



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744 E-mail: bognortc@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that a Meeting of the Policy and Resources Committee of the Bognor Regis Town Council will be held at The Yard at The Track, Bognor Regis Station, Station Road, Bognor Regis, PO21 1QF at 6.30pm on MONDAY 27th SEPTEMBER 2021

All Members of the Policy and Resources Committee are HEREBY SUMMONED to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

An opportunity will be afforded to Members of the Public to put Questions/Statements to the Committee during an adjournment shortly after the meeting has commenced (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.)

PLEASE NOTE THE VENUE

DATED this 20th day of September 2021

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Chairman and Apologies for Absence
2. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be

exercising their right to speak on this matter under Public Question Time

3. To Approve the Minutes of the Meeting held on 2nd August 2021
4. ADJOURNMENT for public question time and statements
5. Clerk's report from previous Minutes
6. To review Terms of Reference and make any recommendations on proposed changes to the Town Council including: -
 - Planning and Licensing Committee
7. To receive the Town Force Report
8. To receive the notes of the Heritage Partnership Board meeting held on 14th September 2021
9. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the BID Management Board
10. To note that a Joint Action Group (JAG) meeting is to be held on 23rd September 2021
11. To receive and if acceptable recommend to Council the following updated documents: -
 - Constitution
 - Business Continuity Plan
 - Complaints Procedures Policy
 - Customer Care Policy
 - Equality Policy
 - Facebook Policy
 - ICT Website Policy
 - Procurement Policy
 - Social media Policy
 - Volunteers Policy
 - Training Policy (new)
12. To receive the report from the Health & Safety Inspection of the Town Council offices undertaken by Ellis Whittam on 6th September 2021
13. To note expenditure funded from EMR for extra security for the Book Day event, taken under delegated authority due to the urgency of the situation
14. To receive an update regarding the Bathing Machine
15. Rolling Capital Expenditure - to ratify expenditure of £2,545 plus VAT for a Dell T340 based server
16. To note the revocation of the temporary amendments to the adopted Standing Orders (based on the NALC model) as required by the now expired Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020
17. Financial Reports including: -
 - To note Committee I&E Reports for the months of [August](#) 2021 - previously copied to Councillors. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, **click on 'Our Council', then 'Financial Information'**, where these documents can be accessed by clicking the appropriate box at the bottom of the page)
 - To note verification of bank reconciliations with the Town Council's Current account and **Mayor's** Charity account for the months of July and August 2021, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's **Financial** Regulations

18. Correspondence
19. To resolve to move to Confidential Business (SO. 3d) - (contractual)
20. To note any recommendations from the Joint Consultative Sub-Committee (Staffing) Meeting held 7th September 2021
21. Town Force: Note of outstanding debtors

Agenda items 20 & 21 will contain confidential items and require a resolution to exclude public & press.



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 2nd AUGUST 2021

PRESENT: Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard (from Min. 37 and exc. Min 52), J. Erskine, H. Jones, S. Reynolds (exc. Min. 52) and W. Smith

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
0 members of the public

The Meeting opened at 6.30pm

30. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement.

Apologies for absence were received from Cllrs: S. Goodheart due to annual leave and P. Woodall for personal reasons.

No apologies had been received from Cllr. Cunard. A Member reported that Cllr. Cunard was en route, and he subsequently joined the meeting for Agenda item 8, apologising for his lateness.

31. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 23 as an employee of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when Agenda item 23 was discussed

32. TO APPROVE THE MINUTES OF THE MEETING HELD ON 28th JUNE 2021

The Committee RESOLVED to APPROVE the Minutes of the Meeting held on 28th June 2021 and these were signed by the Chairman.

33. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

As there were no public present, the Chairman moved to the next Agenda item.

34. CLERK'S REPORT FROM PREVIOUS MINUTES

34.1 19th January 2021 - Min. 213.2 - Grant Aid Earmarking
Following the Committee's decision at the January meeting regarding any requests received from event organisers that Grant Aid for their 2021 event be earmarked again until 2022, the organisers of the Bognor Regis Kite Festival and Rox have had such requests approved.

34.2 26th October 2020 - Min. 166.2 - Attendance at NALC Conference 2020
Members were reminded that a place had been booked for Cllr. Goodheart to attend the NALC conference on 17th March 2020 but this had been cancelled due to the pandemic. The charge of £224.14 for the ticket was held by NALC, on account, in the hope that the event would be rescheduled. However, this has not happened and therefore, the sum is to be returned to the Town Council.

34.3 28th June 2021 - Min. 19 - Fishermen's Huts
As instructed at the last meeting, a letter was sent to both the Director of Place and the Director of Services at ADC seeking clarity on the legal

ownership position. A response had been received advising that the District Council was still in the process of establishing the legal ownership, and in a follow up email, the Director of Place had given assurances that ADC will share what they find before any decisions are taken.

35. TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- Events, Promotion and Leisure Committee
- Allotments Sub-Committee
- Community Engagement and Environment Committee
- Bognor Regis in Bloom Working Group
- Beach & Sea Access Topic Team
- Youth Provision Steering Group
- Climate Emergency Focus Group

The Deputy Clerk's report was NOTED.

The Committee unanimously RESOLVED to RECOMMEND to Council that the Terms of Reference, listed above, be adopted with no amendments.

36. TO RECEIVE THE TOWN FORCE REPORT INCLUDING CONSIDERATION OF THE TOWN COUNCIL FUNDING REMOVAL OF NON-OBSCENE/NON-RACIST GRAFFITI FROM WSCC OWNED ASSETS – MIN. 12.2

The Town Force Manager's report was NOTED.

Members unanimously RESOLVED for the Town Council to take on responsibility for removing graffiti from WSCC assets that do not meet the County Council's threshold for being obscene or racist, noting that the funding of any such activity would be determined by the Town Clerk in liaison with the Town Council's Accountant.

Cllr. Cunard arrived at the Meeting and at the invitation of the Chairman advised that he wished to declare a Disclosable Pecuniary Interest in Agenda item 23 as the tenant of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when Agenda item 23 was discussed

37. TO NOTE THE JOINT ACTION GROUP (JAG) MEETING HELD ON 19th JULY 2021

The Projects Officer's report, including confirmation that notes from the meetings could be made available to Members, was NOTED.

38. TO CONSIDER ANY RECOMMENDATION TO COUNCIL ON THE ADOPTION OF A NEW CODE OF CONDUCT, FOLLOWING THE REPORT CIRCULATED FOR THE PREVIOUS MEETING - MIN. 23 REFERS

The Town Clerk's report was NOTED and, following a brief debate, Members unanimously AGREED to RECOMMEND to Council the adoption of the LGA Code of Conduct with the inclusion of the Town Council's current Code of Conduct Appendices 1 to 5.

39. TO CONSIDER SUPPORTING NALC'S CAMPAIGN FOR THE GOVERNMENT TO ALLOW PARISH COUNCILS TO MEET REMOTELY

The Town Clerk's report was NOTED.

Members expressed their support for the ability to hold remote meetings and comment was made that the streaming of the meetings had greatly increased public engagement. It was also commented that as no one knows what the future may hold, it would seem sensible to retain as much flexibility as possible.

A Member stated that he felt that a "hybrid" system would be preferable to allow those that wished to meet in person to do so but allowing inclusion of those who were not able to physically attend.

Following the debate, it was unanimously AGREED that a letter should be written to Rt. Hon. Nick Gibb MP supporting the continued ability for Town and Parish Councils to meet remotely.

40. TO CONSIDER THE REQUEST FROM THE BOGNOR REGIS SEAFRONT LIGHTS TO USE THEIR GRANT AID 2020 AWARD FOR AN ALTERNATIVE USE

The Town Clerk's report was NOTED, and Members unanimously AGREED that the BRSFL organisers may retain their Grant Aid 2020 award of £2,500 to fund fireworks off the Pier on both the Saturday and Sunday night of the August 2021 Bank Holiday weekend.

41. TO CONSIDER A REQUEST FROM SOUTH COAST SPORTS FOR EMERGENCY FUNDING OF £2,064 FOR ACTIVE TOTS PROGRAMME

The Town Clerk's report was NOTED.

An update was provided, advising that in response to an enquiry from Officers, the organisers of the programme had stated that it was their intention to expect all of the families to come from the Bognor Regis area.

However, Members noted that the Bognor Regis area could in fact incorporate the parishes that boundary the 5 wards.

It was also noted that any agreement would be match funding utilising Youth Provision Earmarked Reserves, set aside for match funding.

Following the debate, it was RESOLVED to release funding of £2,064 from the Youth Provision Earmarked Reserves to assist South Coast Sports with the Active Tots programme on the condition that details are provided after the event of the actual number of families attending from the 5 wards of Bognor Regis that this funding would support.

42. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. M. STANLEY AND REFERRED TO THIS COMMITTEE BY COUNCIL (MIN. 53 REFERS)

Cllr. Stanley as the proposer read his Motion to Members as follows:

“This Council supports the principle of 16yr old’s being given the opportunity to vote and agrees to write to the relevant minster and the local member of parliament requesting the due consideration is given to lowering the legal voting age to 16. This Council urges swift action is taken on this matter with a view to 16yr old’s being given the opportunity to vote at the 2023 local elections.”

Cllr. Stanley spoke for his Motion and informed Members that in Scotland and Wales the age for voting was already 16 years of age and went on to refer to other activities that 16-year old’s may undertake including working and paying taxes. Cllr. Stanley therefore felt that if an individual was old enough to pay taxes, then they should be entitled to vote to influence how these monies are used.

The Motion was debated with differing views about the merits of any change with another suggestion of supporting mandatory voting expressed.

Following the discussion, Cllr. Stanley requested a Recorded Vote (S.O. 3v refers) with the results as follows: -

<u>In Favour of Supporting the Motion</u>	<u>Against supporting the Motion</u>	<u>Abstention</u>
Cllr. Barrett	Cllr. Cunard	
Cllr. Erskine	Cllr. Reynolds	
Cllr. Jones	Cllr. Smith	
Cllr. Stanley		

The Motion was therefore carried, and it was AGREED to write to the relevant Minster and the local Member of Parliament requesting that due consideration is given to lowering the legal voting age to 16, urging swift action on this matter with a view to 16-year old’s being given the opportunity to vote at the 2023 local elections.

43. TO RECEIVE A REPORT ON PROMOTIONS TRAINING - MIN. 6.3 REFERS

The Civic & Office Manager's report was NOTED, including the confirmation that five seaside towns, similar in size to Bognor Regis, had been contacted to ask if they would be interested in a Zoom meeting to discuss ways to promote Tourism. It was NOTED that two Council's had responded to express an interest and it was subsequently AGREED to arrange a Zoom session with those Council's.

44. TO CONSIDER A POLICY FOR AGREEING CHANGES TO THE DATES OF SCHEDULED MEETINGS - MIN. 6.6 REFERS

The Town Clerk's report was NOTED, and Members subsequently REJECTED the proposal that a policy should be prepared for changes to published meetings dates.

45. TO CONSIDER THE APPOINTMENT OF RESERVE MEMBERS TO COMMITTEES - MIN. 6.6 REFERS

The Town Clerk's report was NOTED, and following a brief debate, Members unanimously REJECTED the proposal for the appointment of Reserve Members to Committees.

46. TO CONSIDER A CHANGE OF POLICY TO PERMIT COMMITTEES TO APPOINT THEIR CHAIRMAN AND VICE-CHAIRMAN RATHER THAN COUNCIL NOTING THAT THIS WOULD REQUIRE A CHANGE TO THE STANDING ORDERS - MIN. 8.1 REFERS

The Town Clerk's report was NOTED.

It was commented that from the training that had been undertaken the previous week, it appeared that if the process were to change then the Mayor would have to be present at the first Meeting of each Committee to over see the election of the Chairman and Vice-Chairman.

Cllr. Smith left the Meeting

Following a debate about the benefits and disadvantages of both methods of appointment, it was AGREED to defer any decision and ask that the Town Clerk make further enquiries about the issue of the Mayor having to be in attendance. The matter should then be referred back to this Committee which will still be in plenty of time to enact any changes to the Standing Orders prior to the Annual Meeting of the Town Council in May 2022.

47. TO CONSIDER THE COMMISSIONING OF A NEW TOWN CRIER'S REGALIA FOR THE QUEEN'S PLATINUM JUBILEE CELEBRATIONS IN JUNE 2022

The Civic & Office Manager's report was NOTED, and it was RESOLVED to commission a new Town Crier's regalia for the Queen's Platinum Jubilee celebration with a budget of up to £1,500 released from the Town Crier Earmarked Reserves to fund the expenditure.

Cllr. Smith returned to the Meeting

48. TO NOTE THE DISBANDING OF THE JOINT ARUN AREA COMMITTEES BY WSCC

The Deputy Clerk's report, and Appendix, were NOTED.

Opinion was expressed by a Member that this course of action should have happened sooner as he felt that the Committees had become a vehicle for debate with little delivery. The Member suggested that it would be more productive if the County Councillors for Bognor Regis could attend the Full Council Meetings and provide the important link between the Town and County Councils.

A Member stated that whilst he was not adverse to looking at different models for engagement, he was disappointed that this could be on a District wide basis, as the communities that make up Arun District are different and diverse and more focused engagement was preferable.

49. ROLLING CAPITAL EXPENDITURE

The Town Clerk's report was NOTED and Members subsequently unanimously RATIFIED expenditure of £1,333.33 plus VAT for a new mower.

50. FINANCIAL REPORTS INCLUDING: -

50.1 To note Committee I&E Reports for the month of June 2021 - previously copied to Councillors
Members NOTED receipt of the financial reports for the month of June 2021.

50.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the month of June 2021, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations
The verification of bank reconciliations as detailed was NOTED.

51. CORRESPONDENCE

The Committee NOTED receipt of correspondence as detailed in the lists.

Cllrs. Cunard and Reynolds redeclared their Disclosable Pecuniary Interest in Agenda item 23 and left the Meeting

52. PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

The Director's report as published was NOTED and actions taken, including any expenditure as detailed, were RATIFIED.

Cllrs. Cunard and Reynolds rejoined the Meeting

53. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (CONTRACTUAL)

The Committee RESOLVED that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda items 25 and 26 (contractual and staffing).

54. TO NOTE ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETINGS HELD 29th APRIL AND 2nd AUGUST 2021

The Town Clerk gave a verbal report from both Meetings which was NOTED, and actions taken, including any expenditure as detailed, were RESOLVED.

55. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee NOTED the list (confidential).

The Meeting closed at 7.23pm

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 27th SEPTEMBER 2021

AGENDA ITEM 6 - TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- Planning and Licensing Committee

REPORT BY THE DEPUTY CLERK

FOR DECISION

BACKGROUND

The Council's Terms of Reference for both Council and various Committees are reviewed on an annual basis. Each Committee considers their Terms of Reference at the first meeting after the Annual Town Council Meeting and makes recommendations to the Policy and Resources Committee of any amendments they wish to make. The Policy and Resources Committee consider any amendments and then recommends approval of the Terms of Reference for each Committee to the Council. Members are therefore invited to receive the following:

PLANNING AND LICENSING COMMITTEE

A copy of the Terms of Reference recommended at the Committee Meeting held 31st August 2021 (Min. 6) is attached for consideration at Appendix 1.

DECISION

Members are invited to review the Terms of Reference as detailed in Appendix 1 and RECOMMEND TO COUNCIL that this be adopted subject to any additions that the Committee may feel appropriate and agreed upon at this meeting.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

PLANNING AND LICENSING **COMMITTEE**

Adopted by the Council at its Meeting held on 1st July 2019

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: PLANNING AND LICENSING COMMITTEE

9 Members of the Authority

Quorum = 3

Introduction

The Planning and Licensing Committee shall exercise the function of consideration of all planning and licensing applications submitted to the Council by the local planning and licensing authorities and shall authorise the Clerk to submit to such authorities the observations, recommendations or objections of the Committee on all such applications. Where a meeting of the Committee is not quorate, Councillors who are members of the Committee may consider such applications and a note of their views shall be made available to the Clerk who shall inform the planning and licensing authorities accordingly under delegated authority.

Function of Committee Column 1	Delegation of Functions Column 2
<p>1 Planning and Development Control</p> <p>To make observations on all Principal Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations, gypsy & traveller consultations</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>2 Referring any Planning enforcement issue to the principal Council</p>	<ul style="list-style-type: none"> • Town Clerk
<p>3 To make observations on all planning aspects and licensing aspects of waste applications or mineral applications</p>	<ul style="list-style-type: none"> • Committee
<p>4 To comment on Tree Preservation applications or the making of Orders</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>5 To make observations on Planning/ Housing/ Licensing consultation documents from the Principal Council or other bodies</p>	<ul style="list-style-type: none"> • Committee, except Local Plan and strategic Regeneration sites which are reserved for Council
<p>6 To make observations at the time of planning appeals/ planning inquiry's/ development control meetings/ licensing hearings and to authorise witnesses on behalf of the Council</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>7 To make observations on Hazardous Substance applications</p>	<ul style="list-style-type: none"> • Committee
<p>8 Responding to consultations from adjoining parishes</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>9 Making observations on applications for amendments to planning and other related consents previously granted by any authority</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>10 Making observations on applications for the discharge of conditions in respect of planning permissions and other</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after

related consents issued by the Principal Council	consultation with Members
11 Making observations on applications and other actions in relation to hedge rows	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
12 Making observations on applications and other matters under the Licensing legislation	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
13 Making observations on street naming or numbering	<ul style="list-style-type: none"> • Committee
14 Making observations on highways consultations including all on-road issues including on street parking, and Tourist Direction Signs	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
15 Consent when required for ending maintenance at public expense or stopping up or diversion of highway	<ul style="list-style-type: none"> • Committee
16 Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
17 Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
18 To liaise with the Principal Council on any matter relating to building control	<ul style="list-style-type: none"> • Town Clerk in the case of an emergency, or following consultation with Members
19 To oversee the Council's role in the making, review or management of conservation areas	<ul style="list-style-type: none"> • Committee
20 Power but not the duty to light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 s 3: Highways Act 1980, s 301: Local Government Act 1972, Sched. 14 para 27	<ul style="list-style-type: none"> • Committee within Council policy • Town Clerk for operational management
21 Matters relating to public footpaths and rights of way	<ul style="list-style-type: none"> • Committee
22 Responding to consultations on community assets	<ul style="list-style-type: none"> • Committee
23 Power to enter into agreement as to dedication & widening of highways	<ul style="list-style-type: none"> • Committee within Council Policy
24 Highways & Transport 24.1 Power to maintain footpaths & bridleways 24.2 Powers to provide parking places for vehicles & cycles and to engage on car park charging initiatives 24.3 Improve off street parking 24.4 Power to provide roadside seats & shelters 24.5 Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A 24.6 Power to provide traffic signs and other objects or devices warning of danger 24.7 Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> • Committee within Council policy • Committee within Council policy • Committee • Committee • Committee within budget & Council policy • Committee • Committee

24.8	Powers relating to car sharing schemes, taxi fare concessions & information about public transport; local Government & Rating Act 1997, S26, 28, 29	<ul style="list-style-type: none"> Committee within policy & budget
24.9	To support approved community transport schemes.	<ul style="list-style-type: none"> Committee within policy & budget
24.10	Making observations on transportation consultations	<ul style="list-style-type: none"> Committee under the direction of Council Grants to Policy and Resources Committee
24.11	Power to erect flagpoles in highway land. Highways Act 1980, s 144	<ul style="list-style-type: none"> Committee within policy & budget
25.	To assist in preparing & implementing the Emergency Plans for the town and to lead in case of major emergencies or disasters (see Council for emergency powers to Town Clerk)	<ul style="list-style-type: none"> Committee within budget Operational management to Town Clerk
26.	Bus Shelters	
26.1	Power to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4	<ul style="list-style-type: none"> Strategic overview to Committee Power to make contribution, within budget to Committee Operational management to Town Clerk
27.	Neighbourhood Planning	
27.1	To monitor for any changes in Neighbourhood Plan legislation	<ul style="list-style-type: none"> Strategic overview to Committee
27.2	To oversee the formation of a Working Group to review such changes if deemed appropriate by the Committee	<ul style="list-style-type: none"> Committee

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 27th SEPTEMBER 2021

AGENDA ITEM 7 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER

FOR DECISION

Graffiti removal.

TF continue dealing with unprecedented levels of graffiti around the town. The outbreak began early August and coincided with the Committee's decision to return to "All Clear" approach. With new graffiti incidents appearing daily and having to clear the backlog of incidents, the team got behind with their other work, especially grass cutting. It was however good to hear that one perpetrator was caught in the act by an off duty Met Police Officer. Statement and an invoice have been provided to Sussex Police and it is hoped that some of the graffiti removal costs could be recovered.

Licences vs. leases for BRTC Assets on the Promenade.

There has been no progress with a response from Arun DC solicitor chased again on 20th September, almost 6 months since the original email to them.

Town Force yard.

Ellis Whittam Health & Safety Advisor visited the premises on 6th September and the report is currently awaited.

Town Force vehicles.

All vehicles have been serviced.

The Escort and cherry picker passed their MOTs.

The cherry picker has also passed its 6 monthly LOLER inspection.

Training.

Town Force Supervisor has successfully passed "Supervising with confidence" course and is booked onto First Aid and Safe use of Chainsaw refresher courses.

Planting.

Town Force have started removing summer bedding plants in preparation for the first delivery of winter/spring plants on Monday 4th October and second delivery on Monday 11th October.

Roundabout signage to acknowledge BRTC contribution towards the roundabout maintenance.

Signs have been installed.

Sponsored planters.

Unique Promotions, Mays Estate Agents, Hart Plumbing and Enticotts Plumbing & Heating have renewed their sponsorship agreements for another 3 years.

Vacant planters: 1 x A29 / Orchard Way planter and 2 x Durban Road planters.

Events Support.

Town Force have supported the Funshine Days, World Oceans Day, Book Day, Fun Week at Hampshire Ave playing field, Proms in the Park, Illuminations Gala and Folk Festival.

Odd Jobs for 3rd parties (extra revenue).

- BR BID - Removal of flip flops from the town centre catenaries and provision of crowd barriers;
- Felpham Parish Council - Building and installation of two new planters at Felpham Bazaar;
- Arun District Council - Removal of graffiti from skate ramps in Sea Road, Littlehampton;
- Middleton On Sea Parish Council - Cutting back overhanging tree branches on Shrubbs Field and bench repair.

Examples of other jobs.

In addition to the routine jobs, TF have also re-planted a vandalised seafront bed on behalf of the In Bloom Working Party, re-painted lettering on a memorial bench plaque, assisted a contractor with TH clock service, got cheques signed (and continue to do so), serviced BRTC noticeboards (and continue to do so), done odd jobs at the allotments and dealt with a range of graffiti and flyposting.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 27th SEPTEMBER 2021

AGENDA ITEM 8 - TO RECEIVE THE NOTES OF THE HERITAGE
PARTNERSHIP BOARD MEETING HELD ON 14th SEPTEMBER 2021

REPORT BY THE PROJECTS OFFICER

FOR DECISION

The Notes of the meeting of the Heritage Partnership Board held on 14th September 2021 are attached as Appendix 1.

Members are asked to consider the following recommendation as outlined in item 6 of the Notes:

- That the title of the Heritage Partnership Board should acknowledge their involvement in the arts and change the name to the:

The Bognor Regis Heritage & Arts Partnership Board

DECISIONS

Members are asked to NOTE the notes of the Meeting held on 14th September together with their intended actions.

Do Members AGREE to change the name of the Bognor Regis Heritage Board to the Bognor Regis Heritage & Arts Partnership Board?

ONLINE MEETING OF THE
BOGNOR REGIS HERITAGE PARTNERSHIP BOARD
ON 14th SEPTEMBER 2021

Present:

Ken Blamires (KB) - Chairman, Irene Campbell (IC) - Community Volunteer, Cllr. Jim Brooks (JB) - BRTC, Cllr. Sandra Daniells (SD) - BRTC, Howard Dicks (HD) Bognor Regis Museum, Cllr. Steve Goodheart (SG) - BRTC, and Paul Wells (PW) - Bognor Pier Trust

In Attendance: Sheila Hodgson (SH) – BRTC Projects Officer and Clerk for the meeting

Meeting opened at 6.00pm

1. CHAIRMAN'S INTRODUCTION AND WELCOME

The Chairman welcomed everyone to the meeting.

Apologies had been received from Glenna Frost, Margaret Murphy and Sylvia Endacott

2. TO APPROVE THE NOTES OF THE ONLINE PARTNERSHIP BOARD MEETING HELD ON THE 14th JUNE 2021

The Notes of the meeting held on the 14th June 2021 were accepted as a true record.

3. UPDATE ON ARRANGEMENTS FOR THE MARY WHEATLAND BLUE PLAQUE INSTALLATION

KB reported that it had been necessary to postpone the installation for the Mary Wheatland Plaque previously arranged for the 9th July 2021 for various reasons. This has now been rescheduled for October and the date will be advised following renewed liaison with members of the family and the Pier owners.

JB offered to provide a microphone and speakers if required. Following a number of ideas put forward, it was AGREED that the event would be carried out in line with the previous arrangements and wishes of Sylvia Endacott who has been instrumental in managing the Blue Plaque project from inception.

4. UPDATE ON THE LITERARY GUIDE LEAFLET AND FURTHER DISCUSSION ON A POSSIBLE LITERARY EVENT LATER IN THE YEAR

IC reported that the Literary Guide was now complete and 2k printed copies had been produced. Distribution for these so far include the Tourist Information Centre at the Regis Centre, Bognor Regis Library, Heygates Bookshop and the Willowhale Library. KB will arrange to get copies installed in Butlin's, The Beachcroft and possibly some schools. The guide is also available as an online format on the Heritage Partnership Board Website.

The Chairman thanked Irene for all the fantastic work she had done in researching, writing and producing the booklet, and for reading all the 21 titles contained within it.

Discussion turned to the official launch of the Literary Guide and after discussion it was AGREED that the launch date would be Saturday 13th November 2021. The venue would be the Track at the Station. The event will be titled "Book at Bognor".

IC has already lined up a number of the authors listed in the guide to attend who will carry out book signings, as well as a well-known author/literary facilitator to host a series of discussions.

It was further AGREED that "Book at Bognor" would be the ideal time to launch a short story writing competition to lead up to a proposed Literary Festival in 2022, depending on the success of the launch event. The Town Mayor will be invited to open the "Book at Bognor" Event.

SD had previously forwarded to the Clerk information on an initiative she had seen on the London Underground relating to short poems on display that people had written. SH will forward the info to IC who is leading on the arrangements. Everyone was invited to email IC with any other ideas they may have.

Action Points:

IC to begin making the initial arrangements for the event and to liaise with authors regarding the dates. She will also make contact with the County History Librarian to attend, pending an official invitation.

SG to make initial contact with the Editor of the Observer Group, pending an official invitation to attend.

SH will make arrangements to formally invite the Town Mayor to attend and begin looking at promotion.

It was noted that there had been very little activity on the Facebook page and that it really needed a boost. KB will look at sharing admin rights so that this can be ramped up to aid with promotion.

It was AGREED to change the order of business due to time and the Chairman moved to Agenda Item 7.

5. FURTHER DISCUSSION ON THE PROPOSAL FOR A STATUE OR SCULPTURE OF EITHER SIR RICHARD HOTHAM OR SIR BILLY BUTLIN

KB shared a presentation he had produced for discussion on Statues - Sculptures for Bognor Regis. The paper outlined a number of options including pros and cons on various designs, styles and potential individuals.

Considerations for discussion:

- Statue or Sculpture
- Permanent or Temporary
- Location
- Design, Development, Themes, Briefing
- Planning issues
- Cost/Funding Options/ Business Plan
- Engagement/Consultation
- Project Management/Resources
- Timescale

Some of the comments made during the discussion that followed included:

- Can CIL money help with funding
- Public Art funding/Arts Council
- Approach Rampion 2/Butlins
- The portal idea would work well with Twinning Towns
- Regarding locations - think out of the box and consider using existing buildings to give some attractiveness
- Seasonal wraps so always changing
- Places like Bracknell and Brighton have displayed Artwork that has been on loan, consider that
- Government obliged to lend art from the archives
- Pavement mosaics with sponsors
- Not too controversial or a specific person

Action Points:

JB to investigate Art on Loan

SD to investigate possible liaison with Twinning Towns

KB to investigate possible funding streams

6. RECOMMENDATIONS TO THE POLICY AND RESOURCES COMMITTEE

Following the discussions, it was suggested that the title of the Heritage Partnership Board should acknowledge the involvement in the arts. Therefore, it was AGREED to make a recommendation to the Policy and Resources Committee to change the name to the Bognor Regis Heritage & Arts Partnership Board

7. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 4th November 2021 @ 6.00pm, venue to be confirmed

Before closing the meeting, the Chairman thanked the Pier Trust for funding the hire of the venue.

Members of the group in attendance also agreed to share their email addresses to help with communication for the "Book at Bognor" Event.

Meeting closed at 7.32pm

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 27th SEPTEMBER 2021

AGENDA ITEM 9 - REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

BID LEVY – INCORRECT INFORMATION

As Members will be aware from an email previously circulated by the Deputy Clerk, on the 8th September 2021 to all Councillors, that a BRTC Councillor has misinformed a BID levy paying business owner by informing him that payment of levy fees is non-compulsory. This is of course inaccurate, and Members are asked to NOTE that a Copy of the BID's Business Plan has been issued to all BRTC Elected Members to avoid any future inaccuracies. Investigations are continuing to identify the Councillor alleged to have given this misinformation.

BID BOARD MEETING

The BID Board Meeting was held on 12th August 2021 and the following issues were discussed:

WELL KNOWN TOWN

Place branding

Place branding visual guidelines distributed to Directors. The BID continue to work closely with other stakeholders and actively utilise and deliver the Place branding values. A brief is to be created for the University Students for a promotional campaign for Bognor Regis as part of their final year coursework. The University have already adopted the Place branding initiative. Place branding will be represented to ADC at their October meeting for them to reconsider formal adoption. (ADC Regen Sub-Committee voted against in April 2020)

Town Centre Transformation Strategy

The BID has formally requested Officer and Member participation on the task force to BRTC and ADC. At the BRTC Council meeting Cllr Matt Stanley and the Deputy Clerk were appointed to sit on the Strategy Group and the Projects Officer would attend the Delivery Group Meetings. Despite responding to requests for further details on a formalised group focusing on the needs of the town centres and best practises beneficial to all, ADC did not include the BID's request for formal representation at their Economic Committee. The BID Co-ordinator is now in communications with the ADC leader.

Other Projects

The BID, BRTC and ADC officers continue to practise informal comms and information sharing between officers to avoid duplication of efforts and maximise opportunities for joined-up collaborative approaches.

"Space To.." campaign was delivered in line with Place Branding visuals and values. A full analysis will follow in due course.

The BRINDIES campaign (Promoting independent businesses through unique identity and platforms) had a very successful launch. There has been a very positive response and extensive promotion over all social media platforms. More businesses have expressed an interest in featuring in the articles and the BID are managing the invitations to ensure inclusion of businesses representative of all sectors (e.g.: retail, services) and locations (e.g.: Station Road, East End, Queensway and West End).

The FIVERFEST campaign (again showcasing independent businesses) has shown a year-on-year decline in participation.

SHOPKIND is a new initiative promoting positive messages through all social media channels encouraging consideration and kindness to staff.

Christmas 2021

Initial informal discussions have taken place with the BRTC Events and Projects Officers re plans for Christmas regarding initial designs and key themes.

Market

ADC have agreed an extended number of pitches with permissions granted to increase to 11. Markets held on Tuesdays and Saturdays.

WELCOMING TOWN

BCRP

The BID funds and manages the DISC system as a reporting tool for businesses and an evidence base for other agencies to ensure appropriate support/policing is in place. The continued low level of usage is disappointing as it portrays a town with only one or two criminal incidents a day and does not support claims that the town centre is subject to high levels of criminal activity and ASB activity. Low level DISC reporting provides no evidence to justify requests for increased warden provision or further allocation of budget.

CCTV

Enhanced CCTV coverage for the town following match funding from Safer Arun Partnership is expected to be delivered by end of October 2021.

BETTER PARKING

Fitzleet Multi-Storey Car Park

No update at this time

Two Hour Free Parking Scheme

Increased number of sales of parking discs following re-opening of non-essential retailers.

Feedback from retailers on promotional voucher booklet suggests redemption of vouchers negligible and probably not cost effective.

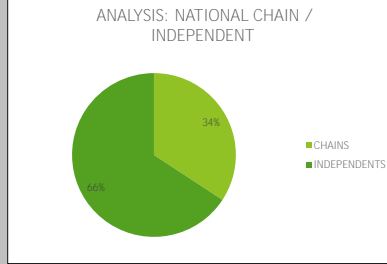
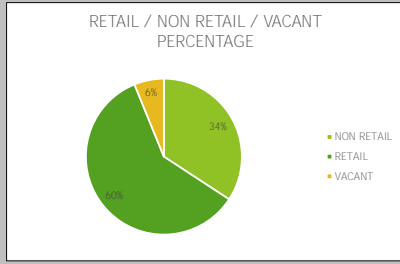
MEMBER SERVICES

A BID ambassador was appointed in July and is already proving to be an asset, making a positive impact in terms of raising awareness of BID activity and increasing business engagement.

SHOP AUDIT

A copy of the recent shop audit overview is appended to this report (Appendix 1)

BOGNOR REGIS SHOP AUDIT : 03 AUG 2021 : OVERVIEW



SELECT RETAIL AREA

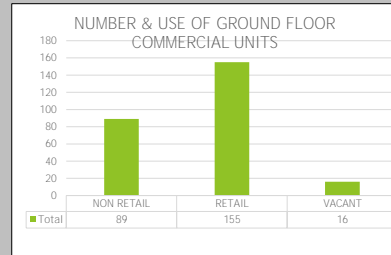
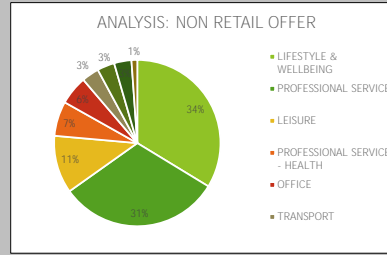
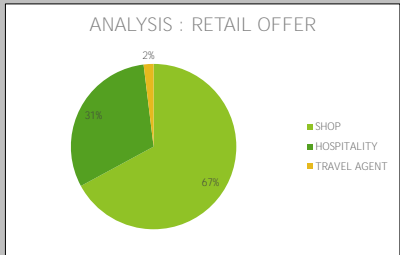
BID AREA

CORE

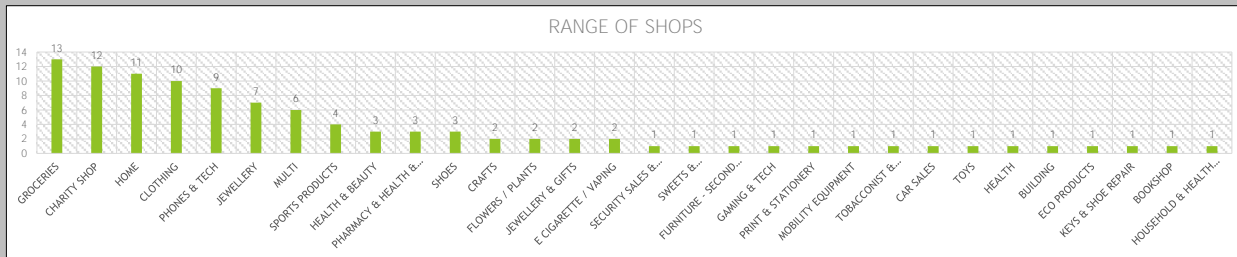
TOWN

How to select retail area

Definition of Retail and Non Retail used



BOGNOR REGIS SHOP AUDIT : AUG 2021 : BREAKDOWN OF OFFERING



BOGNOR REGIS SHOP AUDIT : AUG 2021 : ADC CONTINUITY REPORTING

TOWN SUMMARY (CONSISTENCY REPORT) AUG 2021

	TOTAL UNITS	EMPTY UNITS	TOTAL CHARITY	Empty %	Charity %
LONDON ROAD	96	3	3	3	3
HIGH STREET	67	5	4	7	6
THE ARCADE	17	3	1	18	6
STATION ROAD	32	1	0	3	0
YORK ROAD	8	0	0	0	0
QUEENSWAY	27	3	3	11	11
LENNOX STREET	6	0	0	0	0
BEDFORD STREET	7	0	1	0	14
TOTAL	260	15	12	6	5

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 27th SEPTEMBER 2021

AGENDA ITEM 10 - TO NOTE THAT A JOINT ACTION GROUP (JAG)
MEETING IS TO BE HELD ON 23rd SEPTEMBER 2021

REPORT BY PROJECTS OFFICER

FOR INFORMATION

A Meeting is scheduled for the 23rd September 2021.

Due to the sensitive nature of the content, the notes and action plans of these meetings will be available via the Projects Officer if Members wish to see them.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 27th SEPTEMBER 2021

AGENDA ITEM 11 - TO RECEIVE AND IF ACCEPTABLE RECOMMEND TO COUNCIL THE FOLLOWING UPDATED DOCUMENTS

REPORT BY THE DEPUTY CLERK

FOR DECISION

Since early 2020 a review of many policies and other Council documents has been undertaken and the following are now presented to the Committee for approval and recommendation to Council: -

Constitution - Appendix 1

- 1) Reference included to the reaffirmation of the adoption of the General Power of Competence following the 2018 Elections.
- 2) Removal of reference to the European Parliament following Brexit.
- 3) Change to refer to 5 rather than 6 Wards.
- 4) Date of last Election updated.
- 5) Reference to updated Corporate Strategy

Business Continuity Plan - Appendix 2

- 1) Quality Council status no longer exists.
- 2) Change of name for Community Engagement and Environment Committee.
- 3) The Council no longer has a Leader.
- 4) Rename of accounting software to "Rialtas Suite".

Complaints Procedures Policy - Appendix 3

- 1) Update of review reference source and changes made to document in accordance with NALC guidance.
- 2) Clarification about difference between Town Councillor conduct complaints and complaints against the body corporate.
- 3) Change to the way a complaint is submitted (in accordance with NALC guidance).
- 4) Changes to staff positions.
- 5) Reference to GDPR which has become a requirement since the existing version was drafted.

Customer Care Policy- Appendix 4

- 1) Amended to reflect changes in other Policies.

Equality Policy - Appendix 5

- 1) To include specific reference to the Code of Conduct.

Facebook Policy - Appendix 6

- 1) Updated contact email address for moderator.

ICT Website Policy - Appendix 7

- 1) Policy title expanded to include specific reference to Website.
- 2) Amended to reflect changes in other Policies.
- 3) Updated to Data Protection Act 2018.
- 4) Definitions expanded to include phones as these are now “smart” and used for storing and/or processing data.
- 5) Updated to include reference to bognorregis.gov.uk email addresses which have been introduced since this policy was drafted.
- 6) Flickr no longer used.
- 7) Updated to show progression in use of social media.
- 8) Reference to Members Area included which has been implemented since the policy was drafted.
- 9) Reference to requirement for Councillors to provide written acceptance for the issue of electronic Agendas.
- 10) Deleted as no longer relevant as technology and the Council has progressed.

Procurement Policy - Appendix 8

- 1) Updated to include reference to the Public Contracts Regulations 2015 which were introduced after this Policy was drafted.

Social Media Policy - Appendix 9

- 1) Flickr no longer used.
- 2) Updated to Data Protection Act 2018.
- 3) Instagram and LinkedIn included as now well used platforms.

Volunteers Policy - Appendix 10

- 1) Reference to updated Corporate Strategy.
- 2) Expenses are not paid to volunteers and therefore this section has been removed.
- 3) Amended to reflect changes in other Policies.

Training Policy (new) - Appendix 11

This is a brand new Policy that has been based on a NALC model and has been produced following the Projects Officer’s completion of the Certificate in Local Council Administration (CiLCA) which identified that the Town Council should have this policy.

DECISION

Do Members AGREE to RECOMMEND to Council the Adoption of the Constitution and various Policies as attached to this report as Appendices 1 to 11, subject to any alterations or amendments agreed at this Meeting?



BOGNOR REGIS TOWN COUNCIL CONSTITUTION

Adopted by the Council at its Meeting held on 9th March 2015

Amended **May 2017**

SUMMARY AND EXPLANATION

BACKGROUND – LOCAL GOVERNMENT

Before considering the detail of how Bognor Regis Town Council operates, it is useful to consider briefly where local government has come from and how it is changing.

In Britain there is no codified constitutional document setting out the rights and responsibilities of local authorities and their relationship with National Government. Instead, there is a set of institutions and practices, some centuries old, that have been created and adopted in response to changing circumstances and which have gradually been given a statutory framework.

Local Government is in the public sector, but is not a local civil service. It is political in nature because the people that determine its direction are democratically elected by local people. Central Government, however, has the capacity to direct and regulate councils through legislation and fiscal means. Local Government is, first and foremost, a people business and service to the community is the cornerstone of its activity.

Local Government in England is a mixture of single and two tier principal authorities and local councils. County councils and district councils (sometimes called borough councils) have a split responsibility for service provision, a situation which still exists in West Sussex. Metropolitan and unitary authorities are all purpose. The term "local council" means a parish or town council. They are, like all councils, an elected corporate body, but have a far more limited range of duties and powers than the principal councils. Never the less the Town Council is the most local form of government and therefore plays a vital role at the community interface.

Local government traditionally can only do what it is powered to do by statute, other acts are "ultra vires" (beyond the power of) which is the reverse of the position of an individual who can do anything which is not restricted by law. This position was widened for principal authorities and qualifying local councils by the provisions of the Local Government Act 2000 which gave those councils the power to undertake a wide range of duties which they considered were likely to achieve the promotion or improvement of the economic, social or environmental well-being of their area.

The well being powers are now superseded by a general power of competence provided for by the Localism Act 2011. In brief, this provides for a principal council or qualifying local council to have the power to do anything that individuals generally may do. Having met the required criteria, Bognor Regis Town Council resolved to adopt the general power of competence on 5th September 2016 and reaffirmed this position following the 2019 elections on 13th May 2019⁽¹⁾.

BACKGROUND – BOGNOR REGIS TOWN COUNCIL

Bognor Regis Town Council is the parish council serving the central area of the seaside resort of Bognor Regis in West Sussex, one of 3 town councils in Arun District. Along with 23 parish councils and 5 parish meetings, it was established in 1985, following the Local Government reorganisation in 1974 which brought into being Arun District Council. It is one of 159 town and parish councils in West Sussex. The historic town had been at the centre of local government from 1894 to 1974 through the Bognor Regis Urban District Council.

Arun District Council was formed, under the Local Government Act 1972, merging the Urban Districts of Bognor Regis and Littlehampton, the municipal borough of Arundel and parts of Chichester and Worthing Rural Districts.

Arun is one of 7 district and borough councils in the shire County and West Sussex County Council the other principal council providing services to Bognor Regis.

The Town is part of the Bognor Regis and Littlehampton constituency for Parliamentary elections ~~and part of the South East of England constituency of the European Parliament~~⁽²⁾

The Town Council has a coat of arms, the motto of which is "To Excel".

HOW THE COUNCIL OPERATES

The Council is composed of 16 Councillors, representing ~~six~~ five⁽³⁾ electoral wards of Hotham, Marine, Orchard, Hatherleigh and Pevensey. Council elections take place in May every 4 years, when a new Council is elected; the most recent elections took place on 2nd May 2019.⁽⁴⁾ The term of office of councillors is four years starting on the fourth day after being elected and finishing on the fourth day after the date of the regular election four years later. The overriding duty of Councillors is to the whole community, but they have a special duty to their ward constituents, including those who did not vote for them.

Only registered voters of the Town or those living or working there, or living within 3 miles of the parish boundary are eligible to hold the office of councillor, providing they are 18 years of age or over and not disqualified.

Councillors have to agree to follow a code of conduct to ensure high standards in the way they undertake their duties which includes the declaration of interests in matters considered by Council. The Standards Committee of Arun District Council is responsible for promoting and ensuring the standards of conduct by district, parish and town Councillors. Arun District Council's Monitoring Officer deals with complaints about the behavior of Councillors under the Code.

All Councillors meet together as the full Council every eight weeks including the annual council meeting in May. Here Councillors decide the Council's overall policies, set the budget each year and deal directly with the more major issues.

The Council appoints committees which deal with the more detailed or routine items of business. Many decisions are delegated by full Council to these committees, however a number of items are dealt with as recommendations to be ratified at a meeting of full Council. Council may also establish working parties, which do not usually have decision making powers but look at the detail of future policy or services in a depth which would not be possible in the formal arena.

The Council's functions can be broadly divided into two main areas; firstly providing local services for residents and visitors that improve the quality of life, such as floral displays, events, allotments and improved street-care services. Secondly, it tries to champion the town's corner to other statutory providers, for example the District and County Councils and Sussex Police. It does this by commenting on planning applications, consultations or perhaps taking other authorities to task on matters of concern.

The Town Council has recently developed and adopted a Corporate Strategy which sets out its main priorities and what the Council intends to achieve and deliver for the community. Four main priorities have been identified, which are:

- ~~— Promoting the Bognor Regis Brand and Town Area~~
 - ~~— Partnership Working and Community Engagement & Empowerment~~
 - ~~— Take on more devolved services~~
 - ~~— Acquiring and creating more community assets~~
-
- Build on the success of Bognor Regis
 - Manage and reduce the environmental impact of Bognor Regis
 - Work to enable residents and community groups to live well and enjoy and take pride in our Town
 - Promote arts and culture to make Bognor Regis a great place to live, work, study and visit ⁽⁵⁾

HOW DECISIONS ARE MADE

All formal meetings of Council and its committees are subject to statutory notice being given, and the Council publishes an annual programme each year. Meetings are always publicised on the Web Site and Notice Boards. All formal meetings are open to the public and press. Reports to those meetings are available for the public to see and relevant background papers are available on request.

Occasionally, Council or committees may need by law to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public. Minutes from all formal meetings, including the confidential parts are public documents.

THE COUNCIL'S STAFF

The Council has people working for it (called 'officers') to give advice, implement decisions and manage the day-to-day delivery of its services. The Town Clerk heads up this paid service and has specific duties as the "Proper Officer" to ensure that the Council acts within the law. The Town Clerk is also designated as "Responsible Financial Officer" to ensure that financial best practice is followed. A code ensures high standards of conduct and a protocol governs the relationships between officers and members of the council.

CITIZENS' RIGHTS

Citizens have a number of rights in their dealings with the Council. Some of these are legal rights, whilst others depend on the Council's own processes. Where members of the public use specific council services they have additional rights. These are not covered in this Constitution but you will be told of them when you use the service.

Citizens have the right to:

- Vote at local elections if they are registered;

Adopted by Council 9th March 2015 – Amended ??????????

- Contact their local councillor about any matters of concern to them;
- View a copy of the Constitution;
- Attend meetings of the Council and its committees except where, for example, personal or confidential matters are being discussed;
- Present a petition to the Council;
- Complain about any aspect of the Council's services. (If a complaint in the usual way does not bring satisfaction, the Council has a formal complaints procedure);
- Complain to the Arun District Council's Monitoring Officer if they have evidence which shows that a Councillor has not followed the Council's Code of Conduct;
- Inspect the Council's accounts and make their views known to the external Auditor who checks the Council's book-keeping and expenditure;
- View and in most cases obtain copies of documents set out in the Council's publication scheme;
- The Council welcomes participation by its citizens in its work and welcomes interested people at its meetings.

ROLES AND FUNCTIONS OF ALL COUNCILLORS

All Councillors, whatever their formal position on the Council (or party political system), share common roles and responsibilities.

(a) Key Roles

All Councillors will:

- collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
- represent their communities and bring their views into the Council's decision making process, i.e. become the advocate of and for their communities;
- contribute to the good governance of the area and actively encourage community participation and citizen involvement in decision making;
- deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
- balance different interests identified within the ward and represent the ward as a whole;
- participate in the governance and management of the Council;
- be available to represent the Council on other bodies; and
- maintain the highest standards of conduct and ethics.

(b) Rights and Duties

- Councillors will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
- Councillors will not make public information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a Councillor or officer entitled to know it.
- Unless specifically authorised to do so by the Council or a Committee, a Member of the Council shall not issue any order respecting any works which are being carried out by or on behalf of the Council or claim by virtue of his/her membership of the Council any right to inspect or to enter upon any lands or premises which the Council have the power or duty to inspect or enter.

ROLE AND FUNCTION OF THE MAYOR

The Mayor will be the civic head of the Council, first citizen of the Town subject to deference to the District Chairman where appropriate. He / She will be a symbol of the authority and an expression of social cohesion.

The Mayor will chair meetings of full Council and, in doing so, will promote political neutrality.

The Mayor will be elected by the Council at its Annual Meeting. It is however a convention of the Council that the Deputy Mayor in any year shall be put forward as Mayor for the following year.

DEPUTY MAYOR

The Council will appoint a Deputy Mayor at the time the Mayor is elected, who shall assume the role of the Mayor when the Mayor is not present, or unable to fulfil that function.



BOGNOR REGIS TOWN COUNCIL BUSINESS CONTINUITY PLAN

Adopted by the Council at its Meeting held on 13th July 2015

Reviewed by Council ????????

BOGNOR REGIS TOWN COUNCIL

BUSINESS CONTINUITY PLAN

Introduction

The Council is a major business in the Town, and ~~as part of its Quality Policy~~⁽¹⁾ must ensure that it can recover quickly from a disaster which affects its ability to deliver services and continue to function as far as is reasonably practicable in the meantime.

The Council's Business Plan is produced annually and includes an assessment of business risks and actions to lower identified risks. This Plan has been developed to compliment the overall risk arrangements, help maintain critical services during and after any major disruption and promote recovery.

The Council is also the most accessible tier of local government and community leader, and as such would have a key role in helping the Town deal with and recover from a major emergency. The statutory responsibility under the Civil Contingencies Act 2004 to prepare a Major Emergency Plan lies with West Sussex County Council in conjunction with various other agencies, including the emergency services and Arun District Council. The Town Council will support the principal authorities in implementing their Major Emergency Plan and make its resources available to them.

Organisation

Council has overall responsibility for both disaster recovery and emergency planning, but have delegated all powers as follows:

Cases of civil emergency

The Town Clerk in consultation with three of: The Mayor, Deputy Mayor, Policy & Resources Committee Chairman ~~or Community Engagement and Environment & Leisure~~⁽²⁾ Committee Chairman ~~or Leader~~⁽³⁾.

Other cases of urgency

The Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Chairman of Policy & Resources Committee, ~~or Leader~~⁽³⁾. subject to reporting to the next Council meeting.

The Council has the responsibility for working with the principal authority in preparing and implementing Major Emergency Plans. Policy & Resources Committee is responsible for the overall management and control of the Council's finances.

The Council will develop operating procedures on both Disaster Recovery and Emergency Planning.

Business Continuity Plan

Responsibility for maintaining services is primarily the responsibility of the relevant section manager, with overall responsibility lying with the Town Clerk.

The Business Continuity Plan identifies the critical service areas and details actions to be taken to continue or recover delivery of the services within identified timescales:

Priority 1. (0-24hours), Priority 2. (3 days) and Priority 3. (14 days).

Each member of staff will have a list of contact details of Members, other staff and key partners. On discovering or being advised of a disaster which might affect business continuity or a major civil emergency, the officer or member of staff will contact the Town Clerk or most senior officer available.

The most senior officer will then:-

- Ensure all members of staff are contacted, advised of the situation and either put on standby or advised of the action required.
- Convene any necessary meetings of staff and/or Members
- Consider staff welfare issues and take necessary action
- Deploy staff in non-critical service areas as required.
- Advise statutory authorities (e.g. emergency services, HSE etc) and insurance company as necessary.
- Advise 3 named Councillors and other Committee Chairmen
- Advise other Members by cascade system/e-mail.
- Keep staff informed.
- Invoke process of determining loss or damage, and minimising it.

Disaster Recovery - Specific losses

Early tasks of the Town Clerk, after damage has been assessed, will be:

- Determine any short term training needs for re-deployment
- Request Health & Safety Advisor to assess any additional health and safety risks and actions to be taken.
- Keep a log of actions taken by all staff.
- Issue any immediate press statements deemed necessary.

Total or partial loss of the Town Hall through fire or other disaster would extinguish the hub of the organisation as well as losing a key facility for the Town.

- a. Notify insurance and any statutory authorities (e.g. HSE) **Priority 1**
- b. See 3. below for IT recovery **Priority 1**
- c. Establish virtual office with staff working from home **Priority 1**
- d. Establish temporary office and telephone and advise public & stakeholders **Priority 2**
- e. Salvage any physical records/files and make list of actions with priorities **Priority 2**
- f. Advise clients that facility is unavailable **Priority 2**
- g. Advise Bank & ensure key banking services are protected. **Priority 1**
- h. Request support from principal councils & other partners **Priority 1**
- i. Re-establish Council meetings **Priority 2**
- j. Re-establish Committee meetings **Priority 3**
- k. Prioritise service recovery actions **Priority 2**
- l. Assess financial loss, income etc for insurance claim **Priority 3**
- m. Issue press release **Priority 1**
- n. Re-establish internal key financial procedures **Priority 2**, other financial procedures **Priority 3**
- o. Assess any contractual obligations **Priority 2**

Loss of IT System either as part of Town Hall damages, system crash or theft.

- a. Notify insurance, police etc **Priority 1**
- b. Contact support contractors to get systems operational & provide alternative hardware **Priority 2**

- c. Re-locate back-up tapes **Priority 1**
- d. If theft, consider potential security issues such as bank details & confidential information **Priority 1**
- e. If necessary get latest **Omega Rialtus Suite** ⁽⁴⁾ information from RBS accountant **Priority 3**
- f. Advise clients and stakeholders of loss of service/information **Priority 3**.

Damage to Amenity Area or Open Space

- a. Offer Town Force to help secure area **Priority 1**
- b. Consider if it affects a Town Council planned event **Priority 2**
- c. If so advise partners and try to find alternative site **Priority 2**
- d. Use Town Force to help clear area **Priority 3**

Loss of Town Force Service

- a. Advise Public **Priority 3**
- b. Not a statutory service and **Priority 3** service to reinstate unless civil emergency, then **Priority 1**
- c. Assess what needs to be done to re-establish service e.g. vehicles, personnel **Priority 1**
- d. Advise principal authority **Priority 3**
- e. Prepare recovery programme **Priority 3**

Loss of Town Launch Ramp

- a. Advise Public & customers **Priority 3**
- b. Find alternative facility **Priority 1**
- c. Make safe **Priority 1**
- d. Assess what needs to be done to re-establish facility **Priority 2**
- e. Advise principal authority **Priority 2**
- f. Prepare recovery programme **Priority 3**

Loss of key personnel

- a. Assess implications to services. **Priority 1**
- b. Consider succession planning, either permanent or temporary. **Priority 1**
- c. Contact other agencies who can provide personnel if a priority. **Priority 2**
- d. Use consultancy **Priority 3**
- e. Look at permanent alternatives if necessary **Priority 3**
- f. Support for other staff **Priority 1**

Loss of Investment Money

- a. Quantify loss & understand cause **Priority 1**
- b. Take any immediate action to minimise loss. **Priority 1**
- c. Assess implications on services for remainder of year. **Priority 2**
- d. Review investment Policy **Priority 3**
- e. Establish likely protection from Government, principal council, bank or insurer **Priority 3**
- f. Take action to adjust costs & make provision for any necessary loan/ change of priorities **Priority 3**

Major Civil Emergency

1. West Sussex County Council have a statutory responsibility under the Civil Contingencies Act 2004 to prepare a Resilience (Emergency) Plan which sets out how it will, in conjunction with various other agencies, including emergency services, respond to major and other serious civil incidents. At the time of an incident, the principal council acts in support of the emergency services, and aims wherever possible to lessen the effects on the people, property and the environment, and to assist with the restoration of normality. It would be the lead organisation for the recovery stage.
2. The Resilience Plan consists of 4 main documents:
 - Emergency Plan Preparedness Guide
 - Corporate Emergency Plan
 - Corporate Business Continuity Plan
 - Recovery Plan
3. Sussex Resilience Forum is a non-statutory, multi-agency organisation that works together to make Sussex a safer place. Membership consists of:
 - National Health Service Trusts
 - NHS England and Public Health England East and West Sussex County Authorities Brighton and Hove Unitary Authority
 - each of the constituent districts and boroughs of Sussex including Arun District Council government agencies and departments, such as the Environment Agency
 - support from the voluntary sector.
4. The Town Council do not have such a duty but have resolved to support the principal council by identifying resources which they can deploy if necessary during an incident, which may range from a minor, locally contained incident to a major emergency crossing the district or even county boundary.
5. The Town Council's resources and contact details are to be provided to both principal councils. Its role would vary depending on the scale and nature of the incident, but may include:-
 - Local town control of certain operations, or provision of a local emergency control.
 - In liaison with the District Council, use of the Town Hall as a rest centre or control centre
 - Staff to help man the local DOSEC if a shift system became necessary.
 - Use of staff to supplement resources.
 - Help with Public Relations and keeping local Councillors informed.
 - Use of Town Force staff, vehicles and equipment to supplement other resources.
 - Help in coordinating the use of volunteers & voluntary organisations.
6. Each member of staff will have a list of contact details of Members and other staff and key contacts at the principal councils. On discovering or being advised of a civil a major civil emergency, the officer (or member) will contact the Town Clerk or most senior officer available.

The most senior officer will then carry out the role in Business Continuity Plan above and:-

- Make contact with principal councils to offer help and await instructions. Advise them whether operating from office or somewhere else.

7. Elected Members have an important role in keeping local communities informed, representing their views and concerns back to statutory authorities and helping to keep calm. Some may volunteer for practical roles.

Flood Incident Response Plan

1. The Town Council receives adverse weather warnings from West Sussex Council by e-mail. The Environmental Agency has a system of automatically generating flood warnings. Reactions to warnings are again a multi-agency response.
2. The Town Council is best able to help support the Flood Incident Response Plan by making the principal Council aware of its resources and contacts, so that it can be requested to help at times of flooding or potential flooding. As in the case of other aspects of Emergency Planning, it is important for the Town Council to work at the request of the principal Council so that responses can be coordinated and properly prioritised.
3. The roles the Town Council would perform include;-
 - Monitoring water courses and the sea at known flooding points at times of potential flood.
 - Use of Town Force staff for preventative maintenance or distribution of sandbags.
 - Use of Town Force in case of flooding.
 - Supporting the operation of an emergency centre by providing staff and/or premises.

Major Civil Emergency-Recovery Process

1. It may be necessary following a major civil emergency to work with the principal Council in aiding recovery. West Sussex County Council may establish a Community Recovery Committee, which is a group drawn from the local community to reflect community concerns, and assist in informing the community. It will most likely assist in Impact Assessment of the affected community. Town Council elected representatives would be included in the Membership.

Its role is non executive. If the disaster was limited to the Town, Bognor Regis Town Council and volunteers may be asked to play this role of engaging with the community in the recovery process.

An important role would be engaging with the Business Community and taking their concerns to the principal Council's main Recovery Coordinating Group.

2. Elected Members, as community leaders again have an important role to play in assisting the recovery process:
 - A focus for community concerns
 - Identifying problems and vulnerabilities of their community
 - knowledge of local personalities and resources
 - Enhancing local community liaison
 - Visiting people affected and giving reassurance
 - Consultation on re-builds or modernisation
 - Assisting with the media in getting messages to the community (following established policy guidelines)
 - Assisting with VIP visits
 - Liaising with elected representatives (District and County Councillors, MP, MEP)

In the worse circumstances, recovery may take months or even years and staff will need to support Councillors in these roles as a priority duty.

3. Council will need not only to help with damage assessment but use local knowledge to draw up a Recovery Action Plan and to give each action a priority rating of "Essential"; "Important" or "Desirable". This will need to be done with the myriad of partners who will be involved in the recovery process.

Testing & Reviewing the Plan

The Council will periodically test the Plan through scenario based exercises and will review its effectiveness.



BOGNOR REGIS TOWN COUNCIL COMPLAINTS PROCEDURE POLICY

Adopted by the Council at its Meeting held on 13th January 2014

Reviewed by Council ????????????????

1. Introduction

- 1.1 This Policy sets out the formal Complaints Procedure of Bognor Regis Town Council **and has been reviewed under guidance of the NALC Legal Topic Note (LTN) 9E - Handling Complaints (England), published in December 2018.** ⁽¹⁾
- 1.2 This Policy covers all activities of the Town Council and may be used by members of the public who have a specific complaint about the conduct, administration or operation of the Council.
- 1.3 This Policy does not cover complaints against services or actions for which the Town Council is not responsible such as those provided by District, County or Central Government, to whom the complaint must be made direct.
- 1.4 A complaint can be defined as “An expression of dissatisfaction about the standard of the Town Council’s service, actions or lack of action by staff, particularly where a problem has not been remedied to the satisfaction of the complainant”.
- 1.5 This procedure does not cover complaints **about the conduct of Town Council Members where a breach of the Town Council’s adopted Code of Conduct is alleged. ~~made about elected Town Council Members.~~** ⁽²⁾ These complaints must be made direct to the Monitoring Officer, at Arun District Council. The address is Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex BN17 5LF. The telephone number is 01903 737500.
- 1.6 **A complaint against the Town Council should be treated as a complaint against the body corporate of the Council, not as a complaint against individual employees or member(s) of the Council.** ⁽²⁾
- 1.7 **A complaint against the Council is personal to the complainant and should be treated as confidential unless the complainant confirms that he/she waives their right to confidentiality.** ⁽²⁾
- 1.8 **All complaints must be made within 12 months of notice of the matters which are subject to the complaint.** ⁽²⁾

2. Objectives of the Complaints Policy

- 2.1 The objectives of the Policy are:
- a. To provide the public with a formalised system if a complaint is made against the Town Council.
 - b. To fix the timescales during which a complaint must be investigated.
 - c. To state how the complaint will be investigated.
 - d. To state who will investigate the complaint.
 - e. To formalise how the response to the complainant will be made.
 - f. To allow the Town Council to review its procedures to prevent a further occurrence of this nature.
 - g. To regard complaints as customer feedback to inform and allow the Council to continuously improve.

3. Procedure for making a Complaint ⁽³⁾

- 3.4 Members of the public ~~may~~ wishing to make a complaint must do so in writing by completing a complaint form. This may be downloaded from the Town Council **website** or a paper copy may be requested from the Town Clerk.

The completed form should be marked as "Confidential" and return to the Town Clerk at the Town Council Offices, Town Hall, Clarence Road, Bognor Regis, PO21 1LD or emailed to glennafrost@bognorregis.gov.uk .

~~about Town Council services and administration in the following ways:-~~

- ~~a. To a Town Councillor.~~
- ~~b. In person at the Town Council offices.~~
- ~~c. By writing to the Town Clerk at the Council offices.~~
- ~~d. Via the 'contact us' page of the Council's website.~~
- ~~e. By email.~~
- ~~f. By telephone or fax.~~
- ~~g. Through a representative, e.g. friend, advocate or solicitor.~~

~~Contact details are set out at the end of this policy.~~

- 3.2 When making a complaint the complainant is encouraged to give as much detail as possible, for example:-
- a. What service, policy, person or aspect of the Council is the complaint about?
 - b. If appropriate, the date, time and location where an incident may have taken place and who may have been affected.
 - c. The expectations held of Council services, particularly as a result of information provided or that staff or Councillors may have given.
 - d. Name, address and contact details so that the Council can respond to the complaint.
 - e. Anything else which would help to make the point and the subsequent investigation.

4. The Complaints Procedure

- 4.1 Upon receiving a complaint the Town Clerk, will designate a case officer to investigate the complaint which will be either herself, the **Deputy Clerk Head of Street Scene and Leisure Services** or the Civic and **Support Services Office** Manager. If the complaint involves either of the two aforementioned officers, the Clerk will always investigate the complaint personally.⁽⁴⁾

The case officer will acknowledge the complaint in writing notifying the complainant of the details of the case officer, ~~and of~~ the predicted duration of the investigation (which should where possible be within ten working days) **and whether the complaint is to be treated as confidential.** ⁽¹⁾

Where the complaint relates to the Town Clerk the matter must always be referred to a Member's panel as detailed at section 4.5.

- 4.2 The complaint will be kept on file and to comply with GDPR, the complainant will be notified of this and provided with a copy of the Town Council's Privacy Notice. ⁽⁵⁾
- 4.3 The complaint should be resolved and answered within ten working days. If this is not possible the complainant should be advised of this in writing within ten working days. Following investigation of the complaint the case officer must record the result ~~in the Complaints spreadsheet~~⁽¹⁾ and when the complaint has been investigated, write to the complainant with the results.
- 4.4 Where the case officer is someone other than the Town Clerk and the complaint cannot satisfactorily be resolved the Town Clerk will review the investigation and the outcome of the complaint.
- 4.5 Where the complaint involves the Town Clerk or the Town Clerk has investigated a previously unresolved complaint and the complaint cannot satisfactorily be resolved, a panel will be convened comprising three of the following Councillors:-
- Town Mayor
 - Deputy Mayor
 - Relevant Committee Chair⁽¹⁾
 - Relevant Committee Vice-Chair⁽¹⁾
- 4.6 The complainant should be informed in writing⁽¹⁾ of the date of the panel and should be invited to attend either personally or with a friend.
- 4.7 The Panel should be conducted in accordance with the National Association of Local Council's guidance as set out in Legal Topic note 9E.
- 4.8 A report on the Panel's judgement must be reported to the next meeting of the appropriate Committee or Full Council.
- 4.9 The Panel hearing is the final stage of the Complaints Procedure. The Panel and Town Council are not covered by the Local Government Ombudsman.
- 5. The Panel Hearing**
- 5.1 The public and press are not permitted at Complaints Panel hearings. However the Town Mayor or Chair of the relevant Committee will report on the complaint at the next appropriate Council or Committee meeting. The order of business for the Complaints Panel meeting is in accordance with the National Association of Local Council's guidance as set out in Legal Topic note 9 as follows:-
- a. Chair to introduce everyone.
 - b. Chair to explain procedure.
 - c. Complainant (or representative) to outline grounds for complaint.
 - d. Members to ask any question of the complainant.
 - e. If the Panel believe that the matter has legal or technical complexities, support, (in the form of advice and guidance) from a Senior Officer of the Council, who has not been involved, or in exceptional circumstances from another Council, will be sought.

- f. If relevant, the Town Clerk or other proper Officer in attendance will explain the Council's position.
- g. Members to ask any question of the Town Clerk or other proper Officer.
- h. The Town Clerk or other proper Officer and the complainant to be offered opportunity of last word (in this order).
- i. The Town Clerk or other proper Officer and the complainant to be asked to leave the room while Members decide whether or not the grounds for complaint have been made. (If a point of clarification is necessary both parties to be invited back).
- j. Clerk or other proper Officer and complainant return to hear the decision or to be advised when the decision will be made.
- k. Following the conclusion of the meeting the complainant will be advised of the decision of the Panel, which is final with no right of further appeal. This will be confirmed in writing within 7 days with details of any action to be taken.

6. Contact Details

Address:

Bognor Regis Town Council
The Town Hall
Clarence Road
Bognor Regis
West Sussex
PO21 1LD

Telephone: 01243 867744

Email: bognortc@bognorregis.gov.uk

Web Site: www.bognorregis.gov.uk



BOGNOR REGIS TOWN COUNCIL CUSTOMER CARE POLICY

Adopted by the Council at its Meeting held on 13th July 2015

Reviewed by Council ????????????

BOGNOR REGIS TOWN COUNCIL

CUSTOMER CARE POLICY

Bognor Regis staff will deliver services in a friendly, inclusive and helpful way.

The Council will treat all members of the public and customers of its services in a courteous and professional manner. It will recognise their needs as an individual or as part of a local community. It will always try to offer a way forward on the particular issue being raised.

In particular the Council will:-

- Provide information in accordance with its Publication Scheme and ~~Information &~~ Data Protection Policy. ⁽¹⁾
- Give you clear and accurate information
- Respect confidentiality unless it is legally required to disclose information.
- Deliver its services in accordance with stated standards and its Equality Policy.
- Return telephone calls within two working days.
- Respond to letters and e-mails within 5 working days of receipt.
- Where it is unable to resolve an issue for a customer, it will advise where further help can be obtained or act as advocate by contacting the other organisations on the customer's behalf

If a member of the public or customer has a grievance against the Council, it will be dealt with in accordance with the Council's Complaints Policy.

Please note that the Local Government Ombudsman does not currently deal with complaints about town or parish councils however this is being reviewed by Government.

We would ask you in return to treat our staff with courtesy and respect, in a manner in which you would expect to be treated.

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BOGNOR REGIS TOWN COUNCIL EQUALITY POLICY STATEMENT

Adopted by the Council at its Meeting held on 9th September 2013

Reviewed by Council on ????????

THE COUNCIL'S EQUALITY STATEMENT

The Council aspires to be an Equal Opportunities employer, service provider and community leader. Our aim is to ensure that all employees and service users are not subject to any form of discrimination, harassment and/or victimisation at any time on the basis of age, gender, gender reassignment, ethnic origin, colour, disability, illness (such as HIV or AIDS), marital status or being in a civil partnership, nationality, race, religion or belief, sexual orientation, pregnancy and maternity or social background.

POSITIVE ABOUT EQUALITY, DIVERSITY AND HUMAN RIGHTS

This Policy recognises the Council's duties under the Equality Act 2010.

The Council is committed to providing the highest quality of governance and service and recognises that the implementation of an effective Equality Policy is an integral part of this. It is not a coincidence that an organisation that is able to provide services to meet the diverse needs of its users, usually carries out its core business efficiently. Equally a workforce that has a supportive environment is more productive. The Council as a corporate body has responsibilities as an employer, a service provider and a public authority, in which both Members and employees as individuals also have responsibilities as well as rights.

We are committed to ensuring that our services and employment practices are fair, accessible, responsive and appropriate for all residents, clients & service users, voluntary and business organisations and visitors in the community we serve, as well as the dedicated staff we employ and volunteers and partners who work with us.

To achieve this we are working on eliminating all forms of discrimination in accordance with our Equality Statement and ensure that human rights (dignity and respect) are central to the way in which we deliver services.

We will strive to advance equality of opportunity between people who share a protected characteristic and those who do not and to foster good relations between people who share a protected characteristic and those who do not.

POSITIVE AS AN EMPLOYER

The Council is committed to making full use of the talents and resources of all its employees. It will recruit, reward, develop, promote and transfer employees on the basis of the skills, relevant qualifications, experience, aptitude and ability they can bring to the job.

The Council will encourage and develop all employees to support and carry out the requirements of this Equality policy. All employees will be encouraged to identify and disseminate good practice.

Recruitment

The Council recruitment process must result in the selection of the most suitable person for the job, in respect of experience and qualifications. It is against The Council's policy to discriminate either directly or indirectly on the grounds of any characteristic listed in its Equality Statement, at any stage of the recruitment process.

The Council staff must ensure that:

- all job opportunities are open to all applicants
- no prejudgement or assumptions are made by recruiters or managers.
- all applications are given equal consideration
- no decision is made in advance regarding the outcome of recruitment
- all applicants and staff are made aware of the Council policy on recruitment

All recruitment publicity must positively encourage applications from all suitably qualified and experienced people and should avoid any stereotyping of roles. All publicity should state that The Council is an Equal Opportunities employer and welcomes diversity. All vacancies must be advertised in accordance with the Council's Personnel Policies.

The selection process must be carried out consistently at all levels. It must be fair and non-discriminatory. Application forms where used, must state that The Council is an Equal Opportunities employer. The only criteria to be used in the selection process are those based on the skills, experience and qualifications essential for the job.

All aspects of The Council's recruitment and selection process will be monitored by the Town Clerk to ensure the Council meets its obligations as an Equal Opportunities and quality employer.

Training and Development

Training and development opportunities will be made available to all employees and any form of discrimination whether direct or indirect will not be tolerated. Priority will be given to training or development activity which is linked to the achievement of The Council's aims and objectives. Where resources permit the Council will support training and development beyond the needs of the job which can be returned as a benefit to the Council i.e. increased flexibility, breadth of experience and commitment.

Terms and Conditions

All employees will be treated equitably with respect to pay and other conditions of their contracts of employment.

Breaches of Policy

Employees who feel that they have been subject to discrimination should attempt to resolve the issue by talking to the individual whom they feel has acted inappropriately. If this does not resolve the issue then the employee can approach their manager or, if necessary, the Town Clerk under the Grievance Procedure

Harassment

The Council will not tolerate or accept any form of harassment of its employees. All employees have the right to be treated with dignity and any contravention of this right may be subject to the appropriate grievance or disciplinary procedure or **Councillors Code of Conduct⁽¹⁾**. Harassment policy and processes are included in the Council's Personnel Policies.

Discrimination Against People With Disabilities

The Council will make reasonable changes to the physical features of its premises or to its method of undertaking business where this can enable an employee to properly undertake their job role. We will think positively about disabled staff as we do with disabled customers.

Religious Discrimination

Discriminatory behaviour which fails to acknowledge the rights and needs of people with different beliefs or practices will be treated as a disciplinary offence.

Bullying

Workplace bullying is a separate issue from sexual and racial harassment but the effects can be the same. Within the working environment bullying can be described as the use of a position or power to coerce others by fear, oppression or threat.

The Council will not tolerate bullying behaviour at any level and it is the responsibility of all managers to eliminate any form of bullying which they become aware of. Allegations of bullying will be dealt with under the grievance or disciplinary procedures or Councillors Code of Conduct. Any employee who feels they are being bullied should consult any manager or the Town Clerk.

Victimisation

The Council will ensure that no employee is treated less favourably than other people because, for example they have brought proceedings, given evidence, or complained about the behaviour of someone who has been harassing or discriminating against them.

Age

- Recruitment is based entirely on relevant criteria, this criteria will be specific to the post and will not include age or age related criteria. Person specifications must focus on job needs only.
- All Job advertisements will avoid the use of ageist language.
- Where appropriate, advertisements will be designed to attract a mixed-age response through advertising. Application forms will be reviewed to minimise inferred calculation of age.
- Age related details will be separated from the application form as far as practicable.
- Candidates will be selected on the basis of skills and abilities. Recruitment procedures will ensure that the process is fair, consistent and does not discriminate against a particular age group.
- Only job-related questions should be asked of job applicants. Candidates will be measured against selection criteria to help decision-making.
- All successful applicants will be subject to an employment medical questionnaire irrespective of age. Assumptions about capability or medical fitness will not be based on the age of the applicant.
- Promotion, training and career development opportunities will be provided equally for all staff whatever their age.
- Specific length of service provisions relating to pay and benefits will only be permitted where this can be justified in that the arrangement rewards loyalty, encourages motivation or recognises relevant experience.
- Pay scales and access to other benefits including the occupational pension and bonuses will not be based on age. Any age related criteria will be removed.
- The Council does not have a default age for retirement.
- Any voluntary redundancy scheme will not be based on age related criteria unless such criteria may be justified under the regulations. Selection for redundancy will not be based on length of service alone as this is indirectly discriminatory.

Responsibilities

- All Members and employees of the Council have a responsibility to ensure that the Council's Equal Opportunities policy is communicated and its requirements adhered to.
- All Council staff will receive training and development in equal opportunities issues and councillors will be offered this training. The Council policies on managing diversity form part of its Employee Handbook.

POSITIVE ABOUT SERVICE DELIVERY

The Council's clients have the right to expect fair and non-discriminatory treatment whilst participating in or receiving any of The Council's services. It will ensure that all recipients of the services delivered directly by the Council are guaranteed the same opportunity.

All aspects of the Council's Equalities Policy impact on the manner in which it directly delivers services to and for its customers.

Adherence to the principles and practices contained within the policy will be monitored on a regular basis. The Council will look for ways that it can make its services accessible to all.

Breaches of this Policy by staff will be subject to the grievance and discipline procedures.

Where any service is delivered indirectly by contractors, partners or volunteers, the Council will ensure that they understand its Equality Policy and adhere to it.

POSITIVE ABOUT COMMUNITY LEADERSHIP

The Council has a local governance and community leadership role. Local residents, members of local organisations, businesses and visitors have the right to expect fair and non-discriminatory treatment when engaging with the Council

The Council recognises the diversity within the community and seeks to reflect this in the work it undertakes within that community. All aspects of the Council's Equalities Policy impact on the manner in which it engages with the community.

Adherence to the principles and practices contained within the policy will be monitored on a regular basis. The Council will look for ways that it can make it easier for everyone to engage with it.

POSITIVE ABOUT DISABILITY

Inclusive

The Council believe that as far as possible, disabled customers should be able to obtain services in the same way as other customers who are not disabled. However, given the constraints of operating from existing buildings, there will be some situations where the same treatment is not possible. In such cases, we will come up with a solution as to how best to service our disabled customers, which demonstrates respect for their dignity.

Finding Out

The Council will periodically undertake an audit of its premises and operations to assess as far as possible, what customers with different disabilities may need in order to access our services. We will base this on good practice guidance and where appropriate talk to individual customers about any particular problems they encounter. As necessary, we will seek expert advice on finding solutions.

Existing Premises

We will focus particularly on making reasonable adjustments to the physical features of the premises. Where a physical feature makes it impossible or unreasonably difficult for disabled customers to make use of a service, we will take reasonable measures to: remove the features, or alter the features, or provide a reasonable means of avoiding it, or provide a reasonable alternative method of making the service available.

Getting Better

We will plan the development of our business with disabled people in mind. We will ensure our staff are aware disability issues and are trained to meet the needs of disabled customers.

POSITIVE ABOUT DEMOCRACY

Where councillors are to be elected, the Council will make information available as widely as possible about the election, and help people who are interested in standing for election, with the objective of reflecting the diversity of the Parish.

When the Council seeks a co-opted member, it will advertise widely and will ensure that every applicant has an equal opportunity. Selection will be made against objective criteria.

The Council will always promote democracy, encourage all people to engage with it and vote at elections. It will make special efforts to engage with "hard to reach" groups.



BOGNOR REGIS TOWN COUNCIL FACEBOOK POLICY

Adopted by the Council at its Meeting held on 13th May 2013

Reviewed by Council ??????????

Content posted on the Bognor Regis Town Council Facebook page/s whether by text or picture, video or otherwise must be:

- * Accurate - where they state facts
- * Genuinely held - where they state opinions

Contributions must not:

1. Contain material that is disrespectful of any person.
2. Contain any sexually explicit or pornographic material.
3. Promote discrimination based on race, sex, religion, nationality, disability, sexual orientation or age.
4. Be likely to harass, upset, embarrass alarm or annoy any other person.
5. Be threatening, abusive or invade another's privacy, or cause annoyance, inconvenience or needless anxiety.
6. Infringe any copyright, database right, trademark or any other intellectual property right or any other person or company.
7. Be likely to deceive any person.
8. Promote, engage or encourage underage alcohol consumption or illegal substance use.
9. Promote any illegal activity.
10. Be used to impersonate any person, or to misrepresent your identity or affiliation with any person.
11. Give the impression that they emanate from BRTC, if this is not the case.
12. Be sent from an anonymous or false address.
13. Do not post the same message, or very similar messages, more than once (also called "spamming").
14. Although this Facebook page is moderated by BRTC staff, it is possible that we may not see all posts. If you are aware that a post does not comply with this policy, you have a responsibility to inform the moderator on bognortc@bognorregis.gov.uk.⁽¹⁾

Abuse of this page will result in suspension and termination of membership to Bognor Regis Town Council Facebook page.

Please take care not to make libellous statements. In law this means a statement that lowers the reputation of a person or organisation in the eyes of a reasonable person. By publishing such a statement both parties can get into serious trouble. We will therefore take down any statement that could be deemed to be libellous. We will determine, at our discretion, whether a contribution has breached the Moderation Policy. When a breach of policy has occurred, we may take such action as we deem appropriate. This includes issuing a warning, explaining why a post is a policy breach, or removing a person from the Facebook page and issuing an explanation to the individual and on Facebook.

"In the six week run up to an election - local, general or European - councils have to be very careful not to do or say anything that could be seen in any way to support any political party or candidate. We will continue to publish important service announcements using social media but may have to remove responses if they are overtly party political."



BOGNOR REGIS TOWN COUNCIL ICT AND WEBSITE POLICY⁽¹⁾

Adopted by the Council at its Meeting held on 13th July 2015

Reviewed by Council ????????????

Foreword

Bognor Regis Town Council will make the most of innovative new technology to ensure its services are as efficient, economic and accessible as possible, particularly where the cost of change is outweighed by the benefits. Our ICT (Information & Communications Technology) & Website⁽¹⁾ Policy has been produced to make clear how we will develop and control our computer systems. This policy compliments our ~~Information and~~⁽²⁾ Data Protection Policy which can also be found in our Constitution.

Introduction

The Council uses its computer network, software packages and the internet (including e-mails), to further the efficiency of its business and to provide the best service possible to its customers, partners and the public. Any disruption to the use of these facilities will be detrimental to the Authority and may result in actual financial loss. This Policy sets out how the Council intends to regulate the use of these facilities.

The Council has a duty laid down in the Data Protection Act ~~1998~~ 2018⁽³⁾, to ensure the proper security and privacy of its computer systems and data. All users have, to varying degrees, some responsibility for protecting these assets. Users also have a personal responsibility for ensuring that they and the staff they supervise comply fully with this policy (See also the Council's ~~Information and~~⁽²⁾ Data Protection Policy).

For the purposes of this document the following definitions apply:

“Computer” (or “computer system”) means any device for automatic storing and processing of data and includes mainframe computer, minicomputer, microcomputer, personal computer (whether hand-held laptop, ~~phone~~⁽⁴⁾ portable, tablet, standalone, network or attached to a mainframe computer), workstation, word processing system, desk top publishing system, office automation system, messaging system or any other similar device;

“Computer data” means any information stored and processed by computer and includes programs, text, geographic, pictures, video and sound.

General Operation

- All hardware, software, data and associated documentation produced in connection with the work of the Council, are the legal property of the Council.
- The Council will maintain an external support contract for the hardware, major items of software and provision of internet facilities.
- The Council will not knowingly breach copyright of another person.
- The Council will include an assessment of risks from its use of IT in its Business Risk Assessment.
- The Council will routinely back up its essential data off site.
- The Council will make a detailed inventory of its ICT equipment on its Asset Register.
- The Council will consider the location of equipment and provide documentation to ensure optimum physical security.
- The Council will maintain a record of training to each individual user.
- The disposal of any ICT equipment, software, waste or data must be authorised, undertaken safely and securely and be properly documented.
- The Council will standardise where possible on Microsoft standard software
- Maintain a Recovery Plan in case of loss, corruption or damage to ICT equipment, software or data.

Compliance with Legislation

The Council's policy in respect of the requirements of the Data Protection Act ~~1998~~ 2018⁽³⁾ is set out in its ~~Information and~~⁽²⁾ Data Protection Policy.

Under the Computer Misuse Act 1990 (as amended by Part 5 of the Police and Justice Act 2006), the following are criminal offences, if undertaken intentionally:

- unauthorised access to a computer system or data;
- unauthorised access preparatory to another criminal action;
- unauthorised modification of a computer system or data;

All users should be made aware that deliberate unauthorised use, alteration, or interference with a computer system or its software or data, whether proprietary or written "in-house", will be regarded as a breach of the Council policy and may be treated as gross misconduct. In some circumstances such a breach may also be a criminal offence.

It is an offence under the Copyright, Design and Patent Act to copy licensed software without the consent of the copyright owner. All copying is forbidden by the Act, unless it is in accordance with the terms and conditions of the respective licence or contract.

Security

Consideration must be given to the secure location of equipment and documentation to help safeguard the Council's ICT assets. Portable equipment must be locked away when not in use and must not be removed from the premises without permission.

Only persons authorised by the Town Clerk may use Council computer systems. The authority given to use a system will be sufficient but not excessive and users will be notified that the authority given to them must not be exceeded.

Operating procedures are required to control use of ICT equipment. Access to the Computers is subject to a password, which is periodically changed. Levels of encryption will be maintained according to risk.

Further development of appropriate secure data storage, off site back up of data, and recovery plans will be a priority for review.

Virus Controls

Viruses are undesirable pieces of computer code that can corrupt systems, equipment and data. They are a serious, increasing threat to the computer systems of the Council. All computers and servers will have loaded and operate the Council's standard virus detection software for scanning discs, memory sticks and fixed drives. Discs and memory sticks of unknown origin should not be used in the Council's computers.

No software should be loaded onto the Council's equipment without the permission of the Town Clerk.

If a virus is suspected, the equipment should be switched off and isolated and the Council's support contractor should be contacted.

Use of Computer Equipment

1. Only authorised persons have use to computer equipment.
2. The use of new software must first be checked and authorised by the Town Clerk or other nominated person before general use is permitted.
3. Only software authorised for business applications may be used.
4. Unauthorised copying or removal of computer equipment/software is not allowed.

Misuse

This Policy applies to the activities which constitute unacceptable use of the network operated by the Council. The policy applies equally to employees, Councillors, clients, visitors and others who may be allowed to use the facilities on a permanent or temporary basis. All misuse of the facilities is prohibited including specifically but not exclusively the following:

1. The creation or transmission of any offensive, obscene or indecent images, data or other material or any data capable of being resolved into obscene or indecent images or material.
2. The creation of material which is designed or likely to cause annoyance, inconvenience or needless anxiety.
3. The creation or transmission of defamatory material.
4. The transmission of material in any way that infringes the copyright of another person.

5. The transmission of unsolicited commercial advertising material to networks belonging to other organisations.
6. Deliberate actions or activities with any of the following characteristics:
 - Wasting staff effort or networked resources
 - Corrupting or destroying another users data
 - Violating the privacy of other users
 - Disrupting the work of other users
 - Other misuse of networked resources by the deliberate introduction of viruses
 - Playing games during working hours
 - Private use of the facilities without specific consent
 - Altering the set up or operating parameters of any computer equipment without authority

Internet

The internet is established as an important communications and information facility. At the Council these facilities are provided for use of staff and occasionally Councillors to achieve Council objectives. Authorised persons are encouraged to make use of the Internet as part of their official and professional activities. Any use for unauthorised purposes will be regarded as gross misconduct. If you are unsure whether use would be authorised, you must seek advice from the Town Clerk in advance.

You should not download files, including application and games that are not connected with your work for Bognor Regis Town Council. Any sites which require registration or payment for services must not be accessed without due authority.

Use of Email

The use of email is encouraged as its appropriate use facilitates efficiency. The Email system is available for communication directly concerned with the legitimate business of the Council. An exchange of Email correspondence requires the same professional standards as other forms of communication. You should not send or forward mail which is defamatory or offensive for whatever reason.

In order to protect us from viruses, email attachments which might contain macros (word processor and spreadsheet files) or applications, should not be opened if they are from a sender whom you do not recognise, simply delete.

Email addresses should be treated as confidential and care taken that private email addresses are not wrongly circulated **to ensure compliance with the Data Protection Act 2018.** ⁽³⁾ Email to multiple addresses outside of Councillors and the Clerk should be sent as blind copy, (bcc).

With effect from May 2019, all Councillors are provided with a bognorregis.gov.uk email address and this address only should be used for all communications regarding Town Council business. Advice on the security of confidential information is also made available to Councillors. ⁽⁵⁾

Social Media

Social media is the term for online tools, websites and interactive media that enable users to interact with each other by sharing information, opinions, knowledge and interests. The term "social media" covers sites and applications including but not restricted to Facebook, Twitter, ~~Flickr~~, ⁽⁶⁾ LinkedIn, blogs, and any similar sites which develop after the creation of this policy. It also includes comments on online newspaper articles.

The Council ~~is now introducing~~ **makes use of**⁽⁷⁾ social media, as it recognises this as the fastest growing communications and promotion media.

The Council has adopted a Social Media Policy for Councillors, to be considered in conjunction with the Council's Code of Conduct for Councillors. It relates to all use of social media, whether inside or outside of official capacities by Councillors.

The Council's employment policies also set out strict rules for staff concerning the use of social media.

Health and Safety

Computers are now a part of everyday life. If they are not used correctly, they can present hazards. Computers may be called Display Screen Equipment (DSE), Visual Display Units (VDU's) and the immediate environment where they are used i.e. desk/chair etc. is referred to as a workstation.

The Display Screen Equipment Regulations, 1992 regulate the use of computers at work and refer to the persons affected as "users". "Users" are persons who "habitually use VDU's as a significant part of their normal work and regularly work on display screens for two/three hours each day or continuously for more than one hour spells". The Regulations also apply to employees working at home.

It is important that a correct assessment of your workstation is done to highlight any problems that must be reported to your supervisor - this can be done using the Workstation Assessment Questionnaire. Completed Questionnaires should be returned to your Manager.

If you are a "defined computer user":-

- Your workstation must be designed for computer use. There must be sufficient space to position your keyboard so that you can rest your wrists in front of it;
- The screen should be fully adjustable and must be positioned to avoid glare from lights, windows etc.;
- Your chair must be of the fully adjustable type with five castors and must be adjusted to support your lower back. It must be set at the correct height for your desk. Your feet should rest on the floor and you may need a footrest;
- Report eyestrain, headaches or aching limbs to your manager. The Council will pay for your eye test if you are a defined user;
- Ensure your computer has an adjustable keyboard;
- Ensure your working environment is comfortable. Problems with ventilation, temperature or lighting should be reported to your Manager.

PROTOCOL FOR THE USE OF BOGNOR REGIS TOWN COUNCIL'S WEBSITE

Background

The Town Council website was developed and is hosted by an external provider. It will be further developed and made more interactive in line with the Communications ~~& Marketing~~⁽²⁾ Strategy and have a recognisable design links with a range of partner organisations.

Future Additions

The Council will regularly review the contents of the Website to ensure that it continuously improves the range and quality of current and historical data available.

Editorial Control

The Town Clerk has been given editing rights for the Town Council site. The Town Clerk can authorise a specific member of staff to add, delete and amend specified areas of information on the Town Council site.

Quality is important to the image of the Council. Remember: Anything that we publish on the web, we should be happy to see published in a local newspaper!

Editorial Content

Information needs to be accurate and in accordance with Town Council Policy.

The Code of Recommended Practice on Local Authority Publicity – updated in 2011 must be taken into account when matters of publicity are concerned, more details will be provided in the Council's Communications ~~& Marketing~~⁽²⁾ Policy. Basically we are allowed to publicise the contact details of individual Councillors, positions they hold and can publicise individual proposals, decisions and recommendations but must keep information objective and not use Council funds to mount campaigns intended to persuade members of the public to hold a particular view on a question of policy or party politics

Updating the Site

The site will be updated at least weekly. It is important that the site remains fresh, relevant and current.

Web Links

We will place important links on our Website to make it as easy as possible for visitors to find out information about the Town and its organisations. We will also approach other bodies for them to have links to our site.

Members' Area

Members will be provided with access to the Members only area of the website where they may view historic documents as well as Agenda, Reports, Minutes and also any Confidential papers as deemed appropriate by the Town Clerk. ⁽⁸⁾

Sharing Technology

We will work and share technology with principal councils and other local bodies where appropriate, providing it takes forward the objectives of this policy.

Sharing information with and between Councillors

As much information as possible will be provided electronically to Councillors. The Local Government (Electronic Communications) England Order 2015 has amended the Local Government Act 1972, Schedule 12 to allow the distribution of summonses, agendas and minutes by electronic means providing each councillor agrees **with the written acceptance of this process provided by Members when taking Office.** ⁽⁹⁾

~~Councillors historically print as necessary themselves, however it is at times necessary for Councillors to print large documents and this facility is offered in the office. The Council will in the future need to review these arrangements, along with the possibility of more useable technology provision, Council specific email addresses and advice on the security of confidential information made available to Councillors.~~ ⁽¹⁰⁾



BOGNOR REGIS TOWN COUNCIL PROCUREMENT POLICY

Adopted by the Council at its Meeting held on 13th January 2014

Reviewed by Council ???????

The Council will strive to attain best value for all goods, materials and services which it purchases. "Best Value" will be defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations, Standing Orders for Contracts and the Public Contracts Regulations 2015 (when appropriate). ⁽¹⁾

- The Council will purchase locally wherever possible and where best value can be satisfied.
- In evaluating "best value", the past record of the supplier will be taken into account.
- For goods, materials or services over £20,000, an evaluation model encompassing both price and quality, will be developed in advance against which best value can be judged.
- For other than small value purchases, the environmental and social credentials of the supplier will be requested, in accordance with the Council's Environmental Policy and Community and Social Policy.
- The Council will purchase Fair Trade goods where possible.
- The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard.



BOGNOR REGIS TOWN COUNCIL SOCIAL MEDIA POLICY FOR COUNCILLORS

Adopted by Council on 9th March 2015 to take effect from 8th May 2015

Reviewed by Council ???????????

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1 INTRODUCTION

- 1.1 Social media is the term for online tools, websites and interactive media that enable users to interact with each other by sharing information, opinions, knowledge and interests.
- 1.2 For the purposes of this policy, the term “social media” covers sites and applications including but not restricted to Facebook, Twitter, ~~Flickr~~, ⁽¹⁾ LinkedIn, blogs, and any similar sites which develop after the creation of this policy. It also includes comments on online newspaper articles.
- 1.3 An overview of the main types of social media can be found at the end of this policy.

2 BENEFITS AND RISKS

- 2.1 The following potential benefits have been identified with the use of social media:
 - 2.1.1 Ability to connect with harder-to-reach groups;
 - 2.1.2 Real-time updates on emerging situations (i.e. as they happen);
 - 2.1.3 Heightened level of interactivity;
 - 2.1.4 Low cost in comparison with traditional forms of media;
 - 2.1.5 Enhanced transparency;
 - 2.1.6 Building a sense of belonging in a neighbourhood;
 - 2.1.7 Increased resident satisfaction levels;
 - 2.1.8 Help to reduce social problems like vandalism or racism.
- 2.2 The following risks have been identified with the use of social media:
 - 2.2.1 Virus or other malware (malicious software) infection from infected sites;
 - 2.2.2 Disclosure of confidential information;
 - 2.2.3 Damage to the reputation of the Council;
 - 2.2.4 Social engineering attacks or “phishing”. This is the act of manipulating people into disclosing confidential material or carrying out certain actions. Social engineering is often conducted by individuals fraudulently claiming to be a business or client;
 - 2.2.5 Bullying or witch-hunting;
 - 2.2.6 Civil or criminal action relating to breaches of legislation;
 - 2.2.7 Breach of safeguarding through the use of images or personal details leading to the exploitation of vulnerable individuals.

3 WHO THIS POLICY COVERS

- 3.1 This policy covers all Councillors. It should be considered in conjunction with the Council’s Code of Conduct for Councillors.
- 3.2 It relates to all use of social media, whether inside or outside of official capacities.

4 WHO CAN USE SOCIAL MEDIA

- 4.1 The Town Clerk will have control of any social media sites set up for the Council as a corporate body. It is recommended that in the case of Facebook and similar sites, Councillors wishing to keep their personal life and official capacities separate should create separate accounts.

5 USERS' RESPONSIBILITIES

- 5.1 Councillors using social media should make use of stringent privacy settings if they do not wish them to be accessed by the press and public.
- 5.2 In any biography where the Councillor is identified as a Councillor, the account should state that the views are those of the Councillor in question and may not represent the views of the Council. Use of the Council's logo on a personal account or website should only occur with the written permission of the Town Clerk.
- 5.3 The logo should not be used on sites or applications which are unrelated to or not representative of the Council's official position. If in doubt, contact the Town Clerk.
- 5.4 Where possible, a Councillor should make clear who they are in the profile of any account and whether they are an authorised representative of the Council, unless there are exceptional circumstances, such as a potential threat to personal security. In such instances, the Council's Town Clerk must be consulted.
- 5.5 Councillors are personally responsible for the content which they publish on any form of social media. Publishing – or allowing to be published (in the form of a comment) – an untrue statement about a person which is damaging to their reputation may amount to libel.
- 5.6 Councillors must treat others with respect, avoid personal attacks and not make disrespectful, rude or offensive comments.
- 5.7 Councillors must comply with equality laws contained within the Equality Act 2010, associated legislation and the Council's Equality Policy. They must not publish anything that might be considered sexist, racist, ageist, homophobic or anti-faith.

6 ANONYMOUS POSTINGS

- 6.1 When commenting online on any matter relating to the Council, Councillors should identify themselves as a Councillor (for instance in their profile) and make it clear whether or not they are representing the views of the Council. They must not make anonymous posts nor use a pseudonym when making such comments so as to hide their identity.
- 6.2 Councillors who fail to identify themselves as a Councillor in breach of this obligation will be deemed to be acting in their official capacity for the purposes of the Code of Conduct and such failure will itself be a breach of the Code of Conduct for Councillors.

7 SAFETY

- 7.1 Councillors must be aware of their own safety when placing information on the Internet and should not publish information which could give details which could leave them vulnerable.
- 7.2 Any Councillor receiving threats, abuse or harassment via their use of social media should report it to their political group leader, Town Clerk and/or the police.
- 7.3 They should use a secure password (generally more than eight characters long and using a mixture of letters and numbers) and never share their password with anyone.

8 INFORMATION PROTECTION

- 8.1 Councillors must not disclose information, make commitments or engage in activity on behalf of the Council unless they are authorised to do so.
- 8.2 They should not cite or reference customers, partners or suppliers without their prior written consent.
- 8.3 They must handle any personal or sensitive information in line with the Council's data protection policies.
- 8.4 Social media sites are in the public domain and it is important that Councillors ensure that they are confident of the nature of the information they publish. Comments posted online are permanently available and can be used by media such as newspapers.
- 8.5 Councillors must not publish or report on meetings which are private or internal or publish exempt committee reports or private papers.
- 8.6 Copyright laws still apply online. Councillors must not use images to which they do not hold the copyright. Information shared should be attributed to the source (i.e. via web link). Councillors must respect fair-use and financial disclosure laws.

9 ELECTIONS

- 9.1 The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature - and this includes web advertising. There are additional requirements, such as imprint standards, for materials which can be downloaded from a website. Full guidance for candidates can be found at www.electoralcommission.org.uk. Accounts may need to be closed for a defined period before local and national elections in order to comply with legislation which affects local authorities.
- 9.2 Political blogs cannot be linked from the Council's website and the Council will not promote Councillors' Twitter accounts during the election purdah period.

10 BEST PRACTICE

- 10.1 Councillors must not use insulting or offensive language or engage in any conduct that would not be acceptable in a workplace. They must show consideration for others' privacy and for topics that may be considered controversial, such as politics or religion.
- 10.2 Social media must not be used to publish content which may result in action for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes but is not limited to, material of an illegal, sexual or offensive nature that may bring the Council into disrepute.
- 10.3 Corporate social media must not be used for party political purposes nor specific campaigning purposes as the Council is not permitted to publish material which "in whole or part appears to affect public support for a political party" (Local Government Act 1986). The Council's corporate social media accounts must not be used for such purposes by a Councillor.
- 10.4 Councillors must not use the Council's social media accounts to promote personal financial interests, commercial ventures or personal campaigns, whether or not related to the function of the Council.
- 10.5 Social media must not be used in an abusive or hateful manner.
- 10.6 Social media must not be used for actions that would put Councillors in breach of the Code of Conduct for Councillors.

- 10.7 Use of social media must not breach the Council's misconduct, equal opportunities or bullying and harassment policies.

11 BREACHES OF THIS POLICY

- 11.1 Failure to comply with this policy may result in a formal complaint being made to the Monitoring Officer to be dealt with under the Council's Standards Procedures.
- 11.2 Other violations of this policy, such as breaching the Data Protection Act ~~1988~~-2018⁽¹⁾, could lead to criminal or civil action being taken against the individual(s) involved.

The Council reserves the right to request the closure of any applications or removal of any content published by Councillors deemed inappropriate or which may adversely affect the reputation of the Council, or put it at risk of legal action.

APPENDIX 1 TO SOCIAL MEDIA POLICY

EXAMPLES OF SOCIAL MEDIA

The types and numbers of social media tools are constantly growing and this policy is intended to cover all emerging brands of social media account as well as those listed below.

Facebook: A website and accompanying mobile application on which users create a profile or timeline for themselves where they send and receive requests from “friends” which link their accounts, enabling them to share photos, information and common interests. Accounts can be set to “private” which prevents anyone but a user’s approved friends seeing the content.

Blogs: Short for “weblog”, this is an online diary and can take the form of a personal website created from scratch and designed by the user, or a template hosted on a site such as Blogger, WordPress or Blogs Today. It is effectively an online diary which can be themed or personal, surrounding an individual’s interests or opinions.

Twitter: A microblogging site where users communicate in 140-character statements, including images and links to websites if required. Unlike Facebook (which is essentially private unless you grant access to a ‘friend’), Twitter accounts are generally public unless restrictions are placed by the user to make them private. Users attract followers, who do not require permission to read a user’s ‘tweets’ (the name of the messages) unless they are blocked. It can be compared with sending a text message to a virtual message board.

Messages can be further shared by ‘re-tweeting’ and public messages exchanged using the “@” symbol and a user’s Twitter name or ‘handle’.

YouTube: A video-sharing website, where users can view and upload their own videos.

Instagram: A social networking app made for sharing photos and videos from a smartphone. Similar to Facebook or Twitter, everyone who creates an Instagram account has a profile and a news feed. Other users who follow you will see your posts and any comments you have made on other peoples posts in their own feed.

LinkedIn: A professional networking site, designed to help people make business connections, share their experiences and resumes, and find jobs. ⁽³⁾



BOGNOR REGIS TOWN COUNCIL VOLUNTEERS POLICY

Adopted by the Council at its Meeting held on 9th September 2013

Reviewed by Council ????????

Bognor Regis Town Council is a local council, the tier of government closest to our community.

Our purpose is to lead Bognor Regis to a better future **working** in the interests of our residents to improve their quality of life. ~~improving the quality of life for locals, listening to and acting upon their views to improve facilities for residents and visitors and delivering bespoke value for money services.~~

Our vision is to develop a clear Bognor Regis brand, to become more powerful and enterprising, ~~controlling our own destiny so that we can deliver relevant and sustainable local services, develop community cohesion~~ working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis..

Our main priorities are:

- ~~— Promoting the Bognor Regis Brand and town/area~~
- ~~— Partnership working.~~
- ~~— Take on more devolved services~~
- ~~— Acquiring and creating more community assets.~~
- Build on the success of Bognor Regis
- Manage and reduce the environmental impact of Bognor Regis
- Work to enable residents and community groups to live well and enjoy and take pride in our Town
- Promote arts and culture to make Bognor Regis a great place to live, work, study and visit

~~**The Bognor Regis Community Promise:** In achieving our vision, Bognor Regis Town Council promises to be trustworthy, honest, reliable and accessible. We will have a clear identity and the authority to take ownership of community problems and issues, ensuring it does a good job for all.⁽¹⁾~~

Many of our activities involve working in partnership with community and voluntary groups, also volunteers work directly with us for a number of reasons:

- To increase our contact with the local community we serve
- To help ensure our services reflect the needs of our community
- To increase skills, experience, perspectives and diversity in the workplace and
- To temporarily increase our skills and capacity.

We will ensure that volunteers feel part of the Town Council structure by enabling them to contribute to our ongoing development. We will have systems in place to involve volunteers in staff information sessions, and regular supervision.

Bognor Regis Town Council does not aim to introduce volunteers to replace paid staff. We expect that staff at all levels will work positively with any volunteers and where appropriate, will actively seek to involve them in their work.

We acknowledge that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing training for them to do their role effectively.

Volunteers may come through community groups, direct from the community or be students from a local educational institute.

Guidelines

The following guidelines deal with practical aspects of volunteering with the Town Council. More information can be found on our Website and in copies of policies mentioned here.

Recruitment

All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

Volunteer Agreement and Task Descriptions

Each volunteer will have an agreement establishing what Bognor Regis Town Council undertakes to provide for them. Also volunteers will be asked to agree to a written outline of the specific work they will be undertaking. Neither of these documents is intended to form a contract. Bognor Regis Town Council has no intention of creating a contract with any volunteers. Each volunteer will also be given an information pack about the Council.

Expenses

~~Volunteers working a minimum of five hours per day will be able to claim expenses for lunch this would be paid against a receipt and no more than £3.50. Travel expenses carried out on behalf of the Town Council would also be met⁽²⁾~~

Induction and Training

All volunteers will receive an induction into Bognor Regis Town Council and their own area of work. Training will be provided as appropriate. Where possible, volunteers will be entitled to receive additional training on the same basis as paid staff.

Support

All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feed back on progress, discuss future development and air any problems.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning Bognor Regis Town Council and its work to staff and councillors to their main point of contact.

Insurance

All volunteers are covered by Bognor Regis Town Council's insurance policy whilst they are on the premises or engaged in any work on our behalf.

Health and Safety

Volunteers are covered by Bognor Regis Town Council's Health and Safety Policy, a copy of which will be provided to each volunteer. Volunteers will be made aware of the Council's **Protection of Children** ⁽³⁾ and Vulnerable Adults Policy and Procedures and where necessary CRB (DBS) checks and training will be undertaken.

Equal Opportunities

Bognor Regis Town Council operates an Equality Policy in respect of both paid staff and volunteers. A copy will be provided. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

Protection of Children and Vulnerable Adults

If the volunteer is to work in a regulated activity within the Council, the Council will carry out enhanced CRB (DBS) checks and ensure the volunteer is not on the Barred list with the Disclosure and Barring Service. The Council has a **Protection of Children and Vulnerable Adult Protection** Policy⁽³⁾ which will be made available to you. The Council will ensure there is a proportionate balance between civil liberties and safeguarding vulnerable groups, including children.

Problem Solving

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers. A copy of the procedure is included in the Volunteers Handbook.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff.



BOGNOR REGIS TOWN COUNCIL **TRAINING AND DEVELOPMENT POLICY**

Adopted by the Council at its Meeting held on ????????????????

1. Introduction

Bognor Regis Town Council recognises that training and development for its staff and Councillors is a major investment in its ability to deliver effective services and will seek to create a culture of continuing development.

2. Policy Commitments

2.1 The Council will commit to ensuring all staff and Councillors are trained to the highest standard and are kept up to date with new legislation to enable the Council to meet agreed objectives under the Corporate Strategy.

2.2 To support this commitment, funds will be allocated in the annual budget to enable staff and Councillors to attend appropriate training and conferences relevant to their office.

2.3 The Town Council's Policy and Resources Committee will be responsible for managing the allocated budget.

2.4 The Policy will be reviewed annually.

3. Training Plan

3.1 The Clerk and the Council will be responsible for determining, meeting and monitoring the training needs of Councillors.

3.2 The Clerk and relevant line managers, will be responsible for determining, meeting and monitoring the training needs of staff.

3.3 Records of all training of staff and Councillors will be kept by the Clerk.

3.4 A training schedule will be drawn up by the Clerk for approval by the Joint Consultative Staffing Sub-Committee to ensure all training is relevant, fit for purpose and is carried out in a cost-effective manner. This schedule will be informed by training needs of staff identified through the staff appraisal system. Consideration will be given to carrying out training locally, possibly in liaison with other local councils.

3.5 All new Councillors will receive an induction pack prepared by the Clerk and invited to attend an induction meeting with the Clerk and Chairman of the Council following the parish elections every four years, where basic information relating to Bognor Regis Town Council's organisation and responsibilities will be provided. Re-elected councillors will be invited to this meeting.

4. Professional Qualifications

4.1 It will be a requirement of the Clerk to hold the qualification of Certificate in Local Council Administration (CiLCA) or equivalent or commit to achieving it within 12 months of appointment.

4.2 The Council will meet the financial cost of registering for, training support and submitting the CiLCA portfolio. If a candidate is unsuccessful, the candidate will be responsible for the cost of any re-submission.

4.3 All staff members will be encouraged to pursue professional qualifications relevant to their individual roles.

4.4 The Council may agree to meet the cost, or part thereof, of a qualification which will be of mutual benefit to both the Council and staff member.

5. **Staff Personal Development**

- 5.1 The Council recognises that training and development for staff often provides continuous professional development for the staff member, while enhancing specific skills. Training courses for personal development are motivational for staff members and consistently leads to improved performance in their current role. Equally, the Council acknowledges that such personal development will occasionally lead staff members to seek alternative employment to maximise their new or improved skills.
- 5.2 Where there is clear benefit to the Council, payment for any personal development training will be made by Bognor Regis Town Council, and the staff member will be expected to use their new or improved skills in their existing role within the Council.
- 5.3 Where the cost of the personal development training course exceeds **£1,000** the staff member will repay to the Council the full cost of the training if they leave the employment of the Council within 12 months of completion of the training, and 50% of the cost of the training if they leave the employment of the Council after 12 months, but within 24 months of the completion of the training. Agreement to this condition will be recorded in the staff member's file.
- 5.4 The provisions within part 5 of this policy do not apply to any training course deemed compulsory for the staff member to carry out their existing role, for example due to a change of regulations or insistence on particular qualifications.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 27th SEPTEMBER 2021

AGENDA ITEM 12 - TO RECEIVE THE REPORT FROM THE HEALTH & SAFETY INSPECTION OF THE TOWN COUNCIL OFFICES UNDERTAKEN BY ELLIS WHITTAM ON 6th SEPTEMBER 2021

REPORT BY DEPUTY CLERK

FOR INFORMATION

The annual Health & Safety Inspection and Audit was carried out by the Town Council's consultants, Ellis Whittam on 6th September 2021.

A copy of the Executive Summary and Safety Action Plan for the Town Hall Offices is attached as APPENDIX 1.

The report arising from the inspection of the Town Force Lock-Up is awaited and will therefore be referred to the Committee at the next meeting.

It should be noted, and as referred to in the Executive Summary for the Town Hall offices, many of the identified actions for that location actually fall within the remit of Arun District Council as Landlord, with several of these categorised as High, and the matters will be followed up with them urgently.

DECISION

Members are invited to NOTE the 2021 Health & Safety Inspection Executive Summary and Safety Action Plan for the Town Hall Offices as circulated.

Assessment/Inspection - Yr4 Visit 2021

Bognor Regis Town Council

Score Band

Red

Manager Name

Sarah Norman

Date and Start Time

6 Sep 2021 at 9:30am

Job Title

Deputy Town Clerk

Auditor

Michelle Mitcham

Action Status

Key	Low	Medium	High	Critical
Open	3	15	6	-
Closed	-	-	-	-

Contents

Executive Summary	A
Safety Action Plan	B
Assessment/Inspection Report	C

A Executive Summary

Scope:

This is a general risk assessment that covers the significant health & safety issues arising from the premises and the activities carried out by Bognor Regis Town Council and to determine the adequacy of the existing controls and provide information on the further actions required to reduce risks in line with current legal requirements and best practice.

Summary:

Bognor Regis Town Council lease a number of small offices on the first floor of the Town Hall which is owned and managed by Arun District Council.

Bognor Regis Town Council currently employs eight full time staff, one part time member of staff, one weather observer and a volunteer and another member of staff on an ad-hoc basis. Three full time staff are employed within the grounds maintenance team known as "Town Force".

As Arun District Council are responsible for statutory inspections, seek clarification and evidence to support that:

Gas appliances are inspected and serviced annually, the passenger lift is inspected every 6 months, legionella and water temperature monitoring is carried out, the fire risk assessment is reviewed, the alarm serviced annually and the emergency lighting system tested monthly, inspected and serviced annually. With regards to the electrical fixed wiring, seek confirmation on the current status and the extent of the planned works.

Activities/Areas/Premises covered/not covered:

This report covers the H&S management and activities of Bognor Town Council carried out within the Town Hall. All offices and communal areas were seen.

Activities which are undertaken by the Town Force team are covered under a separate general risk assessment.

Attendees:

Sarah Norman Deputy Town Clerk

Michelle Mitcham Health and Safety Consultant

Introduction

Purpose of Report

This document has been prepared on your behalf by Ellis Whittam Ltd and is an assessment of general health and safety risks as required by health and safety legislation. It also includes a fire risk assessment where Ellis Whittam are engaged to perform this work.

The primary purpose of this report is to comment on the existing risk control measures you have in place and provide you with the details of improvements required to your health and safety arrangements in order to comply with legislative requirements and best practice. Any improvements required are identified as actions and appear in Section B 'Safety Action Plan' with a Priority Rating. Finally this report comments on the existing risk control measures you have in place which appear in Section C 'Assessment Report' along with an overall Risk Rating. An explanation of these ratings is provided on the following pages.

By completing the actions recommended within the timeframes stipulated you will improve health and safety conditions within your workplace. This means you will reduce the likelihood of an undesirable event occurring such as an accident and any legal action being taken against your company whether by the Regulator or in the civil courts. You will also benefit from improvements in operational efficiency and a motivated and contented workforce. To manage risks and actions identified in this report please use the MyH&S software.

In compiling this report every effort has been made to cover the significant hazards and risks likely to affect your organisation and is a result of the observations made by the consultant during their visit, documents examined and discussions held with your employees. It is your responsibility to validate this report to ensure that all reasonably foreseeable hazards have been considered. The report should not be relied upon as a complete suite of risk assessments covering every aspect of your operation. Where appropriate you will be directed to carry out a more detailed and specific risk assessment. Absence of any comment on any particular topic must not be taken as an indicator of compliance with any statutory obligations.

Important note: In some instances Ellis Whittam will carry out a Workplace Inspection instead of a general assessment. The type of work we have carried out will be described within the 'Scope' section. A Workplace Inspection is designed to provide an overview of your compliance with legislative requirements. It does not go into the same level of detail as an assessment. Sections B & C will appear in the report as described above. Section C will identify if a risk is being managed or not and will provide brief notes on how to achieve compliance. Unlike the assessment report a Workplace Inspection report does not provide an overall Risk Rating.

Should you require any advice or assistance please contact your dedicated health and safety consultant or call the Ellis Whittam Advice Line on: 0345 226 8393

This report becomes uncontrolled when printed.

Introduction

About Risk Assessments

Risk assessment is an integral part of successful health and safety management and is a legal duty found in health and safety legislation including the Management of Health and Safety at Work Regulations 1999 and current fire safety legislation.

The effective management of health and safety will depend, amongst other things, on a suitable and sufficient risk assessment being carried out and the findings being used effectively. The findings from a risk assessment can be used to inform decisions as to whether any existing precautions or control measures are adequate, or whether additional prevention or control measures are needed.

This report provides a general risk assessment of the significant hazards and risks within your workplace. It is the starting point where you can decide whether you are doing all that is reasonably practicable in controlling the risks identified or whether a more detailed and specific risk assessment is required. For example you may have several pieces of machinery with dangerous parts that must be guarded. The report will identify the overall adequacy of guarding but you may be required to complete individual machinery risk assessments to take into account normal and non-routine activities such as maintenance.

About Workplace Inspections

If this report indicates it is a Workplace Inspection (refer to Scope section) then it provides a record of an inspection of the workplace and whether you are complying with health and safety legislative requirements or not. Where compliance is not achieved, the report will provide corrective action and a recommended timeframe to complete.

Remember your Ellis Whittam consultant is there to help and can be contacted for advice on how to achieve compliance.

Introduction

Terminology

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

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

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

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

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

Some health and safety law imposes an '**absolute**' duty which means that the law must be adhered to regardless of the time, effort and cost of doing so. This means that there is no reason that can be given to excuse not complying with the legal requirement.

Where the term '**reasonably practicable**' is used in health and safety law it means that a balance must be found between minimising the level of risk and the time and cost of doing so. The greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

Key Definitions

Throughout this report you will see reference to various ratings relating to **Priority** and **Risk**. An explanation of these descriptors together with the section of the report they are found in is provided below:

Priority Rating - Section B Safety Action Plan

This is a measure of the significance of the risk identified and how soon action should be taken.

"Critical" Immediate risk. Complete within 48hrs.

"High" Serious legal contravention. Complete within 7 days.

"Medium" Legal contravention. Complete within 3 months.

"Low" Minor contravention. Complete within 6 months.

Risk Rating – Section C Assessment/Inspection Report

This is an estimation of the overall risk after taking into consideration all existing control measures currently in place. The overall risk ratings shown below will only appear in General Risk Assessment reports and not Workplace Inspection reports.












"High Risk" relates to the highly probable occurrence of a fatal or major injury or irreversible health effect.






"Medium Risk" relates to the possibility of a serious injury or serious health effect.

"Low Risk" relates to the occurrence of a minor injury or reversible minor health effect.

B Safety Action Plan

Category	Priority Rating	Action Required	Suggested Completion	Completed By
WORKPLACE-OTHER - Workplace-Additional observation 1	H	Some of the windows in the offices occupied by Bognor Regis Town Council are in an unfit state, with counterbalances broken, damaged frames and badly insulated. With the counterbalances not working, this could cause severe injury and therefore the windows should be assessed and repaired.	14/09/2021	
ELECTRICAL SAFETY- FIXED WIRING - Action: Fixed wiring tests overdue	H	Liaise with Arun District Council to ensure a fixed wiring inspection has been undertaken or is arranged, as the last inspection was in 2016 and is now due/overdue.	14/09/2021	
GAS- CONTROLS - Action: Leakage procedure required	H	Liaise with Arun District Council to determine if a gas leakage procedure is in place in the event of a leak or emergency situation.	14/09/2021	
FIRE SAFETY OVERVIEW- RISK ASSESSMENT - Action: Risk assessment not carried out	H	Ask the landlord - Arun District Council for a copy of the fire risk assessment for the entire Town Hall building and confirmation that any recommendations identified have been carried out.	14/09/2021	
FIRE SAFETY OVERVIEW- FIRE DRILLS - Action: Periodic drills not conducted	H	Liaise with Arun District Council regarding a fire drill which must be carried out at least once in every 12 month period. Record the data and results of the fire drill. In the meantime, emulate a fire drill when the fire alarm is tested on a Tuesday morning for Bognor Regis Town Council staff.	14/09/2021	
PASSENGER & GOODS LIFTS- MAINTENANCE & EXAMINATION - Action: Thorough examination not performed	H	Unless otherwise specified in a written scheme of examination drawn up by a competent person, (e.g. Insurance company engineer) ask Arun District Council to confirm that the passenger lift is subject to a 6 monthly thorough examination.	14/09/2021	
ELECTRICAL SAFETY- FIXED WIRING - Action: Electrical Installation Condition Report	M	An Electrical Installation Condition Report (EICR) should be obtained for the fixed wiring test and held on file.	06/12/2021	
GAS- CONTROLS - Action: Annual inspection required	M	Liaise with Arun District Council and seek confirmation that all gas installations and appliances to be tested by a Gas Safe registered contractor. Maintain records.	06/12/2021	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
DISPLAY SCREENS- WORKSTATIONS - Action: Assessments required		Complete a DSE assessment for each workstation and determine the need for additional control measures to reduce the risk of ill health. A suitable form can be found in the client login area of the Ellis Whittam website.	06/12/2021	
DISPLAY SCREENS- WORKSTATIONS - Action: Assessment reviews required		Review your workstation assessments at least annually or where there are equipment changes or staff changes.	06/12/2021	
DISPLAY SCREENS- OTHER - Display Screens- Additional observation 1		Complete DSE/homeworking checklist for those that will continue hybrid working.	06/12/2021	
FIRE SAFETY OVERVIEW- DETECTION & ALARMS - Action: Ensure fire alarm serviced at suitable intervals		Liaise with Arun District Council to ensure that the fire alarm system is subjected an annual service by a competent person/company, (this may be in the form of two six monthly service, four quarterly visits or any other pattern that ensures no more than 12 months has elapsed since any device received attention).	06/12/2021	
FIRE SAFETY OVERVIEW- STAIRS & EXTERNAL ESCAPES - Action: Staircases do not have colour-contrasting nosings		Liaise with Arun District Council regarding the stair nosings on the concrete steps which ideally should have a contrasting colour.	06/12/2021	
FIRE SAFETY OVERVIEW- WEEKLY CHECKS - Action: Weekly checks not conducted		Record weekly fire checks on extinguishers.	06/12/2021	
FIRE SAFETY OVERVIEW- EMERGENCY LIGHTING - Action: Monthly tests not conducted		Seek confirmation that the emergency lighting system is tested monthly.	06/12/2021	
FIRE SAFETY OVERVIEW- EMERGENCY LIGHTING - Action: Emergency lighting system not serviced/inspected		Ask Arun District Council to confirm that the emergency lighting system is serviced and inspected annually.	06/12/2021	
STRESS MANAGEMENT- CONTROLS - Action: Staff not surveyed		Complete an employee opinion survey.	06/12/2021	
PASSENGER & GOODS LIFTS- SAFETY MEASURES - Action: Alarm/phone checked & tests not recorded		Liaise with Arun District Council to confirm the audible alarm/telephone is checked regularly and record all tests.	06/12/2021	
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Legionella assessment required		Ask Arun District Council for a copy of the legionella assessment, which identifies potential areas of Legionella growth including dead legs, long pipe runs, water tanks and old fittings.	06/12/2021	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Cold water entering building not monitored		Seek confirmation from Arun District Council that cold water entering the building is monitored and temperature checks made on cold water outlets around the premises and records kept.	06/12/2021	
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Hot water monitoring required		Seek confirmation from Arun District Council, that checks are carried out on the hot water outlets in rotation to verify that the hot water in circulation is above 50°C and records kept.	06/12/2021	
TRAINING AT WORK- NEEDS ANALYSIS - Action: Training assessment required		Complete a training assessment to identify the skills and knowledge needed for people to do their job in a safe way. (Your EW consultant can provide a template)	06/03/2022	
TRAINING AT WORK- NEEDS ANALYSIS - Action: Gap analysis recommended		Compare current skills and knowledge to the requirements identified by the training assessment and identify the gaps.	06/03/2022	
TRAINING AT WORK- NEEDS ANALYSIS - Action: Check risk assessments for training control measures		Check all risk assessments to identify where 'information and training' are control measures.	06/03/2022	

C Assessment/Inspection

1 CORE TOPICS

MANAGEMENT OF H&S- POLICY

Current control: Policy is current

The Health and Safety Policy is current and up to date.

Current control: Policy brought to staff attention

The Health and Safety Policy has been brought to the attention of staff and a record of this has been made to demonstrate compliance.

Current control: Policy available to staff

The Health and Safety Policy is made available to all staff.

MANAGEMENT OF H&S- ORGANISATION

Current control: Effective structure in place

The organisation has an effective structure in place for the management of health and safety.

Current control: Overall responsibility accepted

The Members of the Council have accepted overall and final responsibility for the safe running of the business

Current control: Specific H&S responsibilities allocated

Those managers to whom specific responsibilities have been allocated have had those responsibilities issued to them and/or included in their job descriptions.

Current control: H&S training adequate

Training has been provided to ensure that key persons at senior levels, middle management, supervisory positions and general workforce, are competent to undertake their health and safety responsibilities.

Current control: Reporting of H&S concerns adequate

Staff have been informed to whom they should report any concerns about health and safety issues, so that the management can address them.

MANAGEMENT OF H&S- MONITORING ETC

Current control: Monitoring carried out

Monitoring of health and safety controls and standards is carried out and recorded.

Current control: H&S plan developed

There is a Health and Safety action plan, which is prioritised and monitored to ensure that actions are taken within a suitable time frame. Actions are also allocated to specific individuals.

Current control: H&S performance criteria established

The company has established performance criteria for health and safety.

Current control: H&S performance reported

Performance for health and safety is fed back to the most senior level of the organisation.

MANAGEMENT OF H&S- COMMS & CONSULTATION

Current control: Staff involvement

Suitable arrangements are in place for regularly communicating with and consulting staff on Health and Safety matters.

Current control: H&S on meeting agendas

Health and Safety is a regular agenda item on meetings that are held with staff.

Current control: Non-union representation

Since the organisation does not recognise a trade union (or there is no Trade Union in place) the consultation takes place with staff and their elected representatives.

MANAGEMENT OF H&S- TRAINING

Current control: Induction training includes H&S

Induction training for new staff includes health and safety subjects.

Current control: Basic H&S training in place

Arrangements have been made for staff to be given basic Health and Safety training.

Current control: Specific training needs identified

Jobs with specific training needs have been identified and arrangements have been made for staff to be given job specific Health and Safety training. This includes ensuring all legal requirements for training have been met (for example first-aid training).

Current control: Training records kept

Accurate records of the training provided are maintained.

Current control: Training needs reassessment/review

Training needs are re-assessed and reviewed:- As jobs change; - As a result of health and safety monitoring;- As a result of accidents, incidents and cases of ill-health;- Where risk assessments identify a need.And refresher training is carried out as and when needed.

Current control: E-learning

E-learning is used to provide staff with training on health, safety and other subjects as part of the organisation's training programme.

MANAGEMENT OF H&S- RISK ASSESSMENT

Current control: Risk assessments in place

Risk assessments are in place for the organisation's activities.

Current control: Carried out by competent persons

Risk assessments are carried out by suitably competent persons.

Current control: Risk assessment reviews undertaken

A programme of risk assessment review is established and risk assessment reviews are recorded.

Current control: Staff informed of findings

Staff are informed of the risks and precautions established in the risk assessments. There is also a record of when employees have been informed of the contents of the Risk Assessments

MANAGEMENT OF H&S- ACCIDENTS ETC

Current control: Reporting procedure in place

There is a near miss or incident reporting procedure in place and staff have been made aware of it.

Current control: Investigations conducted

All serious accidents and/or incidents are investigated to determine the probable cause and if any actions have been identified to prevent reoccurrence.

Current control: Accident book provided

An Accident Book is provided for the recording of accidents.

Current control: Ill-health reporting in place

There are arrangements in place to report any work-related ill-health.

Current control: RIDDOR reporting arrangements in place

Suitable arrangements are in place for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

MANAGEMENT OF H&S- EMERGENCY PLANS

Current control: Procedures in place

Procedures for serious or imminent danger are established.

Current control: Procedures communicated

Staff are provided with suitable training in emergency plans and understand their role within them.

Current control: Arrangements in place with external bodies

There are suitable arrangements with external emergency services or utility companies in the event of an emergency.

MANAGEMENT OF H&S- NOTICES

Current control: H&S law poster displayed

The Health and Safety Law poster is of the currently approved type and is displayed in a conspicuous position.

Current control: Employer's liability certificate displayed

A copy of the employers' liability insurance certificate is displayed or is available in electronic form to all employees.

Current control: No smoking signs displayed

No smoking signs are displayed at entrance to buildings.

WORKPLACE-PEOPLE AT RISK

People at risk 1

All employees

People at risk 3

Members of the public

People at risk 4

Visitors

WORKPLACE-CLEANLINESS & WASTE

Current control: Good decorative order

The furniture, walls and floors are kept clean and in good decorative order.

Current control: General housekeeping adequate

General housekeeping is adequate and the accommodation is tidy and free from any waste build up and any slipping or tripping hazards.

Current control: Adequate/suitable waste receptacles

Adequate and suitable waste receptacles are provided throughout the workplace.

WORKPLACE-DOORS & GATES

Current control: Doors/gates fitted with vision panels where required

Doors and gates that swing in both directions, or are on main traffic routes, have a suitable vision panel.

WORKPLACE-FALLS/FALLING OBJECTS

Current control: Stored materials etc stable

Stored materials and objects are stable.

Current control: Suitable shelving

Shelving is strong and secure and suitable for the materials stored on it.

Current control: Filing cabinets suitable

Filing cabinets are fitted with anti-tilt mechanisms.

WORKPLACE-FLOORS & TRAFFIC ROUTES

Current control: Floors free of trips & slips

The floors are free from slipping and tripping hazards.

Current control: Floors in good condition

The floors/floor coverings are in good condition.

Current control: Roads/paths in good condition

Roadways and pathways are in good condition and are free from tripping hazards, such as potholes etc.

Current control: Outdoor surfaces suitably maintained

The outdoor surfaces are suitably drained and arrangements made to clear snow or ice in winter months.

Current control: Suitable handrails on stairs & steps

Suitable handrails are fitted to stairs/steps.

Current control: Access steps in good condition

Access steps into the premises are in good condition.

WORKPLACE-LIGHTING

Current control: Sufficient indoor lighting

The workplace including stairs and facilities are sufficiently lit by a combination of natural light and artificial lighting.

Current control: Sufficient traffic route lighting

Lighting on traffic routes is adequate so people/vehicles can move around safely.

Current control: Sufficient external lighting

Adequate lighting is provided to all of the external areas.

WORKPLACE-ROOM DIMENSIONS/SPACE

Current control: Workrooms have sufficient space

Workrooms have enough free space to allow people to get to and from workstations and to move with ease.

WORKPLACE-SMOKING

Current control: No smoking policy in place and adhered to

A 'No Smoking' policy is in place throughout the premises and no evidence of illicit smoking was observed.

WORKPLACE-TEMPERATURE

Current control: Suitable temperature maintained

Workroom temperature is suitably maintained at a comfortable level and at least 16°C for office areas and 13°C for when work involves substantial physical activity.

WORKPLACE-VENTILATION

Current control: Adequate supply of air

An adequate supply of air is provided either through mechanical ventilation or openings /windows, such that stale air / fumes are removed.

WORKPLACE-WELFARE

Current control: Suitable & sufficient sanitary facilities

Suitable and sufficient sanitary conveniences are provided and readily accessible.

Current control: Sanitary facilities have warm water, soap and drying facility

Sanitary conveniences have warm/hot water, soap and means of drying.

Current control: Sanitary facilities adequately ventilated, lit etc

Sanitary conveniences are suitably ventilated, lit and kept clean.

Current control: Adequate supply of drinking water

An adequate supply of water is readily available and cups provided.

Current control: Secure space for belongings

An adequate, suitable and secure space is provided to store workers' belongings.

Current control: Suitable & sufficient rest areas

Suitable and sufficient rest areas are provided with seating and with clean surface on which to place food.

Current control: Hot drink can be obtained/prepared

The rest area includes the facility to prepare or obtain a hot drink.

Current control: Means of heating food available

A means of heating food is provided where hot food cannot be obtained nearby.

Current control: Suitable rest facilities for new & expectant mothers

Suitable rest facilities for pregnant women and nursing mothers are provided and include facility to lie down.

TRANSPARENT/TRANSLUCENT SURFACES

Current control: Apparent or suitably marked

Transparent or translucent surfaces are apparent or suitably marked.

WORKPLACE-WORKSTATIONS & SEATING

Current control: Suitable workstations & seating provided

Suitable seating and workstations are provided for workers which enable them to undertake their roles safely and comfortably.

Current control: Seating provides adequate support

Seating provided gives adequate support for the lower back and footrests are provided for those that need them.

WORKPLACE-OTHER

H Workplace- Additional observation 1

Some of the windows in the offices occupied by Bognor Regis Town Council are in an unfit state, with counterbalances broken, damaged frames and badly insulated. With the counterbalances not working, this could cause severe injury and therefore the windows should be assessed and repaired.

LAST ACTION

Not actioned

ELECTRICAL SAFETY- HAZARDS

Hazard (high/medium/low): Electric shock

Medium

Hazard (high/medium/low): Fire

Medium

Hazard (high/medium/low): Explosion

Medium

ELECTRICAL SAFETY- PEOPLE AT RISK

People at risk 1

All employees

People at risk 3

Visitors

People at risk 4

Members of the public

ELECTRICAL SAFETY- FIXED WIRING

Current control: Fixed wiring tests in date

I was informed that Arun District Council commissioned fixed wiring tests which were completed in 2016. The first report showed an unsatisfactory status and later the same report was presented to Bognor Regis Town Council to show a satisfactory status, although there are no records to show that the recommendations in the first report had been carried out.

H Action: Fixed wiring tests overdue

Liaise with Arun District Council to ensure a fixed wiring inspection has been undertaken or is arranged, as the last inspection was in 2016 and is now due/overdue.

LAST ACTION

Not actioned

M Action: Electrical Installation Condition Report

An Electrical Installation Condition Report (EICR) should be obtained for the fixed wiring test and held on file.

LAST ACTION

Not actioned

ELECTRICAL SAFETY- PORTABLE APPLIANCES

Current control: PAT testing in date

Portable appliance testing, as appropriate to the equipment, is up to date.

Current control: Inventory of portable appliances available

There is an inventory of all portable electrical appliances in use.

Current control: Employees trained on pre-use checks

All employees have been instructed and/or trained to visually inspect portable electrical appliances before use.

ELECTRICAL SAFETY- OTHER CONTROLS

Current control: Electrical cupboards & switchgear secured

All electric cupboards and switch rooms are secured to prevent unauthorised access. Access is strictly controlled by Arun District Council and were unable to access at the time of the visit.

GAS- HAZARDS

Hazard (high/medium/low): Fire

Medium

Hazard (high/medium/low): Explosion

Medium

Hazard (high/medium/low): Asphyxiation

Low

GAS- PEOPLE AT RISK

People at risk 1

All employees

People at risk 3

Visitors

People at risk 4

Members of the public

GAS- CONTROLS

(M) Action: Annual inspection required

Liaise with Arun District Council and seek confirmation that all gas installations and appliances to be tested by a Gas Safe registered contractor. Maintain records.

LAST ACTION

Not actioned

H Action: Leakage procedure required

Liaise with Arun District Council to determine if a gas leakage procedure is in place in the event of a leak or emergency situation.

LAST ACTION

Not actioned

CLEANING- HAZARDS

Hazard (High/Medium/Low): Exposure to chemicals and/or dusts

Medium

Hazard (High/Medium/Low): Slips, trips and falls

Medium

Hazard (High/Medium/Low): Faulty electrical/mechanical equipment

Medium

Hazard (High/Medium/Low): Cuts and/or infection from sharps e.g. needles, broken glass etc

Medium

Hazard (High/Medium/Low): Falls from height

Medium

CLEANING- PEOPLE AT RISK

People at risk 1

All employees

People at risk 3

Members of the public

People at risk 4

Visitors

CLEANING- OTHER

Cleaning- Additional observation 1

Cleaning is managed by Arun District Council for the entire building. However, Bognor Regis Town Council carry out workspace cleaning for their own domain.

CONTRACTOR MANAGEMENT- HAZARDS

Hazard (High/Medium/Low): Injury to contractors

Medium

Hazard (High/Medium/Low): Injury to staff

Medium

Hazard (High/Medium/Low): Injury to public

Medium

CONTRACTOR MANAGEMENT- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Members of the public

People at risk 4

Visitors

CONTRACTOR MANAGEMENT- OTHER

Contractor Management- Additional observation 1

Arun District Council is responsible for the entire building and manage contractors employed to maintain the building.

DISPLAY SCREENS- HAZARDS

Hazard (High/Medium/Low): Musculoskeletal injuries due to poor posture

Medium

Hazard (High/Medium/Low): Unsuitable furniture/bad workstation design

Medium

Hazard (High/Medium/Low): RSI due to heavy workload using the keyboard/mouse

Medium

Hazard (High/Medium/Low): Eyestrain due to poor lighting

Medium

Hazard (High/Medium/Low): Unsuitable computer screen

Low

Hazard (High/Medium/Low): Incorrectly positioned screen

Low

DISPLAY SCREENS- PEOPLE AT RISK

People at risk 3

DSE users

DISPLAY SCREENS- USER IDENTIFICATION

Current control: All employees are users

All employees have been identified as users.

DISPLAY SCREENS- INFORMATION ETC

Current control: Information etc provided to users

DSE Users have been provided with information, instruction and training on how to set up their workstation.

DISPLAY SCREENS- WORKSTATIONS

M Action: Assessments required

Complete a DSE assessment for each workstation and determine the need for additional control measures to reduce the risk of ill health. A suitable form can be found in the client login area of the Ellis Whittam website.

LAST ACTION

Not actioned

M Action: Assessment reviews required

Review your workstation assessments at least annually or where there are equipment changes or staff changes.

LAST ACTION

Not actioned

DISPLAY SCREENS- EYE TESTS

Current control: All users offered tests

All users have been offered eye tests.

Current control: Records kept of tests

Records are kept of those users taking up the eye test.

DISPLAY SCREENS- CORRECTIVE APPLIANCES

Current control: Corrective appliances provided

Corrective appliances are provided for users who require them for DSE work.

Current control: Records kept

Records are kept of users who are provided with corrective appliances.

DISPLAY SCREENS- OTHER

(M) Display Screens- Additional observation 1

Complete DSE/homeworking checklist for those that will continue hybrid working.

LAST ACTION

Not actioned

FIRE SAFETY OVERVIEW- HAZARDS

Hazard (High/Medium/Low): Sources of Ignition: e.g. electricity, gas equipment & smoking.

Medium

Hazard (High/Medium/Low): Combustible material: e.g. paper, packaging, fixtures and furnishings

Medium

Hazard (High/Medium/Low): Inadequate means of detection/ alarm systems

Medium

Hazard (High/Medium/Low): Inadequate controls, emergency procedures, training, drills etc

Medium

Hazard (High/Medium/Low): Inadequate access and arrangements for emergency services

Medium

FIRE SAFETY OVERVIEW- FIRE SAFETY- PEOPLE AT RISK

People at risk 1

All employees

People at risk 3

Members of the public

People at risk 4

Visitors

FIRE SAFETY OVERVIEW- RISK ASSESSMENT

Current control: Risk assessment carried out

A specific fire risk assessment has been carried out for the offices occupied by Bognor Regis Town Council.

Current control: Risk assessment reviewed periodically

The fire risk assessment is reviewed periodically.

H Action: Risk assessment not carried out

Ask the landlord - Arun District Council for a copy of the fire risk assessment for the entire Town Hall building and confirmation that any recommendations identified have been carried out.

LAST ACTION

Not actioned

FIRE SAFETY OVERVIEW- EVACUATION PLANS

Current control: Evacuation plan prepared

A fire evacuation plan has been prepared.

Current control: Employees trained/familiar with plan

All employees have been given instructions and training in the fire evacuation plan and are familiar with their role in the evacuation plan

FIRE SAFETY OVERVIEW- FIRE DRILLS

H Action: Periodic drills not conducted

Liaise with Arun District Council regarding a fire drill which must be carried out at least once in every 12 month period. Record the data and results of the fire drill. In the meantime, emulate a fire drill when the fire alarm is tested on a Tuesday morning for Bognor Regis Town Council staff.

LAST ACTION

Not actioned

FIRE SAFETY OVERVIEW- DISABLED PERSONS

Current control: General arrangements in place

General arrangements are in place for the evacuation of disabled persons. Evac chairs are provided on the 1st floor and these are to be used by trained staff only. However, it is not known who the trained staff are from Arun District Council who are trained in the Evac chair use.

Current control: Specific arrangements in place

Specific arrangements, including Personal Emergency Evacuation Plans (PEEPs) are in place for all disabled persons.

FIRE SAFETY OVERVIEW- EMERGENCY SERVICES

Current control: Procedures in place for calling emergency services

Suitable procedures are in place for the calling of emergency services.

Current control: Arrangements in place to liaise with emergency services

Arrangements are in place to liaise with the emergency services in the event of a fire.

FIRE SAFETY OVERVIEW- DETECTION & ALARMS

Current control: Automatic fire alarm fitted

The premises are fitted with an automatic fire alarm, which includes automatic detection of fire/smoke.

Current control: Fire alarm audible in all occupied areas

The fire alarm is audible in all occupied parts of the building.

Current control: Weekly fire alarm tests conducted

The fire alarm is tested at weekly intervals (Tuesday am), from a different call point, by in-house personnel for compliance with the current standards and suitable records are maintained.

M Action: Ensure fire alarm serviced at suitable intervals

Liaise with Arun District Council to ensure that the fire alarm system is subjected an annual service by a competent person/company, (this may be in the form of two six monthly service, four quarterly visits or any other pattern that ensures no more than 12 months has elapsed since any device received attention).

LAST ACTION

Not actioned

FIRE SAFETY OVERVIEW- ASSEMBLY POINTS

Current control: Suitable assembly point arrangements in place

A designated fire assembly point has been provided. The designated assembly point is clearly signed, or where not possible, staff are aware of the location. The location of the assembly point is clearly shown on fire action notices.

FIRE SAFETY OVERVIEW- FIRE DOORS

Current control: Functioning fire doors fitted

Fully functioning self closing fire resistant doors are fitted to protect fire escape routes.

FIRE SAFETY OVERVIEW- STAIRS & EXTERNAL ESCAPES

M Action: Staircases do not have colour-contrasting nosings

Liaise with Arun District Council regarding the stair nosings on the concrete steps which ideally should have a contrasting colour.

LAST ACTION

Not actioned

FIRE SAFETY OVERVIEW- FIRE EXTINGUISHERS

Current control: Adequate, suitably positioned fire extinguishers provided

An adequate amount of fire extinguishers, located on fire exit routes or at final exits, have been provided. For communal areas the extinguishers are provided by Arun District Council and fire extinguishers within the Bognor Regis Town Council offices have been provided by Bognor Regis Town Council.

Current control: Extinguishers serviced

All fire extinguishers are annually inspected and serviced by a competent person.

Current control: Employees trained how to use extinguishers

Employees have been trained on the operational use of portable fire extinguishers.

Current control: Fire blanket provided in kitchen

A fire blanket is provided in the kitchen.

FIRE SAFETY OVERVIEW- SIGNAGE

Current control: Suitable fire signs displayed

Fire safety signs conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations.

Current control: Warnings displayed on lifts

All lifts are signed as to the prohibition of their use in event of a fire/emergency.

Current control: Fire action notices displayed

Signs and/or notices specifying the action to be taken in the event of a fire are clearly displayed around the premises.

FIRE SAFETY OVERVIEW- WEEKLY CHECKS

Current control: Weekly checks conducted

Weekly fire checks include verifying that all fire extinguishers in Bognor Regis Town Council offices are visible, in their correct locations, unobstructed, free from visible signs of damage and have not been used.

M Action: Weekly checks not conducted

Record weekly fire checks on extinguishers.

LAST ACTION

Not actioned

FIRE SAFETY OVERVIEW- EMERGENCY LIGHTING

Current control: Adequate emergency lighting provided

Means of escape routes within the building and final exits have adequate emergency lighting.

M Action: Monthly tests not conducted

Seek confirmation that the emergency lighting system is tested monthly.

LAST ACTION

Not actioned

M Action: Emergency lighting system not serviced/inspected

Ask Arun District Council to confirm that the emergency lighting system is serviced and inspected annually.

LAST ACTION

Not actioned

FIRST AID AT WORK- HAZARDS

Hazard (High/Medium/Low): Delayed response leading to injuries/ill health being exacerbated.

Medium

FIRST AID AT WORK- PEOPLE AT RISK

People at risk 1

All employees

People at risk 3

Members of the public

People at risk 4

Visitors

FIRST AID AT WORK- NEEDS ASSESSMENT

Current control: Needs assessment completed

A first aid needs assessment has been completed to determine the type and level of first aid provision required in the workplace.

FIRST AID AT WORK- PERSONNEL

Current control: Adequate first aiders (FAW trained)

In accordance with the first aid needs assessment, an adequate number of first aiders trained in First Aid at Work are provided for all work shifts. Also if required Paediatric first aid trainer has been provide when children and infants are in employee care.

FIRST AID AT WORK- EQUIPMENT

Current control: First aid kits provided

First aid kits are provided at key locations accessible to all employees.

Current control: Persons nominated to check kits

Persons have been nominated to regularly check all first aid kits and ensure they remain in date and fully stocked. Records are kept of these checks

Current control: Company vehicles have first aid kits

Company vehicles are provided with first aid kits; these kits are regularly checked and the results recorded

Current control: Identities of first aiders published

The names and contact details of nominated first aiders are displayed on First aid notices, or other suitable means are employed to ensure all relevant persons are aware of the identities of first aid personnel.

Current control: Remote workers have access to first aid

Arrangements are made for remote workers to have access to first aid provision.

MANUAL HANDLING OPERATIONS- HAZARDS

Hazard (High/Medium/Low): Musculoskeletal injuries

Lifting office stationary, large files and office equipment.

MANUAL HANDLING OPERATIONS- PEOPLE AT RISK

People at risk 1

All employees

MANAGING MANUAL HANDLING OPERATIONS

Current control: Manual handling avoided

Wherever practicable the manual handling of loads likely to result in a risk of injury is avoided.

Current control: Manual handling risks assessed

Manual handling assessments have been completed where activities are likely to cause a risk of injury.

Current control: Manual handling training provided

Manual handling training has been provided for employees identified as being at risk based on Task / Individual / Load / Environment methodology.

NEW/EXPECTANT MOTHERS- HAZARDS

Hazard (High/Medium/Low): Restricted work space

Medium

Hazard (High/Medium/Low): Infections

Medium

Hazard (High/Medium/Low): Manual handling

Medium

NEW/EXPECTANT MOTHERS- PEOPLE AT RISK

People at risk

New and expectant mothers

NEW/EXPECTANT MOTHERS- RISK ASSESSMENT

Current control: Assessments conducted

Suitable arrangements are in place to assess the risks for any new or expectant mothers at work. For expectant mothers the assessment includes any hazardous chemicals which could affect either the mother or the foetus.

Current control: Assessments reviewed

Once the initial assessment has been carried out, it is frequently reviewed and updated as the pregnancy develops to ensure that it remains relevant throughout the pregnancy and/or period of breast feeding.

Current control: Assessment findings communicated

Women of childbearing age are informed of the significant findings of the assessment and what they need to do if they become pregnant.

Current control: Alternative work

If the risks to a pregnant worker or her child cannot be reduced to an acceptable level, she is suspended from work on paid leave for as long as necessary.

STRESS MANAGEMENT- HAZARDS

Hazards

Increased occupational ill health. poor performance from fatigue/debility affecting concentration, increased absence, high staff turnover, low morale. (MEDIUM)

STRESS MANAGEMENT- PEOPLE AT RISK

People at risk 1

All employees

STRESS MANAGEMENT- CONTROLS

Current control: Stress assessment conducted

A specific risk assessment for stress has been carried out.

Current control: Staff consulted

Staff have been consulted on stress either directly or via representatives.

Current control: Stress policy in place

A stress policy has been adopted by the company and is made available to all employees.

Current control: Bullying/harassment policy in place

A bullying/harassment policy is in place.

Current control: Support system in place

A support system is in place for employees should the need arise e.g. contact telephone numbers, employee assistance programme, counselling.

Current control: Training for managers available

Training for managers is made available in relation to stress.

Current control: Information for staff available

Information on stress is made available to employees. A process is established for individual assessment for employees who experience stress or related mental health issues.

M Action: Staff not surveyed

Complete an employee opinion survey.

LAST ACTION

Not actioned

2 COMMON TOPICS

LONE WORK- HAZARDS

Hazard (High/Medium/Low): Delayed access to first aid/emergency services etc.

Medium

Hazard (High/Medium/Low): Unsafe use of work equipment

Medium

Hazard (High/Medium/Low): Manual handling activities

Medium

Hazard (High/Medium/Low): Lack of supervision

Medium

Hazard (High/Medium/Low): Violence / Aggression

Medium

LONE WORK- PEOPLE AT RISK

People at risk 1

Lone workers

LONE WORK- PROHIBITIONS

Current control: No prohibitions considered necessary

No prohibitions are required to be put in place for lone workers.

LONE WORK- EMERGENCIES

Current control: Satisfactory emergency provisions in place

The provisions in place for lone workers with regards to emergencies (e.g. fire, equipment failure, illness, accidents etc.) are satisfactory.

Current control: Mobile communications available

Lone workers have access to mobile communications (e.g. land line, mobile phone, 2 way radio etc.).

Current control: Fixed panic alarms available

Mobile panic alarms and/or 'man down' systems are in place for lone workers and the weather observers using the Stanley Guard app.

LONE WORK- MONITORING/SUPERVISION

Current control: Relevant monitoring of information

Monitoring systems in place record relevant information (e.g. the lone workers' current location, when the lone worker has returned to their head office / base / home etc.).

Current control: Periodic supervision in place

Lone workers are periodically supervised to ensure that safe practices are being adhered to.

LONE WORK- MISCELLANEOUS

Current control: Risk assessment undertaken

Risk assessments cover the work undertaken by lone workers.

Current control: Staff consulted

Staff have been consulted on lone working either directly or via representatives.

Current control: Limits set on lone working

Limits have been set on what work can be done alone.

Current control: Manual handling

Items can be lifted safely by lone workers.

PASSENGER & GOODS LIFTS- HAZARDS

Hazard (High/Medium/Low): Failure of the lifting equipment.

Medium

Hazard (High/Medium/Low): Access to moving parts of the lifting gear.

High

Hazard (High/Medium/Low): Maintenance of the lifting equipment.

Medium

Hazard (High/Medium/Low): Entrapment within the lift car.

Low

PASSENGER & GOODS LIFTS- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Visitors

People at risk 4

Members of the public

PASSENGER & GOODS LIFTS- MAINTENANCE & EXAMINATION

H Action: Thorough examination not performed

Unless otherwise specified in a written scheme of examination drawn up by a competent person, (e.g. Insurance company engineer) ask Arun District Council to confirm that the passenger lift is subject to a 6 monthly thorough examination.

LAST ACTION

Not actioned

PASSENGER & GOODS LIFTS- SAFETY MEASURES

Current control: Lift doors interlocked

Lift doors are interlocked to prevent access to the lift shaft when the lift car is not present at the landing.

Current control: Safe working load displayed

A notice specifying the maximum permitted safe working load is conspicuously displayed inside the lift car.

Current control: Employees advised about overloading lift

Employees have been warned of the hazards associated with overloading the lift.

Current control: Audible alarm/phone fitted

The lift car is fitted with an audible alarm button/telephone.

M Action: Alarm/phone checked & tests not recorded

LAST ACTION

Liaise with Arun District Council to confirm the audible alarm/telephone is checked regularly and record all tests.

Not actioned

PASSENGER & GOODS LIFTS- EMERGENCIES

Current control: Warnings about use of lifts in emergencies displayed

Suitable warning notices are displayed at the lift landings to warn people not to use the lift in the event of fire or emergency.

Current control: Staff trained for lift stopping between floors

Arun District Council staff have been trained in the procedure to be followed in the event of the lift stopping between floors.

PASSENGER & GOODS LIFTS- PLANT ROOMS

Current control: Access restricted

Access to the lift plant room is restricted and was not seen.

Current control: Prohibition of unauthorised persons signed

A notice is conspicuously displayed prohibiting entry of unauthorised persons.

TRAINING AT WORK- NEEDS ANALYSIS

Current control: Induction training completed (all staff)

Health and Safety induction training has been provided to all staff, and training records are available.

Current control: Refresher training conducted

Regular Health and Safety awareness and refresher training is provided to all staff, and training records are available.

Current control: Recognised H&S management training undertaken

Recognised Health and Safety Management training has been provided to all managers, supervisors, and directors and training certificates are available.

Current control: H&S management training within last 3 years

All Health and Safety Management training has been within the last three years

Action: Training assessment required

Complete a training assessment to identify the skills and knowledge needed for people to do their job in a safe way. (Your EW consultant can provide a template)

LAST ACTION

Not actioned

Action: Gap analysis recommended

Compare current skills and knowledge to the requirements identified by the training assessment and identify the gaps.

LAST ACTION

Not actioned

Action: Check risk assessments for training control measures

Check all risk assessments to identify where 'information and training' are control measures.

LAST ACTION

Not actioned

TRAINING AT WORK- PRIORITIES

Current control: Legal requirements met

All legal requirements for training have been met (for example first-aid training)

Current control: Training in work hours at organisation's expense

All training is provided during working hours, and not at the expense of employees.

Current control: Special arrangements for part time/shift workers

Special arrangements are in place for training part-time and shift workers.

TRAINING AT WORK- METHODS & RESOURCES

Current control: Appropriate training methods chosen with training plans

Appropriate training methods have been chosen, and training plans have been prepared.

Current control: Training methods meets employee needs

The chosen training methods meet the needs of all employees, including migrant workers, people with poor literary skills, and those with disabilities, such as sight or hearing.

VIOLENCE AT WORK- HAZARDS

Hazard (High/Medium/Low): Physical violence

Medium

Hazard (High/Medium/Low): Aggressive behaviour

Medium

Hazard (High/Medium/Low): Verbal abuse

Medium

VIOLENCE AT WORK- PEOPLE AT RISK

People at risk 1

All employees

VIOLENCE AT WORK- POLICY

Current control: Employees consulted

A process of employee consultation has been undertaken to determine whether employees feel threatened by verbal or physical violence.

Current control: Policy devised & implemented

A specific policy on violence at work has been devised and implemented.

Current control: Employees instructed/informed

A programme of instructing employees in the policy on violence has been implemented.

Current control: Incidents record/investigated

A form is used to record all incidents of verbal and physical abuse, including threats, endured by employees and a thorough investigation is completed.

VIOLENCE AT WORK- EMERGENCY RESPONSE

Current control: Access to sensitive areas strictly controlled

Strict controls are in place regarding the access of unauthorised personnel to sensitive and/or restricted areas of the premises.

Current control: Counselling available

Arrangements are in place for any employees who have been involved in a serious incident to receive independent professional counselling.

VIOLENCE AT WORK- OTHER

Current control: Risk assessment in place

A specific detailed risk assessment on violence at work has been completed

3 HAZARDOUS SUBSTANCES & AGENTS

ASBESTOS- HAZARDS

Hazard (High/Medium/Low): Inhalation of asbestos fibres

Medium

ASBESTOS- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Visitors

People at risk 5

Members of the Public

ASBESTOS SURVEY

Current control: Asbestos survey conducted

A survey to identify asbestos was carried out on behalf of Arun District Council in July 2016 by Constructive Evaluation.

ASBESTOS MANAGEMENT

Current control: Asbestos register available

A plan or register (retained by Bognor Regis Town Council) showing the location of all asbestos containing materials and presumed asbestos containing materials is available.

ASBESTOS- OTHER

Asbestos- Additional Response 1

Arun District Council are entirely responsible for Asbestos Management.

LEGIONELLA- HAZARDS

Hazard (High/Medium/Low): Inhalation of Legionella bacteria

Medium

LEGIONELLA MANAGEMENT- PEOPLE AT RISK

People at risk 1

All employees

People at risk 3

Members of the public

People at risk 4

Visitors

LEGIONELLA MANAGEMENT- GENERAL CONTROLS

M Action: Legionella assessment required

Ask Arun District Council for a copy of the legionella assessment, which identifies potential areas of Legionella growth including dead legs, long pipe runs, water tanks and old fittings.

LAST ACTION

Not actioned

M Action: Cold water entering building not monitored

Seek confirmation from Arun District Council that cold water entering the building is monitored and temperature checks made on cold water outlets around the premises and records kept.

LAST ACTION

Not actioned

M Action: Hot water monitoring required

Seek confirmation from Arun District Council, that checks are carried out on the hot water outlets in rotation to verify that the hot water in circulation is above 50°C and records kept.

LAST ACTION

Not actioned

4 TRANSPORT, MOVEMENT & STORAGE

VEHICLE USE (NON-GOODS)- HAZARDS

Hazard (High/Medium/Low): Use on the public highway

Medium

Hazard (High/Medium/Low): Long journey times

Medium

Hazard (High/Medium/Low): Long hours of work

Medium

Hazard (High/Medium/Low): Breakdown

Low

VEHICLE USE (NON-GOODS)- PEOPLE AT RISK

People at risk 2

Drivers

People at risk 3

Members of the public

People at risk 4

Other road users

VEHICLE USE (NON-GOODS)- CONTROLS

Current control: Pre-journey checks carried out

All drivers of council owned vehicles are instructed to carry out prescribed pre-journey checks and retain records of pre-journey checks as evidence of compliance.

Current control: Staff advised of maximum driving/working hours

Written instruction is given to all drivers regarding maximum working and driving hours and the taking of regular breaks away from the vehicle.

Current control: Risk assessment completed

A risk assessment on vehicle use has been completed.

Current control: Private vehicle owners ensure they are safe

Drivers who use their own vehicles have been instructed that they must ensure that their vehicle is safe to be used on the public highway when driven on behalf of the company.

Current control: Drivers licences checked

Driver's licences for users of company vehicles are checked on an annual basis.

Current control: Emergency procedures communicated

Specific procedures have been communicated to all drivers regarding fire, accidents, breakdown and personal safety.

Current control: First aid boxes carried where required

All vehicles carry appropriate first aid boxes where required.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 27th SEPTEMBER 2021

AGENDA ITEM 13 - TO NOTE EXPENDITURE FUNDED FROM EMR FOR EXTRA SECURITY FOR THE BOOK DAY EVENT, TAKEN UNDER DELEGATED AUTHORITY DUE TO THE URGENCY OF THE SITUATION

REPORT BY THE TOWN CLERK

FOR DECISION

In the days immediately before the Book Day in Hotham Park on 7th August, it became apparent from the activity on social media that the event had the potential to be extremely well attended.

Therefore, following discussions with the Events Officer, it was agreed that an increase in security and first aid was a necessity, and this incurred a cost of £520.

With no time to refer the matter via a Committee, under the Delegated Authority for the Town Clerk to authorise expenditure (Section 4 of the Financial Regulations) the expenditure was approved.

DECISION

To RATIFY expenditure of £520 for additional security and first aid at the 2021 Book Day in Hotham Park.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 27th SEPTEMBER 2021

AGENDA ITEM 14 - TO RECEIVE AN UPDATE REGARDING THE
BATHING MACHINE

REPORT BY THE TOWN CLERK

FOR DECISION

As Members will be aware, the Town Council has been storing the large Bathing Machine at the Town Force lock up for many years now, whilst a new home was found for it at the Bognor Regis Museum.

However, the new location has not come to fruition and therefore over the last 12 months the owner has been trying to find a new place to store the item.

The Bathing Machine has been occupying a large area in the yard and, due to its lack of maintenance, is now showing substantial signs of deterioration.

Therefore, the owner was advised that the Town Council would not be able to store the item after 31st December 2021 to which the following response was received:

I note that you will not store the bathing machine after December 31st. As you may remember, I made contact with many museums who might take the B M. However, the pandemic put them all in a position where they were unable to do anything and the situation has not really improved for them. As a result, I do not have a good home for this piece of Bognor history. In the remaining 3 months of this year, I will make an attempt to find a home, but it may be that this piece of history is just too difficult to relocate in which case I will arrange disposal. Shame, but life is never perfect.

DECISION

Do Members AGREE any response to the Bathing Machine owner's correspondence?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 27th SEPTEMBER 2021

AGENDA ITEM 15 - ROLLING CAPITAL EXPENDITURE - TO RATIFY
EXPENDITURE OF £2,545 PLUS VAT FOR A DELL T340 BASED SERVER

REPORT BY THE TOWN CLERK

FOR DECISION

Members are invited to ratify the following expenditure: -

- £2,545 PLUS VAT FOR A DELL T340 BASED SERVER

DECISION

The Committee is therefore invited to RATIFY expenditure for the item noted above.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 27th SEPTEMBER 2021

AGENDA ITEM 16 - TO NOTE THE REVOCATION OF THE TEMPORARY AMENDMENTS TO THE ADOPTED STANDING ORDERS (BASED ON THE NALC MODEL) AS REQUIRED BY THE NOW EXPIRED LOCAL AUTHORITIES (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY MEETINGS) (ENGLAND) REGULATIONS 2020

REPORT BY THE TOWN CLERK

FOR DECISION

As Members will recall, at the beginning of the Coronavirus pandemic the Government enacted the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

These regulations contradicted six of the existing Standing Orders for the Council and therefore it was necessary for certain temporary amendments to be made to enable Online, remote meetings to take place. A copy of the report that was considered by Council on 8th June 2020, detailing the amendments, is attached as APPENDIX 1.

Members are asked to note that with the expiration of The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 on 7th May 2021, the temporary amendments are no longer required and are therefore revoked.

The Council will continue to operate as per the adopted Standing Orders, based on the NALC Model, a copy of which is available on the Town Council's website.

DECISION

To NOTE the revocation of temporary amendments to the Standing Orders arising from the enactment of The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

AGENDA ITEM 3

BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 8th JUNE 2020

AGENDA ITEM 3 - TO AUTHORISE THE TOWN CLERK TO MAKE ANY TEMPORARY CHANGES TO STANDING ORDERS, AS DEEMED NECESSARY, TO REFLECT GOVERNMENT LEGISLATION ON REMOTE MEETINGS DURING THE CORONAVIRUS (COVID-19) PANDEMIC

REPORT BY THE TOWN CLERK

FOR DECISION

Following the enactment of The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 it is necessary for certain temporary amendments to be made to the Standing Orders to enable Online, remote meetings to take place (Reg. 6 refers).

The changes required are as follows:

S.O. 3e : Amended to allow Meetings of the Council to be held remotely on dates to be confirmed as required, as per Reg. 4

S.O. 3h : Amended to reflect that public participation will be via written Question and Statements to be read out by the Mayor/Chairman under the appropriate Agenda item

S.O. 3j : Amended to require that if a Member is visually in attendance at a remote meeting, they must raise their "virtual" hand and will be invited to speak in order

Amended to show that for any Member attending using audio only, they will be asked if they have any comment to make on the Agenda item as they are unable to raise a "virtual" hand

Amended to read that there is no requirement for a Member to stand when speaking

S.O. 3v : Amended to enable voting, rather than by show of hands, by either:

§ The affirmation of the meeting if there is no dissent (for approval of Minutes only)

§ to be verbal by roll call in order to comply with Reg. 5(3)(c)

S.O. 5a-c : Removal of requirement to hold an Annual Town Council Meeting with appropriate appointments as per Reg. 4(2)

S.O. 15bi : Amended to include the website as conspicuous place for the public notice/Agenda as per Reg. 13(a)

DECISION

To AUTHORISE the Town Clerk to make changes to the Standing Orders as deemed necessary to reflect The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 27th SEPTEMBER 2021

AGENDA ITEM 17 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

- TO NOTE COMMITTEE, I&E REPORTS FOR THE MONTH OF AUGUST 2021 - PREVIOUSLY COPIED TO COUNCILLORS

The financial reports for the month of August 2021 have been copied to Councillors under separate cover. Members are asked to NOTE receipt of these.

- TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF JULY AND AUGUST 2021, UNDERTAKEN BY THE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS

BACKGROUND

As part of the Council's Financial Regulations under the Accounting and Audit (Internal and External) heading it states as follows:

'On a monthly basis and at each financial year end, the Chairman or Vice-Chairman of the Finance Committee shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions and noted by the Finance Committee.'

In line with this requirement, the Chairman of the Policy and Resources Committee has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of July and August 2021.

DECISIONS

To NOTE receipt of the financial reports for the month of August 2021.

To NOTE verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of July and August 2021, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations.

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES MEETING
27th SEPTEMBER 2021

AGENDA ITEM 18 - CORRESPONDENCE

FOR INFORMATION

1. Bognor Regis Herald 31 August 2021
2. Funding Focus - September 2021 Edition of VAAC's monthly fundraising newsletter
3. NALC Newsletter
4. NALC Job Vacancy
5. LCR - Issue 3 2021
6. Clerks and Councils Direct - September 2021 Issue 137
7. Confide Counselling AGM information
8. VAAC - Weekly Updates
9. WSCC - Your latest news on Covid-19 - Back to school safely - and more - circulated to Councillors
10. WSCC - Active steps taken to encourage travel rethink
11. NALC Chief Executives Bulletin
12. Member of the public complaint about illegal parking in Scott Street
13. Office of Sussex Police and Crime Commissioner - Pet theft taskforce recommendations welcomed - circulated to Councillors
14. St Wilfrid's Hospice eNewsletter September 2021
15. Bognor Regis Herald 5th September 2021 now out
16. BR BID Newsletter: September 2021
17. WSCC - Cabinet – 14 September 2021 - agenda
18. Twinning Association minutes for August and September agenda
19. Upcoming VAAC Events for September and October 2021
20. NALC - Job Vacancy
21. Sept Our News - The Neighbourhood Watch National Newsletter 06/09/2021 - circulated to Councillors
22. NALC Star Council Awards 2021
23. Email re the Bathing Machine from its owner
24. Press correspondence regarding minutes of Council meeting
25. NALC Newsletter
26. Email form Nick Gibb MP regarding remote meetings
27. WSCC - Calling all Cyber Heroes
28. West Sussex MIND - We're asking your help in our suicide prevention campaign
29. Arun District Council - Weekly Briefing - circulated to Councillors
30. WSCC - Balancing Work and Children Workshop starting September
31. WSCC - Cabinet to hear update on council's performance
32. Sussex Police: Rural crime team monthly update
33. VAAC weekly updates
34. NALC Events, three sold out events - new tickets released
35. WSCC - Emergency Service Day celebrated across the county
36. STILL TIME - Outdoor Cinema in aid of The Sussex Snowdrop Trust
37. CENSUS 2021 - Newsletter for Local Authority Partners Issue 32
38. West Sussex County Council gives critical support to Afghan nationals arriving in the UK
39. WSCC - Your latest news on Covid-19 - vaccinations - and more

40. WSCC - Steps forward with carbon reduction and cost savings in footway resurfacing
41. Neighbourhood alert - Arun Weekly Bulletin 10/09/2021 - circulated to Councillors and on social media
42. NALC - Job Vacancy
43. Sussex by the Sea Update - VisitEngland Business Support Roadshows in partnership with Experience West Sussex Invitation - 22 September 2021
44. CCLA - Public Sector Deposit Fund - UK domiciled Qualifying Money Market Fund
45. NALC - Chief Executive's Bulletin
46. Emails from Nyewood Estate & Sunnydale Park Estate Residents Association - Re: Conditions at 36 Tennyson Road Bognor Regis PO21 2SA with response from Cllr Brooks
47. NALC - Future Communities 2021
48. VAAC - Your opportunity to Meet The Funder (Sussex Police and Crime Commissioner)
49. NALC - Job Vacancy
50. Bognor Regis Herald 13 September 2021 now published
51. Neighbourhood Alert - The Search is on For The Uks Best Neighbour - circulated to Councillors and on Social Media
52. Sussex by the Sea Update 14.09.21 - WARNING Hoax call
53. Ordnance Survey - Your Premium data package is available to download from the OS Data Hub
54. WSCC - Governance Committee to meet in person next week
55. VAAC - Weekly updates
56. NALC - Job Vacancy
57. Fibrous Funeral Supplies - FW: Remembrance Sunday Silent Solider
58. WSCC - Your Town and Parish Council News September 2021 - Digital Ambassadors wanted and more
59. WSCC - Your latest news on Covid-19 and vaccinations
60. Neighbourhood Alert - Arun Weekly Bulletin 17-09-2021 circulated to Councillors and on social media
61. NALC - Job Vacancy
62. The Office of Sussex Police and Crime Commissioner - Project EDWARD - helping to keep horses & riders safe - circulated to Councillors
63. NALC - Chief Executive's Bulletin
64. A member of the public - Sign Parliament Petition which seeks to Abolish unfairness in National Insurance
65. CPRE - A big win for the countryside
66. A member of the public - Petition to Keep Phoenix & 39 Youth Centres for Young People
67. Neighbourhood Alert - Gatwick Airport Northern Runway Consultation 19/09/2021 - circulated to Councillors
68. Member of the Public praising the installation of the Observation Wheel on Bognor Regis seafront
69. The latest Bognor Regis Herald is out - 21 September 2021
70. Census 2021 - Newsletter for Local Authority Partners Issue 33
71. NALC - Job Vacancy