make decisions in accordance with its delegated powers.

- Review issues relating to the maintenance and use of local footpaths and to promote the use of public rights of way within the town's parish area
- Consider and make recommendations in respect of all environmental issues affecting the town

- Liaise with appropriate authorities, groups, charities and other organisations to promote a sustainable, healthy, beneficial environment for the town and its residents.
- Has responsibility for the oversight of the management of land for which the Town Council is responsible either directly through ownership or through some other agreement that the Town Council may enter in to.
- Receive reports and recommendations from the Green Corridor Advisory Board.

Status

The Environment and Heritage Committee is a fully constituted Committee. It has elected membership, however all Councillors are welcome to attend any meetings of the Committee.

Reporting

The committee will provide a minutes and necessary papers for discussion and consideration along with any recommendations for action at each Council meeting following a meeting of the committee.

Membership

The Committee will comprise 7 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

The Quorum of the committee is 4 elected members. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.

Should any Committee Member resign, the Chairman will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

The local Footpath Volunteer group are invited to attend. Representatives from groups concerned with the protection of the local environment are also welcome to join meetings.

Delegated Authority to Authorise Payments

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of £3,000 (per item) to be taken from the relevant budget. No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.
- In the event that more than £3,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.

Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making authority when voting at full Council on issues presented by Committee and relevant to its operational remit.
- Meetings of the Committee will be held six times a year in alternate months

- A Chairman of the Committee will be elected at its first meeting following the Annual Meeting of the Council.
- If the Chairman is not able to attend a meeting another Member will undertake to act as Chairman for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.
- In the case of a tied vote, the Chairman will cast the deciding vote
- The Clerk or Deputy Clerk will prepare and circulate to Councillors an agenda by email for each meeting, at least three working days prior to the meeting, and will publish the agenda on the Council website and noticeboard.
- The first agenda item will be a report by the Public Path Liaison Officer, or any delegated member of the Footpath's Volunteer group. At all other time individuals attend the meeting as observers. A maximum of 3 minutes speaking per person will be allowed, with public speaking time not exceeding 15 minutes in total.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Committee will report to the Council at each monthly meeting as to the progress of matters under its consideration.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.

Changes to Terms of Reference for Town Centre Committee

1 Background

Previously, the Town Centre was a working group comprising of Councillors and non-council members. This was upgraded to a Committee in October 2020 to cover the management and expenditure of the Emergency High Street Recovery Fund and later the Welcome Back Fund.

These schemes came to an end on 31 March 2023 which subsequently require the Committee's terms of reference to be amended.

2 Membership Review at Committee

At their March meeting, the Committee considered their membership and discussed the need for more representation from town centre businesses. They have recommended that the number of co-opted non-council members be increased from four to six.

3 Summary of Changes

- a. Items removed;
 - i. Any mention of reporting on, the management of or expenditure from the Emergency High Street and Welcome Back Funds.
- b. Items changed/updated;
 - i. The layout template now follows that of all other Committee Terms of Reference.
 - ii. Summary of responsibilities has been updated to more clearly represent the functions of the committee.
- c. Membership
 - i. Following the review at the March meeting, the number of co-opted members has been updated from four to six.
 - ii. Standing orders state that a committee may include non-councillors. This is further defined by legislation in that committees with executive functions may appoint non-council members but, with exception of four cases, the non-council members have no vote.^{1 2} The four exceptions being the management of Council land, harbour authority functions (where applicable), tourism functions and the management of festivals.³ The regulation which allows these votes states that the term "management" does not include the total amount of money which may be expended in any financial year by the Council in respect of the land or festival.
 - iii. Considering item ii above, a paragraph has been added to confirm the co-opted members have no voting rights but that the Committee values their expertise and contributions.

Alice Kendall – Deputy Clerk
20 April 2023

¹ Arnold-Baker on Local Council Administration – Paul Clayden (2018)

² Local Government and Housing Act 1989 s13.

³ Parish and Community Councils (Committees) Regulations 1990



WELLINGTON TOWN COUNCIL

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Terms of Reference for the Wellington Town Council Town Centre Committee

Name of Committee: The Wellington Town Centre Committee

Purpose: To review, report on, and make recommendations to the Council relating to matters within the Town Centre and issues faced by shops and businesses in Wellington; with an emphasis on vacant shops/commercial premises and challenges facing businesses already in operation.

Summary of Responsibilities

The Committee shall have delegated authority to; -

- To monitor, review and make recommendations on matters relating to street furniture, public facilities and other amenities in the town centre
- To monitor, review and make recommendations on the review of the annual Festive Lighting scheme
- To monitor, review and make recommendations on Town Council events
- To monitor, review and make recommendations on the operation of the Pop Up Shop
- To receive and monitor footfall data
- To act as the Council's delegated body to receive reports on and approve spending for the delivery of the Film Festival

Status: The Town Centre Committee is a fully constituted Committee. It has elected membership; however, all Councillors are welcome to attend any meetings of the Committee.

Reporting: The Committee will provide a regular update for discussion and consideration at each Council meeting following a meeting of the Committee.

Membership: Membership of the Committee will comprise elected Councillors and co-opted members of the public. It is intended that the members of the public co-opted onto the Committee will have some relevant experience or expertise relating to the matters under consideration by the Committee. At least one member shall be a representative of a local trading organisation (where one such group exists), and at least two members shall be independent traders within Wellington. The Committee will also elect to its membership, where possible, a County Councillor (who may be nominated by the County Authority).

The Committee shall comprise no more than 14 members and will include the current Mayor. There will be a maximum of 8 Councillors and 6 non-Councillor members. Council membership of the Committee will be agreed at the Council's Annual Meeting and non-Council members at the first meeting of the Committee after the Annual Meeting.

The co-opted non-Council members are invited to take part in discussions on an advisory basis as the Committee values their contributions and expertise. They do not have any voting rights.¹

The Quorum of the committee is 4 Councillors. No business may be transacted at a meeting unless the set quorum is present and eligible to vote.

Should any of the elected members of the Committee resign, the Chairman will consult with the other elected members and, if it is deemed necessary, seek another elected Councillor to fill the vacancy which shall be decided by election at the subsequent Council meeting.

If any co-opted member of the Committee resigns from the Committee at any time, the Committee as a whole shall vote on a replacement, who will then be approached by the most appropriate member of the Committee.

Delegated Authority to Authorise Payments

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core activities to a maximum of £3,000 (per item) from the relevant budget cost centres and codes contained therein. All items of expenditure will be reported at the next Council meeting.
- In the event that more than £3,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.

Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference and has no power whatsoever to implement any recommendations without express approval from the Council. Additionally, members will only have decision-making authority when voting at Full Council on issues presented by the Committee and relevant to the Committee's operational remit.
- Meetings of the Committee will be held at least six times a year in alternate months.
- The Committee will appoint a Chairman for the year ahead at its first meeting following the Annual Meeting of the Council. The Chairman must be a Councillor.
- If the Chairman is not able to attend a meeting another elected Member will undertake to act as Chairman for the duration of the meeting in question.
- All co-opted Members will be bound by the Council's Members' Code of Conduct while conducting Council activities.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting, each member having one vote.

¹ Local Government and Housing Act 1989 s13.

- In the case of a tied vote, the Committee's Chairman will cast the deciding vote.
- The Clerk or Assets and Event Officer will prepare and circulate an Agenda by email for each meeting, at least 3 clear days prior to the meeting, and will publish the agenda on the Council website and noticeboard.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- Whilst it is recognised that the following issues are of critical importance to Wellington, in order to make the best use of the time available (and mindful of the work which is already ongoing elsewhere in respect of these issues) the Committee will not consider or make recommendations on any issue directly relating to:
 - The provision of a railway station for Wellington;
 - The Northern Relief Road; and/or
 - The restoration of the Wellington Monument.
- One of the elected members of the Committee (usually the Chairman) will report to the Council at each monthly meeting as to the progress of its deliberations.
- Any amendments to these Terms of Reference may only be by formal resolution at a Full Council meeting.

8 TO ELECT REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED that Town Council representation on outside bodies would be as follows

- a. Wellington Twinning Association (2 members)** Councillor J Lloyd and one vacancy
- b. Wellington Community Association (2 members)** Councillors C Govier and M Lithgow
- c. Somerset Association of Local Councils (2 members)** Councillor J Lloyd and one vacancy
- d. Hospital of Sir John Popham Knight (3 members)** Councillors M Lithgow and M McGuffie.
It was further **RESOLVED** that the Town Clerk should approach former councillor Vivienne Stock-Williams to ask if she would take up the third place.
- e. Friends of Wellington Park (1 member)** Councillor M Lithgow
- f. Wellington Museum and Local History Committee (1 member)** Councillor K Canham
- g. Devon and Somerset Metro Group (1 member)** Councillor M Barr
- h. Representative Governor at Wellington School** Councillor K Wheatley
- i. Wellington One (2 members)** Councillors C Booth and C Govier
- j. Basins Volunteer Group (2 members)** Councillors M Barr and N Powell-Brace



Wellington Town Council Code of Conduct

Adopted at the Town Council Annual Meeting 16 May 2022

Introductory Notes

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to city, town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, city and town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out

the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer. The Monitoring Officer will be able to advise on any matters that relate to the Code of Conduct.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

THE CODE OF CONDUCT

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central

role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

7B Consideration of advice

As a councillor:

7B.1 I will, when reaching decisions on any matter, consider and pay due regard to any relevant advice provided to me by the Council's Town Clerk/Responsible Finance Officer or other staff in accordance with their legal requirements.

7B.2 I will give reasons for departing from the advice of the Town Clerk/Responsible Finance Officer or others staff

It is extremely important for you as a councillor to have regard to advice from your Responsible Finance Officer where they give that advice under their statutory duties. As a councillor you must give reasons for all decisions in accordance with any legal requirements and any reasonable requirements imposed by your local authority.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I will undertake Code of Conduct training provided by my local County Association (SALC) or by the Monitoring Officer.

8.2 I do not make trivial or malicious complaints against other councillors.

8.3 I cooperate with any Code of Conduct investigation and/or determination.

8.4 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings including the complainant and any witnesses.

8.5 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

**As a
councillor:**

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your [Clerk or the](#) Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your [Clerk or](#) Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office or within 28 days of your interests changing you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non-participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
7. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.
8. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the [parish](#) affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

In the event that your non-registerable interest relates to -

- (1) an unpaid directorship on a company owned by your authority or
- (2) another local authority of which you are a member,

subject to your declaring that interest, you are able to take part in any discussion and vote on the matter.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Appendix C

Guidance on Bias and Predetermination –This does not form part of the Code of Conduct _

- Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you may participate in a decision on the issue in your political role as a councillor. However, you must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- The courts have sought to distinguish between situations which involve predetermination or bias on the one hand and predisposition on the other. The former is indicative of a 'closed mind' approach and likely to leave a decision susceptible to challenge by Judicial Review. Whereas being predisposed on a matter is acceptable provided you remain open to listening to all the arguments and changing your mind in light of all the information presented at the meeting.
- Section 25 of the Localism Act 2011 provides that a councillor should not be regarded as having a closed mind simply because they previously did or said something that, directly or indirectly, indicated what view they might take in relation to any particular matter.
- In the circumstances, when making a decision, consider the matter with an open mind and on the facts made available to the meeting at which the decision is to be taken.
- As a councillor you will always be judged against an objective test of whether the reasonable onlooker, with knowledge of the relevant facts, would consider that you were biased. If you have predetermined your position, you should withdraw from being a member of the decision-making body for that particular matter.

ANNUAL COUNCIL MEETING 3 MAY 2023

Policies and Procedures Reviewed and Adopted in the Year 2022/23

Code of Conduct May 2022
Standing Orders July 2022
Financial Regulations July 2022
Publication Scheme September 2022
Privacy Notice September 2022
Media Policy (new) September 2022
Complaints Procedure November 2022
Grievance Policy November 2022
Safeguarding Policy January 2022
Disciplinary Procedure*
Absence Management*
Health and Safety*

*on agenda of 3 May 2023 Annual Council Meeting for approval

Policies and Procedures to be Reviewed in 2023/24

Standing Orders (annual review)
Financial Regulations (annual review)
Training and development Policy
Equal Opportunities Policy
Bullying and Harassment Policy

**WELLINGTON TOWN COUNCIL
2022/23 ATTENDANCE**

Agenda item 15

Councillor	TOTALS				
	POSSIBLE	PRESENT	APOLOGIES	ABSENT	%
M Barr	55	54	0	1	98%
Z Barr	35	18	16	1	51%
Battishill	28	17	7	4	61%
Booker	39	15	18	6	38%
Booth	40	31	8	1	78%
Canham	48	29	7	12	60%
A Govier	43	39	4	0	91%
C Govier	40	35	5	0	88%
Henley	24	9	2	13	38%
Lithgow	59	54	5	0	92%
Lloyd	59	46	13	0	78%
McGuffie	50	48	2	0	96%
Powell-Brace	40	25	6	9	63%
Thorne	43	31	4	8	72%
Wheatley	37	31	5	1	84%

KEY	
Present	1
Apologies	AP
Absent	AB
Not on Com	N/A

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON MONDAY 17 APRIL 2023 AT 3.30 PM

PRESENT: Councillor M Lithgow (Mayor),
Councillors M Barr (from minute 632 a iv), A Govier (from minute 632 a iv), J Lloyd, M McGuffie, and J Thorne

IN ATTENDANCE: David Farrow (Town Clerk), Alice Kendall (Deputy Clerk/Deputy RFO)
1 member of the press
2 members of the public

628 APOLOGIES

No apologies had been received.

629 DECLARATIONS OF INTEREST

Councillors Lloyd and Govier have a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being a former customer of the company.

Councillor Thorne has a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being a personal friend of the company owner.

630 PUBLIC PARTICIPATION

The two members of the public present were representing the grant applicant and were available to answer questions if required.

631 MINUTES

RESOLVED to approve and sign the minutes of the meeting held 21 March 2023.

632 ACCOUNTING STATEMENTS

(a) 2022-23 Year

i. TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 31 MARCH 2023

RESOLVED to note approve the bank reconciliation as presented.

ii. TO NOTE AND APPROVE EXPENDITURE FOR 15 - 31 MARCH 2023

RESOLVED to note and approve the expenditure as presented.

iii. TO NOTE AND APPROVE INCOME RECEIVED FOR 15 - 31 MARCH 2023

RESOLVED to note and approve the income as presented.

At this juncture, Councillors Barr and Govier arrived at the meeting.

iv. TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2022-23 YEAR AS AT 31 MARCH 2023

RESOLVED to note and approve the budget report as presented.

(b) 2023-24 Year

i. TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 11 APRIL 2023

RESOLVED to note approve the bank reconciliation as presented.

ii. TO NOTE AND APPROVE EXPENDITURE FOR 1 – 11 APRIL 2023

RESOLVED to note and approve the expenditure as presented.

iii. TO NOTE AND APPROVE INCOME RECEIVED FOR 1 – 11 APRIL 2023

RESOLVED to note and approve the income as presented.

iv. TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2023-24 YEAR AS AT 11 APRIL 2023

RESOLVED to note and approve the budget report as presented.

633 GRANTS

(a) Applications

- i. Transition Town Wellington** – the organisation had applied for a £3,000 grant for leaflets, signage and tools. The application form and supporting documents was circulated by e-mail in advance of the meeting.

RESOLVED to award a grant of £3,000 from the Green Grants Budget.

There being no further business, the meeting closed at 3.45 pm.

.....
Councillor Mark Lithgow
Mayor

WELLINGTON TOWN COUNCIL

MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON 17 April 2023 AT 4.00pm

Present: Councillors M Lithgow (Chair)
M Barr, K Canham, A Govier, J Lloyd, J Thorne and M McGuffie
David Farrow – Town Clerk.

One member of the press was in attendance.

634 Apologies

Apologies were received and noted from Councillor K Wheatley.

635 Declarations of Interest

None were declared.

636 Minutes

RESOLVED to approve the minutes of the meetings held on 27 March 2023

637 Questions and Comments from Members of the Public

There were no questions.

638 Youth Provision in Wellington

Councillors A Govier and M Lithgow declared a personal interest as Directors of Wellington Community Support Services which receives funding from the Town Council for the provision of youth services in the town.

Peter Joint, Community One Team Coordinator, joined the meeting to discuss the work of the Community One Team's Children and Young Peoples Wellbeing Group specifically in relation to seeking the views of young people about future provision in the town. Councillors made some suggestions for provision which Peter Joint said he would take back to the group. It was agreed that the committee should revisit this work in at its August meeting.

4.30pm – at this juncture Councillor Thorne left the meeting.

639 To Review the Town Council Disciplinary Procedure

The Town Council Disciplinary Procedure was last updated in 2019 and requires reviewing as part of the Councils Policy Review timetable. It was **RESOLVED** to recommend to the Town Council that the revised Procedure is adopted.

640 To Review the Town Councils Absence Management Procedure

The Town Council Absence Management Procedure was adopted in 2019 and requires reviewing as part of the Council's Policy Review timetable. On review, the Town Clerk's opinion is that no changes are necessary. It was **RESOLVED** to recommend to Full Council that the procedure remain as is.

641 Request for Additional Street Lighting

The Committee authorised the Town Clerk to obtain quotes from Somerset Council Street Lighting for installing street lighting on the footpath between Eight Acre Lane and Wellesley Park and for additional lighting in White Hart Lane.

642 Health and Safety Policy

It was **RESOLVED** to recommend to Full Council that the Health and Safety Policy drafted by WT Consultancy (SW) Ltd the Council Health and Safety Consultants that had been circulated with the agenda be adopted.

643 Public Open Spaces

Following the decision at Full Council on 3 April 2023; the Committee nominated Councillors A Govier and M Lithgow to join officers in discussions with developers relating to the management of public open spaces on the Longforth Farm Development.

644 Community Warden Update

The Town Clerk reported that no applications had been received following the readvertisement for the post of Community Warden. Options were discussed for filling the role and the Town Clerk was asked to develop a proposal for increasing the hours for the post for consideration at a Town Council meeting.

645 To Exclude Members of the Press and Public

It was **RESOLVED** that the public and press be excluded from the meeting under section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.

646 Longforth Road Toilet Block

The Committee reviewed correspondence that had been received and authorised the Town Clerk to hold further discussions with the contact.

There being no further business the meeting closed at 5.30pm

.....
Councillor Mark Lithgow
Chairman



WELLINGTON TOWN COUNCIL

DISCIPLINARY POLICY

1. Introduction

- 1.1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work.

https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

- 1.2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

- 1.3 This policy confirms:

- the Town Clerk will act as the Councils representative in relation to investigating any allegations of misconduct or concerns about work performance of council staff. Where the allegations or concerns relate to the Town Clerk the Policy and Resources Committee will nominate a councillor or councillors to investigate the concerns.
- informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
- the Council will fully investigate the facts of each case
- the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
- employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case

- employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
- employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory, disciplinary or appeal meeting. The representative is permitted to address such meetings, to put the employee's case and confer with the employee. The representative cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
- the Council will give employees no fewer than five working days' notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken in their absence. An employee who advises that they will not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's representative is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any formal disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- formal disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct

- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

2. Examples of misconduct

2.1 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

3. Examples of gross misconduct

3.1 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- bullying, discrimination and harassment
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

4. Suspension

- 4.1 If allegations of gross misconduct or serious misconduct are made, the Council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 4.2 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or Councillor.
- 4.3 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.
- 4.4 Where an employee is suspended the Town Clerk, or in the case of the Town Clerk The Mayor, will write to the employee confirming the suspension within 48 hours of the decision to suspend.

5. Examples of unsatisfactory work performance

- 5.1 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.
- inadequate application of management instructions/office procedures
 - inadequate IT skills
 - unsatisfactory management of staff
 - unsatisfactory communication skills.

6. The Procedure

- 6.1 Preliminary enquiries. The Town Clerk may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
- 6.2 If the Town Clerk believes there may be a disciplinary case to answer, they may initiate a more detailed investigation to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.
- 6.3 Informal Procedures. Where minor concerns about conduct become apparent, it is the Town Clerk's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the Town Clerk. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the

Town Clerk may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

7. Disciplinary investigation

7.1 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

7.2 Where the Town Clerk considers that a formal disciplinary investigation is required, they will ask the Council's Policy and Resources committee to appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the Policy and Resources Committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Policy and Resources committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- the allegations or events that the investigation is required to examine
- whether a recommendation is required
- how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
- who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

7.3 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).

7.4 The Town Clerk will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given no fewer than five days of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

7.5 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.

7.6 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

7.7 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Policy and Resources committee whether or not disciplinary action should be considered under the policy.

7.8 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:

- the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
- the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
- the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.

7.9 The Investigator will submit the report to the Policy and Resources committee which will decide whether further action will be taken.

7.10 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

8. The disciplinary meeting

8.1 If the Policy and Resources committee decides that there is a case to answer, it will appoint a Disciplinary Sub-committee of three councillors, to formally hear the allegations. The Disciplinary sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee and no Councillor with direct involvement in the matter shall be appointed to the sub-committee. The Sub-committee will have delegated powers to take disciplinary action up to and including dismissal.

8.2 The employee will be invited, in writing, to attend a disciplinary meeting. The letter will be sent no later than five working days before the meeting is due to take place. The sub-committee's letter will confirm the following:

- the names of its Chairman and other two members
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure

- the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

8.3 The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the Chairman will invite the employee to present their account
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness/es.
- the employee (or companion) will have the opportunity to sum up
- The meeting will adjourn whilst the sub committee considers its decision and will reconvene to deliver the decision. Wherever possible this should happen on the same day.

8.4 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The letter will also notify the employee of the right to appeal the decision and the deadline for doing so which will usually be ten working days from the date of receipt of the letter .

8.5 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

9. Disciplinary action

If the sub-committee decides that there should be disciplinary action, it may be any of the following:

9.1 First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (no fewer than 6 months and no more than 18 months).

9.2 Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (no fewer than 6 months and no more than 18 months).

9.3 Dismissal

9.3.1 The Council may dismiss:

- without notice where the subcommittee consider that the employee has committed an act of gross misconduct
- with notice if there is no improvement within the specified time period, in the performance of the employee which has previously been the subject of a final written warning which remains in force,.
- with notice if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

9.3.2 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal within two working days of the date of the disciplinary meeting. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the

employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

10 The Appeal

10.1 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within ten working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

10.2 The grounds for appeal include;

- a failure by the Council to follow its disciplinary policy
- the sub-committee's disciplinary decision was not supported by the evidence
- the disciplinary action was too severe in the circumstances of the case
- new evidence has come to light since the disciplinary meeting. In this context the employee should provide the new information at the time of submitting the appeal

10.3 Where possible, the appeal will be heard by a panel of three members of the Policy and Resources committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Policy and Resources committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council. The appeal panel will appoint a Chairman from one of its members.

10.4 The employee will be notified, in writing, within ten working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

10.5 At the appeal meeting, the Chairman will:

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision.
- explain the action that the appeal panel may take i.e. to uphold the appeal, to dismiss the appeal or to put in place an alternative sanction.

10.6 The process that will be followed at the appeal hearing will be;

- The employee (or representative/companion) will be asked to explain the grounds for appeal.

- The Chairman of the Disciplinary Sub Committee will respond to points raised.
- The Appeal Panel will be able to ask questions of both parties.
- Both parties will be given the opportunity of summing up their position with the appellant speaking first.

10.7 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.

10.8 The appeal panel may decide to uphold the disciplinary decision of the Disciplinary Sub committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

10.9 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

10.10 The Appeal Panel's decision is final.



WELLINGTON TOWN COUNCIL ABSENCE MANAGEMENT POLICY and PROCEDURE

1. Policy Statement

1.1 Wellington Town Council ("The Council") is committed to providing effective, high quality service to all its customers and to optimising the contribution of all employees. As part of this aim it is essential that throughout the organisation all employees are committed to maximising attendance.

1.2 The Council is concerned for the wellbeing of its employees and seeks to protect their health and safety by creating a safe working environment. In return the Council expects all employees to take reasonable care of their own health, seek medical help whenever appropriate and to attend work when fit to do so.

1.3 The Council recognises that genuine medical grounds will occasionally result in employee absence. It is the Council's policy to treat all such sickness absence in a fair, sensitive and consistent manner across all areas of the workforce.

1.4 The Council must however balance the sensitive management of genuine individual sickness against its needs to be publicly accountable for its resource allocation and as such it cannot sustain high levels of sickness absence. Action will therefore be taken to address recurrent short-term sickness or extended periods of absence as appropriate.

2. Aims

2.1 In order for the Council to meet its responsibilities it will ensure that:-

- It provides a supportive environment for those employees affected by ill-health.
- All employees adhere to the comprehensive procedural guidelines produced in support of this policy.
- Levels of sickness absence are the subject of routine monitoring.

3. Responsibilities

3.1 The onus for attending work on a regular basis, and for reporting absence in accordance with the Council's agreed procedures, rests with the employee. It is also an employee's responsibility to appropriately detail any periods of absence on their record of hours worked.

3.2 The responsibility for recording, monitoring and managing absence on a day to day basis lies with the Town Clerk. It is therefore essential that they ensure that all employees are aware of the Council's Absence Management Policy and Procedures.

4. Review

4.1 This policy and the supporting procedural guidelines will be reviewed periodically. Responsibility for conducting this review lies with the Town Clerk. The updated policy will be approved by the Policy and Resources Committee.

5. Procedure

Guidelines for Employees

5.1 Reporting

5.1.1 If you are unable to work due to illness/injury you must telephone the Town Clerk as soon as possible after the office opens. This should be no later than 10.00 am on the first day of absence or nearest working day. Only if the nature of the illness prevents you from making contact should you delegate your sickness reporting to a third party. When speaking with the Clerk you should provide some indication of:-

- The nature of your absence
- The date your injury/illness began (including weekends and holidays)
- The expected duration of your absence
- Whether you have any immediate work commitments that will need completing/reassigning during your absence

5.1.2 If the Town Clerk is unavailable, you should ensure that contact is made with the office, or a Councillor who is on the Policy and Resources Committee.

5.1.3 Not later than the fourth day of absence you must contact the Town Clerk again in order to provide updated information in respect of your on-going illness/injury.

5.2 Certification

5.2.1 Where your absence is not covered by a doctor's certificate and is for a period of up to seven days inclusive of weekends you will be asked to complete a self-certification form on your return to work.

5.2.2 If your absence exceeds seven days and you have not already done so you should provide a doctor's certificate for the remainder of your absence. You will need to ensure that there is always a current certificate in force. Your doctor's certificate 'fit note' will include whether you need to see your Doctor again before returning to work.

5.2.3 If the doctor's certificate states that you "may be fit for work" you should inform the Town Clerk immediately. They will discuss with you whether there are any additional measures that may be needed to facilitate your return to work, taking into account the doctor's advice.

5.2.4 This may take place at a return to work interview or an absence review meeting. If appropriate measures cannot be taken, you will remain on sick leave and the Town Clerk will set a date to review the situation.

5.3 Return to work meetings

5.3.1 When you return to work after any period of absence the Town Clerk will arrange to meet with you. This meeting will usually occur on your first day back, or as soon as possible thereafter. The purpose of this meeting is:

- To provide an opportunity for the Town Clerk to check that you are fit enough to return to work.
- To give you an opportunity to voice any concerns that you may have and/or to identify any domestic, welfare or work-related problems in an appropriate forum.
- To ensure that you are aware of work-related matters that have occurred during your absence.
- Fill out the sickness declaration form.

5.4 Miscellaneous

5.4.1 It is important that you comply with these procedures so that:

- The Council can be aware of potential problems and provide assistance to you where necessary.
- Any sick pay to which you would otherwise be entitled is not withheld or refused.

5.4.2 Records retained in respect of sickness absence will always be treated with sensitivity and confidentiality and in accordance with the provisions of prevailing Data Protection legislation. You will be entitled to access your records on request.

6. Guidelines for the Town Clerk

6.1 General Issues

6.1.1 You are responsible for the management of sickness absence within the Council. You should therefore ensure that all employees are aware of, and comply with, the Council's procedure for reporting absence from the workplace.

6.1.2 Where employees have failed to follow established procedures in respect of notification of absence or the provision of medical certificates etc., they should be reminded of their obligations and, if appropriate, notified that further non-compliance may result in the initiation of disciplinary action. Where there is concern that an employee has wilfully abused the sickness absence provisions or absented themselves from work without satisfactory reason or explanation the matter should be referred into the disciplinary procedure for investigation and appropriate action. If an employee is ill while they are on holiday, this time should be regarded as sick leave provided that they can provide a doctor's certificate. Post-dated certificates i.e. covering a period prior to the doctor's appointment will not be accepted.

6.1.3 Where a public holiday falls during a period of sickness absence the employee concerned will continue to receive sick pay however no substitute public holiday will be given.

6.1.4 Should an employee who has been refused annual/flexi leave subsequently report sick for the period requested, you should carefully investigate the circumstances. You may wish to consider requiring the employee to submit a doctor's certificate for the period in question. Where this is the case, any cost incurred will be reimbursed providing the employee is able to submit a receipt.

6.1.5 It is not expected that you will normally contact employees at home during periods of self-certificated absence although there may be occasions when this is necessary as a result of issues arising at work. The timing of contact with an employee at home during periods of certificated absence must be a matter of judgment with consideration being given to the nature of the absence, the importance of the job, the problems of providing cover, the employee's previous absence record, and the effects of the absence on service provision and other employees.

6.2 Return to work meetings

6.2.1 Effective absence management depends upon the availability of relevant information, and you should therefore arrange to hold a return to work meeting with employees following each period of absence. Return to work meetings present an informal opportunity to establish the cause of the absence, indicate to the employee an interest in their welfare, and allow you to establish whether the employee requires any further help or support. They can also provide the opportunity for you to alert an employee to concerns that you may have in respect of situations where an unsatisfactory absence record is developing.

6.2.2 You will need to complete a Return to Work Form (See Appendix 1) after every period of absence (including half days).

6.2.3 Meetings should be arranged as soon as practicable and preferably within 2 days. In some cases, the discussion will only need to be brief. In other, more complex cases, perhaps where there is a history of a high level of sickness absence, the meeting will need to be more involved. An employee can refuse, if they wish, to provide any information at the return to work discussion. Where this is the case, you should attempt to identify with the employee the reasons for this refusal. If the employee does refuse to co-operate in the return to work discussion, you should record your attempts to conduct this discussion and the employee's refusal.

6.3 Long-term Absence

6.3.1 All cases of long-term absence will be treated sensitively and every assistance will be given to the employee to return to work. You should maintain contact with the employee and advise them that they should keep the Council informed of developments relating to their medical condition.

6.3.2 In order to ensure that the Council has access to guidance and advice in respect of the best course of action to follow in relation to such cases of absence, employees who have been absent for a continuous period of four weeks may,

depending on the nature of the absence in question, be referred for an Occupational Health review. Where this results in a recommendation which may affect the employee's continued employment, you should arrange to meet with them to discuss the alternative options. Employees may wish to have the support of a trade union representative or a work colleague present during such a meeting, and this should be positively encouraged.

6.3.3 Where a return to work following a period of prolonged absence may be facilitated by temporary redeployment or phased re-introduction, i.e., job sharing or part-time working, an employee can be advised that you will discuss these options with them, and if appropriate ensure that support mechanisms necessary for this to occur are provided. Such arrangements will be for a defined period and will be subject to joint review. In certain cases, the Occupational Health Physician may find that an employee is unfit to perform a particular job but fit enough to undertake other types of work. In such cases, full consideration will be given to the possibility of redeployment into alternative positions. Consideration will also be given to redeployment in cases where work in a particular place poses problem with attendance.

6.4 Frequent Intermittent Absence

6.4.1 Although there will be informal return to work interviews after all periods of absence, after four episodes of absence or a total of 10 days short term sickness absence within any period of 12 months, you will be required to institute a more formal review of attendance records and reasons for absence with an employee. You should therefore arrange to meet with any employee whose absence record matches or exceeds the above criteria.

6.4.2 During the interview, you should draw the employee's attention to their poor attendance record, and the problems that their absences are causing for the Council and other employees. Where no underlying medical condition is disclosed, the employee must be advised that their attendance record will be monitored (over a period not less than three months) and that significant improvement will be required. In addition, employees must be warned that if no such improvement is forthcoming, serious consideration will be given to reviewing their employment situation. This must be confirmed in writing.

6.4.3 Return to work interviews must continue to be carried out following any absences which occur during this monitoring period. These interviews will afford you the opportunity to remind the employee of the Council's concerns.

6.4.4 If, after the period of monitoring has elapsed, no significant improvement in attendance has been effected, a further interview must be arranged. At this interview, the employee must once again be reminded of the problems caused by the absences and asked if they wish to disclose any underlying medical condition or problem of which you are unaware. If such a condition is disclosed, a medical referral should be arranged. Where no underlying medical condition exists, the employee should be told that their attendance record will be subject to a further period of monitoring (of not less than three months) and that their employment may be terminated if the required improvement is not effected.

Employees have the right to be accompanied to this meeting by a trade union representative or a work colleague.

6.4.5 Employees whose levels of attendance improve satisfactorily during periods of informal and/or formal monitoring must be reminded that they will be expected to maintain these levels of attendance. Failure to do so will result in further monitoring and/or the initiation of formal action.

6.5 Personal, Domestic or Work-Related Problems

6.5.1 Where an employee reveals that their absence has been a consequence of personal, domestic or work-related problems, you should endeavour to discuss with them any relevant details which they wish to disclose.

6.5.2 Although an employee may have genuine concerns about revealing sensitive or personal information, they should be reminded of the fact that such matters will be treated confidentially, and that the Council cannot assist them if it is not made aware of the problem.

6.5.3 Should an employee wish to discuss matters with someone other than yourself, the Chair of the Policy and Resources Committee can be contacted for a confidential interview.

6.5.4 Once the problem has been clearly identified, appropriate assistance can be afforded to the employee. It is not possible, in a guidance document such as this, to cover all circumstances, but special leave, temporary adjustments in working arrangements or referral to specialist agencies are available options.

6.6 Alcohol/Drug Dependency

6.6.1 Where an employee discloses that their absences are a consequence of alcohol or drug related problems, they will be encouraged to seek help and treatment voluntarily **through the Council's Occupational Health Service** or through resources of their own choosing. Employees will be granted, if necessary, leave to undergo treatment and any such leave will be regarded as sick leave within the terms of the Council's sick pay scheme, with the monitoring of progress by the Occupational Health Service.

6.6.2 Should an employee refuse or discontinue any programme of assistance designed for them, then any unacceptable behaviour or inadequate standard of work will be dealt with on its merits through the Council's Disciplinary Procedure.

6.7 Welfare

6.7.1 If, as a consequence of medically related absence, you have any concerns about an employee's ability to undertake the full range of duties and responsibilities associated with their post, consideration should be given to suspending them with pay, or finding alternative duties whilst medical advice is sought from the Occupational Health Practitioner.

6.8 Termination of Employment

6.8.1 Prior to termination being considered the Town Clerk will meet with the individual to explore whether there are any reasonable adjustments that could be

made to enable an employee to remain employed. Termination of employment may take place where:

- An employee is declared permanently unfit for work, or
- An employee is declared medically unfit for their work, and alternative employment cannot be found, or
- A decision has been taken that the service can no longer tolerate a high level of absence, or
- A decision is taken, within the Council's disciplinary process, that an employee has wilfully abused the sickness absence/payments provisions and/or absented themselves without permission.

6.8.2 To reach a decision whether dismissal is appropriate an attendance hearing will be arranged. The employee will be invited in writing to attend the hearing and notified of their right to be accompanied by a Trade Union Representative or colleague. The Hearing Panel will comprise of three members of the Policy and Resources Committee, who will make the decision. The Town Clerk or relevant manager will attend to outline the history of absence and any relevant steps taken and advice received.

6.8.3 All paperwork relating to the hearing will be circulated five days in advance of the hearing, to all parties attending.

6.8.4 At the hearing once they have considered both the managers and employees' case the panel will adjourn to make a decision. The meeting should be reconvened to inform the employee of the decision of the panel as soon as possible and preferably on the same day as the hearing

6.8.5 The decision of the Panel must be confirmed to the employee in writing within five working days. The letter should clearly set out the Panel's decision:

- If a warning has been issued the timescale for this and the level of improvement required; or
- If the decision is not to take action at this point and to review again in a certain time period, the applicable timescale for this; or
- If the decision is to dismiss the employee, inform them of their relevant notice period and provide them with any relevant pension information.

6.8.6 The outcome letter should also clearly set out the employee's right of appeal.

7. Monitoring

7.1 Monitoring is an important part of sickness absence. In order for reports to be issued to managers, it is important that all absence from the workplace is reported. All signed absence forms should therefore be returned as soon as possible after the employee's return to work interview has been conducted. The Town Clerk will ensure that an absence history is maintained for each employee. These records will provide the base data for the compilation, at regular intervals, of statistics showing the level of sickness absence across the Council.

7.2 The sickness monitoring system will also enable the Town Clerk to identify Individual cases where frequent or lengthy absences have occurred, or where patterns of absence have been identified. However you should view such notifications as a secondary means of identifying problems or potential problems.

7.3 The Town Clerk will at all times maintain comprehensive records for each employee in relation to contact during and immediately following periods of sickness absence. In the case of the Town Clerk this will be carried out by the Mayor. These details should be maintained on the employee's personal file and should be treated with sensitivity and confidentiality at all times. Employees will be entitled to access these records on request.

Appendix 1

Name	
Date of Interview	
Time of Interview	
Period of sickness absence	From To
Number of Working Days Absence	

*Self-certificate/Doctor's Certificate provided (*delete as appropriate)

Provide brief details of reason for absence (employee)	

Outline matters discussed in return to work interview (Town Clerk/line manager)

Signed..... Date.....
Employee

Signed.....Date.....
Town Clerk



Health and Safety Policy 2023

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Statement of Intent

Wellington Town Council (hereafter referred to as the organisation) will ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other people who may be affected by its activities. The organisation will take steps to ensure that its statutory duties are met at all times.

The Wellington Town Council Mayor/ Chairman's Responsibilities

The Mayor/ Chairman will ensure that:

- systems of work are designed to take account of everyone's health and safety.
- The Mayor/ Chairman maintains overall responsibility for health and safety for Wellington Town Council.
- Competent advice is available to assist in meeting statutory duties.
- employees are consulted on matters relating to health, safety and welfare.
- adequate facilities and arrangements will be maintained and displayed to enable employees to raise issues of health and safety.
- employees will be given such information, instruction and training as is necessary to enable the safe performance of work activities.
- arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective.
- Mental health first aid support is provided if required.
- employees have an awareness of stress and support is provided.

Employees' Responsibilities

Employees must ensure that they:

- co-operate with the Mayor/ Chairman to enable all statutory duties to be complied with
- take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions.
- familiarise themselves with the health and safety arrangements that apply to them and their work functions.

Full details of the organisation and arrangements for health and safety will be set out in the remainder of this document.

Signed

Date

Mayor/ Chairman of Wellington Town Council

Responsibilities

The overall responsibility for health and safety rests with the Mayor/ Chairman. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our Policy allocates responsibilities to Colleagues to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury, or loss. The Town Clerk and his support staff are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

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

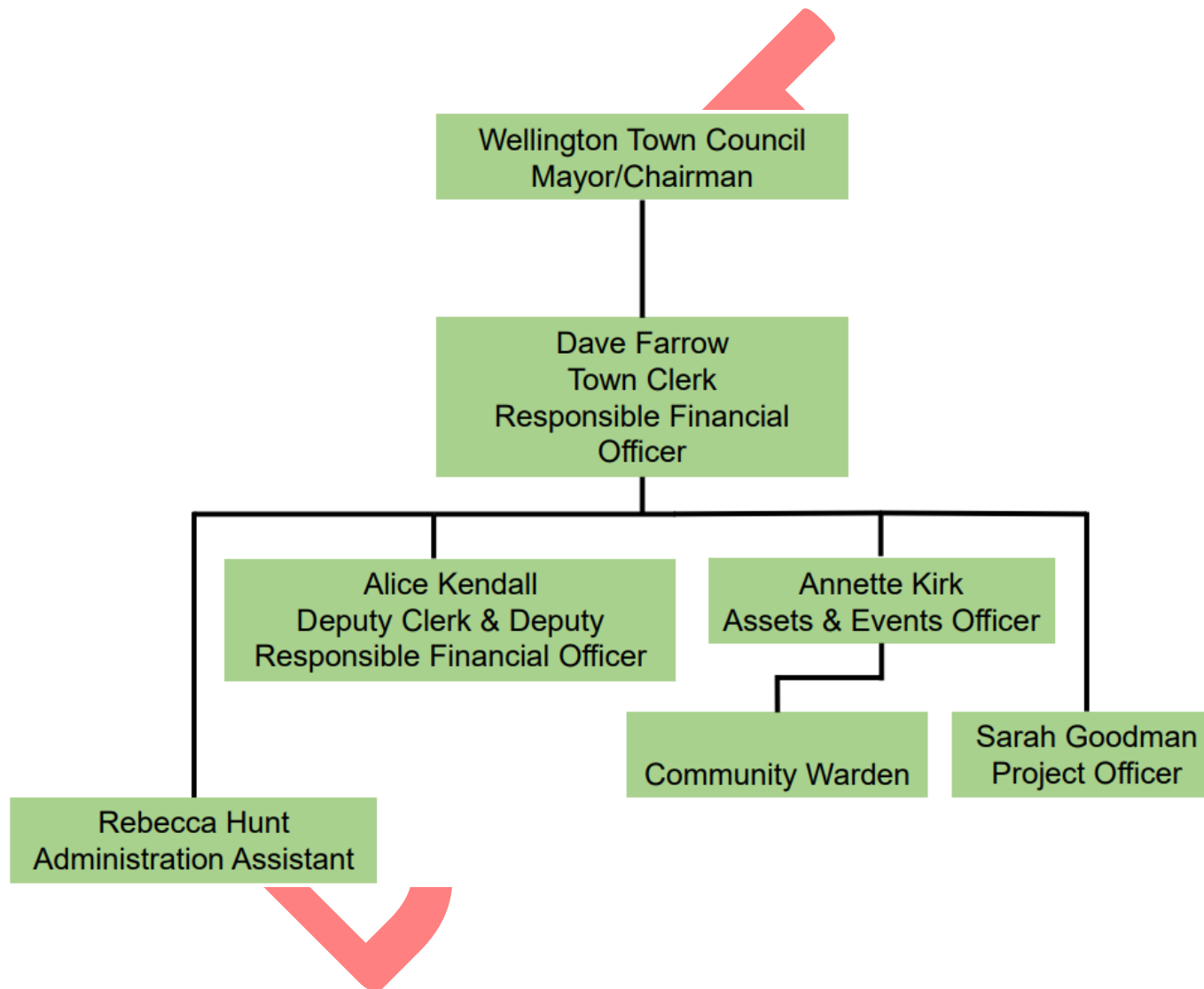
Mayor/ Chairman

Town Clerk

Employees/ Volunteers

WT Consultancy (SW) Ltd

DRAFT



Mayor/ Chairman

- the Mayor/ Chairman has the ultimate responsibility for health and safety matters.
- the Mayor/ Chairman has appointed WT Consultancy (SW) Ltd to advise in health and safety matters.
- the Mayor/ Chairman will provide a lead in developing a positive health and safety culture throughout the organisation.
- the Mayor/ Chairman will ensure that all its decisions reflect its health and safety intentions.
- the Mayor/ Chairman will ensure that adequate resources are made available for the implementation of health and safety.
- the Mayor/ Chairman will promote the active participation of workers in improving health and safety performance.
- the Mayor/ Chairman will review the health and safety performance of the organisation on an annual basis.

Town Clerk

The Town Clerk will, 'so far as is reasonably practicable', ensure that

- they actively lead the implementation of the Health and Safety Policy.
- they supervise staff to ensure that they work safely, providing increased supervision for new and young workers.
- safe systems of work are developed and implemented.
- facilitate risk assessments and ensure that they are completed, recorded and regularly reviewed.
- they communicate and consult with staff on health and safety issues.
- they encourage staff to report hazards and raise health and safety concerns.
- personal protective equipment (i.e. gloves, goggles & hi-visibility tabards) will be provided when required, staff instructed in its use and issue records are kept.
- any safety issues that cannot be dealt with are referred to WT Consultancy for advice.
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- agreed safety standards are maintained particularly those relating to the general office housekeeping.
- health and safety rules are followed by all.
- Supply at least one 'rape/attack' alarm per office.

Health and Safety Advisor

WT Consultancy (SW) Ltd

WT Consultancy (SW) Ltd.'s duties will, 'so far as is reasonably practicable', be:

- to advise the Town Clerk, when required, on health and safety matters.
- to carry out regular office inspections.
- to discuss and advise on matters affecting health, safety and welfare.
- to notify the Town Clerk of all defects, contraventions and non-compliances found and provide a written report.
- to notify the Town Clerk if serious defects are continually not remedied.
- to immediately contact the Town Clerk if situations are found that, in the opinion of the safety consultant, are dangerous enough to warrant the stopping of any operation.

- to advise of safety training requirements for new and existing employees.
- in accordance with the agreed criteria, to carry out investigations into and report on, accidents, dangerous occurrences and near misses.
- to check office documentation is being completed correctly and where necessary to ensure that adequate risk assessments and method statements are available.

Employees & Volunteers

All Employees & Volunteers must:

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

Arrangements

Arrangements Number	Arrangements Title
ARR001	Information, Training, Consultation, Welfare, Working Time, and Lone Working
ARR002	Safe systems of Work
ARR003	Safe Access
ARR004	Work at Height
ARR005	Environmental Protection
ARR006	Work Equipment and Portable Electrical Equipment
ARR007	Driving Motor Vehicles on Company Business
ARR008	Personal Protection Equipment
ARR009	COSHH
ARR010	Asbestos
ARR011	First Aid
ARR012	Fire Safety
ARR013	Office Health and Safety, Visual Display Screens
ARR014	Electrical Work
ARR015	Manual Handling
ARR016	Protection of Young Persons
ARR017	Accidents/Dangerous Occurrence Procedures
ARR018	Smoking Policy, Drugs and Alcohol Policy
ARR019	Misconduct Subject of Disciplinary Procedures
ARR020	Data Protection
ARR021	Biological Hazards
ARR022	Personal Electrical Equipment

Arrangements number	ARR001
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Information; Training, Cooperation, Consultation; Working Time and Lone Working

Health & Safety Information

This policy is available to all employees.

WT Consultancy (SW) Ltd provides us with health and safety guidance, advice, support, and information including training, site inspections, incident investigations and assistance with guidelines and procedures for the implementation of workplace health and safety.

Training

Suitable and sufficient training will be provided to ensure that employees at all levels are:

- Aware of their health and safety duties and responsibilities.
- Competent to operate work equipment.
- Adequately inducted.

Training needs will be identified and provided, as necessary. The training plan and program of competency training will be maintained and implemented throughout the organisation. A training matrix format is maintained.

Recommended training.

Role	Qualification
Mayor/ Chairman	IOSH Leading safely
Town Clerk	IOSH Managing Safely/First Aid at Work
Employees	Safety Awareness/First Aid

Cooperation

Cooperation between parties and coordination of the work are key to the successful management of health and safety.

Consultation

Arrangements are in place for consultation on health and safety matters with employees as required by legislation. Quarterly meetings are held and initiatives from employees for enhancing health and safety in the workplace are encouraged and made through normal management channels. Suggested items for discussion:

- Review of inspection reports
- Accidents/Incidents
- HSE Enforcement action

- Current issues
- Legislative changes
- Review of systems
- Training and Competency
- Review of statistics

In general, the organisation will operate an open-door policy which encourages all staff to raise any concerns or issues with management.

Contractors

All workers working directly or indirectly under the control of the organisation will be required to signify their intention to work to the standards laid down in this Policy, a contractor's form should be completed. Failure to conform to the practices described may result in disciplinary action being taken or contracts terminated by us.

Working Time Regulations 1998

The organisation recognises that where employees work excessive hours, there is a risk to their health and safety. Therefore, procedures will be instigated to ensure that these regulations are fully complied with.

Lone Working

We recognise that those working for the organisation may face additional occupational risks related to lone working and will ensure we identify the hazards associated with lone working, assess the risks involved, and put in place measures to avoid or control the risks.

- We will ensure that lone working risk assessments are undertaken, and control measures introduced to minimise risk.
- We will ensure that all employees who carry out lone or remote work will receive suitable information and training and identify what activities may not be undertaken by one person alone.
- Employees must notify a member of management of any health issues that may limit lone or remote working.
- We will provide adequate systems of communication and ensure that a system of escalating emergency response is in

More details can be found in the employee's handbook

We employ people who may, as part of their duties, have to work alone for all or part of the working period. We identify the risks to which these employees are exposed with the aim of eliminating these risks wherever reasonably practicable and reducing lone working activities to a minimum. Where lone working does take place we identify and implement systems to ensure that safe working and communication exists between the lone worker and the office team.

Arrangements for Securing the Health and Safety of Workers

- Ensuring that all staff are aware of the policy.
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees
- Ensuring that risk assessments are carried out and reviewed regularly.

- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.
- Ensuring that appropriate support is given to staff involved in any incident.
- Providing personal safety equipment, a mobile phone etc. where this is felt to be desirable.
- If, in the course of a trip away from the office, plans change significantly, this should be communicated back to the office.
- Telephone contact between the lone worker and a colleague, may also be advisable.
- Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating minor injuries.
- Occasionally risk assessment may indicate that lone workers need training in first aid.
- Consulting and engaging with workers when developing safe systems of work.

Duties of Employees

Employees will:

- Take reasonable care of themselves and others affected by their actions.
- Follow guidance and procedures designed for safe working.
- Report all incidents that may affect the health and safety of themselves or others and ask for guidance as appropriate.
- Take part in training designed to meet the requirements of the policy.
- Report any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

Arrangements number	ARR002
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Safe Systems of Work, Risk Assessment and Method Statements

Safe Systems of Work

A safe system of work is a procedure that results from a systematic examination of a working process that identifies hazards and specifies work methods designed either to eliminate the hazards or controls or minimise the relevant risks. Safe systems of work should be developed by a competent person i.e., a person with sufficient training and experience or knowledge and other qualities to assist with key aspects of safety management and compliance.

Risk Assessment

Risk assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to the organisation as well as the safety of workers and satisfying legal requirements.

This policy is intended to reduce risks to the health and safety of employees and others who may be affected by the way in which we conduct our business.

Those involved in carrying out the task and who will be involved in the risk assessment process will receive appropriate training.

Arrangements for Securing the Health and Safety of Workers

Elimination of Hazards

The organisation will ensure all hazards will be eliminated, so far as is reasonably practicable. If this is not possible, the remaining risks will either be avoided or reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source.

Assessment of Risk

If hazards cannot be eliminated or risks avoided, an assessment of risks will be carried out by competent people. The following factors will be considered during the assessment.

Likelihood

Whether the likelihood of the harm arising from the hazard is:

1. Rare
2. Unlikely
3. Possible
4. Likely
5. Almost Certain

Severity

Consideration will be made of whether the severity of harm from the hazard is likely to be:

1. Insignificant
2. Minor
3. Moderate
4. Major
5. Catastrophic

Reference will be made to accident book records, *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013* forms (F2508), sickness, ill-health records and any health surveillance records, first-aid records, and incident (near miss) records when reaching this decision.

Those at Risk

Individuals or groups at risk due to the hazard will be considered. This will include employees, the self-employed, members of the public and any other persons.

If vulnerable persons, such as young people, pregnant women, nursing mothers, those with disabilities, lone workers and those working out-of-hours or at remote locations, etc. are likely to be exposed, additional consideration will be given.

The Town Clerk will ensure:

1. Assessments are carried out where relevant and records are kept;
2. Control measures introduced as a result of assessments are implemented, understood and followed.
3. Employees are consulted with, informed of the relevant results and provided with necessary training.
4. Any injuries or incidents are followed by a review of relevant assessments;
5. Employees adhere to safe systems of work.
6. Safety arrangements are regularly monitored and reviewed.
7. Employees identified by the assessment as being at risk are provided with appropriate health surveillance.
8. Special arrangements are made, where necessary, for vulnerable persons.

Employees must ensure:

1. They report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities;
2. They comply with all instruction and training.
3. Their own health and safety are not put at risk when carrying out work activities;
4. They use equipment and machinery in accordance with instruction and training provided;
5. Any problems relating to their work activities are reported to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them;
6. If an employee (individual) believes that a task or condition will endanger either themselves or others, they should cease work and the situation must be immediately reported;

7. The situation will then be reviewed. Consideration will be given to the risk assessment and method statement and the safety impact on the individual and others;
8. The method statement and risk assessment will be updated considering the findings and the system of work will either be confirmed as safe or superseded. If the individual is satisfied with this outcome, they will resume work;
9. Should the individual still be dissatisfied with the system of work, the organisation will provide independent advice from an external source, WT Consultancy (SW) Ltd 01884 675101, who will review against all legislative standards and industry best practice to determine the safety impact of the task or condition.
10. WT Consultancy (SW) Ltd consultant will liaise with the individual and the Town Clerk to consider the disputed working arrangements, recommend any necessary changes and advise the Town Clerk accordingly.
11. Changes to working arrangements will be documented and implemented by the Town Clerk. This may include amendments to internal procedures, work instructions, processes, Risk / COSHH Assessments.
12. Additional levels of training and competence may be required by individuals or further briefings as appropriate.
13. Full details of the eventual, agreed outcome will be forwarded to the individual and suitable records will be maintained.
14. Should the arbitrator uphold the organisation's safe system of work and the individual still refuse to work, the organisation retains the right to implement the disciplinary procedure;
15. The arrangements in place to implement this policy form part of the organisation's day to day operational procedures and as such are reviewed on a continuous basis;
16. Where opportunities for improvement in safety standards or safety problems are identified, they will be dealt with promptly to ensure that they are adequately implemented and clearly briefed to all employees.

Information and Training

Suitable information, instruction and training will be provided to all people involved in the risk assessment process.

Any specific information, instruction and training requirements identified will be provided. A responsible person will also regularly review training requirements and any refresher training required will be provided at reasonable intervals.

Method Statement

The requirement for a written method statement will be dictated by the level of residual risk identified by the risk assessment.

Arrangements number	ARR003
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Safe Access; Safety Signs and Signals

Safe Access

So far as is reasonably practicable, we will ensure that: -

1. Safe and suitable access to and egress from every place of work will be provided and properly maintained to enable all personnel to reach their places of work safely;
2. Every place of work shall be made and kept safe for anyone at work there;
3. No person shall be permitted to access or egress from a place of work that does not comply with these requirements;
4. Every place of work shall have sufficient working space and be so arranged that it is suitable for any person working there;
5. Wherever possible the worksite will be organised so that pedestrians and vehicles are segregated and can move about the area safely;
6. Traffic routes will be suitable for purpose and the vehicles authorised to use them;
7. Traffic routes will be indicated by suitable signs, regularly checked and properly maintained.

Safety Signs and Signals

Where risk assessments have identified a risk, which cannot be removed by any other practicable means, part of the control measures to reduce the risk shall be the use of safety signs that comply with *The Health & Safety (Safety Signs and Signals) Regulations 1996*. They consist of: -

Warning signs	- Yellow triangular signs	e.g., "Moving vehicles"
Prohibition signs	- Red round signs	e.g. "No Smoking", "No Entry"
Mandatory signs	- Round blue signs	e.g., "Children must be supervised at all times"
Emergency signs	- Green rectangular signs	e.g., "First Aid", "Fire Escape Route"
Fire signs	- Red rectangular signs	e.g., "Fire Extinguisher"

Arrangements number	ARR004
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Work at Height

Working at Height

The organisation will take all reasonable steps to provide a safe working environment for all employees who may be required to or may be affected by, working at height activities.

The organisation shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent the fall of persons or materials from height in the workplace. We will require employees and any other people involved in the work activity to co-operate in the implementation of this policy.

When we are required to work at height, we will ensure that the *Work at Height Regulations 2005* are complied with and ensure that:

- All work activities that involve work at height are identified;
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so;
- All work at height will be adequately planned and organised;
- Risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them;
- All the necessary access equipment to facilitate safe access to and egress from the place of work is provided;
- Suitable plant is provided to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary;
- Any working platform and its supporting structures are selected and/or designed in accordance with current industry and legislative standards;
- Regular inspections of all equipment required for working at height are undertaken and recorded;
- Plans for and procedures are prepared for emergencies and rescue.

Ladders: including stepladders, podium steps and hop ups:

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment, carried out under the *Working at Height Regulations 2005*, has demonstrated alternative methods are unsuitable.

When ladders are used, we shall ensure that they are: -

- Used by trained and competent operatives only.
- Subject of an inspection regime with records of inspections maintained.
- Visually inspected by operatives before use.
- Marked with a means of identifying them.
- Class 1 'Industrial' or EN131 ladders or stepladders for use at work and they are a suitable size for the work.

- In good condition and free from defects.
- Secured against movement.
- Pitched out to a 75° angle (4-1) with the reinforcement under the rungs;
- Rise at least 1 metre above a landing place.
- Free from obstruction at their base area.
- Used by only one person at a time.

Operatives will: -

- Maintain three points of contact at all times.
- Not use the top 3 rungs when used as a work platform.
- Not 'overreach'.
- Not carry materials or tools when ascending or descending ladders.

When step ladders, podium steps and hop ups are used they will be: -

- Suitable and sufficient for purpose.
- Of industrial quality.
- Used on safe, level ground.
- Used for short duration and light work.
- Properly 'set up' and not inclined against walls etc.
- Operative not to use top 2 steps on step ladders or to overreach on any equipment.

Arrangements number	ARR005
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Protection of the Environment

Environmental Policy

In recognition that our activities have an impact on the environment and our commitment to improve our environmental performance and minimise harmful effects on the environment, we aim to reduce waste, increase recycling, and use energy saving LED lighting wherever possible. Employees will be informed on all environmental aspects and issues as they affect our undertaking.

In this respect, The organisation will:

- Appoint someone to take overall responsibility for championing environmental initiatives within the workplace.
- Work out the best options available for recycling and disposal.
- Ensure that all waste is stored and disposed of responsibly.
- Ensure that there is conversation around environmental concerns.

Arrangements number	ARR006
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Work Equipment and Portable Electrical Equipment

Work Equipment

Work equipment will be suitable and sufficient for purpose and comply with the *Provision and Use of Work Equipment Regulations 1998*. In particular we will:

- Maintain equipment in an efficient state, in efficient working order and in a good state of repair.
- Ensure that all equipment and plant shall be inspected as required with records of inspections maintained.
- Ensure the use of any equipment will be restricted to persons who have received adequate training, information, instruction and supervision as necessary.
- Ensure that persons are protected against dangerous parts of machinery.
- Ensure that equipment will only be used in a stable or stabilised condition.
- Suitable and sufficient lighting to be available if necessary.
- Ensure employees are not carried on mobile work equipment unless it is so designed and equipped i.e. cherry pickers

Portable Electrical Equipment

The term "portable" is not restricted to equipment which is normally moved around; it refers to all equipment which can be attached to an electrical system by a cable and plug.

In general, portable electrical equipment will be tested every two years. We shall appoint a competent person who will undertake the inspection and testing of all items of company equipment. An up-to-date register will be maintained where the inspection and testing of company portable equipment is carried out.

- Visual inspections by the user: Daily or before use of all hand-held tools - including plugs and sockets cables, etc.
- Wherever possible, persons using items of privately owned electrical equipment in a company building should ensure that each item is inspected and tested for electrical safety.

Arrangements number	ARR007
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Driving of Motor Vehicles on Company Business

Company Cars, Vans, and Lorries

- Drivers will comply with the Road Traffic Act 1974, all subordinate legislation and the Highway Code.
- Only people with full driving licenses will be permitted to drive that class of vehicle.
- Driving licenses will be checked annually using the DVLA website for anyone driving on company business.
- All employees are required to report any driving convictions or points on their license.
- A system of recording accidents/incidents will be established to identify training needs.
- Training will be provided where a need is identified.
- All employees who use their own vehicles on company business are required to provide evidence of insurance that covers such use.
- No vehicles will be used in an un-roadworthy condition.
- All vehicle defects will be reported immediately.
- Mobile telephones will not be used whilst driving.
- No one will drink alcohol; take drugs or medication which could affect their ability to drive.
- Drivers and passengers will not smoke in company vehicles.
- Where supplied the driver will be responsible for the inspection and restocking of the First Aid kit.
- In the event of a breakdown on a motorway, the driver should not undertake repairs / wheel changing themselves on the hard shoulder and should remain out of the vehicle well away from danger of being hit by traffic, until emergency/recovery vehicle arrives.

Arrangements number	ARR008
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Personal Protective Equipment

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

The organisation's policy is to provide suitable PPE as appropriate ('CE' marked and comply with the *Personal Protective Equipment Regulations 2002*), to ensure it is properly maintained and that employees are provided with adequate information, instruction and training in its use and storage.

The organisation will, in consultation with workers and their representatives:

- Ensure PPE requirements are identified when carrying out risk assessments.
- Use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary.
- Carry out an assessment to identify suitable PPE.
- Ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately.
- Ensure PPE is available to all staff who need to use it.
- Provide adequate accommodation for correct storage of PPE.
- Provide adequate maintenance, cleaning, and repair of PPE.
- Inform staff of the risks their work involves and why PPE is required.
- Train staff in the safe use and maintenance of PPE.
- Review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees are responsible for safeguarding such items, reporting defects and using the equipment as instructed.

Arrangements number	ARR009
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Control of Substances Hazardous to Health Regulations (COSHH) 2002

Many people are exposed to a variety of substances at work which can, under some circumstances, have a harmful effect on their health. These are called 'hazardous substances'. If exposure to a hazardous substance is not properly controlled, it may cause ill health in a number of ways. The substance may cause harm by:

- too much being taken into the body through breathing.
- being absorbed through the skin.
- being swallowed; or
- acting directly on the body at the point of contact, e.g. the skin.

Some illnesses caused by exposure to hazardous substances in the workplace (occupational diseases) may not appear until a long time after the first exposure. Therefore, it is important to know in advance how to protect the health of people working with hazardous substances and also of other people who may be affected by the work being carried out.

When using substances, we shall: -

Step 1 Having consulted the safety data sheet (SDS) carry out a COSHH risk assessment for all substances used in or created by workplace activities.

Step 2 Decide what precautions are needed. We shall not carry out work which could expose our employees to hazardous substances without first considering the risks and the necessary precautions, and what else we need to do to comply with COSHH.

Step 3 Prevent or adequately control exposure. We shall prevent our employees being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then we shall adequately control it.

Step 4 Ensure that control measures are used and maintained properly and that safety procedures are followed.

Step 5 Monitor the exposure of employees to hazardous substances, if necessary.

Step 6 Carry out appropriate health surveillance where our assessment has shown this is necessary or where COSHH sets specific requirements.

Step 7 Prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances, where necessary.

Step 8 Ensure employees are properly informed, trained and supervised.

Arrangements number	ARR010
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Asbestos Containing Materials

It is the policy of the organisation to ensure that, as far as is reasonably practicable, no persons are exposed to asbestos containing materials (ACMs) that may be present in any of the properties it owns, occupies or maintains.

The organisation acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons from these hazards. This will be achieved by minimising exposure through the management of ACMs in the workplace premises following Asbestos Management Surveys for all of the properties we occupy.

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Arrangements number	ARR011
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

First Aid

First Aid arrangements shall be in compliance with *First Aid Regulations 1981 (amended 2013)* and the Approved Code of Practice.

Offices will be provided with a sufficiently stocked first aid kit. The kit will contain (at least) the scale of equipment in accordance with the Regulations. Employees shall be advised of the arrangements which shall be included in the induction process.

All drivers on company business will have access to a travel first aid kit.

It is noted that there are diseases, which may be transmitted through body fluids, including HIV virus (Aids) and Hepatitis B. During any first aid treatment, care will be taken to avoid the injured person's blood by wearing suitable gloves.

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Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Fire Safety

Fires can and do kill, injure, and cause serious human suffering and financial loss. The organisation has a legal responsibility for carrying out a fire risk assessment. This includes identifying the risk of arson and acting to reduce it. This must be completed in accordance with the Fire Safety Order (Regulatory Reform) 2005 requirements. By doing this we can protect our business, the jobs and safety of our employees, our stock, our premises and the services we provide. Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone on the premises is able to escape to a place of total safety easily and quickly.

The risk assessment that is initiated will ensure that the fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, and the risk assessment should identify any issues that need attention.

Office Emergency Procedures

- A risk assessment will be completed under the Regulatory Reform (Fire Safety) Order 2005;
- A Fire Warden will be appointed and receive appropriate training for the task;
- All staff will be instructed in the 'emergency evacuation' procedures;
- Emergency evacuation drills will be carried out and recorded;
- Alarms and Firefighting equipment will be serviced and maintained;
- Fire and emergency evacuation instructions will be posted in conspicuous positions;
- Visitors will be 'booked' in and out and escorted from the office in the event of an emergency;
- Fire hazards will be minimised by: -
 - keeping fire doors closed.
 - keeping fire extinguishers in place.
 - keeping paper and other flammable materials to a minimum.
 - A 'no smoking' policy in conformance with the Smoke-free (Premises and Enforcement) Regulations 2006.
- Personnel trained in First Aid to be available on premises at all times;
- Fully equipped first aid container, eye wash, etc. shall be available on premises at all times;
- Details of First Aider identity and the location of the first aid kit will be included within office induction;
- Telephone numbers and details of emergency services to be exhibited.

Arrangements number	ARR013
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Office Health and Safety | Visual Display Screens

Office Health and Safety

All office staff shall assist in minimising the risk of accidents, ill health and fire within the office environment. Hazards will be minimised by: -

- Properly storing materials.
- Protecting against or eliminating trailing electrical cables.
- Closing filing cabinet drawers.
- Keeping staircases and fire exits clear and unobstructed.
- First aid and Fire emergency procedures will be displayed and fire drills conducted at regular intervals.
- Where there is a risk of injury from manual handling, a suitable and sufficient risk assessment will be carried out and appropriate procedures established.
- Chemical hazards will be subject of COSHH assessments.
- Electrical hazards will be minimised by ensuring: -
 - that all cables and connections are maintained in good condition.
 - Equipment is properly earthed and correctly fused.
 - Sockets are not overloaded.
 - Water kept away from electrical installations;
 - Electrical equipment shall be subject to regular checking every 12 months.

Visual Display Screens

Risk Assessments will be completed and should cover the following points:-

- Workstation must have adequate lighting without glare or distracting reflections.
- Adequate space to be provided to allow postural changes and leg room.
- All work stations should be tailored to suit individual operators and records of training kept.
- Equipment provided must be appropriate to the task.
- Work surfaces must allow for flexible arrangements.
- Work chair to be adjustable and have 5 points of contact with the floor.
- Footrest to be provided if required.
- User to take frequent short breaks away from the screen area.
- Eye sight test to be provided at request of user.
- Damaged or faulty equipment will be taken out of use and reported to management.

WT Consultancy can carry out individual risk assessment while on site, a DSE assessment form is available on request

Arrangements number	ARR014
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Electrical Work

The *Electricity at Work Regulations 1989* applies wherever electricity may be encountered. The Regulations are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosion or arcing, or from fire or explosion initiated by electrical energy.

We shall take appropriate measures to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant people will be made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of other persons, as low as reasonably achievable.

Competent Persons

Persons carrying out the testing and/or repair of electrical equipment, or its associated connections must have appropriate technical knowledge, training and information to enable them to work safely. Persons who are not thus qualified may work with electrical equipment provided suitable and sufficient supervision by a competent person is provided.

General guidelines for competence are set out below:

- Practical experience of working with electricity and an adequate knowledge of hazards.
- Knowledge of current safety standards and a clear understanding of the precautions required to avoid danger.
- The ability to recognise whether it is safe for work to continue, particularly in respect of unfamiliar equipment and unfamiliar locations.

Arrangements number	ARR015
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Manual Handling

The organisation will endeavor to provide employees and subcontract personnel with a safe and healthy working environment and recognises the importance of implementing the *Manual Handling Regulations 1992*. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the Regulations and training will be given. All personnel are to:

- Avoid hazardous manual handling activities so far as is reasonably practicable.
- Assess any hazardous manual handling activities that cannot be avoided.
- Reduce the risk of injury, so far as is reasonably practicable.
- Provide or obtain information on the load to be handled.
- When considering how to deal; with manual handling activities, we will ensure that the below factors are addressed:-
 1. The task (T)
 2. Individual capacity (I)
 3. The load (L)
 4. The working environment (E)
 5. Other factors that may affect the activity, and
 6. Make full and proper use of handling aids.
- Inform the Town Clerk of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner.
- Inform the Town Clerk immediately of any injury incurred through manual handling.

Arrangements number	ARR016
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Protection of Young Persons

A 'young person' is someone who is under 18 years of age. We will ensure that where a young person is employed, a specific risk assessment of them will be made before they are permitted to commence work.

A 'child' is someone who is not over compulsory school age. We will ensure that where a Child is employed, the content and conclusion of the risk assessment will be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation will be involved in the assessment process.

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Arrangements number	ARR017
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Accidents & Dangerous Occurrence Procedures

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

Examples of RIDDOR reportable incidents are;

- accidents resulting in the death of any person.
- accidents resulting in specified injuries to workers.
- non-fatal accidents requiring hospital treatment for non-workers.
- dangerous occurrences.

For full list of **specified injuries** and **dangerous occurrences** see RIDDOR 2013 legislation at; <https://www.legislation.gov.uk/uk/sj/2013/1471/contents/made>

WT Consultancy will provide assistance with any RIDDOR claims or advise on any situation thought to be RIDDOR reportable.

Arrangements number	ARR018
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Smoking Policy

We will conform to the requirements of the *Public Health, Smoke-free (Premises and Enforcement) Regulations 2006*. Smoking will not be permitted in the organisation's offices, buildings, premises that are enclosed or substantially enclosed or vehicles. Statutory Signs that conform to these Regulations will be displayed within all of our buildings over which we have control or responsibility. All our employees and visitors will be informed of this policy.

Drugs and Alcohol

- Whilst most people who drink alcohol do so in moderation and with sensible regard for the consequences, there is a significant minority whose drinking brings harm to their own lives or the lives of family, friends and colleagues. Similarly, the use of drugs for non-medical reasons can disrupt such relationships and may be illegal.
- The organisation is concerned about the damage such a condition may cause to the health and work performance of the individual, together with the possible effects this may have on the health and safety of employees, volunteers, and members of the public.

Arrangements number	ARR019
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Misconduct Subject of Disciplinary Procedures:

Disciplinary procedures may be instigated in respect of any member of staff who commits any of the below acts of misconduct: -

- Demonstrates symptoms of drug or alcohol abuse.
- Smokes in our buildings, offices and vehicles whilst at work.
- Engages in horseplay, aggression, acts of violence, harassment, sexual or abusive behavior.
- Damage to, or abuse of, safety equipment.
- Removal of safety devices without authority.
- Smokes or uses naked lights in prohibited places.
- Abuse of welfare amenities.
- Removal of materials and equipment from an office without authority.
- Giving false information to obtain employment or during enquiries or investigations into accidents or occurrences.
- Failure to report defective equipment or hazardous situations and operations.
- Failure or refusal to wear personal protective equipment.

Arrangements number	ARR020
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Data Protection:

Employee personal information collected by the organisation will be stored in a secure facility with restricted access.

Information regarding an employee's personal health may be shared with parties in the interests of health and safety.

Information will be kept up to date.

Access to your personal data is possible by arrangement with the organisation.

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Arrangements number	ARR021
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Biological hazards

Information

Covid 19, Legionella, Norovirus, Salmonella, E coli etc.

Most people infected experience mild to moderate illness and recover without requiring special treatment. There are, however, fewer instances where illnesses are far more serious and can result in fatality.

It is our collective responsibility to adapt, and adopt our normal working behavior to safeguard ourselves, our colleagues and our families. Following the arrangements hereafter, we can support one another in continuing our operations, and maintaining a healthy workplace.

Work Area

Good hygiene disciplines, the use of hand sanitisers and ensuring food waste is not placed in office wastepaper bins.

Shared break facilities

Food products to be refrigerated and used within the best before dates, food products to be contained and segregated from other foods, food spillages and waste to be correctly dealt with. Good personal hygiene to be observed at all times.

Toilets.

It is compulsory to wash your hands after visiting the toilet, hand dryers and disposable paper towels to be used. No cotton towels to be used on site to reduce the risk of cross contamination

If you feel something isn't right:

We must all feel safe at work, and confident that we are not being exposed to anything that may adversely affect our health. If you feel that the work is not planned, implemented, or maintained measures that suitably protect each and every worker, everyone is invited to firstly raise your concerns with the Town Clerk. If this is not resolved to your satisfaction you should escalate to the Mayor/ Chairman.

Arrangements number	ARR022
Issue date	18/02/2022
Written by	WT Consultancy
Authorised by	Mayor/ Chairman
Actioned by	Town Clerk

Personal Electrical Equipment

Personal electrical equipment is defined as any electrical equipment owned by a member of staff, contractor, or visitor.

This organisation will take reasonable steps to reduce the hazards and subsequent risks associated with employees using personal electrical equipment.

- The leads and plugs of electrical equipment, or sometimes the equipment itself, can be damaged with use which may result in an electric shock.
- Damaged equipment can cause fires that can lead to death or injury to others.

The organisation recognises that with the ever-increasing pace of technology and for many personal reasons including personal safety, employees, contractors and visitors may wish to bring certain personal electrical devices to work.

Members of staff are permitted to bring in and use the following personal equipment:

- Mobile/smart phones and chargers
- Digital organisers and chargers
- Laptops and tablets

Employees, visitors, and contractors are not permitted to bring into the organisation any other privately owned electrical equipment that requires a mains power supply to run. Employees, visitors and contractors found with any items of electrical equipment which are not allowed will be asked to remove the equipment from the premises.

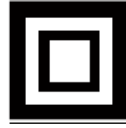
Employees, visitors and contractors may be required to bring in personal/company owned, work-related equipment. The equipment must be required for carrying out their work at the organisation, types of privately-owned personal equipment permitted for use must be checked to must ensure that it is in a safe condition by verifying the following:

- The plug or adaptor is for a UK socket;
- The cable and body of the equipment and/or charger do not show any signs of damage;
- All UK plugs are marked BS 1363;

AND

- The equipment or charger displays the following symbols:

Class II (Double insulation)



European Standards Mark



Contractors must have their equipment PAT tested regularly to demonstrate that it is in a safe condition. They are also responsible for carrying out visual inspections of their equipment between tests. Equipment that has not been PAT tested or equipment which is faulty or non-compliant must not be brought on site.

Any defects or damage spotted by employees, visitors and contractors must be reported to management as soon as possible.

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