



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 Bognor Regis Town Council will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 26th SEPTEMBER 2022.**

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.) Any written question received by 9am on Monday 26th September from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

It is intended that the meeting may be viewed remotely via the Town Council's Facebook page.

DATED this 20th DAY of SEPTEMBER 2022

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, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare 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, Other Registrable 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 or Other Registrable 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 1st August 2022
 4. ADJOURNMENT for public question time and statements
 5. Clerk's report from previous Minutes
 6. To receive the Town Force Report (if available)
 7. To consider a request from a member of the public asking that the Town Council look at ways to reduce the Precept 2023/24 in light of the cost-of-living crisis (rereferred from Council Meeting held 5th September 2022)
 8. To consider future provision of the Bognor Regis 2-hour free parking discs including request to ADC for extension to a five-year agreement for the scheme going forward
 9. Further consideration of proposal for Community Warden scheme in Bognor Regis, as a joint initiative between the town and district councils, and to agree any next steps - Min 30 refers and to Note letter from Bognor Regis BID
 10. To consider amendments to the Flexible Community Fund forms as recommended by the Community Engagement and Environment Committee - Min. 26.1 refers
 11. To consider the recommendation from the Community Engagement and Environment Committee to allocate a budget of £150, for the purchase of plaques and trophies for awarding to businesses demonstrating good practice with regards to recycling and green issues – Min. 32 refers
 12. To receive any update from Joint Action Group (JAG) following the meeting held on 22nd September 2022 (if available)
 13. To receive the Notes of the Heritage Partnership Board meetings held on 27th July and 8th September 2022
 14. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the BID Management Board (if available)
 15. To receive and if acceptable recommend to Council the following updated documents: -
 - Equality Policy Statement
 - Equality, Diversity and Inclusion Policy (new) – Min. 44 refers
 - Modern Slavery Policy (new) – Min. 44 refers
 16. Consideration of signing up to the Civility and Respect Pledge
 17. To undertake the annual review of the Town Crier role
 18. Consideration of input from the Committee for the content of the 2023 Town Newsletter

19. Financial Reports including: -
 - To note Committee I&E Reports for the month of [August](#) 2022 - 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 that verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of July and August 2022 undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations
20. Correspondence
21. Town Force: Note of outstanding debtors
22. To ratify any decision from the Joint Consultative Sub-Committee (Staffing) Meeting held 1st September 2022

Agenda items 21 and 22 will contain confidential items and require a resolution to exclude public & press.

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO
THE COUNCIL CHAMBER IF REQUIRED**



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 1st AUGUST 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs: A. Cunard (from Min. 35), Mrs. S. Daniells, J. Erskine (from Min. 31), W. Smith, and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. J. Brooks
1 member of the public
1 member of the Press

The Meeting opened at 6.30pm

31. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Cllr. Erskine arrived at the Meeting

Apologies for absence were received from Cllr. J. Barrett with no reason given and Cllr. S. Goodheart who was on annual leave. No apologies had been received from Cllr. Stanley.

32. DECLARATIONS OF INTEREST

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable 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, Other Registrable 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 or Other Registrable 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, Other Registrable 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.

There were no declarations of Interest

33. TO APPROVE THE MINUTES OF THE MEETING HELD ON 14th JUNE AND THE EXTRAORDINARY MEETING OF 29th JUNE 2022

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 14th June and the Extraordinary Meeting of 29th June 2022 and these were signed by the Chairman.

34. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.34pm

A member of the public spoke about WSCC's Connected Spaces Wi-Fi project which will provide a digital infrastructure to help boost the visitor economy in six identified areas within the county. The member of the public felt that this provision would be excellent in Bognor Regis, which was not one of the areas identified, and asked whether the Town Council had been aware of the project. Those Members and Officers present at the meeting were not aware and it was proposed that investigation be undertaken with WSCC to enquire further.

The Chairman reconvened the Meeting at 6.36pm

35. CLERK'S REPORT FROM PREVIOUS MINUTES

Cllr. Cunard arrived at the Meeting

35.1 14th June - Min. 8 - Terms of Reference for the Events, Promotion and Leisure Committee

The Clerk reminded Members that at the last meeting it had been noted that the Events, Promotion and Leisure Committee had agreed to defer their review of the Terms of Reference until the next meeting.

Therefore, any recommendations regarding their Terms of Reference would be reviewed at the Policy and Resources Committee Meeting to be held on 1st August 2022.

The Clerk went on to report that it was her understanding that at the Events, Promotion and Leisure Committee Meeting held on 16th May 2022, a Member had questioned the Function of Committee, Column 1.1, Producing and managing Newsletters / websites / webcams / Facebook / twitter and other social media and who the Delegation of Functions falls to, as he stated it was confusing and that everything appears to fall under the responsibility of the Policy and Resources Committee.

At that meeting, another Member agreed that the Events, Promotion and Leisure Committee should investigate ways to make the process simpler, and the Chairman had confirmed this would be discussed at the next meeting on 11th July 2022.

The matter was once again deferred at the last Events, Promotion and Leisure Committee Meeting and it was suggested to the Member who had raised these concerns initially that if he could advise the Clerk of his concerns in relation to the Terms of Reference, these could then be reviewed to see if appropriate amendments could be made.

In the interim the Clerk had spoken with Pete Cooper, an associate consultant with DCK Accounting Solution, who previously produced these documents on behalf of the Town Council. He confirmed that as it is some years since these documents were put together it would be prudent to do a review and he would be happy to work with the Clerk to update the documents and ensure that any proposed changes still comply with the powers and legislation within which the Council has to work.

Members were asked to note however that, in order for changes to be made to the Terms of Reference, consideration would need to be given to reviewing all of these documents across the various Committees as many items have a correlation. Members were reminded that as all of the Terms of Reference for Committees, Sub-Committees and Working Groups etc. except the Events, Promotion and Leisure Committee had been reviewed and agreed by the relevant Committees for this current Municipal Year, it would not be possible to revisit these with regards to recommending any changes to the Policy and Resources Committee within six months of them being considered previously.

Therefore, a review of all the Terms of Reference will be undertaken by the Clerk working with Pete Cooper over the next few months following further liaison with individual Members on their proposals for changes to be made thus enabling these to be updated. Draft amended documents can then be considered by each Committee later in the year for approval before recommendation to the Policy and Resources Committee and Council. As this is likely to be an onerous task the details of how this will be managed will be shared with all Members in the coming weeks.

35.2 14th June - Min. 13 - Bognor Regis Heritage & Arts Partnership Board Digital Portal Update

At the previous meeting, a Member queried whether there was any progress on the Heritage & Arts Partnership Board's proposal for a 2-way digital portal with Bognor Regis' Twinned Town.

Having liaised with the Chairman of the Partnership Board, the Town Clerk gave the following verbal update on their behalf: -

"I had a Zoom meeting with Portal Cities who created and developed the Portal link between Lithuania and Poland.

They are a young team and have the aspiration for a number of cities towns to be linked across the globe and claimed interest from Asia and the USA.

Our interest was a point-to-point link with Weil Am Rhein, but they wanted all cities to be linked and the links would scroll between participating towns. This was not what the Twinning Group was considering.

Costs are now c €150,000 per unit.

To date almost 2 years after the original portal, no other link has been confirmed.

I advised the Heritage & Arts Partnership Board that at this stage Portal Cities are looking at a different vision to what we were considering and therefore we should not move forward on this project at the moment.

Let us wait and see over the next 12 months if other towns or cities take up the concept.

I questioned the size of the units, and they are 3 metres in diameter weighing 11 tonnes so sighting of the Portal would need careful planning.

The team do hold portal events such as drama and dance to maintain interest in both towns.

We may be able to do things like that with a face time link without spending €150,000."

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

- **To note any recommendations from the Community Engagement and Environment Committee made at their meeting on 13th June 2022 (Min. 8 refers) including recommendations regarding the Terms of Reference for the Bognor Regis In Bloom Working Group, Beach and Sea Access Topic Team, Youth Provision Steering Group and Climate Emergency Focus Group**

The Assistant Clerk's report and relating appendices were **NOTED**.

The Committee reviewed the Terms of Reference for the Community Engagement and Environment Committee, Bognor Regis In Bloom Working Group, Beach and Sea Access Topic Team, Youth Provision Steering Group and Climate Emergency Focus Group and it was **RESOLVED** to **RECOMMEND** to Council that these be adopted with no amendments.

37. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was **NOTED**.

A Member queried whether Town Force were now fully-staffed, which the Clerk confirmed was the case.

38. TO NOTE THE JOINT ACTION GROUP (JAG) MEETING HELD ON 16th JUNE 2022

The Assistant Clerk's report, detailing that the Joint Action Group were reforming and that new Terms of Reference for the Group had been agreed at the inaugural meeting held on 16th June 2022, was **NOTED**.

39. TO RECEIVE AND IF ACCEPTABLE RECOMMEND TO THE COUNCIL THE ADOPTION OF REVISED STANDING ORDERS, TOGETHER WITH FINANCIAL REGULATIONS AND STANDING ORDERS FOR CONTRACTS INCLUDING RECOMMENDED AMENDMENTS AS A RESULT OF CHANGES TO PROCUREMENT RULES

The Town Clerk's report, including the relating appendices were **NOTED**.

Having reviewed the various documentation, Members **RESOLVED** to **RECOMMEND** to Council the adoption of revised Standing Orders, together with Financial Regulations and Standing Orders for Contracts including the recommended amendments as a result of changes to procurement rules as detailed in the draft documents appended to the report.

40. MATCH-FUNDING AWARDS - TO RATIFY RELEASE OF THE FUNDS TO ROX MUSIC AND ARTS DEFERRED FROM LAST MEETING - MIN. 19.3 REFERS

The Assistant Clerk's report, which included the breakdown of costs for the event that were previously requested, was **NOTED**.

Members **AGREED** to **RATIFY** the release of the funds to the value of £4,000 to Rox Music & Arts for the 2022 Rox Art Trail event.

41. TO NOTE THE REQUIREMENT THAT THE GRANT AID AWARDED TO THE 2020 PRIDE EVENT CURRENTLY HELD IN EARMARKED RESERVES, THAT IS NO LONGER NEEDED, WILL BE RETURNED TO GENERAL RESERVES - MIN. 20 REFERS

The Assistant Clerk's report was **NOTED**.

Following receipt of the guidance from the Town Council's Accountant, Members **NOTED** that the Grant Aid awarded to the 2020 Pride event currently held in Earmarked Reserves, that is no longer needed, will be returned to General Reserves.

42. TO RATIFY ADDITIONAL £100 EXPENDITURE FOR THE TOWN CRIER'S NEW REGALIA FOR THE QUEEN'S PLATINUM JUBILEE CELEBRATIONS - MIN. 47 FROM THE MEETING HELD ON 2nd AUGUST 2021 REFERS

The Assistant Clerk's report was **NOTED**.

Members **RESOLVED** to **RATIFY** the additional £100 expenditure for the Town Crier's new regalia for the Queen's Platinum Jubilee celebrations, to be funded from the Town Crier's Earmarked Reserves.

43. TO CONSIDER THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE TO ALLOCATE A BUDGET OF £300, FOR THE PURCHASE OF PLAQUES AND TROPHIES FOR AWARDED TO BUSINESSES DEMONSTRATING GOOD PRACTICE WITH REGARDS TO RECYCLING AND GREEN ISSUES – MIN. 16 REFERS

The Assistant Clerk's report was **NOTED**.

A Member commented that they were happy in principle with the idea but that in keeping with environmental friendliness, any awards should be made from metal or glass, rather than plastic.

Several Members expressed concern as to how businesses would be evaluated as worthy award winners and there was a feeling that it was not a level playing field. For example, those businesses responsible for clinical waste could not recycle as easily as others. With such a diversity of businesses in Bognor Regis, Members considered it important to have a criterion in place to better understand how prizes would be awarded.

Members, therefore, **DISAGREED** with the recommendation to allocate a budget of £300, for the purchase of plaques and trophies for awarding to businesses demonstrating good practice with regards to recycling and green issues.

Instead, it was **AGREED** to **REFER** the item back to the Community Engagement and Environment Committee and ask them to consider a criterion upon which businesses will be evaluated, in view of the comments made about whether the award offers a level playing field and can be truly inclusive to all.

44. TO CONSIDER THE REQUIREMENT FOR AN EQUALITY, DIVERSITY AND INCLUSION POLICY FOR BOGNOR REGIS TOWN COUNCIL

The Assistant Clerk's report including the appended Town Council's Equality Policy Statement were **NOTED**.

Following discussion, Members **AGREED** that there is a requirement for an Equality, Diversity and Inclusion Policy for Bognor Regis Town Council and requested that Officers prepare a draft version for consideration by this Committee at a future meeting.

It was also suggested that a Modern Slavery Policy be put together for consideration by the Committee which the Town Clerk confirmed would also be looked into.

45. LEASE OR LICENCE - FURTHER UPDATE ON THE POSITION IN RELATION TO BRTC ASSETS ON THE PROMENADE REGARDING ADC REQUIREMENTS AND CONSIDERATION OF THE WAY FORWARD - MIN. 6.2 REFERS

The Town Clerk's report, which gave a detailed account of this issue which had been ongoing for a number of years without resolution, was **NOTED**.

The Clerk had also highlighted, within the report, the requirement within the draft lease to keep the decking areas free from shingle. This was not always possible after high tides and would likely incur expenditure going forward for digger hire, for which a budget provision will need to be made.

Members were informed that the partner at the Town Council's solicitors, with whom the Town Clerk had previously been liaising and obtaining advice, had left the firm on Friday and that a response from a different partner was awaited.

Members **AGREED** to give delegated authority to the Town Clerk in liaison with the Chairman to proceed with instructing the Town Council's solicitor to review and advise on the draft lease documents for the Town Council's decking located on the promenade.

Members further **AGREED** to give delegated authority to the Town Clerk to progress the draft leases from ADC for the seafront showers, beacon and the seafront railing troughs once these are received by instructing the Council's solicitor to review and advise on their content prior to them being signed.

46. FINANCIAL REPORTS INCLUDING: -

46.1 To note Committee I&E Reports for the month of June 2022 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of June 2022.

46.2 To note that verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March and April (deferred from last meeting - Min. 22.2 refers), and May and June 2022, 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**.

47. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence as detailed in the list previously circulated.

48. 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 18 and 19 (contractual).

49. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential).

50. SEAFRONT DEVELOPMENT INCLUDING THE PIER TO CONSIDER FURTHER RESEARCH INTO ITS POTENTIAL - REFERRED FROM COUNCIL MEETING 4th JULY 2022

The confidential report from the Assistant Clerk was **NOTED**.

Following some debate, Members **RESOLVED** to **AGREE** that the subject relating to the pier be raised at the next BRTC/ADC Liaison Meeting and that it also be included in the Town Council's Vision, when seafront development is discussed as part of a conversation about the Bognor Regis Masterplan Review.

The Meeting closed at 7.16pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 26th SEPTEMBER 2022**

AGENDA ITEM 7 - TO CONSIDER A REQUEST FROM A MEMBER OF THE PUBLIC ASKING THAT THE TOWN COUNCIL LOOK AT WAYS TO REDUCE THE PRECEPT 2023/24 IN LIGHT OF THE COST-OF-LIVING CRISIS (REFERRED FROM COUNCIL MEETING HELD 5th SEPTEMBER 2022)

REPORT BY ASSISTANT CLERK

FOR INFORMATION

At the Council Meeting held on 5th September 2022, during an adjournment for public question time and statements, a member of the public asked Councillors what the Town Council was doing to support its residents with the current cost of living crisis.

The Chairman of the Policy and Resources Committee, who was present at the meeting, confirmed he was favourable to include this as an agenda item at the next Policy and Resource Committee and this was subsequently agreed.

Draft Budget proposals for 2023/2024, including recommendations from Committees, will be presented to Members at the Policy and Resources Committee Meeting to be held 28th November 2022. Recommendations from the Committee will then be presented at the Council Meeting to be held 3rd January 2023, where Members will be invited to consider the Bognor Regis Town Council Budget for 2023/2024 and decide the amount for the Precept to be issued.

Work on the draft budget will take place during October with the Town Council's Accountant. Therefore, any Members wishing to make any suggestions in relation to the draft budget are asked to email the Town Clerk, copying in the Chairman of the Policy and Resources Committee, as soon as possible.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 26th SEPTEMBER 2022**

AGENDA ITEM 8 - TO CONSIDER FUTURE PROVISION OF THE BOGNOR REGIS 2-HOUR FREE PARKING DISCS INCLUDING REQUEST TO ADC FOR EXTENSION TO A FIVE-YEAR AGREEMENT FOR THE SCHEME GOING FORWARD

REPORT BY ASSISTANT CLERK

FOR DECISION

At the Policy and Resources Committee Meeting held 29th November 2021, Members considered a request from the Bognor Regis Business Improvement District (BID) Co-Ordinator for consideration to be given to the future provision of the Bognor Regis 2 Hour Free Parking Discs, in light of the current agreement with Arun District Council (ADC) expiring in 2023 (Min. 103 refers).

From an operational and delivery perspective, the BID was seeking support for a five-year agreement running from 2023 to 2028 (for the provision of discs in the calendar years 2024, 2025, 2026, 2027, and 2028). However, it was believed that the District Council had only committed to a three-year agreement previously in an effort to avoid committing any new administration to financial commitments they may not support.

Having considered the request, Members agreed the following: -

- To request that Arun District Council undertake a review of the Town Council's financial contribution to the 2 Hour Free Parking Scheme to establish if any reduction in the level of support might be achieved, and that the Town Clerk contact Littlehampton Town Council to discuss this matter.
- To start negotiations with Arun District Council to seek their support for an extension to the 2 Hour Free Parking Disc Scheme when the current agreement expires in 2023 for a period of three or five years.
- For Officers to enter into discussions with the Bognor Regis BID Coordinator regarding plans for a contingency to be put in place to take on responsibility of the administration and the financial contribution the BID currently makes to the scheme in the event of the BID not securing a second term, with a report made back to Members at a future meeting.

Following discussions with ADC, in comparing the Parking Schemes in Bognor Regis and Littlehampton it would appear that Bognor Regis currently sits in a financially advantageous position and that asking ADC to undertake a review of the Town Council's contribution could have a negative effect. This is evidenced in the supplementary paper uploaded to the Members Area (regarded as confidential to protect commercial information). It is, therefore, the Officer recommendation that no further action is taken in requesting a review.

The Bognor Regis BID Co-Ordinator has submitted a proposal to the Town Council, in relation to the 2 Hour Free Parking Disc Scheme for 2023-2028 (subject to agreement by ADC), with a number of recommendations that Members are asked to support (attached to this report as **Appendix 1**).

Members will also need to consider procedures for delivering the 2 Hour Free Parking Scheme as a contingency, should the BID fail to secure a second term. Should the BID fail at ballot, then arrangements will need to be made to take over management, storage and distribution of 2023 discs with effect from 1st April 2023. Discussions have begun, between BRTC Officers and the BR BID Co-Ordinator, about the processes and procedures involved with the administration of the 2 Hour Free Parking Scheme in the event that the BID do not secure a second term.

DECISIONS

Do Members **AGREE** with the Officer recommendation that ADC are not requested to undertake a review of the Town Council's financial contribution to the 2 Hour Free Parking Scheme?

Do Members **AGREE** to support the recommendations, numbered 1-9, on page 2 of the proposal submitted to the Town Council by the BR BID Co-Ordinator in relation to the 2 Hour Free Parking Disc Scheme for 2023-2028 (subject to agreement by ADC)?



Bognor Regis Two Hour Parking Disc Scheme: Proposal for 2023-28

Date: 22nd September 2022

Submitted by: Bognor Regis Business Improvement District

Author: Heather Allen, BR BID CO-Ordinator

Important notes: *The BID's information sheet clarifying the background, delivery arrangements and financial contributions by all partners facilitating the Bognor Regis Two Parking Disc scheme has been presented previously to the Town Council. As in all BID papers, the commonly understood terms "Town Centre" and "High Street" are used to refer to the geographical boundaries of the Business Improvement District Area.*

Executive Summary

The Bognor Regis Two Hour Parking Disc Scheme provides town centre workers, visitors and the wider community with exceptional value, centrally-located parking options, 365 days of the year, mitigating the appeal of out-of-town retail park facilities. This, in turn, increases footfall and dwell time that benefits businesses and supports the ongoing vitality and viability of the town centre.

First introduced in 2012, the scheme continues to be extremely popular with residents, businesses and visitors, generating sales of around 27,000 discs per annum, and delivering a small net profit for business retailers.

Since 2018, the scheme has been made possible through a partnership arrangement, with Bognor Regis Town Council (BRTC) and Bognor Regis businesses (via the Business Improvement District ((BID))) making financial contributions to Arun District Council (ADC) to compensate their loss of income from sales of Pay & Display tickets at three Bognor Regis Car Parks. In addition to the annual financial commitment, through the BID, businesses also fund all aspects of the scheme's management, including the production, promotion, storage and distribution of the discs to business retailers.

The annual £2.00 face value charge to consumers for the Two Hour Parking disc has not changed since 2018. During the same period, production costs for the physical parking discs alone has increased by 28.5%. All other collateral produced in support of the scheme has been similarly impacted by annual inflationary and production cost increases.

Profits from sales of the discs to retailers is retained by the BID to invest in town centre improvement projects determined by businesses in the BID's Term 1 Business Plan. As evidenced at page 4, the *actual* profit generated through the scheme to invest in the provision of high-quality events, promotion, streetscape enhancement or additional services to businesses in an impactful way is currently negligible.

Key recommendations:

Led by businesses, the Bognor Regis Business Improvement District is committed to the ongoing provision of the scheme through the allocation of funds and staff resources made possible through liable businesses' levy payments.

However, as the current agreement nears its end, the BID is asking local partner Bognor Regis Town Council to support changes to existing arrangements that would enable greater investment in the town through the impactful delivery of shared objectives, cap partners' financial commitments at manageable and sustainable levels, and enable business retailers to benefit through participation.

The BR BID asks partners at BRTC to support the following recommendations:

- 1) At the earliest opportunity, and to support ongoing investment in the viability of Bognor Regis Town Centre , Bognor Regis Town Council join BR BID in formally committing to the ongoing provision of the Two Hour Parking Disc Scheme.
- 2) Prior to budgets being set for 2023/24, all partners at BRTC, ADC and BR BID commit to the principle of a five-year agreement and commence negotiations for ongoing provision covering the period 2023-2028 (for discs sold in 2024-2029).
- 3) While mindful of Arun District Council's duty to maximise and prudently manage income from commercial enterprises for the benefit of the whole district, BRTC and BR BID jointly approach ADC to cap partner contributions at the current rate.
- 4) Mindful of the economic and environmental impact of over-production, parking disc production be capped at 27,000 per annum, reflecting realistic volumes of sales based on monitoring, and minimising wastage.
- 5) To support all partners' economic ability to participate in the ongoing provision of the scheme at the proposed capped rates, no changes are made to the number of ADC Bognor Regis car parks included in the scheme.
- 6) As an agreement in principle, the face value charge for the Two Hour Parking Disc be increased from £2 to £3 for the duration of the period 2023-28 to support additional production costs, the continuation of town centre events and activities and, mindful of current economic pressures impacting businesses, to allow an increase in the small gross profit on sales by retailers from 40 pence to 50 pence per disc (an uplift in 25%).
- 7) That profits generated by disc sales to retailers are ringfenced for the specific purpose of contributing to the delivery of an annual, high-quality event in a central location in Bognor Regis, with all associated promotion, to be delivered by Bognor Regis BID, with equal branding and credit assigned to Bognor Regis Town Council.
- 8) That, to maintain the quality of the offer and promote positive messaging, the disc remains unsponsored, featuring only the logos of the participating partners to emphasise the investment of key local stakeholders in the ongoing viability of Bognor Regis.
- 9) That the rear of the disc be used to inform consumers that their purchase directly contributes to the delivery of a high-quality annual event for Bognor Regis, thus contributing to resident/visitor engagement and the development of pride in place through information sharing.

Background:

The Bognor Regis Business Improvement District takes no credit for the introduction of the popular Two Hour Parking Disc scheme, which was first piloted in 2012. For the first two years, the scheme was managed by officers at Bognor Regis Town Council before delivery transferred to the Traders' Association in 2014, managed by a local independent retailer in an entirely voluntary capacity.

The BID's exploration of the funding and delivery arrangements for both the Bognor Regis and Littlehampton schemes (where there is no Business Improvement District) has previously been shared with the Town Council in a separate information sheet.

With the introduction of a Business Improvement District in 2018, provision of the Two Hour Parking disc scheme for Bognor Regis has been facilitated by a partnership between Arun District Council (ADC), Bognor Regis Town Council (BRTC) and the businesses of Bognor Regis through the Bognor Regis Business Improvement District (BID)

Through this partnership, ADC facilitates the scheme in two ways: by granting permission to use 605 ADC parking spaces, and financially through loss of income from "Pay and Display" sales. Bognor Regis Town Council makes an annual contribution of £21,000 to ADC towards that loss of income, with Bognor Regis businesses contributing £5,000 of levy funds per annum, and a further in-kind contribution of staffing and resources to manage all aspects of disc production, promotion, storage and distribution to retailers.

Importance of the Two Hour Parking Disc Scheme to Bognor Regis Businesses

The significance of the parking disc scheme to businesses – particularly independent businesses - is evidenced in responses to the BID's March 2022 survey.

Business responses reveal the highest impact BID activity benefitting **the town** as: efforts to reduce crime and perceptions of crime through its BCRP and majority funding of the warden service (69%), followed by the BID's promotion of Bognor Regis as a seaside destination to attract visitors (65%), and its **funding and delivery role in maintaining provision of the Two-Hour Parking Disc scheme (63%)**, as well as signposting to grants and training (63%).

Survey responses also evidenced the most impactful activity the BID can deliver **to directly benefit individual businesses** is overwhelmingly led by the ongoing provision of the multi-agency enabled Two Hour Parking Disc scheme. **52% of businesses responding to the survey believe retailing the two-hour car parking disc is the most impactful BR-BID activity for businesses.** This was followed by the BID sharing information about training and grants (46%), and being involved in the BCRP (44%).

Recognising the significance of the Two Hour Parking Disc scheme to levy paying businesses, the BID is, therefore, fully committed to the ongoing allocation of levy funds and staff resources to ensure its continuation in its second term.

Management & Delivery of the Two Hour Parking Disc Scheme

The total costs of producing the discs, promoting the scheme, and the £5,000k annual contribution to ADC for provision of spaces requires an investment from businesses of circa **£13,600** (ex VAT) per annum. Funds collected through BID levy are also required to pay staff to deliver and manage all aspects of the scheme, including: consulting with and providing information for business disc retailers, administering the design and production of the physical parking discs and all associated marketing collateral, taking delivery and storing up to 130 boxes of 300 discs, developing and funding promotion of the scheme (through press, social media and radio advertising), managing all

aspects of the ordering process (requests for purchasing, invoicing, payments and receipts) , packing orders for delivery, and being available in the BID Office for retailers to collect.

The average one hour of staff time per week committed to delivery and management of the parking disc scheme equates to an additional cost to business levy payers of circa **£700** per annum. This brings the total cost of delivery to around **£14,300 per annum**. The cost of accommodation required to store the discs has not been calculated, but is an additional expense.

Financial Breakdown:

Discs are sold by the BID to retailers, charged at £1.60 (inc VAT) per disc. Retailers then sell to the consumer at the face value charge of £2 per disc (inc VAT). As a result, each disc sale generates a gross profit of 40p for the independent retailers. However, in order to meet consumer expectations and habits, businesses are increasingly accepting payment by debit and credit card for small item purchases, including individual sales of £2 parking discs. Card processing and banking charges dramatically impact retained profits, with one business describing profits from sales as “pennies”.

Under the 2018-23 arrangements, BRTC generously agreed that all profits generated from the sale of discs would be retained by the BID to invest in town centre improvement projects determined by businesses in the BID’s Term 1 Business Plan. However, analysis of income clearly shows that profit generated to invest in the provision of high-quality events, infrastructure or additional services to businesses is negligible. This is clarified in the following “Scheme Overview” table.

Two Hour Parking Disc Scheme: Overview Expenditure / Income:

Current scheme delivery cost: Bognor Regis Partners	
Expenditure (2021-22)	
Financial contribution: BRTC	£21,000
Financial contribution: BR Businesses (via BID levy)	£5,000
Production, promotion, distribution BR businesses (30,000 discs)	£8,600
Annual BR BID Staff costs	£700
Total expenditure	£35,300
Income from Sales (2021-22)	
Total net income from sales of discs (27,400*)	£36,533
<i>* includes approx 400 discs exchanged for "new discs"</i>	
Profits generated to invest in town centre improvement initiatives (2021-22)	£ 1,233
Proposed scheme delivery cost: Bognor Regis Partners (2023-28)	
Expenditure	
Financial contribution: BRTC	£ 21,000.00
Financial contribution: BR Businesses (via BID levy)	£ 5,000.00
Production, promotion, distribution: BR businesses (27,000 discs) (allowing for 16% increase)	£ 10,000.00
Annual BR BID Staff costs	£ 800.00
Total expenditure	£ 36,800.00
Income from Sales (27,000 discs) at £3 face value (inc VAT)	
Total net income from sales of discs	£ 67,500.00
Profits generated to invest in town centre improvement initiatives (proposed)	£ 30,700.00

Conclusion:

As evidenced above, disc production costs have increased significantly over the course of the five years of the existing partnership arrangements. Conversely, the £2 face value of discs has remained the same, with inflationary and production cost increases absorbed by Bognor Regis businesses through the allocation of BID Levy Funds to deliver the scheme.

Management and delivery of the scheme is resource and space intensive, and the small profits generated insufficient to invest in the vitality of the town centre through impactful interventions such as high quality events, promotion, streetscape enhancements or additional services to businesses.

Led by businesses, the Bognor Regis Business Improvement District is committed to the ongoing provision of the scheme, both through its annual allocation of levy funds and tasking of staff resources. However, the BID also recognises that the current charging structure limits the potential for the type of impactful interventions that **all** stakeholders – the community, businesses, visitors and those with a remit to deliver regeneration and town centre vitality and viability – want to see.

Realistically, the only way to secure this outcome is by increasing profit generated by sales of the two hour parking discs.

The BR BID formally requests BRTC support and response to the recommendations made at Page 2.

A number of supporting documents have been provided to evidence costs and figures used in this proposal, anonymised to prevent commercial sensitivity. Please do not hesitate to contact me if any further additional information is required at this stage to aid decision making.

Heather Allen

Bognor Regis Business Improvement District Co-Ordinator

Email: heather@brbid.org

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 26th SEPTEMBER 2022**

AGENDA ITEM 9 - FURTHER CONSIDERATION OF PROPOSAL FOR COMMUNITY WARDEN SCHEME IN BOGNOR REGIS, AS A JOINT INITIATIVE BETWEEN THE TOWN AND DISTRICT COUNCILS, AND TO AGREE ANY NEXT STEPS – MIN. 30 REFERS AND TO NOTE LETTER FROM BOGNOR REGIS BID

REPORT BY ASSISTANT CLERK

FOR DECISION

Background

At the Extraordinary Meeting of the Policy and Resources Committee, held 29th June 2022, Members considered a proposal for a Community Warden Scheme in Bognor Regis, as a joint initiative between the Town and District Councils (Min. 30 refers). Representatives from Arun District Council (ADC) delivered a presentation to Members, after which followed lengthy discussions that included the Bognor Regis BID Co-Ordinator and members of the public present at the meeting.

Many Members commented that they were not supportive of the proposal presented for Community Wardens in Bognor Regis in its current form, with some deeming it to be a luxury that could not be afforded and was a duplication of what was already being provided courtesy of the uniformed presence in the Town Centre delivered by the BID, with financial support from the Town Council of £10,000 per annum. It was largely agreed that a conversation should be had about supporting or enhancing the existing uniformed presence, and to potentially develop the aspect of two extra Wardens to be contracted from an external security service provider. The suggestion was made that BRTC Officers liaise with the BID to understand what is required, in their opinion, and that liaison then take place with ADC about a bespoke Community Warden for Bognor Regis, in principle.

As agreed by Members, the Town Clerk and Assistant Clerk met with the BR BID Co-Ordinator to discuss a bespoke model for any potential Community Warden scheme in Bognor Regis. A draft proposal was collaboratively worked on and subsequently submitted to the relevant Officers at ADC (attached as **Appendix 1**).

Feedback from ADC

The proposal put forward to ADC, as attached, set out the idea of provision of a third-party warden operating on behalf of businesses in the Town Centre, undertaking tasks such as tackling shoplifting or criminal damage to property. However, at a follow-up meeting, ADC were keen to point out that any Community Warden scheme operated by them would not provide a direct 'Business Warden' service as they considered this to be a very dedicated and specialised role with a singular purpose of dealing with business related crime and is not a model that falls within the scope of Community Wardens.

ADC advised that Community Wardens would deal with anti-social behaviour, paying particular attention to hotspot locations which would include the Town Centre. They would provide intelligence to the ADC's ASB team and police on incidents, assisting in identification of perpetrators and enforcement action.

Below is an outline of approximate costs implications, provided by ADC, for a Community Warden scheme in Bognor Regis jointly funded by the Town and District Councils (based on 12 months): -

(Per annum)	2 x community wardens	3 x community wardens
Salary costs*	£81,520	£122,280
Operational budget	£13,500	£16,000
TOTAL	£95,020	£138,280
ADC contribution	£47,510	£69,140
BRTC contribution	£47,510	£69,140

**inc. on-costs and based on top-end of salary scale.*

It should be noted that previous discussions had included that this should be an 18-month pilot scheme and therefore the costings detailed above would need to be adjusted accordingly.

If the Town Council were to opt to jointly fund Community Wardens and continue to part fund the BR BID Warden, then ADC would look to ensure that officers are linked up so that they can share information to tackle issues.

Update from the BR BID

As detailed in the letter from the BR BID Co-Ordinator to the Town Clerk (attached to this report as **Appendix 2**), the BID has been successful in securing a Safer Streets Fund, via the Sussex Police and Crime Commissioner's Office, enabling the current warden provision in Bognor Regis to be increased from 5 days a week, to 7 days a week. The warden funding from the Safer Streets Fund is for twelve-month period, with delivery starting on 1st September 2022 and ending on 31st August 2023. The BID will continue to manage all aspects of the contract with the third-party supplier, however, should the BID fail to achieve a second term at ballot, provision of this externally funded, 7 day a week, warden provision will continue until 31st August 2023 but the management of the contract and personnel, plus reporting to the PCC will need to be passed on to another agency.

Securing this external funding for warden provision through the Safer Streets Fund means that the BID can reallocate levy funds to invest in the appointment of a dedicated Business Crime Reduction Partnership (BCRP) Co-Ordinator. This enables provision of an additional 5 day a week presence in and around the Town Centre.

Reference was also made in the letter to the £10,000 financial support from the Town Council, to provide a uniformed business presence in the Town Centre, for which the BID wished to pass on their thanks for this generous contribution.

DECISIONS

Do Members **AGREE** to entering into partnership with Arun District Council for a Community Warden scheme in Bognor Regis to be jointly funded by the Town and District Council?

If so, Members are asked to **AGREE** the level of funding for this scheme and to identify from which budget this will be funded.



PROPOSED WARDEN SCHEME FOR BOGNOR REGIS

1. Background

At Bognor Regis Town Council's Policy and Resources Committee Meeting of 29th June 2022, Elected Members voted against adoption of the proposed Arun District Council (ADC) model for warden provision in Bognor Regis as operates under the joint funded Littlehampton Town Council (LTC) / (ADC) scheme in Littlehampton.

Representatives of businesses in attendance at the Policy and Resources Committee Meeting expressed concern at the potential loss of current, town centre specific warden provision, funded by Bognor Regis Business Improvement District (BID) with the support of an annual £10,000 contribution from Bognor Regis Town Council (BRTC).

Representing BR BID, Heather Allen expressed support for any scheme that would help reduce crime and perceptions of crime in Bognor Regis, caveated by the evidenced need for ongoing Warden support specifically to the areas of Marine and Hotham wards that comprise the "town centre" of Bognor Regis. She confirmed that BR BID would not be able to contribute financially to any BRTC / ADC funded warden scheme, as equitable funding was not requested of Littlehampton businesses.

Mrs Allen also referred to the BID's written position statement, in that the BID recognises that any commitments BRTC subsequently make towards an ADC / BRTC warden scheme will result in the withdrawal of the annual £10k contribution towards the town centre Community Warden, which would result in loss of provision of this service.

BRTC Officers were tasked with working with BR BID to develop an outline proposal for warden provision, bespoke to the unique needs of Bognor Regis, to take back to ADC for consideration against its match funding criteria and subsequently referred back to the Policy and Resources Committee.

2. Purpose of the Warden Scheme

The overall aim of the Bognor Regis Community Warden scheme as proposed by ADC is to reduce crime / perceptions of crime and antisocial behaviour across all five wards of Bognor Regis by:

Improving Community Resilience and Public Confidence

Community Wardens provide a uniformed, visible and accessible resource for the community. They are able to respond promptly to reported issues when on shift and engage with the community through ad-hoc and planned engagement activity to build trust and rapport over time. This increases the likelihood and quality of increased reporting through appropriate channels for partners to respond to. Wardens also provide direct support for members of the community by acting as a link, signposting community members to relevant agencies, and improving direct feedback from their experiences in and with the community to those agencies.

Reducing Anti-social Behaviour

Uniformed Wardens provide a visible presence both in the town centre and wider community. Wardens are able to respond to reported issues when on shift and can use intelligence to target patrolling of hotspot areas. Through close collaborative working with multiple agencies, including ADC's ASB team and the Police, Wardens are beneficial in providing intelligence of emerging issues and engaging in joint problem solving. On successful award of the Community Safety Accreditation Scheme (CSAS) accreditation, Community Wardens can utilise enforcement powers when required e.g., issue community protection notices, confiscation of alcohol. Wardens also support the justice system by providing victim and witness support for ASB incidents and ongoing cases in the locality.

Reducing Serious & Organised Crime

Through building trusted relationship, Community Wardens are able to gather community intelligence and share with relevant partners to improve understanding of community concerns and issues and highlight crimes / risks that need further investigation. Through relationships built with the community, Wardens can identify and report safeguarding concerns, and support delivery of related partnership projects e.g., violence reduction projects in Bognor Regis.

3. Suggested Bognor Regis Community Warden Project Model as Proposed by BRTC and Bognor Regis Business Improvement District (BID)

The proposed model outlines an approach to establishing an 18-month pilot Community Warden project in Bognor Regis, based on the following:

Staffing

The level of Warden staffing proposed achieves the intended outcomes of community reassurance, information sharing and developing robust

intelligence across all five wards, balanced with the need to recognise and address the specific, evidenced needs of the "town centre" area of Bognor Regis.

- 2 x Community Wardens - Employed, full time posts
- 1 x Town Centre Community Warden - Third Party Provision, full time post

The proposed model assumes that the Senior Community Warden currently in post and employed by Arun District Council will oversee all Warden activity across the District and will be fully funded by Arun District Council and has therefore not been included in costings for this scheme.

Resource Tasking: Use of "Zoning"

The project is targeted to the geographical area of Bognor Regis as determined by the Town Council's boundary, incorporating Marine, Pevensy, Hotham, Orchard and Hatherleigh wards.

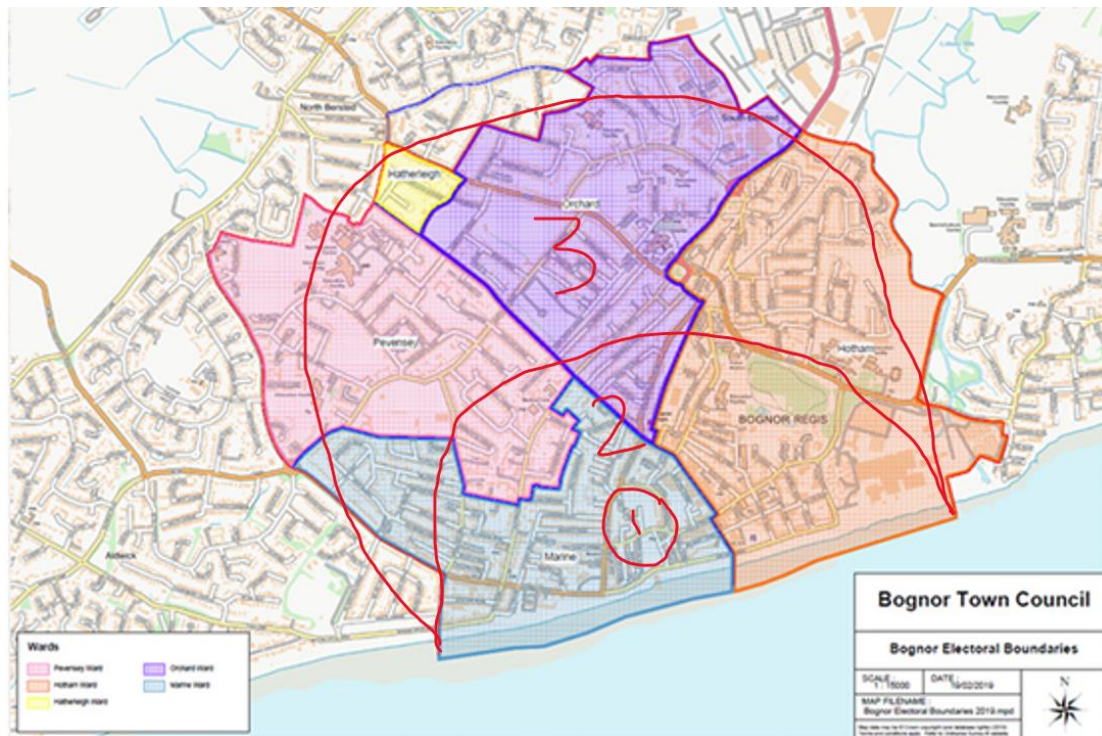
Analysis of evidence from a range of sources has identified "zones" of need across the five wards:

Zone 1: including Town Centre area of Bognor Regis: Multiple daily incidents of business-related crime including theft and attempted theft throughout, plus daily, ongoing anti-social behaviour, with key hotspots at Station Square, Morrison's alley, Fitzleet car park and in and around the town centre. Criminal damage & graffiti are also prevalent.

Zone 2: including (but not restricted to) Upper section of London Road, Hotham Way / London Road underpass / subway, Edward Bryant Primary School in London Road particularly the noticeboards near the Icehouse, St Mary's Catholic Primary School in Glamis Street, Hotham Park also a target area for graffiti, Queensway, High Street (to Gloucester Road junction) seafront / Esplanade from Butlin's to Royal Norfolk Hotel including under the Pier, Waterloo Square, Steyne Gardens, Sunken Gardens, West Street, northern end of Steyne Street and Rock Gardens Skate Park.

Zone 3: including (but not restricted to) underpasses / subways at Orchard Way and Gordon Avenue, Aldwick Road retail area, North Bersted retail area, schools including Bersted Green Primary School in Laburnum Grove, South Bersted C of E Primary School in Church Lane, Southway Primary School in South Way, The Regis School in Westloats Lane and Nyewood C of E Infant and Junior Schools in Brent Road. Also Bognor Regis Rugby Football Club in Hampshire Avenue, Bognor Regis Town Football Club in Nyewood Lane, Bognor Regis Youth and Community Centre in Westloats Lane, Hampshire Avenue Recreation Ground central to Westloats Lane, Hampshire Avenue and Collyer Avenue, Bognor Regis Town Cemetery in Town Cross Avenue and The Arena in Westloats Lane.

An extremely rough visual approximation identifies the three zones as:



Recommended Warden Tasking according to evidenced need:

On the basis that the Wardens are tasked in response to evidenced levels of crime, perceptions of crime and actual and perceived levels of anti-social behaviour.

Zone 1 recommended tasking:

- 1 x third party Town Centre Community Warden
- Mode of transport: On foot
- Training: CSAS, handcuff, public realm CCTV trained
- Tasking: Minimum 5 days per week (40 hours), solely on town centre initiatives. Cannot be redeployed to other Zones or engagement activities.

Rationale for third party employment: This is a specialist role requiring additional training and different skillset to engage with individuals in hotspot areas for ASB, and with greater need to restrain / apprehend individuals involved in business crime. Evidenced needs in town centre mean it would be most negatively impacted by recruitment delays, sick days, annual leave. Working with third party specialist providers enables greater likelihood of cover provision by an individual familiar with the demands of this specialist role, and with appropriate qualifications.

In light of known recruitment and retention issues in the security industry, it is recommended that, if the proposed model is adopted, early discussion takes place with third party provider to ensure the hourly rate paid and terms for the third-party Warden are equitable to those of the employed roles.

Zones 2 & 3 recommended tasking:

- 2 x employed Community Wardens, working either independently in separate zones, or jointly covering Zones 2 and 3.
- Mode of transport: Bicycle
- Training: CSAS, signposting to services and agencies
- Tasking: 5 days per week (40 hours) – larger area, plus ad hoc and planned engagement activity (social outreach, schools etc as per Littlehampton model). Flexible deployment to provide additional support in Zone 1 at key times, such as end of term and scheduled INSET days when there is historic evidence of increased ASB from young people, or for periods of increased footfall from events, such as BRTC Christmas Lights Switch-On.

4. Management, Delivery and Performance Review of Proposed Bognor Regis Community Warden Scheme

It is proposed that the employed resources be located within Arun District Council, specifically managed within the Community Wellbeing Team given its established operational community safety partnership working with agencies, and active role in the Safer Arun Partnership.

It is proposed that the contract for third party Town Centre Warden provision should be managed by ADC's Community Wellbeing Team, to maximise opportunities for information and intelligence sharing to optimise tasking.

It is assumed that the day-to-day management of the two Bognor Regis Community Wardens and one third party Town Centre Community Warden will be delivered by the ADC employed and funded Senior Warden, co-ordinating the various schemes across the district.

It is assumed that training, accommodation costs and all resources required for the employed Wardens to carry out their daily responsibilities have been included in ADC's figures presented to BRTC in June 2022.

As a jointly funded partnership initiative, management of the proposed scheme will include regular performance reviews and progress updates with the appropriate Officer(s) at BRTC, and subsequent feedback to Members. Details of annual targets and exemplar reporting against KPIs are attached as Appendices A and B respectively.

Proposed Warden activity

This will be a uniformed resource so that the whole community can easily recognise the Wardens and it is recommended that this reflects a friendly and informal presence. While all proposed Wardens – employed and through a third-party provider – will be accredited with the 'Community Safety Accreditation Scheme' (CSAS, as delegated by Sussex Police) and therefore able to take forward some elements of enforcement action, this is to be balanced with the overall aim of being approachable and accessible to support meaningful community engagement and support.

To ensure there is operational clarity and the project achieves its desired aims and outcomes, it is important to define both what the proposed Community Wardens will deliver, and also what is out of scope. The roles of both "Community Warden" and "Town Centre Community Warden" are clarified at Appendices C and D respectively.

5. Anticipated costs of proposed 18-month pilot scheme:

Item	Expenditure - £
2 x Community Wardens (Employed) ¹	£81,400
1 x Town Centre Community Warden (3 rd Party) ²	£40,700
TOTAL	£122,100

¹ £ Info from ADC: based on salary of £28k plus costs

² **Maximum** annual cost for Warden, based on premise of equitable pay and terms for Town Centre Warden Provision – subject to negotiation with Service Provider

Agency Contributions:

Subject to match funding agreement for the proposed scheme from ADC, this would require the following contributions from both parties:

Source	Capital or Revenue	Is the support confirmed*	2023/24 £ 12-months	2024/25 £ 6-months
Bognor Regis Town Council	Revenue	TBC	£61,050	£30,525
Arun District Council	Revenue	TBC	£61,050	£30,525

APPENDIX A

Bognor Regis Community Warden Scheme: Targets

Timescale	Target	Method of Measurement
By the end of the 18-month period.	<p>Performance Outcomes:</p> <ul style="list-style-type: none"> • Minimum 75% of time spent in community, patrolling and / or engaging with local community. (Remaining 25% dedicated to collaborative intelligence sharing and identification of priority areas for tasking). • Positive feedback from community with increased reports of feeling safer in local areas. • Prompt and effective response to community and business concerns, working with partners to jointly solve problems and reduce perception and incidents of anti-social behaviour. • Build positive community and stakeholder relationships to increase reporting of concerns, enabling agencies to take appropriate action. • Increase community resilience through practical and regular liaison and support for identified issues. • Take timely enforcement action for low level concerns e.g. confiscation of alcohol (PSPO), issuing community protection notices. • Increased number and quality of actionable reports to relevant agencies through formal channels. 	<ul style="list-style-type: none"> • Monthly measurement of performance outcomes outlined. Compiled by Senior Community Warden, verified by ADC Community Manager and shared with BRTC at regular performance meetings. • Recommended that ADC and BRTC agree governance and operational frameworks to support delivery of project e.g. dedicated partnership delivery group who will establish the set up and monitor progress on a regular basis and support partnership taskings based on identified need.

APPENDIX B

EXEMPLAR REPORTING AGAINST KPIs



LITTLEHAMPTON COMMUNITY WARDENS MONTHLY REPORT APRIL 2022

HIGH VISIBILITY PATROLS		POLICE REPORTS TOTAL:	3
Total combined foot patrol hours	44	Phone (101 and 999)	0
WARNINGS AND NOTICES TOTAL:	5	Email	0
PSPO warnings (verbal and written)	2	Online	0
Removal of alcohol incidents	0	Intelligence submissions	0
PSPO Fixed Penalty Notices	0	Verbal	3
Obstructive parking advisory notices	0	E-CINS logs (multi-agency platform)	0
Cycling inc. e-scooters (verbal)	3	ENVIRONMENTAL REPORTS TOTAL:	2
ASB INCIDENTS TOTAL:	6	Drug litter	1
Noise	0	Graffiti	1
Public order	2	Fly-tipping	0
Neighbours	0	Dog fouling	0
Other	3	Litter	0
Referrals to ADC ASB team	1	Hazards	0
COMMUNITY EVENTS ATTENDED:	4	SAFEGUARDING REFERRALS TOTAL:	0
SCHOOLS CONTACTS/ENGAGEMENT:	4	Adult	0
REPORTS TO OPERATION CRACKDOWN:	0	Child	0
SIGNPOSTING ADVICE:	1	MULTI AGENCY MEETINGS ATTENDED:	3
VISITS TO VULNERABLE PEOPLE:	0		

ADDITIONAL COMMENTARY:
<ul style="list-style-type: none"> The service has continued to operate via one Community Warden this month. The emphasis has been put on visibility right across the town by way of foot patrols and attendance at a range of community engagement events. The two vacant Community Warden posts have been advertised with a closing date of Sunday 8 May 2022. Attendance at the Chilgrove Community Hub launch event on Saturday 9 April provided a great opportunity to engage with members of the public and service providers in attendance on the day. The hub itself is a great venue for Wardens to host community safety events in the future and affords chances to participate in other events alongside service providers and residents.

APPENDIX C

Bognor Regis Community Wardens – Employed		
What they will do	What they won't do	How to achieve the aims
<ul style="list-style-type: none"> Engage in community development and increasing community involvement and resilience. Form close working relationships with Police, Police Community Support Officers and local communities to identify and reduce crime, anti-social behaviour, and the fear of crime in the area. Provide intelligence and evidence to the Police, and other appropriate agencies, and acting as a witness and attending Court when required. Support the community by providing support to young people and establishing suitable activities or signposting to other groups. Offer advice on crime prevention and fire safety in the home. Work in partnership with other agencies to help benefit the community. Enforce the Public Spaces Protection Order (PSPO) (providing CSAS accreditation is obtained). 	<ul style="list-style-type: none"> Carry out enforcement of environmental issues such as graffiti, fly tipping, abandoned cars, and dog fouling. Act as a replacement for the Police and PCSOs. Provide an emergency response team/service. Patrol as a 24/7 service. Offer a care service. However, will be able to signpost vulnerable and elderly residents to appropriate support services. Act as Parking Wardens; they cannot issue parking fines. Get involved in violent incidents. Stop all crime and anti-social behaviour. Take sides in disputes. Automatically undertake joint patrols with the Police/PCSOs. Undertake the duties of a Business Warden. 	<ul style="list-style-type: none"> Cover the whole of Bognor Regis, focusing on Zones 2 and 3. Provide a highly visible presence and regular patrols by bike or on foot. Work closely with agencies to ensure issues within communities are referred in a timely manner. Regularly liaise with local authority, Police, local councillors, community groups, Registered Social Landlords (RSLs), local businesses, and residents. Work flexible shifts including evenings and weekends. They spend part of the week working together but also do some lone working so they can provide 7 day per week cover. Shift patterns must be flexible to meet local requirements. Actively promote community development initiatives and local events.

APPENDIX D

Bognor Regis Town Centre Community Warden – Third Party provider		
What they will do	What they won't do	How to achieve the aims
<ul style="list-style-type: none"> Undertake the duties of a "Business Warden" by working in partnership with the business community to maintain law and order, protect members of the public and their property by deterring crime. Assist in reducing the fear of crime and improving the quality of the public's experience when visiting the town centre. Be the first point of contact and liaison between businesses, ADC's Communities Team and Sussex Police. Form close working relationships with Police, Police Community Support Officers and the local business community to identify and reduce crime, anti-social behaviour, and the fear of crime in the area. Encourage businesses to report incidents in their premises through effective channels. Provide intelligence and evidence to the Police, and other appropriate agencies, and acting as a witness and attending Court when required. Work in partnership with other agencies to help benefit the business community and all users of / visitors to Bognor Regis town centre. Enforce the PSPO (providing CSAS accreditation is obtained). 	<ul style="list-style-type: none"> Carry out enforcement of environmental issues such as graffiti, fly tipping, abandoned cars, and dog fouling. Act as a replacement for the Police and PCSOs. Provide an emergency response team/service. Patrol as a 24/7 service. Offer a care service. However, will be able to signpost vulnerable and elderly residents to appropriate support services. Act as Parking Wardens; they cannot issue parking fines. Get involved in violent incidents. Stop all crime and anti-social behaviour. Take sides in disputes. Automatically undertake joint patrols with the Police/PCSOs. Report incidents for businesses. 	<ul style="list-style-type: none"> Cover the town centre area of Bognor Regis identified as Zone 1. Provide a highly visible presence in Bognor Regis town centre through regular patrols on foot. Regularly liaise with local authority, Police, and local businesses. Work flexible shifts including evenings and weekends. Shift patterns must be flexible to meet local requirements.



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Email: info@brbid.org
www.brbid.org

22nd August 2022

Dear Ms Frost,

BR BID Successful award for 7/7 ASB Warden Provision in Bognor Regis Town Centre

As you are aware, the BID, with generous £10k per annum funding support from BRTC, has delivered a five day per week uniformed presence in Bognor Regis Town Centre since September 2018.

Following a successful application to the Safer Streets Fund via the Police and Crime Commissioner's Office, the BID has recently secured external funding to increase warden provision from 5 days to 7 days per week service, with a specific focus on helping reduce ASB in key locations, including Station Square. This means that there will now be a warden on duty every day of the week. I have attached an overview of what the "ASB Community Warden" will deliver through their role for your reference.

This is really positive news both for businesses, who will benefit from two days of additional support, the Bognor Regis community and visitors to the Town Centre, the economic heart of Bognor Regis.

The warden funding from the Safer Streets Fund is for twelve-month period, with delivery starting on 1st September 2022 and ending on 31st August 2023. The BID will continue to manage all aspects of the contract with the third-party supplier, including paying for the service, monitoring and reporting on key KPIs and attending multiple accountability meetings before being able to claim back costs retrospectively from the fund.

Bognor Regis Town Council Annual Contribution for Provision of a Uniformed Presence

The BID is grateful for the generous £10k per annum contribution made by BRTC to provide a uniformed presence in the town centre, and would like to assure Elected Members that these funds have been utilised for the purposes intended and managed effectively.

Costs for provision of the five day per week warden service in the town centre from the start of this financial year (1st April) to the end of August is in excess of £13,000 (plus VAT). Without BRTC's contribution, it would not have been possible to deliver this service through income paid by businesses through BID levy alone.

A further benefit to securing external funding through the Safer Streets Fund for warden provision means that the BID can reallocate levy funds to invest in the appointment of a dedicated Business Crime Reduction Partnership (BCRP) Co-Ordinator. This enables provision of an *additional* five day a week "medium vis" presence in and around the town centre, working closely with businesses to ensure consistent, timely and accurate reporting of all incidents of business crime and anti-social behaviour. BRTC's original contribution is therefore enabling even greater support for businesses and the community.

Contingency for ongoing provision

Should the BID Fail to achieve a second term at ballot on 14th February 2023, provision of the externally funded, seven day a week ASB Community Warden will continue until 31st August 2023, with management of the contract and personnel, plus reporting to the PCC passed to another agency.

On behalf of the BID's Board of Directors, I would like to take this opportunity to again thank Bognor Regis Town Council for your support and investment in initiatives to reduce crime and perceptions of crime in and around the town centre.

Please don't hesitate to contact me with any questions, or if I can help in any other way.

With kind regards,



Heather Allen

Bognor Regis Business Improvement District



Reducing Anti-Social Behaviour in Bognor Regis Town Centre

Overview of role: Bognor Regis ASB Community Warden

Through a successful application to the Safer Streets Fund, Bognor Regis BID has secured funding for the provision of a seven day a week “ASB Warden” for Bognor Regis Town Centre.

The appointed post holder will work in partnership with the business community and other agencies to help maintain law and order, protect members of the public and their property by deterring anti-social behaviour and crime.

The role is specifically focused on reducing actual and perceived incidents of anti-social behaviour in and around the town centre, with increased patrolling of identified ASB hotspot areas a priority. In Bognor Regis town centre, these areas include Station Square, alleyway by Morrison's, London Road precinct.

What the ASB Warden will do

- Assist in reducing the fear of crime and improving the quality of the public's experience when visiting the town centre
- Respond to reports of ASB within their defined patrol area
- Be the first point of contact and liaison between businesses, ADC's Communities Team and Sussex Police.
- Form close working relationships with Police, Police Community Support Officers and the local business community to identify and reduce crime, anti-social behaviour, and the fear of crime in the area.
- Encourage businesses to report incidents in their premises through effective channels
- Provide intelligence and evidence to the Police, and other appropriate agencies, and acting as a witness and attending Court when required.
- Work in partnership with other agencies to (including but not limited to Police, ADC ASB Team, youth outreach, Foreshores/Beach Patrol Teams) to help benefit the business community and all users of / visitors to Bognor Regis Town Centre .
- Enforce the PSPO (providing CSAS accreditation is obtained)
- Develop and maintain awareness of local positive diversionary activities to engage and signpost young people in the community.
- Participate in appropriate problem solving meetings as part of a multi-agency approach to reduce ASB issues in the community.
- Identify and raise safeguarding concerns to the appropriate agencies.

How the ASB warden will achieve these aims

- Cover the Town Centre area of Bognor Regis identified as Zone 1, with increased, proactive presence in identified hotspots for ASB
- Provide a highly visible presence in Bognor Regis Town Centre through regular patrols on foot.
- Regularly liaise with local authority, Police, and local businesses.
- Work flexible shifts including evenings and weekends. Shift patterns must be flexible to meet local requirements.

What the ASB Warden won't do

- Carry out enforcement of environmental issues such as graffiti, fly tipping, abandoned cars, and dog fouling.
- Act as a replacement for the Police and PCSOs.
- Provide an emergency response team/service.
- Patrol as a 24/7 service.
- Get involved in violent incidents.
- Stop all crime and anti-social behaviour.
- Take sides in disputes.
- Automatically undertake joint patrols with the Police/PCSOs.
- Report incidents FOR businesses
- Offer a care service; wardens will be able to signpost vulnerable and elderly residents to appropriate support services.
- Act as parking wardens; they cannot issue parking fines.

AGENDA ITEM 10

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE – 26th SEPTEMBER 2022

AGENDA ITEM 10 - TO CONSIDER AMENDMENTS TO THE FLEXIBLE COMMUNITY FUND FORMS AS RECOMMENDED BY THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE - MIN. 26.1 REFERS

REPORT BY ASSISTANT CLERK

FOR DECISION

BACKGROUND

The Flexible Community Fund (FCF) runs alongside the main Grant Aid process but is open to applications throughout the year for extraordinary circumstances, and is focused on smaller levels of funding, which may be required sooner than the annual Grant Aid process could provide.

At the Community Engagement and Environment Committee Meeting held 8th August 2022, Members discussed the current FCF application form (Min. 26.1 refers). Members of the Committee agreed that the following amendments to the current paperwork be recommended to the Policy and Resources Committee and, subject to agreement, that the application and criteria form for the Flexible Community Fund as amended be adopted: -

In considering question 4 of the FCF application form, Members discussed Limited Companies who they believed had many lines of credit available to them. Being of the opinion that the purpose of the FCF is to provide solutions for local community businesses, Members felt that Limited Companies do not fall under this category and should, therefore be excluded from submitting an application.

Recommendation 1: To exclude Limited Companies from being eligible to submit an application for the Flexible Community Fund and subsequently remove 'Company Ltd. By Guarantee' as an option to select in response to question 4 of the application form.

At the Policy and Resources Committee Meeting held 14th June 2022, Members reviewed the current application form for Grant Aid 2023 and agreed to amend the wording of question 18 in relation to feedback from successful Grant Aid applicants (Min. 16.1 refers). Question 14 of the current FCF application form is in reference to the same feedback and Members of the Community Engagement and Environment Committee agreed that the wording for this should reflect the wording in question 18 of the Grant Aid form.

Recommendation 2: To amend the wording in question 14 of the FCF application form so that it is in line with the wording agreed in question 18 of the Grant Aid application form.

Members are therefore invited to receive the current application form/guidelines for the FCF, with the recommended amendments highlighted in red, (attached as **Appendix 1**) for approval.

DECISION

Do Members **AGREE** with the FCF applications form/guidelines as circulated incorporating the recommendations from the Community Engagement and Environment Committee as detailed above?



BOGNOR REGIS TOWN COUNCIL

**FLEXIBLE COMMUNITY FUND
APPLICATION FOR YEAR
1st APRIL 2022 to 31st MARCH 2023**

IMPORTANT NOTICE – Please note that before payment of any agreed funds are made, applicants may be required to submit **copies of current bank statements for all bank accounts and a signed copy of the Chairman's Report/Statement or Constitution**. Successful applicants will be advised in their notification letter of all requirements to enable payment. However, to speed up the process, applicants may provide these documents in advance and attach to this application. Please read questions carefully and provide a full answer.

1. Name and address of your organisation.

Name:

Address:

2. Name, address, postcode and daytime telephone number of the person applying including position in organisation.

Name:

Address:

Postcode:

Daytime telephone number:

Position in Organisation:

3. Does your Group/Organisation have a constitution or set of rules?
Please enclose a copy if applicable.

Please tick

Yes

No

If no, please say why:

4. Please tick the relevant information and supply the appropriate number.

Registered Charity

Charity number

~~Company Ltd. by Guarantee~~

Company number

C.I.C

C.I.C. number

Other (please specify)

5. Please supply the following information:

When did your group/organisation start? (MM/YY)

How many members do you have?

How many people use this service?

How many are Bognor Regis residents?

6. Amount Applied for £.....

7. Description of what the funds are for (if the application is for new equipment that is over £100 in value, please supply at least two quotations).

8. Please tell us if you are a branch of, or related to, a larger organisation.

9. Are current Bank Statements attached?

Please tick	Yes	No
If No, can you confirm that these will be made available should your application be successful?		
	Yes	No
If the Bank Statements will not be available, please give an explanation why.		

10. Is an up-to-date Child Protection/Vulnerable Groups Policy enclosed?

Please tick	Yes	No
If no, please explain why this is not required		

11. Please confirm the amount of unrestricted reserves that your organisation holds and an explanation as to why these cannot be used for the proposals/project.

--

12. Are there any safety issues related to your project, or proposed activity and do you hold a current Public Liability Insurance?

Details of any safety issues		
Public Liability Insurance	Yes	No
Amount held	£	

13. What are your reasons for not applying to the Town Council's Grant Aid Fund for this funding?

14. The Town Council is keen to hear about the impact and benefits arising from the Flexible Community Fund. Therefore, if your application is successful, **the Town Council will require a commitment from you to promote the support that you have received from the Town Council by including the logo that will be supplied to you in any promotional material that you produce of which you are required to provide the Town Council with electronic or hard copies. We will also be in touch with you, in due course, to request the following: feedback on the success of the event/initiative; a breakdown of the budget; the provision of photographs showcasing events and initiatives that the Town Council can share on their social media platforms.** Please indicate below whether you anticipate that your event/initiative will be completed within 6 or 12 months of the funds being awarded, so that you are contacted at the appropriate time.

The Event/Project will be completed within:	6 mths	12 mths
---	--------	---------

15. As part of the feedback process, the Town Council would like to hear whether the success criteria for your event/project were met. Please provide details of how the success of the event/project will be assessed.

PLEASE NOTE: Failure to comply with these guidelines, by not supplying all the required documentation, will result in your application not being given consideration to.

Please complete Declaration overleaf

DECLARATION:

I declare that I have read and accepted the Guidelines, Criteria and Checklist and that I have answered all the questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Bognor Regis Town Council reserves the right to reclaim the full grant in the event of it not being used for the purpose specified.

DATA PROTECTION:

By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application. You may request access to the information we hold on you by emailing bognortc@bognorregis.gov.uk. You may request to be removed as a contact at any time bognortc@bognorregis.gov.uk. Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email bognortc@bognorregis.gov.uk to request a copy.

Name Date.....

Position Email address.....

Organisation's website (If applicable)

Please complete this form fully and return [via email to the Town Clerk at bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

Checklist

To prevent unnecessary delay, please tick and ensure that you have:

Read the notes for applicants.

Answered all questions. It is not sufficient to simply attach documents in response to questions. Ensure you have entered the actual amount of grant requested.

Attached your most up-to-date bank statements for all bank accounts, or confirmed that these will be provided prior to payment, or an explanation as to why these are not available.

Provided a copy of your Policy Statement regarding Child Protection, (if applicable) or reason for absence.

Attached copy of your Constitution or Set of Rules.

Included additional supporting material, e.g. cuttings, reviews etc. (optional).

Attached copies of estimates for your proposals/project.

AGENDA ITEM 11

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE – 26th SEPTEMBER 2022

AGENDA ITEM 11 - TO CONSIDER THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE TO ALLOCATE A BUDGET OF £150, FOR THE PURCHASE OF PLAQUES AND TROPHIES FOR AWARDED TO BUSINESSES DEMONSTRATING GOOD PRACTICE WITH REGARDS TO RECYCLING AND GREEN ISSUES – MIN. 32 REFERS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

At the Policy and Resources Committee Meeting held 8th August, Members were asked to consider the recommendation from the Community Engagement and Environment Committee to allocate a budget of £300 for the purchase of plaques and trophies for awarding to businesses demonstrating good practice with regards to recycling and green issues.

A Member commented that they were happy in principle with the idea but that in keeping with environmental friendliness, any awards should be made from metal or glass, rather than plastic. Several Members expressed concern as to how businesses would be evaluated as worthy award winners and there was a feeling that it was not a level playing field. For example, those businesses responsible for clinical waste could not recycle as easily as others. With such a diversity of businesses in Bognor Regis, Members considered it important to have a criterion in place to better understand how prizes would be awarded.

Members of the Policy and Resources Committee, therefore, disagreed with the recommendation to allocate a budget of £300, and agreed to refer the item back to the Community Engagement and Environment Committee, asking them to consider a criterion upon which businesses will be evaluated, in view of the comments made about whether the award offers a level playing field and can be truly inclusive to all (Min. 43 refers).

Having been referred back to them, the Community Engagement and Environment Committee reconsidered the matter at their meeting held 8th August 2022.

In response to the feedback from the Policy and Resources Committee, Members discussed that the onus is on businesses to self-nominate in order to be considered for demonstrating good practice with regards to recycling and green issues, and that the Community Engagement and Environment Committee will decide an appropriate award, such as a diploma printed on recycled paper.

Members also discussed that while it may not be possible for a clinical waste business to recycle waste materials, Members stated that there may be alternatives to show good green practices, such as paper-free office working, carpooling, electric vehicles, donating waste material, food, supplies to charity.

Community Engagement and Environment Committee Members agreed that the matter be referred back to the Policy and Resources Committee with the recommendation that a budget of £150, for the purchase of an award, be funded from an appropriate budget (Min. 32 refers).

DECISION

Do Members **APPROVE** the **RECOMMENDATION** from the Community Engagement and Environment Committee that a budget of £150, for the purchase of plaques and trophies to be awarded to businesses demonstrating good practice with regard to recycling and green issues, be funded from an appropriate budget?

AGENDA ITEM 13

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 26th SEPTEMBER 2022**

**AGENDA ITEM 13 - TO RECEIVE THE NOTES OF THE HERITAGE
PARTNERSHIP BOARD MEETINGS HELD ON 27th JULY AND 8th
SEPTEMBER 2022**

REPORT BY ASSISTANT CLERK

FOR INFORMATION

The Notes of the Heritage Partnership Board Meetings held on 27th July and 8th September 2022 are attached to this report (**Appendices 1 and 2**).

BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD MEETING

HELD ON WEDNESDAY 27th JULY 2022

PRESENT:

Ken Blamires - Chairman
Howard Dicks - Bognor Regis Museum
Clive Mott
Cllr. Jim Brooks - BRTC
Cllr. Mrs. Sandra Daniells - BRTC

IN ATTENDANCE:

Matthew Hall - Projects Officer, BRTC and Clerk for the meeting

APOLOGIES

Sylvia Endacott - Local Historian
Irene Campbell - Community Volunteer
Paul Wells - Bognor Pier Trust C.I.C.
Cllr. Steve Goodheart - BRTC

The Meeting opened at 4.00pm

1. CHAIRMAN'S INTRODUCTION AND WELCOME

The Chairman welcomed those present and thanked everyone for their time, hard work and effort in organising the Jubilee Celebration Event.

2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD 23rd MARCH 2022

The Notes from the previous meeting were approved by all as a true record.

3. REVIEW THE JUBILEE CELEBRATION EVENT

Clive Mott stated he was slightly disappointed by the relatively low volume of attendees, but those that did attend were very engaged and interested in the event, with particular focus on the book which travelled to Buckingham Palace and was viewed by Her Majesty The Queen as well as the slideshow. He also mentioned that the Heritage Trails were in good demand. The Chairman advised he would do an audit and report back at the next meeting and potentially order more if required.

The Chairman and other members of the Board echoed the views expressed by Clive Mott in terms of numbers and that those who did attend were impressed. There was a general view that for next year, a smaller but more interactive event held potentially in London Road might get a better traction with the possibility of using a marque.

There was a short discussion regarding the promotion of this and that alternatives methods could be explored at the next year's event to gain a wider audience such as advertising to schools, linked websites and social media as well as traditional print and press releases.

4. UPDATE ON MARY WHEATLAND BLUE PLAQUE

The Chairman advised that the installation and unveiling had been postponed to accommodate the current Bognor Regis Town Council events taking place, and that an installation will occur to coincide with a visit from the Royal Humane Society later in 2022.

5. UPDATE ON THE PORTAL LINK TO TWIN TOWNS FOLLOWING DISCUSSION WITH PORTAL CITIES

The Chairman stated he had been in liaison with an organisation who were looking at creating a network of iconic locations globally. However, the organisation are, at this early stage, unsure if Bognor Regis meets their criteria. The Chairman advised he would keep in contact with the organisation. A member of the group felt that the concept was positive and that potentially creating a visual link to another city would be well received.

Members of the group discussed the possibility of creating wayfinding within Bognor Regis Town Centre using display screens at the train station, showing local attractions, routes etc. Another Member commented that the train station has declined dramatically and is a hive of anti-social behaviour. He recalled the clock tower used to provide lodge for a small family operating the clock and queried whether this could be pursued.

At this time, the Chairman introduced an application that he had made for the [Southern Rail Community Improvement Grant](#), for a project to install 2 attractive and highly decorative book benches at Bognor Regis train station. Factoring in the base cost, shipping, generic artwork, plinth, inflation and a 10% contingency, the total estimated cost has been calculated at £8,754.24. At this early stage, the Chairman was hopeful that the application meets several elements of the grant's criteria process and advised that Southern Rail will make their decision in December 2022, the funding will not be released until March 2023. To support the application the Chairman stated that £900 could be used from Heritage funds, which would be matched funded.

The Chairman also advised that should the application be successful; the appropriate authority would need to grant permission to install on the concourse.

6. SEPTEMBER LITERATURE EVENT UPDATE

The Chairman advised that Irene Campbell is preparing a poster to promote the 70-person ticketed free event to be held at The Regis Centre.

7. BOGNOR REGIS MUSEUM BATHING MACHINE UPDATE

The Chairman and Howard Dicks updated the group that they would liaise with Greg Burt to provide some further information on the Bathing Machine.

8. RECOMMENDATIONS TO BOGNOR REGIS TOWN COUNCIL

There were no recommendations to the Policy and Resources Committee.

9. A.O.B AND DATE AND TIME FOR NEXT MEETING

Members discussed organising an event to celebrate the 300th birthday of Sir Richard Hotham with the possibility of collaborating with Hatters Public House in Bognor Regis or Chichester University Bognor Regis Campus.

Cllr. Brooks advised the group that there are three interpretative signs currently held in the Town Force lock up and that he would like to use one as a selfie opportunity. The Chairman stated he would like one at Place St Maur to celebrate the twinning relationship shared with Saint-Maur-des-Fossés in France.

Members agreed to set the date of the next meeting via email for September 2022.

The Meeting concluded at 5.29pm

BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD MEETING

HELD ON THURSDAY 8th SEPTEMBER 2022

PRESENT:

Ken Blamires - Chairman
Howard Dicks - Bognor Regis Museum
Sylvia Endacott - Local Historian
Irene Campbell - Community Volunteer
Cllr. Jim Brooks - BRTC
Cllr. Steve Goodheart - BRTC

IN ATTENDANCE:

Matthew Hall - Projects Officer, BRTC and Clerk for the meeting

APOLOGIES

Clive Mott
Margaret Murphy – Arun District Council
Paul Wells - Bognor Pier Trust C.I.C.
Cllr. Mrs. Sandra Daniells – BRTC

The Meeting opened at 6.00pm

1. CHAIRMAN'S INTRODUCTION AND WELCOME

The Chairman welcomed those present and apologies were given for those unable to attend.

2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD 27th JULY 2022

Due to Officers annual leave, the Notes from the previous meeting were not available and will, therefore, require approving at the next meeting.

3. THE DIG AT SUDLEY COTTAGE (THE DEN) UPDATE

The Chairman stated that as part of Channel 4's, The Great British Dig, a team of archaeological experts have been on site at St Mary's Catholic Primary School's playing field hoping to uncover clues of Bognor Regis' past. The findings are due to be unveiled on Saturday, weather permitting, and both the Chairman and Sylvia were impressed with the participation and public interest. A Member of the group said that they had found signposting to be an issue, however, the Chairman stated that it was not intended to be a large public event and that due to the close proximity to the school, safeguarding children was a consideration. The Chairman advised Members that the Saturday unveiling of findings is to be early in the morning due to the Bognorphenia event taking place in Hotham Park.

Members agreed to vary the order of business and discuss the Bathing Machine item next, as it related to the previous Agenda item

4. BOGNOR REGIS MUSEUM BATHING MACHINE UPDATE

Following on from the previous item, the conversation turned to the Bathing Machine as Channel 4 had paid for a crane to take it to the seafront, where actor Hugh Dennis will be dressed in a Victorian bathing costume. After filming, the Bathing Machine will be housed at the Bognor Regis Museum. Howard Dicks stated that Museum Director Greg Burt was very thankful to Channel 4 as this was extremely helpful to the progress of the project and the logistics of moving the Bathing Machine.

Some Members of the group asked why the event was relatively low-key when it could have been a great photo opportunity to promote Bognor Regis. Due to the TV production company not wanting to attract a large audience, advertising was kept to a minimum as well as Arun District Council restrictions and the potential for vandalism of the Bathing Machine.

5. UPDATE ON MARY WHEATLAND BLUE PLAQUE

The Chairman advised that the date of the unveiling will be 13th October 2022 at 11.00am, with the Royal Humane Society as well as some family members. It will be promoted in the Bognor Regis Observer and formal invites will be sent out to the Board. A Member of the group suggested that the Chairman extend invitations to West Sussex and Arun District Council appropriate officers as well as Bognor Regis Town Council's Mayor to attend and again make more of a photo opportunity.

6. LITERATURE EVENT SUNDAY 11th SEPTEMBER UPDATE

Irene Campbell stated her disappointment in the event not being featured in the Bognor Regis Observer but reported that of the 70 tickets for the event, nearly 50 have been allocated. Despite the event being free, Irene asked the group how else to promote the event. Members suggested advertising via Chichester University, social media platforms, local schools, West Sussex and Arun District Council. A member of the group offered to provide his own portable PA system to aid the event should the host require any assistance on the day.

At this point in the meeting, news that Her Majesty Queen Elizabeth II had passed away was shared and the Board took time to hold a two-minute silence to pay their respects

7. RECOMMENDATIONS TO BOGNOR REGIS TOWN COUNCIL

There were no recommendations to the Policy and Resources Committee.

8. A.O.B AND DATE AND TIME FOR NEXT MEETING

A Member shared some ideas to celebrate the 300th birthday of Sir Richard Hotham, to which the group were receptive of, however due to the relatively short timeframe, it may not be possible to implement.

The Chairman and the Projects Officer will send out invitations for the next meeting.

The Meeting concluded at 7.00pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 26th SEPTEMBER 2022**

AGENDA ITEM 15 - TO RECEIVE AND IF ACCEPTABLE RECOMMEND TO COUNCIL THE FOLLOWING UPDATED DOCUMENTS

REPORT BY ASSISTANT CLERK

FOR DECISION

A review of the following policies and Council documents has been undertaken and the following are now presented to the Committee for approval and recommendation to Council: -

Equality Policy Statement - Appendix 1

With the recommended additions as highlighted in red in the appendix to include: -

- 1) Reference included to the avoidance of unlawful discrimination.
- 2) Reference to instances where the aims will be applied.
- 3) Inclusion of statement in relation to working environment.

Equality, Diversity and Inclusion Policy (new) - Appendix 2

At the Policy and Resources Committee Meeting held on 1st August 2022, Members agreed that there is a requirement for an Equality, Diversity and Inclusion Policy for Bognor Regis Town Council and requested that Officers prepare a draft version for consideration by this Committee at a future meeting (Min. 44 refers).

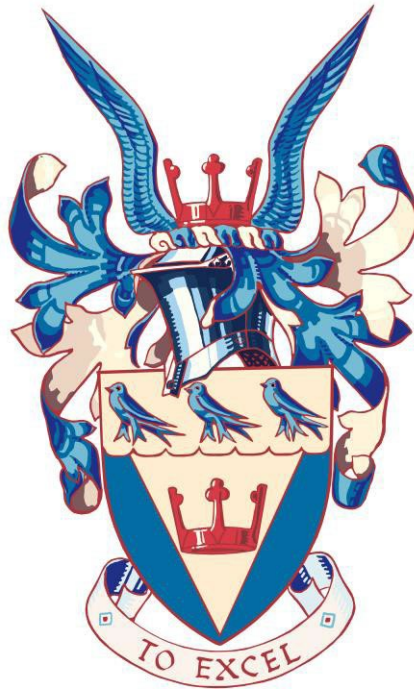
This new Policy has been based on a NALC model.

Modern Slavery Policy (new) – Appendix 3

At the Policy and Resources Committee Meeting held on 1st August 2022, when considering the requirement for an Equality, Diversity and Inclusion Policy, it was also suggested that a Modern Slavery Policy be put together for consideration by the Committee.

DECISION

Do Members **AGREE** to **RECOMMEND** to Council the Adoption of the Policies as attached to this report as Appendices 1 to 3, subject to any alterations or amendments agreed at this Meeting?



BOGNOR REGIS TOWN COUNCIL EQUALITY POLICY STATEMENT

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

Reviewed by Council on 1st November 2021

THE COUNCIL'S EQUALITY STATEMENT

The Council aspires to be an Equal Opportunities employer **and is committed to avoiding unlawful discrimination^[1]**. Our aim is to ensure that all employees 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 **both during the recruitment process and within the terms and conditions of employment^[2]**.

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 aims to be an employer who provides a fair and inclusive working environment that ensures equality or opportunity to enable all employees to contribute to the Council and achieve personal development, is free from discrimination, harassment and victimisation of any kind and reflects all sections of society^[3].

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. 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 criterion 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 based on 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 way 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 way 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 to access our services. We will base this on good practice guidance and where appropriate talk to individual customers about any 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

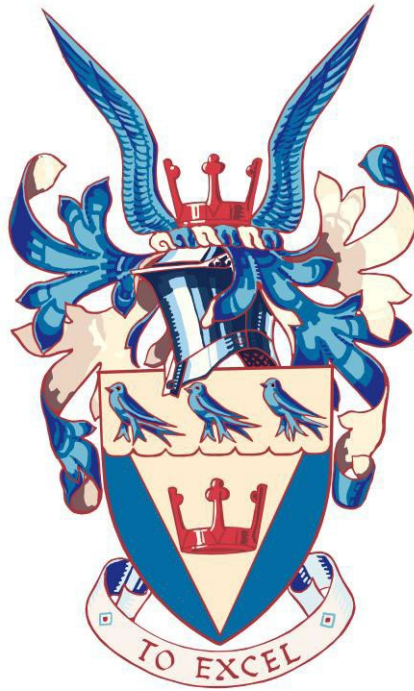
We will plan the development of our business with disabled people in mind. We will ensure our staff are aware disability issues and are trained to meet the needs of disabled customers.

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 EQUALITY, DIVERSITY AND INCLUSION POLICY

Adopted by the Council on ???

INTRODUCTION

Bognor Regis Town Council is committed to promoting equality and tackling discrimination. This means treating people fairly, valuing differences and removing the barriers that prevent people from fully participating in public life and realising their full potential. This policy sets out how we will make equality integral to the way we reach decisions, making Bognor Regis Town Council a fully accessible and inclusive organisation that welcomes and respects diversity.

This policy applies to all who represent Bognor Regis town Council in any capacity including elected Members (Councillors), employees, volunteers, agency workers and consultants.

We all have a right to be treated fairly and with dignity and respect. We are also responsible for ensuring that our own actions and behaviours are fair and that we respect the dignity of others.

OBJECTIVES OF THIS POLICY

- Recognise that it is unlawful to discriminate under the Equality Act 2010 protected characteristics which include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion and belief, sex and sexual orientation.
- To be respectful and accepting of differences, including those not covered by the Equality Act, when dealing with colleagues, customers, and members of the public.
- To encourage staff to challenge discriminatory practices by bringing them to the attention of management or by using (or encouraging the use of) appropriate policies and procedures.
- The non-discrimination principle inherent in this policy includes the prohibition of discrimination against an individual because they associate with someone of a particular race, religion, sexual orientation, age, etc, for example an employee who is married to someone of a minority ethnic origin or has a dependent who is disabled.
- The prohibition on discrimination applies equally to situations where someone thinks or perceives (whether rightly or wrongly) that a colleague is of a particular race, sexual orientation, religion, age, sex or that they have a disability, is a transgender person, or is pregnant.

UNDERSTANDING EQUALITY, DIVERSITY AND INCLUSION

Equality is not about 'treating everyone the same' but recognising that everyone is different, and that people's needs are met in different ways. We would define equality as essentially being about fairness and ensuring that we all have the best possible chance to succeed in life whatever our background or identity.

Diversity is about understanding that everyone is unique, recognising, respecting and celebrating the added value that differences bring.

Inclusion is where difference is seen as a benefit and where perspectives and differences are shared, leading to better decisions. An inclusive working environment is one in which everyone feels valued, that their contribution matters, and that can perform to their full potential, regardless of background, identity or circumstances. An inclusive workplace enables a diverse range of people to work together effectively.

OUR COMMITMENT AS A SERVICE PROVIDER

Bognor Regis Town Council is equally committed to eliminating any form of unlawful discrimination in services that we provide. The aim is for our workforce to be truly representative of all sections of society and our customers, however, although we encourage job applications from all sections of society, a true representation of our community can be difficult to achieve. Our aim therefore is for our workforce to be mindful and consider the diverse needs of our customers.

When we are providing services or facilities, staff must not discriminate against or harass a member of the public. We are under a duty to make reasonable adjustments to overcome barriers to using services caused by disability including the removal, adaptation, or alteration of physical features. In addition, we need to think ahead and make reasonable adjustments to address any barriers that may impede disabled people from accessing a service.

OUR COMMITMENT AS AN EMPLOYER

Bognor Regis Town Council is committed to equality of opportunity, diversity, and inclusion. We will adopt and follow working practices, policies and procedures which are free from unfair and unlawful discrimination.

It is this Council's policy to treat all job applicants and employees fairly and equally, regardless of sex, pregnancy, transgender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national or ethnic origins or disability. The Council aims to be an employer that reflects all sections of society.

Responsibility for eliminating discrimination and providing equality of opportunity to our colleagues and our customers predominately lies with management. However, the co-operation and contribution of all employees and the employer is essential for the success of this policy. The policy is therefore brought to the attention of every employee.

Through this policy and training and development, the Council will do all it can to promote good practice in this area to eliminate discrimination and harassment as far as is reasonably possible. The organisation will also continue to work towards its goal of encouraging and promoting equality, diversity, and inclusion within the workforce.

The Policy in Practice

Detailed below is a list of provisions and working practices the Council has put in place to ensure equality at work: -

- a. This policy applies to the process of recruitment and selection, promotion, training, conditions of work, pay and benefits and to every other aspect of employment, including general treatment at work and the processes involved in the termination of employment.
- b. Selection for employment, promotion, training, or any other benefit will be based on aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
- c. Where increased pay and/or enhanced benefits are offered to employees based on length of service, these are intended to reward loyalty, maintain motivation, and reflect higher levels of relevant experience.
- d. The policy applies to job applicants (both internal and external) and all employees and other workers whether full time, part time, temporary or seasonal.
- e. When establishing criteria for recruitment and promotion into vacant posts, the Council will consider carefully whether any minimum or maximum number of years of relevant experience is necessary for effective performance of the job. Such restrictions will not be imposed unless there is a proper job-based reason why they are necessary.
- f. Employees should note that the imposition of any provision, criterion or practice which has a disproportionate adverse impact on someone for a reason related to sex, transgender status, race, married status, civil partnership status, religion or belief, sexual orientation, disability, or age will be unlawful unless it can be objectively justified. In the event of any query or doubt, your Line Manager should be consulted.

- g. The Council recognises the dangers of unconscious bias arising at work, which is where an opinion is formed on an individual by a manager or colleague without them necessarily being aware they have formed it. There are many different forms of unconscious bias, ranging from an affinity towards those of a similar background to placing too much significance on what has been identified as a negative trait.
- h. The Council works against forms of unconscious bias in all decisions taken for employment, including recruitment, promotion, and training opportunities, with a focus on promoting diversity and inclusion.
- i. To counteract unconscious bias at recruitment stage, the Council will implement the following procedures:
 - a. Maintaining a diverse panel wherever possible to make decisions but, in any event, to always have more than one person interviewing.
 - b. Referring to specific job criteria when making recruitment decisions.
 - c. Prohibiting panel members with personal relationships to applicants from sitting on the selection panel.
 - d. For the panel to reach consensus on the final selection decision.
- j. The Council does not operate any compulsory retirement age, and each employee may choose for themselves when to stop working, subject to them continuing to be sufficiently able to perform their job to a satisfactory standard.
- k. The Council will, whenever it is operationally possible to do so, consider flexible retirement if an employee wishes to pursue this as an option prior to full retirement. The precise reduction to the number of days or hours worked will be discussed individually in each case.
- l. Employees who are disabled or become disabled in the course of their employment should inform the organisation about their disability. Management will then arrange to discuss with the employee what reasonable adjustments to their job or working conditions or environment might assist them in the performance of their duties. The employee will also be encouraged to suggest any adjustments that they believe would be helpful. Careful consideration will be given to any proposals and, where reasonable and reasonably practicable, such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the organisation to accommodate proposals put forward by the employee.

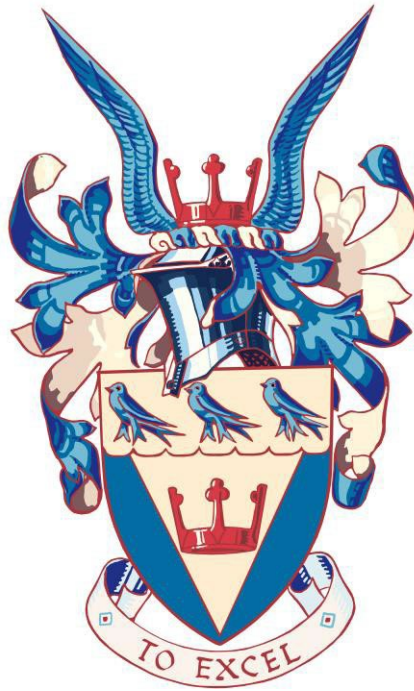
COMPLAINTS

Any member of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment based on disability, sexual orientation, transgender status, religion or belief or age, then the complaint may be raised directly with the Town Clerk. The Council is concerned to ensure that staff feel comfortable about raising such complaints. No individual will be penalised for raising such a complaint unless the substance of the complaint is untrue or the complaint is made in bad faith, for example out of malice.

Where an employee is falsely accused of discriminatory conduct, then they may implement the Council's grievance procedure.

Any employee who makes a false accusation of harassment will be subjected to disciplinary action. In serious cases, such behaviour may be deemed to constitute gross misconduct and may result in summary dismissal.

Members of the public wishing to make a complaint should be directed to the Council's Complaints Procedure Policy which can be found on the Council's website (www.bognorregis.gov.uk).



BOGNOR REGIS TOWN COUNCIL MODERN SLAVERY POLICY

Adopted by the Council on ???

INTRODUCTION

Modern slavery in its wider sense is commonly accepted to include forced or bonded labour, human trafficking, child slavery, anything involving offences under the Protection of Children Act 1978 or the Sexual Offences Act 2003 and forced or early marriage.

Bognor Regis Town Council is committed to preventing slavery and human trafficking in its corporate activities, and to ensuring its supply chains are free from slavery and human trafficking.

This Modern Slavery Policy sets out the Council's actions to understand all potential modern slavery risks related to its business and to put in place steps that are aimed at ensuring that there is no slavery or human trafficking in its own business, and its supply chains.

MODERN SLAVERY ACT 2015

The Modern Slavery Act 2015 consolidates various offences relating to human trafficking and slavery. In broad terms:

- 'slavery' is where ownership is exercised over a person or persons.
- 'servitude' involves coercion to oblige a person to provide services.
- 'forced and compulsory labour' is where a person works or provides services on a non-voluntary basis under the threat of a penalty.
- 'human trafficking' involves arranging or facilitating the travel of a person with a view to exploiting them.

The Council recognises its responsibilities as an employer and procurer of services. It acknowledges its duties as a Town Council to notify the Secretary of State of suspected victims of slavery or human trafficking as introduced by section 52 of the Modern Slavery Act 2015 and to act and work with other responder agencies under the Civil Contingencies Act 2004.

STANDARDS

Bognor Regis Town Council will meet the following standards and expects those with whom it does business with, to meet these standards:

- To support every individual's human right to live free from abuse, servitude and inhumane treatment.
- To promote ethical business and operational practices in corporate activity and the services delivered.
- To take appropriate steps to ensure that slavery and human trafficking is not taking part in any of its business or supply chains.
- To take reports of witnessed, suspected or disclosed concerns of slavery and human trafficking seriously.
- To take appropriate steps to address actual instances of slavery and human trafficking.

ORGANISATIONAL STRUCTURE

Bognor Regis Town Council is a local authority of Arun District Council, which provides a wide range of statutory and discretionary services. Bognor Regis Town Council is made up of 16 Councillors and a staff team of 14. Underneath Full Council there are several Committees:

- Policy and Resources Committee
- Community Engagement and Environment Committee
- Planning and Licensing Committee
- Events, Promotion and Leisure Committee
- Allotments Sub-Committee
- Joint Consultative Sub-Committee (Staffing)

SUPPLY CHAINS

Bognor Regis Town Council is committed to ensuring there is no modern slavery or human trafficking in our supply chains or any part of our business. As a Council, our responsibility extends beyond supply chains and our links with third parties, as we have a corporate responsibility to safeguard the community.

The Council has a range of policies and processes which reflect our commitment to acting ethically and with integrity to prevent slavery and human trafficking in all of its operations.

POLICIES AND PLANS

Council policies are developed by Officers employed by Bognor Regis Town Council and are then approved by a Committee and then adopted by Full Council.

Protection of Children and Vulnerable Adult Policy – sets out how the Council will safeguard and promote the welfare of children, young persons and adults at risk who come into contact with its services and activities.

Whistleblowing Policy – The Council encourages employees to raise any concerns that they may have about any wrongdoing at any level within the business. Wrongdoing in this context means any breach of a legal obligation, risk to Health & Safety, a criminal offence being committed, a miscarriage of justice occurring or likely to occur, damage to the environment, or an attempt to conceal any of the above.

Officers' Code of Conduct – is the ethical framework that employees work to, which makes clear the actions and behaviour expected of them when representing the Council. The Council strives to maintain the highest standards of employee conduct and ethical behaviour and breaches are investigated.

Procurement Policy – Sets out the strategic aims and principles of procurement activity.

Equality Policy – sets out the Council's legal obligation under the Equality Act 2010 and the various ways the Council meets its duties.

Risk Assessments - organisational responsibility for human rights encompasses all services and departments. Modern slavery risk analysis would be provided by colleagues who are actively developing strategies and safeguards around this.

Due Diligence - in respect of suspected or known incidents of slavery or trafficking we would refer these to Sussex Police. We would expect any colleague who may witness or suspect any wrongdoing to report their concerns to their Line Manager.

TRAINING

Induction briefings on all relevant Town Council Policies, including equality and diversity and safeguarding, are provided to Councillors and employees.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 26th SEPTEMBER 2022**

AGENDA ITEM 16 - CONSIDERATION OF SIGNING UP TO THE CIVILITY AND RESPECT PLEDGE

REPORT BY ASSISTANT CLERK

FOR DECISION

Members may recall that the Civility and Respect Project was first discussed at the Policy and Resources Committee Meeting held 29th November 2021, whereby they were asked about, and subsequently agreed to, the inclusion of a bullying and harassment statement on the Town Council's website.

The Civility and Respect Project has been founded by the Civility and Respect Working Group and is supported by representatives including Councils, County Associations, National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and One Voice Wales (OVW).

The launch of 'The Civility and Respect Pledge' has been announced, which is designed to help define the right behaviours within Councils, to prevent bullying and to support Councils demonstrating high standards of conduct.

Councils are being asked to sign up to the pledge that they will:

- Treat other councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles
- Commit to training councillors and staff
- Sign up to the Code of Conduct for Councillors
- Have good governance arrangements in place
- Commit to seeking professional help at early stages should civility and respect arise
- Call out bullying and harassment if and when it happens
- Continue to learn from best practice in the sector and aspire to being a role model/champion Council
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected Members where appropriate.

Should Members agree to sign up the Civility and Respect Pledge, Officers will complete an electronic form to sign up the Town Council to the pledge. Once submitted, a certificate will be received that will be uploaded to the Town Council's website, and the council will be listed alongside others on a national map, showing the councils that have signed up.

DECISION

Do Members **AGREE** to sign up to the Civility and Respect Pledge?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 26th SEPTEMBER 2022**

**AGENDA ITEM 17 - TO UNDERTAKE THE ANNUAL REVIEW OF THE
TOWN CRIER ROLE**

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Annual Review

At the Committee meeting held 5th February 2018 Members agreed that an "Annual Review" of the Town Crier, a voluntary role, be carried out in the Autumn. The content of this "Review" was not stipulated by the Committee and therefore the following provides details to inform this "Review":

Activities undertaken since last review completed (November 2021)

The level of interest in the Bognor Regis Town Crier and confirmed engagements, as reported at Council Meetings, has not waned and Jane continues her work in developing the role, thereby promoting the Town of Bognor Regis.

Since becoming the Bognor Regis Town Crier, Jane has been invited to become the Secretary with the Ancient & Honourable Guild of Town Criers and, as Members will know, was chosen to write the Proclamation to be read ahead of the lighting of the beacons for the Platinum Jubilee in June 2022 of our Late Queen Elizabeth II. Jane's Proclamation was read by more than 160 fellow Town Criers around the United Kingdom and as far away as Canada, Hawaii, Bermuda, Australia and New Zealand.

More recently, the Bognor Regis Town Crier was asked to shout for the Original Pearly Kings and Queens Harvest Festival, held at Guildhall Yard in London. Jane attended the service at St Mary Le Bow Church, which included the Christening of a Pearly Prince.

In August, a personal invitation was afforded to our Town Crier to proclaim at the Opening Ceremony of the GB International Va'a Federation World Sprints 2022, hosted at Eaton College, London and toward the end of this month, Jane has been invited to Italy, to participate in a three-day celebratory event for the 50th Anniversary of the prestigious Lord Byron College, Private School of English. Having heard of her successes over recent months, the College organising committee contacted Jane, and invited her, to take part in this important event, and we believe, she is the only Town Crier internationally to have been invited.

More locally, the Bognor Regis Town Crier is invited to a number of repeat events, including the Felpham Farmers Market.

Equipment

Uniform - When the Business Plan was presented to the Policy and Resources Committee, at the meeting held on 26th September 2016, it was proposed that budgeting would need to take account of annual maintenance/repair/cleaning of uniform as well as the accumulation of a sink fund to replace the entire outfit after 5 years (Summer 2022). The Business Plan was based on a projected total cost of £2,100 for the uniform, in the 1st Year, with a replacement contribution of £420pa to be accumulated for the replacement of the uniform after 5 years. In actuality, the total cost of the original outfit amounted to £1,208. Based on those final costs, it was considered that a replacement contribution of £242pa would be appropriate, subject to inflation.

Budget

For the 2022/23 financial year there is a budget of £2,000. This incorporates expenditure for travel expenses (both day to day and for competitions), any equipment repairs/purchases and earmarking for uniform replacement in future years.

There is currently £3,959.44 available in the Town Crier's Earmarked Reserves, following the funding of the '2022 Guild Championship' and a further £1,184.85 is still available from the current year's Town Crier Budget.

National Town Crier Competitions

As a Member of the Ancient & Honourable Guild of Town Criers (AHGTC), our Crier is invited to attend a number of Town Crier competitions each year and has become a 'regular' at several locations, including Ilminster and Hastings.

It was agreed by this Committee, at the meeting held on 30th September 2019, that of the total budget available for the Town Crier of £2,000, a maximum of £750 may be spent annually on competition expenses (Min. 68 refers). At that same meeting, Members went on to consider the potential of holding a Bognor Regis Town Crier Competition and agreed that the maximum that may be committed to any such event in 2020, or thereafter, funded from the existing Town Crier's budget of £2,000 per annum, should be £750.

Unfortunately, owing to Covid, it was not possible to host a Bognor Regis Town Crier Competition during 2020/2021.

However, at the Policy and Resources Committee Meeting held 29th November 2021, it was reported to Members that the AHGTC were seeking a Town to host the 2022 Guild Championship and, as this would be a 'bigger' competition than previously considered by Members, Members unanimously resolved to agree to host the Ancient & Honourable Guild of Town Criers '2022 Guild Championship' with a budget of £2,000 funded from the Town Crier's Earmarked Reserves (Min. 97 refers).

DECISION

Do Members wish to make any changes?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 26th SEPTEMBER 2022**

**AGENDA ITEM 18 - CONSIDERATION OF INPUT FROM THE COMMITTEE
FOR THE CONTENT OF THE 2023 TOWN NEWSLETTER**

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Publication period

As Members know, the Annual Town Council Newsletter will be produced in early 2023 for distribution to every home in the five Wards by mid-March. With the elections in May, the Town Council must observe the rules of purdah in ensuring that our published newsletter is distributed before the deadline.

Design

When considering the design of the 2022 Town Newsletter, in light of the Town Council having declared a Climate Emergency, Members agreed that a more condensed version of the Newsletter should be produced. Instead of the usual A4, 8-page version produced, an A4, 4-page Newsletter was produced using environmentally friendly FSC paper that was sustainably sourced with a donation made to The Woodland Trust through the Carbon Capture scheme, which goes towards planting more trees.

The printed Newsletter was delivered to every household within the five Wards and featured a QR code that readers could scan and be taken to the extended, electronic version of the Newsletter available on the Town Council's website.

Having resolved to reduce the size of the printed version, Members disagreed with running a photography competition for the front cover of the 2022 Town Newsletter.

Contents

Editorial in the 2022 edition included the following: -

- Message from the Mayor, including a focus on the Mayor's Charities
- The Queen's Platinum Jubilee
- Local Elections 2023
- Report from Chairman of the P&R Committee
- Climate Change
- 300th anniversary of birth of Sir Richard Hotham
- Regeneration
- Events diary

Whilst the 'Our Councillors' article is always useful when included and well-received, it will not be included in the 2023 Town Newsletter as, by the time the Newsletter has been distributed, current Councillors will only have a few weeks left in office.

Officer suggestions for articles in the 2023 Town Newsletter, in addition to the usual content (i.e. Mayor's Message, Budget Report, Events Diary), include the following: -

AGENDA ITEM 18

- Royal Regis – reflecting on the life and legacy of Her Late Majesty Queen Elizabeth II, commemorating the 95th anniversary of King George V convalescing in the Town, and looking forward to celebrating the coronation of King Charles III
- Picturedrome Cinema – completion of refurbishment works
- Regeneration – including the Alexandra Theatre project for which work is due to begin in Spring 2023
- Seaside Classics – a look at the history of Punch and Judy shows, 60 years after the release of The Punch & Judy Man film, filmed in Bognor Regis

DECISIONS

Do Members **AGREE** to the production of the condensed A4, 4-page version, with QR code for the full edition, for the 2023 Town Newsletter?

Members are invited to **AGREE** the content of the 2023 Town Newsletter.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 26th SEPTEMBER 2022**

AGENDA ITEM 19 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

- **TO NOTE COMMITTEE I&E REPORTS FOR THE MONTH OF AUGUST 2022 - PREVIOUSLY COPIED TO COUNCILLORS**

The financial reports for the month of August 2022 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 2022 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 2022.

DECISIONS

To **NOTE** receipt of the financial reports for the month of August 2022.

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 2022, 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
26th SEPTEMBER 2022**

AGENDA ITEM 20 - CORRESPONDENCE

FOR INFORMATION

- 1.** Arun Weekly Bulletin – Circulated to all Councillor and on Social Media 02.09.2022
- 2.** VAAC Funding Focus - September 22 – Circulated to all Councillors 02.09.2022
- 3.** Stonepillow Harvest Festival Newsletter – Forwarded to Cllr John Barrett 02.09.2022
- 4.** The Sussex Police & Crime Commissioner Katy Bourne Attends Ride Along With Sussex Roads Police – Circulated to all Councillors 02.09.2022
- 5.** NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 02.09.2022
- 6.** WSCC Cabinet Agenda 13th September 2022 – Circulated to all Councillors 05.09.2022
- 7.** Neighbourhood Alerts - Don't watch street harassment in silence - ask 'Are you Okay?' – Circulated to all Councillors and on Social Media 05.09.2022
- 8.** WSCC Town and Parish News Funding available Warmer Homes, online scams help, and more – Circulated to all Councillor 05.09.2022
- 9.** St Wilfrid's Hospice September 2022 eNews – Moonlight Walk Week! – Circulated to all Councillor 05.09.2022
- 10.** Neighbourhood Alerts - Fraud newsletter - September 2022 – Circulated to all Councillors and on Social Media 05.09.2022
- 11.** NALC EVENTS – Previously circulated to all Councillors 06.09.2022
- 12.** VAAC Funding Achievements – September – Circulated to all Councillor 06.09.2022
- 13.** WSCC Return unused walking aids during Recycle Week – Circulated to all Councillor and on Social Media 06.09.2022
- 14.** Arun Early Help Hub Partnership Board Updates - September 2022 – Forwarded to Cllr Steve Goodheart (Outside Rep)
- 15.** WSCC Increase in Illegal Money Lenders in parishes – Circulated to all Councillor and on Social Media 07.09.2022
- 16.** Arun & Chichester Citizens Advice August Newsletter – Circulated to all Councillor 07.09.2022
- 17.** West Sussex Mind World Mental Health Day 08.09.2022
- 18.** Neighbourhood Alerts Energy rebate scam emails – Circulated to all Councillor and on Social Media 08.09.2022
- 19.** Neighbourhood Alerts join the Priority Services Register or update any existing registrations – Circulated to all Councillors and on Social Media
- 20.** Weekly news and updates from VAAC – Circulated to all Councillors 08.09.2022
- 21.** WSCC news release Meetings postponed as a mark of respect following the death of Her Majesty Queen Elizabeth II – Circulated to all Councillors 09.09.2022
- 22.** Operation London Bridge - the passing of Her Majesty Queen Elizabeth II – Email received from Charles gauntlet - statement from the Lord Lieutenant 08.09.2022
- 23.** WSCC Democratic Services Statement from the Lord-Lieutenant – Circulated to all Councillors 08.09.2022
- 24.** Neighbourhood Alerts Queen Elizabeth II – Circulated to all Councillor 08.09.2022

- 25.** Mulberry & Co Anna Beams - Statement for the Lord-Lieutenant of West Sussex 09.09.2022
- 26.** WSCC Cabinet - 13 September 2022 - meeting cancelled- Circulated to all Councillors 12.09.2022
- 27.** The Sussex Police & Crime Commissioner Katy Bourne - Thanks from Sussex for 70 years of service – Circulated to all Councillors 09.09.2022
- 28.** NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 09.09.2022
- 29.** Email from Mr and Mrs Wedlake – Kindness of people of Bognor Regis – Circulated to all Councillors 09.09.2022
- 30.** WSCC Remembering Queen Elizabeth II – Circulated to all Councillors 09.09.2022
- 31.** VAAC Fundraising Surgery – Circulated to all Councillors 12.09.2022
- 32.** Margaret Murphy, Sussex by the Sea - National Mourning Guidance -information from Visit Britain and regional tourism partners 12.09.2022
- 33.** ADC Press Release Regis Centre Bognor Regis – Circulated to all Councillors 12.09.2022
- 34.** CCLA August PSDF Factsheet 12.09.2022
- 35.** BRRB Representations re Regis Centre - ADC Policy & Finance C'ttee – Circulated to all Councillors 13.09.2022
- 36.** The Clerks Magazine September issue
- 37.** Hidden Disabilities Sunflower – Latest edition of the invisible issue 14.09.2022
- 38.** WSCC Latest updates as we mourn Queen Elizabeth II – Circulated to all Councillors 14.09.2022
- 39.** VAAC E-bulletin – Circulated to all Councillors 15.09.2022
- 40.** WSCC Latest updates as we mourn Queen Elizabeth II – Circulated to all Councillors 15.09.2022
- 41.** NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 16.09.2022
- 42.** The Sussex Police & Crime Commissioner Katy Bourne - Sussex is honoured to be supporting the policing of Her Majesty's final journey – Circulated to all Councillors 16.09.2022
- 43.** NALC Events – Previously circulated to all Councillors 20.09.2022
- 44.** Letter from Twinned Town of Saint Maur des Fosses sending condolences on the passing of the Late Queen Elizabeth II - 20.09.2022
- 45.** WSCC news release - Could you be eligible for the Warmer Homes programme – Circulated to all Councillors 20.09.2022
- 46.** NALC Newsletter 21.09.2022
- 47.** WSCC news release - Improvements ahead for cyclists, pedestrians and bus passengers on A259 - Circulated to all Councillors 21.09.2022