



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

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

Dear Sir/Madam,

MEETING OF THE POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that a Meeting of the Policy and Resources Committee of the Bognor Regis Town Council will be held in the John Parry Room 1, University of Chichester Bognor Regis Campus, Upper Bognor Road, Bognor Regis at **6.30pm on MONDAY 28th JUNE 2021**

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

An opportunity will be afforded to **Members of the Public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. Members of the public are encouraged to put questions/statements in writing in advance in case the maximum entry is met, and they are unable to access the Meeting. In these circumstances, the question/statement will be read by the Chairman of the Committee. Priority will be given to written questions/statements. (NOTE: Members of the public will be asked to provide their name, and questions/statements should be restricted to the functions of this Committee.)

Due to Coronavirus safety measures, access to the John Parry Room 1 by members of the public is restricted to **6 persons**. Appropriate safety measures will be in place including hand sanitising on entry, mask to be worn at all times, and seating socially distanced.

Priority entry will be given to those who have booked a place by notifying the Town Clerk by email to bognortc@bognorregis.gov.uk by **5pm on Monday 28th June 2021**, of their intention to attend. Should the maximum number of persons be exceeded, access to the John Parry Room 1 will be closed. It is intended that the Meeting may be viewed remotely via the Town Council's Facebook page.

DATED this 21st day of JUNE 2021

TOWN CLERK

AGENDA AND BUSINESS

1. To note the appointment of the Chairman and Vice-Chairman of the Committee as agreed at the Annual Town Council Meeting held 4th May 2021

2. Welcome by Chairman and Apologies for Absence
3. Declarations of Interest

Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:

 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To Approve the Minutes of the Meeting held on 29th March 2021
5. ADJOURNMENT for public question time and statements
6. Clerk's report from previous Minutes
7. Appointment of any Sub-Committees/Working Groups/Task & Finish Groups etc. including: -
 - Joint Consultative Sub-Committee (Staffing)
8. To review Terms of Reference and make any recommendations on proposed changes to the Town Council including: -
 - Policy and Resources Committee
 - Joint Consultative Sub-Committee (Staffing)
9. To note the Internal Audit Report 2020-2021 (Final Update)
10. To welcome the Town Council's Accountant, Mr. D. Kemp, to present the Annual Accounts for the year 2020/21
11. Annual Governance and Accountability Return (AGAR) for year ended 31st March 2021 including: -
 - 11.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2020/2021 (Page 3 of the AGAR) and to recommend approval to Council
 - 11.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2020/2021 (Section 1 of the AGAR)
 - 11.3 To Recommend Approval to Council of the Annual Governance Statement for 2020/2021 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting approving the Annual Governance Statement and by the Town Clerk
 - 11.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2021 and agree that these be signed by the Chairman of the meeting approving the accounts and by the Town Clerk
 - 11.5 To consider the Accounting Statements for 2020/2021 (Section 2 of the AGAR)
 - 11.6 To Recommend Approval to Council of the Accounting Statements for 2020/2021 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting approving the Accounting Statements and

noting that these were previously signed by the RFO prior to presentation

12. To receive the Town Force Report
13. To receive the notes of the Heritage Partnership Board meeting held on 14th June 2021
14. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the BID Management Board
15. To note the Joint Action Group (JAG) meeting held on 10th June 2021
16. Grant Aid 2022 including: -
 - To review current guidelines/criteria, application form and amend if required
 - Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered
 - Review of the Guidelines for the Flexible Community Fund
17. To note the revised Health & Safety Policy Manual with the Policy statement signed by the Chairman of the Committee
18. To note the change of date for the next Policy and Resources Committee Meeting to Monday 2nd August 2021
19. To receive a report on the Town Council's position regarding the Fishermen's Huts on the seafront and agree any action - Min. 226.1 refers
20. To note Earmarked Reserves as at 31st March 2021
21. To consider the purchase of a Business Starter Pack for the Hidden Disabilities Sunflower Scheme following the presentation to Council by Cllr. D. Edwards - Min. 225 refers
22. To ratify expenditure of £44.25 for flowers for the Town Crier on the announcement of her authorship of the Cry for the Queen's Platinum Jubilee Beacons event
23. To receive a report on the Code of Conduct and to note that consideration of the adoption of either the LGA model or ADC's agreed Code will be considered at the next meeting - Min. 203 refers
24. Financial Reports including: -
 - To note Committee I&E Reports for the months of April and May 2021 – previously copied to Councillors. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
 - To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March, April and May 2021, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations
25. Correspondence
26. Picturedrome Site update - Director's report, any urgent actions taken for ratification
27. To resolve to move to Confidential Business (SO. 3d) - (contractual)
28. Town Force: Note of outstanding debtors

Agenda items 26 & 28 may contain confidential items and require a resolution to exclude public & press.



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MINUTES OF THE ONLINE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 29th MARCH 2021

PRESENT ONLINE:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard (during Min. 223), J. Erskine, S. Goodheart, H. Jones, Ms. A. Sharples, Mrs. J. Warr and P. Woodall

IN ATTENDANCE ONLINE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk/Meeting Host)
Mrs. J. Davis (Civic & Office Manager)
1 member of the public attended via Zoom (at start of meeting)
13 members of the public viewing via Facebook (at start of meeting)

The Meeting opened at 6.32pm

220. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, live streamed via Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the Meeting would stand adjourned at the point of loss of connection, to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

No apologies had been received from Cllr. Cunard.

221. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary

and/or Ordinary Interests that they may have in relation to items on this Agenda.

If a Member were required to temporarily leave the Meeting for any Interest, they would be put on hold by the Meeting Host who would also facilitate their re-joining the Meeting at the appropriate time.

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

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

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

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

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

There were no declarations of Interests

222. TO APPROVE THE MINUTES OF THE ONLINE MEETING HELD ON 19th JANUARY 2021

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 19th January 2021. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 19th January 2021 as an accurate record of the proceedings and the Chairman duly signed them.

223. ADJOURNMENT FOR PUBLIC QUESTION AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

The Chairman informed Members that there had been no correspondence received from members of the public regarding items on the Agenda.

However, Cllr. Brooks had submitted a statement and question which was read out by the Chairman as follows: -

My question concerns the recent decision by P&R to recommend to Full Council the adoption of the Place Branding report, prepared by Hemingway Design, and to which we are now 'signed up'. Consultation with stakeholders and residents included in the Place Branding report, goes back nearly 3 years. Arun Council's Bognor Regis Regeneration Committee, of which you are the Chairman, had previously recommended that the Place Branding report was not adopted.

Last week Arun Full Council rejected the Place Branding report as 'old hat' and 'restrictive', despite an amendment brought by you to try to reverse its decision.

Our Council is now at odds with Arun Council in our efforts to work in partnership on the regeneration of Bognor Regis.

By adopting the Place Branding report, this Council has also agreed the Bognor Regis Regeneration Board, an important but unelected group of businesses, will lead this Council on Place Branding. You are also Arun's representative on the Bognor Regeneration Board.

Question

Will you now propose that the decision to sign up to Place Branding be reversed, so that this Council can play a full part in the regeneration of Bognor Regis, working in harmony with Arun District Council on new and innovative ways forward? Further that you, as Arun's representative, and Cllr John Erskine, as this Council's representative on the Bognor Regeneration Board, raise the matter at its next meeting, and report back how the Board now sees its way forward, given Arun's decision to reject the Place Branding report.

The Chairman responded to Cllr. Brooks by firstly raising a couple of points with regard to the statement.

The Chairman stated that the Policy and Resources Committee did not recommend to Full Council that the Place Branding principles be adopted but rather opted to defer the matter to Full Council and therefore as a Committee, Policy and Resources did not take a decision on the Place Branding principles.

Furthermore, with respect to the Bognor Regis Regeneration Sub-Committee and the Chairman's amendment, it was stated that there was not an amendment brought to reverse the decision because the Bognor Regis Regeneration Sub-Committee aren't able to take decisions, they merely recommended to Full Council not to adopt the principles.

The Chairman stated his opinion that from a Place Branding perspective it would be far more accurate to say Arun District Council are now at odds with the majority of Stakeholders who include the Bognor Regis Regeneration Board, Bognor Regis BID, Butlins, The University of Chichester, WSCC and the Town Council who are supportive of Place Branding.

From the debate at ADC, it was the Chairman's belief that numerous Councillors did not fully understand the concept of Place Branding, and his personal opinion was that it was a mistake to reject the Place Branding principles. However, whilst he may disagree with ADC's decision the Chairman stated that he did respect it and encouraged all Town Council Members to respect the decision taken by the Town Council to adopt the principles.

Cllr. Cunard joined the Meeting

In reference to the Statement by Cllr. Brooks, the Chairman also stated that Bognor Regis Regeneration Board does not lead on Place Branding but rather co-ordinates it.

In terms of the Question from Cllr. Brooks, the Chairman reminded Members that no one Member of this Council has the authority or right to reverse a Full Council decision. Furthermore, as BRTC are fortunate enough to have representation at the Regeneration Board, Cllr. Erskine is free to raise any issues he wishes.

224. CLERK'S REPORT FROM PREVIOUS MINUTES

224.1 19th January 2021 - Min. 197.2 - Clerk's Report regarding Grant to West End Traders

Following the grant of £5,000 to the West End Traders for Christmas Trees, the Association was contacted in January to request the copy invoices etc and the return of any unused funds. To date no response has been received but the matter is being followed up and a further report will be made at the next meeting.

224.2 19th January 2021 - Min. 197.3 - Clerk's Report regarding COVID Seminar

The Seminar was held on 1st March at which it was agreed that the matter would be deferred until further guidance from central Government was received. Notes from the Seminar had previously been circulated to all Members.

224.3 19th January 2021 - Min. 203 - Code of Conduct

The LGA Model Code of Conduct, with amendments to the Appendix regarding Interests, was adopted by ADC at their Full Council Meeting held on 24th March. It is ADC's desire that all Town and Parish Council's will adopt their amended version of the LGA Code of Conduct. A Briefing was organized by ADC on 25th March to which both the Clerk and Deputy Clerk attended. As the details of ADC's adopted code are now known, as agreed at the previous meeting the documents will be referred to the Consultants previously used to advise on the Town Council's Code of Conduct with a report back to this Committee at the next meeting.

224.4 19th January 2021 - Min. 204.2 - Elector's Meeting

As Members have previously been notified, the online Elector's Meeting has been rescheduled for Thursday 8th April with a start time of 6.45pm.

224.5 19th January 2021 - Min. 210 - 2021 Newsletter

Distribution of the 2021 edition has now taken place and it will shortly be uploaded to the Town Council's website.

224.6 19th January 2021 - Min. 213.2 - Grant Aid Earmarking

Following the Committees decision at the previous meeting regarding any requests received from event organisers that Grant Aid for their 2021 event be earmarked again until 2022, the organisers or Bognor Pride, Bognor Birdman and Armed Forces Day have all had such requests approved.

224.7 26th October 2020 - Min. 161.1 - Car Parking Disc Scheme

As noted at this Meeting, ADC reversed their initial decision not to extend the parking period to 3 hours to the end of December and the invoice for the additional contribution of £3,250 has now been received and was paid on 22nd January 2021.

225. TO RECEIVE A REPORT FOLLOWING THE ADOPTION OF THE HIDDEN DISABILITIES SCHEME (MIN. 209 REFERS) INCLUDING CONSIDERATION OF AN OFFER OF A PRESENTATION BY CLLR. DAVID EDWARDS

The Civic & Office Manager's report was **NOTED**.

Cllr. Woodall left the Meeting briefly during the vote on this item

Members **AGREED** that Cllr. David Edwards, who had championed the Sunflower Scheme at both ADC and WSCC, be invited to address the next Committee Meeting and as a result, **AGREED** to defer any decision regarding the purchase of the Sunflower Scheme Business Starter Pack until after the presentation.

226. TO RECEIVE THE TOWN FORCE REPORT

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

Cllr. Woodall rejoined the Meeting during the following discussion

- 226.1** A Member raised queries regarding the licence/lease for installations on the seafront, the current situation regarding the seafront showers water connection, the ownership of the Fisherman's Huts and finally an update on the signage for the roundabouts.

The Deputy Clerk advised Members that the issue of how to proceed in relation to the licence/leases was for debate and an update regarding the showers was given in the Town Force Manager's report. Whilst it was stated that the Town Council did not own the Fisherman's Hut the Chairman advised Members that the matter was not on the Agenda for the Meeting and suggested that an update be given offline or included as a future Agenda item. Finally, it was reported that as agreed previously, five signs would be purchased - one for each roundabout that the Town Council maintains - with the exact location of each sign still to be determined by the Town Force Manager in liaison with WSCC Highways.

Cllr. Stanley declared an Ordinary Interest as an ADC Councillor, as his portfolio included licensing

- 226.2** With regard to any potential Lease or Licence for Town Council owned assets located on the Promenade, following discussion it was unanimously **AGREED** that further investigations should be undertaken for a potential licence in this matter and that in regard to costs, any decision should be delegated to the Town Clerk in liaison with the Chairman and Vice-Chairman of this Committee.

227. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD ON 9th MARCH 2021

The Deputy Clerk's report, including the Appendix of the Notes of the online meeting of the Heritage Partnership Board Meeting held on 9th March 2021, was **NOTED**.

228. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

The Projects Officer's report was **NOTED**.

A Member again raised the matter of Place Branding and the Chairman restated that the Town Council's decision had been to adopt and implement the Place Branding principles and elaborated further on the process this will follow.

The Member also raised the matter of ADC's plans for the Place St Maur but the Chairman stated that this was not a matter for this Committee.

229. TO NOTE THAT A JOINT ACTION GROUP (JAG) MEETING IS TO BE HELD ON 26th MARCH 2021

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

Members were reminded that should they wish to see the notes from this meeting that may be circulated, they should email the Projects Officer, Sheila Hodgson to request this. The Chairman reminded Members that these notes should be treated in the strictest confidence and should not be discussed or shared with anyone.

230. TO RATIFY RELEASE OF 2021-2022 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 1 OF 3) AND BUSINESS WARDENS

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

230.1 Release of the partnership funding for 2021/22 of £2,000 for CCTV was **RATIFIED**.

230.2 Release of the partnership funding for 2021/22 of £9,000 for Bognor Regis Seafront Lights was **RATIFIED**.

230.3 Release of the partnership funding for 2021/22 of £10,000 for Business Wardens was **RATIFIED**.

231. TO RECEIVE AN UPDATE ON PROMOTIONS TRAINING - MIN. 211.4 REFERS

The Civic & Office Manager's report was **NOTED**.

Following discussion, it was unanimously **AGREED** that, as per the suggestion from the Councillor who had originally proposed this training (as detailed in the report), Officers should investigate arranging a Zoom meeting with tourism officers of similar sized seaside resorts, hopefully at no cost and no budget required.

232. TO CONSIDER FURTHER CHANGES TO THE STANDING ORDERS TO ENABLE THE REINTRODUCTION OF LIVE PUBLIC QUESTIONS AT COUNCIL AND COMMITTEE MEETINGS - MIN. 215.2 REFERS

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

The Chairman referred Members to the letter from the Ministry of Housing, Communities and Local Government to Council Leaders in England, a copy of which was circulated to all Councillors by email the previous week and stated that it was disappointing that there was to be no extension to the ability to hold remote Meetings after the original deadline of 7th May.

As Members had been advised by the Town Clerk, an update from ADC as to how and when they wish to reopen the Town Hall in light of this decision was awaited, as was guidance from NALC about how Council's should progress.

It was therefore proposed, and Members **AGREED**, that this item be deferred until the guidance is received and further information is provided by ADC as clearly, if the Town Council is to imminently return to face-to-face meetings, this matter becomes redundant, and the Standing Orders will automatically revert to the previous provisions.

233. TO CONSIDER PRODUCTION OF A POLICY TO ENSURE CONFIDENTIAL ITEMS ARE NOT ACCESSIBLE TO UNAUTHORISED INDIVIDUALS - MIN. 218.2 REFERS

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

As with the previous item, Members noted that this policy would not be required if a return to face-to-face meetings was imminent and therefore, Members **AGREED**, that this item be deferred until the guidance is received.

234. TO REVIEW THE USE OF VARIABLE DIRECT DEBITS, STANDING ORDER MANDATES, BACS PAYMENTS AND OTHER RECURRING PAYMENTS AS REQUIRED UNDER 6.6, 6.7 AND 6.8 OF THE FINANCIAL REGULATIONS

The Deputy Clerk's report was **NOTED**, and Members unanimously **APPROVED** the continued use of the listed Direct Debits, Standing Order Mandates and other recurring payments.

235. TO RECEIVE AN UPDATE ON ELECTIONS FOLLOWING THE RESIGNATION OF CLLR. MRS. ERSKINE

The Deputy Clerk's report was **NOTED**, including the update that as a by-election has been validly requested, there will be a cost to the Town Council, even if the election is uncontested.

Following a query from a Member, the Chairman confirmed as detailed in the report, the by-election would take place on the same day as the Ordinary Election of Councillors due to be held on Thursday 6th May 2021.

236. TO RATIFY RELEASE OF THE 2020-2021 GRANT PAYMENT OF £2.5K TO SUSSEX CLUBS FOR YOUNG PEOPLE

The Deputy Clerk's report was **NOTED**, and Members subsequently **AGREED** to **RATIFY** the release of a third payment of £2,500 funding for SCYP, as part of the Town Council's budget provision for the 2020-2021 financial year.

237. FINANCIAL REPORTS INCLUDING: -

237.1 To note Committee I&E Reports for the month of February 2021 - previously copied to Councillors

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

Members **NOTED** receipt of the financial reports for the month of February 2021.

237.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 2021, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

The verification of bank reconciliations as detailed was **NOTED**.

238. CORRESPONDENCE

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

239. 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 with broadcasting live to Zoom and social media streaming also terminated (S.O. 3d) - Agenda items 21 and 22 (contractual and staffing).

240. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

241. REPORT FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

The Chairman updated Members on the recent Meetings of the Joint Consultative Sub Committee (Staffing) and subsequent actions that had been taken.

The Meeting closed at 7.26pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
28th JUNE 2021**

AGENDA ITEM 7 - APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/TASK & FINISH GROUPS ETC. INCLUDING: -

REPORT BY DEPUTY CLERK

FOR DECISION

· JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

MEMBERSHIP INCLUDES THE FOLLOWING REPRESENTATIVES: -

Town Mayor, Deputy Town Mayor, Chairman of the Policy and Resources Committee, Group Leaders, Town Clerk, Deputy Clerk and the Civic & Office Manager.

THE PROPOSED NEW APPOINTMENTS ARE THEREFORE: -

Town Mayor - Cllr. S. Goodheart
Deputy Town Mayor - Cllr. J. Barrett
Chairman of Policy and Resources Committee - Vacant - See below
Group Leader - Conservatives - Cllr. Mrs. S. Staniforth
Group Leader - Independent - Cllr. A. Cunard
Group Leader - Liberal Democrats - Cllr. M. Stanley
Town Clerk - Mrs. G. Frost
Deputy Clerk - Mrs. S. Norman
Civic & Office Manager - Mrs. J. Davis

Cllr. Stanley is appointed to this Sub-Committee by virtue of his position of Leader of the Liberal Democrats Group. As a result, and as agreed at the Meeting held on 3rd June 2019 (Min. 7.1 refers), the Vice Chairman of the Policy and Resources Committee serves on the Sub-Committee. As Cllr. J. Erskine has been appointed as the Vice-Chairman of the Committee, Members are invited to agree his appointment to this Sub-Committee.

Members are also asked to note that there are 3 Members with no political affiliation and therefore the A N Others are not represented at Joint Staffing for the coming year.

DECISION

To **APPROVE** the membership of the Joint Consultative Sub-Committee (Staffing) as detailed above including the appointment of the Vice-Chairman of the Policy and Resources Committee to fill the vacant position.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
28th JUNE 2021**

AGENDA ITEM 8 - TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- **Policy and Resources Committee**
- **Joint Consultative Sub-Committee (Staffing)**

REPORT BY THE DEPUTY CLERK

FOR DECISION

BACKGROUND

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

However, due to the cancellation of Meetings following the expiration of remote meetings legislation, none of the Committees have yet met to review their Terms of Reference and therefore this matter will need to be revisited at the next meeting.

Members are asked to note that any Sub-Committee or Working Group/Topic Team Terms of Reference would still need to be considered by the Committee to which they are appointed and referred through to the Policy and Resources Committee for consideration and recommendation to Council in the usual way.

POLICY AND RESOURCES COMMITTEE

A copy of the current Policy and Resources Committee Terms of Reference is attached for consideration at **Appendix 1**.

There are no Officer recommendations for amendment.

JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

A copy of the current Joint Consultative Sub-Committee (Staffing) Terms of Reference is attached for consideration at **Appendix 2**.

There are no Officer recommendations for amendment.

DECISION

Members are invited to review the Terms of Reference as detailed in **Appendices 1 & 2** and **RECOMMEND TO COUNCIL** that these be adopted subject to any additions that the Committee may feel appropriate and agreed upon at this meeting.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

POLICY AND RESOURCES **COMMITTEE**

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

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: POLICY AND RESOURCES COMMITTEE

9 Members of the Authority

Quorum = 3

Purpose

The Policy and Resources Committee (P&RC) is the senior Committee of the Council. The Policy and Resources Committee shall consider all matters that affect the finances of the Council and report to the Council accordingly.

- Where there is a dispute between itself and another committee, the decisions of P&RC shall take precedence.

Function of Committee Column 1		Delegation of Functions Column 2
1.	Governance	
1.1	To advise Council on Corporate Strategy, policies not within the terms of reference of any other committee and the Constitution, including Standing Orders, Financial Regulations and Standing Orders for Contracts	· Committee
1.2	To advise Council on the need for new services and facilities and major changes in administration.	· Committee
1.3	To advise Council on new or revised policies	· Committee after considering the advice of the Town Clerk.
1.4	Observations on policy or strategy documents by any public body at local, national, regional or sub regional level.	· Committee, except for Arun District Council and West Sussex County Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another committee
1.5	To resolve disputes between two other committees	· Committee, decision shall be final
1.6	To review the terms of reference of committees whilst considering proposals from other committees	· Committee to recommend to Council
1.7	To agree terms of reference of any sub-committees established by itself or another committee	· Committee
2.	Resources	
2.1	To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> · Committee for strategic overview. · Operational Management to Town Clerk (RFO), & other officers in accordance with Financial Regulations. · Strategic advice by Town Clerk & Accountant
3.	Finance	
	Under the direction of the Council: -	
3.1	To be responsible for the overall management and control of the finances of the Council.	<ul style="list-style-type: none"> · Committee for strategic overview · RFO / Town Clerk in accordance with Financial Regulation and for operational management
3.2	To formulate the annual budget for Council and submit recommendations on budget & Precept requirements by December preceding the relevant Council year, after receipt of draft budget submissions from other committees.	<ul style="list-style-type: none"> · Committee · Town Clerk/RFO to prepare draft Budget & Budget Report in consultation with the Accountant, Chairman and political group leaders
3.3	To monitor the Council's capital and revenue budgets during the year & consider requests from other committees for supplementary expenditure, recommending to Council in accordance with Financial Regulations.	<ul style="list-style-type: none"> · Committee/ RFO in accordance with Financial Regulations.

3.4	Approval of variation, overspend, and virement in accordance with Financial regulations	<ul style="list-style-type: none"> Committee, Town Clerk / RFO as set out in Financial Regulations
3.5	To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.	<ul style="list-style-type: none"> Committee
3.6	To advise Council on borrowing policy, investment & treasury management	<ul style="list-style-type: none"> Committee
3.7	To regularly monitor the performance of all funds invested.	<ul style="list-style-type: none"> Committee, Town Clerk/RFO
3.8	To supervise the Council's insurance arrangements.	<ul style="list-style-type: none"> Town Clerk for renewal & operational matters. Committee for tendering & changes of cover.
3.9	To supervise the Council's banking arrangements.	<ul style="list-style-type: none"> RFO Authorised signatories to authorise Mandate
3.10	To be responsible for all matters related to the full range of financial and accountancy functions.	<ul style="list-style-type: none"> RFO, & Committee as set out in the Financial arrangements
3.11	Approval of all fees and charges	<ul style="list-style-type: none"> Committee
3.12	To consider reports on outstanding debts due to the Council and to undertake recovery or write off	<ul style="list-style-type: none"> Committee in accordance with Financial regulations
3.13	To issue orders for work, goods & services.	<ul style="list-style-type: none"> Committee/Town Clerk/ RFO in accordance with Financial Regulations Other officers as approved Budget holders as set out at the end of this Terms of Reference. Exemption from Financial Regulations or Standing orders for Contracts reserved to Council.
3.14	To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> Committee/Town Clerk in accordance with Financial Regulations
3.15	To authorise investments and debt repayment in accordance with the Council's Policy	<ul style="list-style-type: none"> Committee
3.16	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	<ul style="list-style-type: none"> Committee/Town Clerk in accordance with Financial Regulations
4.	Grant Scheme	
4.1	To administer the Council's Grant Scheme in accordance with Policy	<ul style="list-style-type: none"> Committee
4.2	To approve grants within the approved budget and policy	<ul style="list-style-type: none"> Committee
4.3	Events Sponsorship Budget	<ul style="list-style-type: none"> Oversee to ensure delivery of sponsored events To negotiate the return of sponsorship money if events do not take place
4.4	Grants and sponsorship for cultural activities in the Town	<ul style="list-style-type: none"> Committee
4.5	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies.	<ul style="list-style-type: none"> Committee, but may refer to Community Engagement and Environment Committee
4.6	To advise Council on the formulation and amendment of its Grants Policy	<ul style="list-style-type: none"> Committee
4.7	Powers to make grants for bus services or taxi concession	<ul style="list-style-type: none"> Committee within any policy adopted by Council
4.8	To support a CAB for the Town, Local Government Act	<ul style="list-style-type: none"> Committee under the direction of Council

	1972, s 142	<ul style="list-style-type: none"> Grants to Policy and Resources Committee
5.	Information Technology Services	
5.1	To oversee the use of information and other technology in support of the Council's business and service commitments.	<ul style="list-style-type: none"> Operational Management to Town Clerk Strategic Overview to Committee & Contracts within approved budget.
5.2	Amendments & updates to layout of Web Site	<ul style="list-style-type: none"> Town Clerk for updates & layout Committee for new websites & contracts within budget.
6.	Procurement	
6.1	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy	<ul style="list-style-type: none"> Committee for strategic overview Town Clerk for operational management in accordance with Financial Regulations, Standing orders for Contracts & Procurement Policy
7.	Performance & Business Management	
7.1	To be responsible for monitoring the performance of the Council.	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
7.2	To monitor the progress of the Capital Programme.	<ul style="list-style-type: none"> Committee
7.3	Approval of Corporate Business Plan	<ul style="list-style-type: none"> Committee Town Clerk to determine underlying Action & Project Plans
8.	Quality & Integrated management System	
8.1	To promote efficiency, value for money and an integrated approach to management	<ul style="list-style-type: none"> Operational management & approval of operational procedures to Town Clerk
8.2	To oversee the formal administration of any adopted integrated management systems, risk management and quality self-assessment programmes	<ul style="list-style-type: none"> Overview to Committee Operational management to Town Clerk
8.3	To promote customer care and equality in service delivery and access.	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
9.	Communications / Public Relations and Marketing	
9.1	To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
9.2	To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
9.3	To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
9.4	To advise Council on adoption of a Publicity Code and Information & Data Protection Policy	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
10.	Land & Asset Management	
10.1	Maintenance of the Asset Register	<ul style="list-style-type: none"> Town Clerk (Chairman to verify annually)
10.2	Provision & management of office accommodation, other Corporate property, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
10.3	Provision of common land	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
10.4	Responsibility for energy conservation and disabled access	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
10.5	Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
10.6	Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings & halls. Local Government Act 1972, S215	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk

	Power to provide and equip community buildings, Local Government Act 1972, s 133	
10.7	Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	<ul style="list-style-type: none"> · Strategic overview within policy & budget to Committee · Operational management to Town Clerk
11.	Audit	
11.1	To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit terms of reference.	<ul style="list-style-type: none"> · Committee · Town Clerk to support with operating procedures
11.2	To receive, approve and action interim audit reports.	<ul style="list-style-type: none"> · Committee generally, Council if change of policy required. · Council to receive external audit reports.
11.3	To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> · Strategic overview to Committee · Policies reserved to Council · Operational management to Town Clerk
12.	Crime & Disorder	
12.1	Power to install & maintain equipment for detection & prevention of crime, Local Government & Rating Act 1997, S31.	<ul style="list-style-type: none"> · Committee for strategic overview · Town Clerk for operational management · Management and maintenance of any CCTV.
12.2	To support initiatives of the Crime Reduction Partnership.	<ul style="list-style-type: none"> · Committee/ Town Clerk in accordance with Council direction.
12.3	To lobby for road safety improvement schemes	<ul style="list-style-type: none"> · Committee
12.4	To liaise with the Police Authority & Constabulary	<ul style="list-style-type: none"> · Committee to respond to consultations
12.5	To work with the Police to maintain a presence and service in the Town and to support rehabilitation of offenders	<ul style="list-style-type: none"> · Committee within policy & budget · Town Clerk for operational matter
13.	Town Development & Tourism	
13.1	To promote the economic wellbeing of the Town through partnership with the business and community sectors	<ul style="list-style-type: none"> · Committee within Policy and Budget
13.2	To promote tourism within the Town and power to encourage visitors	<ul style="list-style-type: none"> · Committee within Policy and Budget
13.3	Power to provide conference & other facilities	<ul style="list-style-type: none"> · Committee within Policy and Budget
13.4	To promote regeneration in the Town	<ul style="list-style-type: none"> · Committee under the direction of Council
13.5	To lobby for sufficient high-quality employment sites in the Town & support initiatives promoting inward investment	<ul style="list-style-type: none"> · Committee in conjunction with Planning Committee
13.6	To support skills & training for local businesses	<ul style="list-style-type: none"> · Committee
14.	Personnel	
	To administer personnel matters on behalf of the Council after receiving recommendations from the Joint Consultative Sub-Committee Staffing	<ul style="list-style-type: none"> · Committee
14.1	To determine on behalf of Council the overall Staffing structure and approval of additional posts.	<ul style="list-style-type: none"> · Town Clerk reserved for Council, except increments which are determined by Committee
14.2	To agree the pay and conditions of staff	<ul style="list-style-type: none"> · All other staff to Committee including payment of honoraria
14.3	Determination of individual grading issues and job Evaluation	<ul style="list-style-type: none"> · Committee, except Town Clerk reserved to Council
14.4	Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> · Committee, including discretionary provisions of National Joint Agreement

14.5	Appointment of Staff	<ul style="list-style-type: none"> · Recommend appointment of Town Clerk to be endorsed by Council. · Selection of long list for Town Clerk list by personnel advisor. · Selection of final short list for Town Clerk - Chairman & Vice Chairman, + Mayor & Deputy Mayor · Final Interview - 5 members of Committee + Mayor · Appointment of other management Staff to Town Clerk & 2 Members of Committee · Appointment of other Staff to Town Clerk · Town Clerk for casual staff and temporary appointments to approved positions · Decision on whether to fill vacant positions is delegated to Town Clerk · Decision on recruitment of contract staff or interim contract staff to Committee
14.6	Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> · Town Clerk with appeal to Policy and Resources Committee Policy and Resources Committee in the case of the Town Clerk with appeal to 3 members of Council who are not on P&RC and not previously connected to the process. · Dismissal of Town Clerk to be ratified by Council
14.7	Appeals Procedure (other appeals including Redundancy, Competency, Grievance & Absence)	<ul style="list-style-type: none"> · Committee - however in the case of the Town Clerk to Council.
14.8	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none"> · Committee (Council in case of Town Clerk) · Administration of retirement in cases of permanent ill health, after appropriate medical advice via West Sussex County Council Pensions · Pensions Discretions Policies to Committee
14.9	Approval of job descriptions & person specifications	<ul style="list-style-type: none"> · Town Clerk except Committee in the case of Town Clerk
14.10	Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> · Council
14.11	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> · Town Clerk except Committee in the case of Town Clerk
14.12	Competence Procedure	<ul style="list-style-type: none"> · Town Clerk except Committee in the case of Town Clerk · Model Contract approved by Committee
14.13	Issue of Contracts of Employment	<ul style="list-style-type: none"> · Committee
14.14	Redundancy & Redeployment.	<ul style="list-style-type: none"> · Committee
14.15	Monitoring Equalities Policy in relation to employment	<ul style="list-style-type: none"> · Council
14.16	Approval of Officer Codes of Conduct	<ul style="list-style-type: none"> · Committee for approval of Policy other than General Statement & Organisation which are reserved for Council
14.17	Health & Safety	<ul style="list-style-type: none"> · Committee for monitoring & overview · Town Clerk for management on advice from consultants
14.18	Grievance Procedure	<ul style="list-style-type: none"> · Town Clerk except Committee in the case of Town Clerk
14.19	Administration of other Personnel procedures	<ul style="list-style-type: none"> · Town Clerk for all staff often delegated to direct manager. · Mayor, P&RC Chairman and one other Member of Committee for Town Clerk

14.20	Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> · Town Clerk except Committee in the case of Town Clerk
14.21	Training & Development Plan	<ul style="list-style-type: none"> · Town Clerk
14.22	To administer the Volunteers Policy	<ul style="list-style-type: none"> · Town Clerk to administer · Committee to monitor & recommend to Council
14.23	To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> · Town Clerk to administer · Committee to monitor & recommend to Council
15.	Burial Facilities	
15.1	Power to acquire, provide & maintain; Power to agree to maintain monuments & Memorials, Open Spaces Act 1906, Sec 9&10; Local Government Act 1972, S214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, S1	<ul style="list-style-type: none"> · Acquisition & provision reserved for Council · Operational management to Town Clerk · Strategic overview to Committee within budget & policy
15.2	Powers & duty for maintenance of closed church yards, Local Government Act 1972, S215	<ul style="list-style-type: none"> · Operational management to Town Clerk · Strategic overview to Committee within budget & policy
15.3	Power to provide Mortuaries, Public Health Act 1936, S198	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
16.	Public Realm & Public Facilities	
16.1	Power to maintain, repair, protect & alter war Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
16.2	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies referred from the Policy and Resources Committee	<ul style="list-style-type: none"> · Committee within budget



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

JOINT CONSULTATIVE **SUB-COMMITTEE (STAFFING)**

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

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

This is a Sub-Committee of the Policy and Resources Committee

Member representation on the Joint Consultative Sub-Committee shall comprise: Town Mayor and Deputy Town Mayor, Chairman of Policy and Resources Committee and Group Leaders from the political groups

Staff representation on the Joint Consultative Sub-Committee shall comprise: Town Clerk, Deputy Clerk and the Civic & Office Manager

Quorum 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
<ul style="list-style-type: none">1. All matters relating to Terms and Conditions of Employment2. Issues of Health and Safety and Accommodation3. Training4. Pensions5. Duty of Care	<ul style="list-style-type: none">· To discuss and recommend to Policy and Resources Committee

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
28th JUNE 2021

AGENDA ITEM 9 - TO NOTE THE INTERNAL AUDIT REPORT 2020-2021
(FINAL UPDATE)

REPORT BY TOWN CLERK

FOR INFORMATION

A copy of the Internal Audit Report 2020-21 (Final) is attached for Members' consideration - **Appendix 1**.

I am pleased to be able to report that no significant issues have been identified by the Internal Auditor during his recent review. The minor issue identified in relation to uncleared cheques had already been identified by Officers prior to this review and is being investigated with cheque recipients.

FOR INFORMATION ONLY

The Committee is invited to **NOTE** the Internal Audit Report 2020-21 (Final).



Bognor Regis Town Council

Internal Audit Report 2020-21 (Final update)

Stuart J Pollard

Director
Auditing Solutions Limited

Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2020-21 financial year, during our two reviews of the Council's records for the year, which have both been undertaken remotely due to the ongoing Covid-19 situation. We wish to thank the Clerk and her staff in assisting the process, providing all necessary documentation in electronic format to facilitate commencement of our review for the year.

Internal Audit Approach

In undertaking this year's review, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Certificate' in the Council's AGAR, which requires independent assurance over a series of internal control objectives.

We hope to be able to conduct the 2021-22 interim review on site in the autumn and will liaise with the Clerk to determine the approach to be taken nearer that time: it will obviously depend on the status of the Covid pandemic at that time.

Overall Conclusions

We are pleased to advise that, based on the work undertaken this year, the Council continues to maintain adequate and effective internal control arrangements with no significant concerns identified, with only two relatively minor recommendations arising in relation to allotment deposits and long-standing debts / unmatched receipts.

Based on the satisfactory conclusions drawn from our review programme and testing of transactions for the year we have signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

We take this opportunity to remind the Clerk and Council of the need to ensure compliance with the website publication requirements as set out in the preface to the year's AGAR, also ensuring compliance with the timing requirements for publication of the "Notice of Public Rights".

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the Council's accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. DCK Accounting Solutions Ltd continue to provide the basic accounting function to the Council, which affords a higher level of security and results in greater segregation of duties than may otherwise have been achievable. The Council and contract accountants use the Omega accounting software to maintain the accounting records with a single cashbook in use for day-to-day transactions, with a separate Mayor's Charity Account also in place. Surplus funds are also held in the CCLA Public Sector Deposit Fund (PSDF).

We have, as part of this year's review: -

- Verified the accurate carry forward of opening balances in the financial ledger for 2020-21 to the detail in the 2019-20 Balance Sheet, Statement of Accounts and AGAR;
- Ensured that a comprehensive, meaningful and appropriate nominal coding structure, together with cost centres, remains in place;
- Checked and agreed transactions in the main account cashbook to the underlying bank statements for April & November 2020, plus January and March 2021;
- Checked and agreed the year's transactions on the CCLA PSDF and Mayor's Charity accounts, with very limited transactions on the latter;
- Noted that there have only been two transactions in the year on the Mayor's Charity account;
- Verified the content and accuracy of bank reconciliations as at 30th April & November 2020, plus 31st March 2021 on the main account cashbook and 31st March 2021 on the other accounts, and are pleased to note that reconciliations continue to be reviewed by a nominated councillor who signs them off, together with the supporting bank statements as required by the Council's adopted Financial Regulations (FRs); and
- Ensured the accurate disclosure of the combined year-end cash and bank account balances in the year's AGAR at Section 2, Box 8.

Conclusions and recommendation

We are pleased to record that no significant matters arise in this area this year: however, in examining the year-end bank reconciliations, we note the existence of seven uncleared cheques issued prior to 31st December 2021, five of which relate to one trader. In line with best practice, efforts should be made to check with traders when cheques remain three or months "old" whether they are still holding them and intend to bank them. If such long-standing cheques are no longer required, they should be written back in the accounts as negative payments crediting the initial nominal account code charged.

R1. Where cheques remain uncleared at bank for three or more months, the recipient should be contacted to establish whether the cheque is still required and, if not, it should be written back in the accounts appropriately.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. To meet that objective, we have:

- Extended our review of the minutes of Full Council and Standing Committee meetings (except Planning and Licensing) reading those for the year and to date in 2021-22 as posted on the Council's website to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no legal issues are apparent whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred;
- Noted that SOs and FRs were the subject of review and re-adoption in March 2020, the former also being revised subsequently in relation to the need for meetings to be held remotely due to the Covid situation; and
- Noted that the 2019-20 AGAR has been "signed-off" by Moore, the external auditors, with no issues raised.

Conclusions

We are pleased to record that no issues arise in this area this year: we shall continue to review the Council's approach to governance issues at future reviews, also extending our review of minutes for the remainder of the financial year.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion that one would be anticipated;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have previously examined the procedural controls in place over the receipt and verification of invoiced expenditure, together with the release of funds considering that they operated effectively: we have neither seen any indication nor been advised of any change in the procedures being employed. Consequently, we have now selected an extended sample of 41 payments processed in the year including the insurance premium payments made monthly and NNDR paid to Arun DC in respect of the Warehouse and premises at 13 Beeding Close. The test sample totals £324,500

equating to 67% by value of non-pay related payments in the year to date comprising all payments in excess of £4,000 plus a more random sample of every 40th payment recorded chronologically in the Omega cashbooks.

We note that VAT returns continue to be submitted quarterly filing them via the Omega software under the “Making Tax Digital Regulations”, and have checked and noted repayment of the final reclaim for 2019-20 together with the first three quarterly reclaims for 2020-21, agreeing detail to the underlying control account records: the final quarter reclaim balance is correctly disclosed as a debtor in the year’s Accounts and AGAR.

Conclusions

We are pleased to record that no matters have been identified in this area this year warranting formal recommendation.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We are pleased to note that the Council has a formal Risk Management Strategy and a supplementary detailed Risk Assessment Register in place, the latter based on the bespoke LCRS software with detail duly reviewed and re-adopted in March 2021.

The Council has switched its insurance cover to RSA, arranged by the WPS Council Guard, as part of a three-year agreement to 2023: we have examined the policy schedule for the year ending August 2021 noting that Employer’s and Public Liability cover stand at £10 million and £15 million respectively, together with Fidelity Guarantee cover now set at £250,000 all of which we consider appropriate for the Council’s present requirements.

Conclusions

There are no matters arising in this area currently warranting formal comment or recommendation: we will continue to monitor the Council’s approach to risk management at future reviews reporting our conclusions accordingly.

Budgetary Control & Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the annual precept; that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note that, following due deliberation, the Council approved its budget and precept requirement for 2021-22 setting the latter at £948,372 at its meeting in January 2021.

We are pleased to note that periodic budget monitoring reports continue to be presented to and are considered by members and have examined the year-end outturn with no unidentified or unanticipated variances arising warranting further enquiry or explanation.

We note that, as at 31st March 2021, total reserves have increased to £899,585 (£807,000 at the prior year-end), comprising of specific earmarked items of £546,534 (£489,000 at 31st March 2020) leaving a General Fund balance of £353,051 (£318,000 at 31st March 2020) which equates to approximately 4½ months revenue expenditure which sits comfortably within the generally recognised holding of between 3 and 12 months' such spending.

Conclusions

We are pleased to record that no issues arise in this area this year.

Review of Income

In considering the Council's sources of income, we aim to establish that robust procedures are in place to ensure that all income due to the Council is identified and invoiced accordingly, that arrangements for the secure handling of any cash income are in place and that income due to the Council is recovered within a reasonable time span.

We note that members approved various scales of fees, charges and allotment rentals for 2020-21 in the previous municipal year.

Due to undertaking both reviews remotely, we have restricted our work in this area to examining the spreadsheet register of allotment holders. The allotment rental year commences on 1st October annually: we are pleased to note that all tenants have paid their rents for the year and have reviewed the final version of the allotment register for 2020-21 with no residual issues identified.

We are also pleased to note that, following our interim report recommendation, the "allotment tenant deposit register" has been reviewed, together with the Omega control account (Code 551) with both identifying a residual refundable deposit holding of £4,280 at the financial year-end.

We have also reviewed the underlying spreadsheet documentation in relation to the control over flower sponsorship income ensuring that all income due in this respect has been received and appropriately brought to account with no issues identified.

We have again reviewed the Sales Ledger "Unpaid accounts by date" report noting the continuing existence of a number of unmatched receipts dating back in one or two cases to 2016. Whilst the differences between invoice values and received amounts is minimal, detail on this report should be reviewed by the contract accountants and appropriate action taken to write-in / off any unmatched balances.

Finally in this area, we have examined the year-end detailed income transaction reports in Omega with a view to ensuring that all income due to the Council has been duly invoiced and received in the year (subject to those unpaid Sales Ledger accounts remaining unpaid at the financial year-end) with, as far as we are reasonably able to ascertain, no obvious issues identified.

Conclusions and recommendations

Whilst no significant concerns arise in this area currently, we seek explanations for the above apparent anomaly between the value of allotment holding deposits received, as recorded in the spreadsheet tenants register and that recorded in the Omega control account.

- R1. *The apparent imbalance in value between allotment tenants holding deposits, as recorded in the spreadsheet register and that in the Omega control account (code 551) should be investigated with the two records amended as necessary to ensure they are synchronised. Detail has been reviewed and appropriate adjustments made to bring both records into synch.*
- R2. *The contract accountants should, in conjunction with the Clerk, review the Sales Ledger - "Unpaid invoices by date" report taking appropriate action to clear the "unmatched" receipts. Detail has been reviewed with the contract accountants and appropriate explanations identified for the existence of the long-standing unmatched detail.*

Petty Cash Account

Whilst the amount spent through the Council's petty cash account is relatively low, we are required, as part of the annual AGAR Internal Audit Report process, to assess and sign-off on the soundness of controls in this area of the Council's financial activities.

The Council operates a petty cash scheme, with an agreed "imprest" holding of £300 which is "topped up" periodically during the year. A spreadsheet control record is maintained and acts as both the Omega nominal ledger posting document and the source document for re-imbursement. We have checked and agreed the expenditure incurred and repaid for a sample period ending mid-December 2020 to ensure that each transaction was supported by an appropriate till receipt and that any applicable VAT has been separately identified for periodic recovery.

The Clerk also holds a debit card for the current account should the need arise for electronic expenditure, including emergency payments or statutory requirements such as Land Registry applications. We have checked and agreed a small sample of these transactions as part of the previously referenced payments testing.

Conclusions

No issues arise in this area to warrant formal recommendation currently. We shall undertake further work in this area at our 2021-22 interim visit, assuming we are able to visit the Council and work on site, including checking and verifying the physical cash holding to the underlying spreadsheet record.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation was being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme with regard to employee contribution percentages. We have previously examined the payroll

procedures in place and considered them sound. Due to this review being undertaken remotely of necessity due to the ongoing Covid 19 situation, we have focused attention this year on ensuring that all staff are being paid in accordance with the Council's approved salaries, by reference to detail as advised by the Town Clerk. We note that the Council approved implementation of the latest nationally agreed pay award, which came into effect on 1st April 2020 with the new salary scale applied to each staff member in their October 2020 salary payment, together with arrears from 1st April 2020.

We also note that preparation of the Council's payroll continues to be outsourced to West Sussex County Council, who also make payments direct to staff and HMRC and the Pension Fund Administrators on behalf of the Council, recovering the gross salary costs each month (including employer's contributions) by invoice.

Consequently, we have undertaken the following detailed work on staff pay by reference to the September and October 2020 payslips: -

- Agreed to gross salaries payable in both months to the Town Clerk's staff establishment record;
- Verified the accurate calculation of the revised salaries for each employee paid in October together with arrears backdated to 1st April 2020;
- Verified the tax and NI deductions applied;
- Verified the pension deductions ensuring that they are in line with the nationally agreed percentages based on the gross salary being paid; and
- Where staff pay is based on variable hours, agreed the payments made in October 2020 to the underlying timesheets, which we are pleased to note are signed by both staff and an independent certifying officer.

Conclusions

We are pleased to report that no issues have been identified in this area warranting formal comment or recommendation.

Asset Registers

The Practitioner's Guide requires all Councils to maintain a formal register of its stock of assets. As in previous years, the contract accountants have maintained a detailed spread sheet record of the Council's asset stock identifying detail of the asset values (and depreciation applied), which forms the basis of detail in the detailed Statement of Accounts prepared for presentation to Council.

In line with the Practitioner Guide's asset value disclosure requirements, the cumulative depreciation charged in the year has been "added back" to arrive at the effective purchase cost which, together with the cost of new assets acquired in year, is used as the basis for disclosure of asset values at Section 2, Box 9 of the year's AGAR, which we have checked and agreed as part of this final audit review.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Investments and Loans

Our objectives here are to ensure that the Council is investing “surplus funds”, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

The Council currently holds surplus funds in the CCLA PSDF: as detailed earlier in this report, we have checked and agreed the year’s transactions on this account to third party statements.

We are again pleased to record that the Council has a formal Treasury Management Policy in place, which has again been reviewed and re-adopted during the current financial year.

We have previously noted the existence of three PWLB loans subject to half-yearly repayments and have checked and agreed the two half-yearly repayment instalments as part of the previously referenced supplier payment test sample. We have also, at this final visit, ensured the accurate disclosure of the residual loan liability at the financial year-end as disclosed in the AGAR Section 2, Box 10 to the UK Debt Agency website where all such loans for local government bodies are disclosed.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment or recommendation.

Statement of Accounts and Annual Return

As indicated previously, the AGAR now forms the statutory Accounts of the Council subject to external audit review and certification and in order to assist the Council in ensuring the accuracy of the detail submitted for certification, we have reviewed the content of the detailed Statement of Accounts prepared by DCK Accounting Solutions by reference to the underlying financial and, where applicable, other records ensuring the accurate transfer of information to the AGAR at Section 2 with no issues arising.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment and as noted in the preamble to this report, we have concluded that appropriate financial controls and governance arrangements are in place and have duly signed off the IA Certificate in this year’s AGAR, assigning positive assurances in all categories.

Rec. No.	Recommendation	Response
Review of Accounting Arrangements and Bank Reconciliations		
R1	Where cheques remain uncleared at bank for three or more months, the recipient should be contacted to establish whether the cheque is still required and, if not, it should be written back in the accounts appropriately.	
Review of Income		
R1	The apparent imbalance in value between allotment tenants holding deposits, as recorded in the spreadsheet register and that in the Omega control account (code 551) should be investigated with the two records amended as necessary to ensure they are synchronised.	<i>Detail has been reviewed and appropriate adjustments made to bring both records into synch.</i>
R2	The contract accountants should, in conjunction with the Clerk, review the Sales Ledger - "Unpaid invoices by date" report taking appropriate action to clear the "unmatched" receipts.	<i>Detail has been reviewed with the contract accountants and appropriate explanations identified for the existence of the long-standing unmatched detail.</i>

AGENDA ITEM 11

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
28th JUNE 2021**

**AGENDA ITEM 11 - ANNUAL GOVERNANCE AND ACCOUNTABILITY
RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2021**

REPORT BY TOWN CLERK

FOR DECISION

BACKGROUND

The Town Council, as a smaller authority with either gross income or gross expenditure of between £25,000 and £6.5 million, must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year in accordance with proper practices. The term 'smaller authority' includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board (full details of the definitions available in Schedule 2 of the Local Audit and Accountability Act 2014). The AGAR is made up of three parts, pages 3 to 6, The Town Council must approve Sections 1 and 2 of the AGAR for the year ended 31st March 2021 no later than 30th June 2021 - **copy attached Appendix 1.**

AGAR - Annual Internal Audit Report 2020/21 (Page 3)

This has been completed and signed by Mr. S. Pollard from Auditing Solutions Ltd. following the completion of his final inspection for 2020/2021 undertaken and completed remotely (this is also attached).

The Annual Governance and Accountability Return is made up of three sections as follows: -

Section 1 - Annual Governance Statement 2020/21 (Page 4)

Section 2 - Accounting Statements for 2020/21 (Page 5)

Section 3 - External Auditor's Report & Certificate 2020/21 (Page 6)

The audit will be undertaken by Moore Stephens.

11.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2020/2021 (Page 3 of the AGAR) and to recommend approval to Council

As part of the Town Council's audit procedures, Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control in place and therefore need to undertake a review and consider whether this is effective on the AGAR.

The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement and the Council therefore reviewed its internal control procedures and practices, at its meeting on 8th March 2021, Council Min. 366 refers. The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders. These controls include items such as income and expenditure controls as well as other controls.

The Council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated Councillors. Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained. In addition, the Council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the control systems.

A copy of the Council's Statement of Internal Control can be found at **Appendix 2**.

During the year several other actions have also been undertaken in line with the Council's internal control procedures which include: -

- The Council's Annual Assessment/Review of Risks for 2020/2021 was considered by the Policy and Resources Committee at its meeting on 19th January 2021 (Min. 205 refers) and was recommended to Council for approval. Copies of the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2020/2021 considered at the meeting are attached at **Appendix 3**
- The Policy and Resources Committee considered the Internal Audit Plan for 2020/2021 at its meeting on 3rd February 2020 (Min. 126.1 refers). A copy of the report considered at the meeting is attached at **Appendix 4**
- The Policy and Resources Committee considered the re-appointment of the Council's Internal Auditor for 2020/2021 at its meeting on 3rd February 2020 (Min. 126.2 refers) - also part of the above report
- The Policy and Resources Committee considered the Interim Internal Audit Report at its meeting on 19th January 2021 (Min. 202.1 refers) no significant issues were identified by the Internal Auditor during this review. The two minor issues that were raised at the Interim review have subsequently been addressed satisfactorily.
- The Final Internal Audit Report is to be received earlier in this meeting under Agenda item 9 and again no significant issues have been identified by the Internal Auditor. As reported earlier, one minor issue highlighted in relation to uncleared cheques had already been identified by Officers and is currently being investigated.

DECISIONS

Members are invited to formally **NOTE** the Annual Internal Audit Report for 2020/2021 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd.

Members are also invited to further review the system of internal control and consider **RECOMMENDING** to **COUNCIL** that the systems that the Council has in place are effective.

11.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2020/2021 (Section 1 of the AGAR)

The Annual Governance Statement is signed on behalf of Council by the Chairman and the Town Clerk. Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control,

including the preparation of the accounting statements. Also, to confirm, to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31st March 2021, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
By answering 'Yes' this means that this authority has prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
By answering 'Yes' this means that this authority has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
By answering 'Yes' this means that this authority has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
By answering 'Yes' this means that this authority during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
By answering 'Yes' this means that this authority has considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
By answering 'Yes' this means that this authority has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.
By answering 'Yes' this means that this authority has responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
By answering 'Yes' this means that this authority has disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit - **THIS IS NOT APPLICABLE TO THIS COUNCIL.**

DECISION

Members are invited to consider and **AGREE** the Council's response to the above and decide whether to answer either "Yes" or "No" to the eight relevant tests.

- 11.3 To Recommend Approval to Council of the Annual Governance Statement for 2020/2021 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting approving the Annual Governance Statement and by the Town Clerk**

DECISION

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Annual Governance Statement for 2020/2021 and that Section 1 is signed by the Chairman of the Full Council Meeting approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

- 11.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2021 and agree that these be signed by the Chairman of the meeting approving the accounts and by the Town Clerk**

The Council also prepares Financial Statements for the year, which are drawn up by the Town Council's Accountant in accordance with proper accounting practices for smaller relevant bodies as required by the Accounts and Audit Regulations and CIPFA guidelines - **copy attached Appendix 5.**

DECISION

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Financial Statements for year ended 31st March 2021 and agree that these be signed by the Chairman of the Full Council Meeting approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

- 11.5 To consider the Accounting Statements for 2020/2021 (Section 2 of the AGAR)**

Section 2 - Summarises the Accounting Statements for 2020/2021 and is signed by the RFO, prior to presentation for Members' consideration and approval, and then by the Chairman of this meeting.

DECISION

Members are invited to consider the Accounting Statements for 2020/2021 as detailed on Section 2 of the AGAR.

- 11.6 To Recommend Approval to Council of the Accounting Statements for 2020/2021 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation**

DECISIONS

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Accounting Statements for 2020/2021 and agree that Section 2 is signed by the Chairman of the Full Council Meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members are invited to **NOTE** that the Accounting Statements for 2020/2021 were previously signed by the Responsible Financial Officer prior to their presentation to this meeting.

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

BOGNOR REGIS TOWN COUNCIL

<https://www.bognorregis.gov.uk/> ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

04/01/2021

05/01/2021

05/06/2021

Name of person who carried out the internal audit

S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date

05/06/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Bognor Regis Town Council

Statement of Internal Control

The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders.

These procedures include (inter alia):

Expenditure Controls

1. A scheme of delegation for the raising and signing of purchase orders.
2. A scheme of delegation for approval of all items of expenditure (including orders).
3. The total segregation of the accounting function (through the medium of independent external contractors) from those officers authorised to incur expenditure.
4. The separate authorisation for payment of all expenditure.
5. The retention of the "two signature" rule by Councillors for the effecting of all payments.
6. A separate authorisation procedure for incurring expenditure by the use of a corporate Debit Card, subject to strict monetary limits.

Income Controls

1. Sales invoices are raised for all significant sums due to the Council.
2. There is a system of credit control in place to ensure (to the extent possible) that all such sums invoiced are ultimately collected.
3. All other sums are recorded as soon as received and all moneys collected are banked intact as soon as reasonably practicable after receipt.

Further Controls

The Council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated Councillors.

Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained, and overspends duly authorised.

In addition, the Council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the controls systems outlined above.



Bognor Regis Town Council
Assessment for year 2020 To 2021

LCRS 7b - All Action Plans

Action
completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
Land									
27	Administration/ Legal	Maintenance and Security of Deeds of ownership etc.	Determine responsibility for security. Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes.	Medium Medium	4	<i>Copies of the Conveyance completed in 1987 together with all supporting documentation has now been scanned and filed for safekeeping. The status quo remains unless the Town Council decides to stop using the land as at Allotments.</i>	<i>Town Clerk</i>	<i>31/12/2021</i>	<input type="checkbox"/>
Provision of Office Accommodation									
349	Physical	Poor Office Conditions - Town Hall and Town Force lockup	Arrange periodical inspection of office and Town Force lockup. Any adverse conditions are reported to ADC or BRTC as appropriate Repair/maintenance etc.carried out by ADC or BRTC Health & Safety Annual inspection carried out by contractor	Medium Medium	4	<i>Clearance of paperwork to electronic media is largely completed with only one specific area remaining as an ongoing project. Progress in this specific area has been delayed due to minimal access to Town Hall as a result of COVID pandemic.</i>	<i>Town Clerk</i>	<i>31/12/2021</i>	<input type="checkbox"/>



Bognor Regis Town Council
Assessment for year 2020 To 2021

LCRS 7b - All Action Plans

Action
completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
						No of issues listed: 2			
Submitted to council:						_____			
Minute reference:						_____			
Date:						_____			
Signed by chairperson - Cllr Philip Woodall						_____			
Signed by responsible Finance officer - Glenna Frost						_____			

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2020 To 2021

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Allotments	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied	20	20	1.0	0	
Clocks	Power to provide public clocks	5	5	1.0	0	
Code of Conduct	Duty to adopt a code of conduct	1	1	1.0	0	
Computing	Power to facilitate discharge of any function	3	3	1.3	0	
Council Meetings		4	4	1.3	0	
Council Property and Document	Duty to disclose documents and to adopt publication scheme	5	5	1.2	0	
Data Protection	Duty of Notification and Duty to Disclose (subject access)	2	2	1.5	0	
Employment of Staff	Duty to Appoint	9	9	1.1	0	
Entertainment and the arts	Provision of entertainment and support of the arts	14	14	1.0	0	
Financial Management	Duty to ensure responsibility for financial affairs	12	12	1.0	0	
Gifts	Power to accept	1	1	1.0	0	
Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	5	5	1.6	1	2
Litter	Power to provide receptacles; Duty to empty & cleanse those provided	6	6	1.0	0	
Local functions	N/a - Local group to cover any risks not listed in other groups	3	1	1.0	0	
Meetings of the Council	Duty to meet	5	5	1.2	0	
Newsletters	Power to provide from 'free resource'	5	5	1.2	0	
Planning & Development Contr	Rights of consultation	2	2	1.0	0	
Provision of Office Accommod	Power to provide	5	5	1.6	1	1
Provision of Website/Internet	Power to provide from 'free resource'	2	2	1.0	0	
Shelters & Seats	Power to provide	3	3	1.0	0	
Street/Footway Lighting	Power to provide	8	8	1.0	0	



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2020 To 2021

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Tourism	Power to contribute to organisations encouraging tourism	4	4	1.0	0	<input type="text"/>
Village Signs	Power to erect (with Highway Authority approval)	5	5	1.0	0	<input type="text"/>
Web Sites		18	18	1.0	0	<input type="text"/>
Overall totals/ scores		147	145	1.1	2	

Completed by:

Date:

Position:

How to complete:

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number One.
3. Repeat on all areas until all uncontrolled areas are allocated.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd FEBRUARY 2020

AGENDA ITEM 11 - INTERNAL AUDIT INCLUDING: TO REVIEW THE 2020/21 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION; TO REVIEW PROVIDER OF INTERNAL AUDIT FUNCTION AND CONFIRM APPOINTMENT FOR A THREE-YEAR PERIOD COMMENCING WITH THE 2020/21 MUNICIPAL YEAR

REPORT BY DEPUTY CLERK

FOR DECISION

To review the 2020/21 Annual Audit Plan and to consider any additional items for inclusion

Regulation 3 of the Accounts and Audit Regulations 2015 states that:

"A relevant authority must ensure that it has a sound system of internal control which –

- a) Facilitates the effective exercise of its functions and the achievement of its aims and objectives;*
- b) Ensures that the financial and operational management of the authority is effective; and*
- c) Includes effective arrangements for the management of risk"*

Furthermore, Regulation 5(1) states that the Council:

' . . . must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It is for each authority to decide, given its circumstances, what level of competency is appropriate, and to keep this issue under review.

Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control. Managing the authority's internal controls is a day-to-day function of the authority's staff and management, and not the responsibility of internal audit.

It is a matter for the Council to determine the necessary scope and extent of its internal audit. When securing an internal audit service, the Council must make sure that it is fit for the purpose for which it is required at that particular Council.

The internal audit enables the Council to confirm, in item 6 of Section 1 of the Annual Governance and Accountability Return, (The Annual Governance Statement) that:

'We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.'

In order to make this statement the Council should be able to confirm that they have arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the Council.

ANNUAL AUDIT PLAN FOR 2020/21

The minimum level of coverage in the Annual Audit Plan is defined by the following eleven key control tests:

- 1. Proper book-keeping** - Appropriate books of account have been properly kept throughout the year.
- 2. Financial Regulations, Standing Orders and Payment Controls** - The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved, and VAT was appropriately accounted for.
- 3. Risk Management** - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- 4. Budgetary controls** - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- 5. Income controls** - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- 6. Petty cash procedure** - Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.
- 7. Payroll controls** - Salaries to employees and allowances to members were paid in accordance with Council approvals, and PAYE and NI requirements were properly applied.
- 8. Asset control** - Asset and investment registers were complete and accurate and properly maintained.
- 9. Bank reconciliation** - Periodic and year-end bank account reconciliations were properly carried out.
- 10. Year-end procedures** - Accounting statements prepared during the year were prepared on the correct income and expenditure basis, agreed with the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.
- 11. Payment controls** - Procedure, approvals and associated issues including VAT identification and recovery.

DECISION

The Committee is invited to review the key control tests above and consider any additional items for inclusion prior to **RECOMMENDING APPROVAL** of the Audit Plan for 2020/21 to the Town Council.

To review provider of Internal Audit function and confirm appointment for a three-year period commencing with the 2020/21 municipal year

In line with good practice, quotations have been sought from providers servicing this area who specialise in Town/Parish Council audits. Having reviewed the providers to Town and Parish Council's in the Arun District, the Town Council's current Auditor was approached, together with one other company, to provide a quotation for the Internal Audit function.

Company A (the current supplier of this service) has provided a full, detailed scope of works for review and checking under the following headings - including confirmation that appropriate consideration would be given to GDPR:

- Accounting records
- Corporate Governance; Potential risks of fraudulent activity
- Payment procedure; approvals and associated issues including VAT identification and recovery
- Assessment and management of risk
- Precept determination and budget control
- Income control systems (which included review of allotment receipts)
- Petty cash records and usage of credit/debit card
- Salaries and wages
- Asset registers
- Investment and loans
- Bank reconciliations
- Annual Return/Financial statements

Company B did not provide a full scope of works but stated in an email:

- Generally, conduct two audits per annum as a minimum
- First visit concentrates on policies and procedures and deals with non-financial aspects of audit
- Second part focuses on financial aspects and information submitted to external auditor
- Envisaged that BRTC would require 3 visits per annum

The following provides a breakdown of the quoted charges from the two companies.

Name	No of Visits p.a.	Hourly charge (Exc. VAT)	Mileage costs
Company A (current Internal Auditor)	3 visits	£60	nil

Company B	3 visits	£60	45p per mile
-----------	----------	-----	--------------

Whilst there is nothing between the two companies in their per hour charges, it should be noted that there were differences between them in the number of hours it is estimated to take to carry out each visit.

Company B has *estimated* that they would only need to be in attendance for between 3 and 5 hours each visit. However, Company A has quoted on the basis that each visit (including the report writing) will be for between 7 and 8 hours per visit. As Company A have been conducting the audit for some years now and have a clearer idea of the work involved, this higher estimate would appear to be the more likely. Furthermore, when obtaining quotations for the last review in 2017, it was at that time possible to get a third quotation and that provider agreed with the current Auditors estimation of a full day's work per visit. It is for this reason that the comparison has been shown using the per hour charge.

Finally, with regard to Company A (the current provider), to ensure the required degree of "independence" in their approach, and with several individuals providing the service, they switch their workload around periodically in order that they do not become over-familiar with their clients or complacent with their approach, thereby ensuring that a fresh pair of eyes undertakes the review work. That switch would next be due to take place in 2020/21.

With regard to the experience of the two providers, the following should be noted.

Company A (current Internal Auditor)

Established since 2002

Currently is contracted to circa 300 councils from Parish Meetings to many larger councils

Company B

Has been conducting internal audits for more than 10 years

Currently undertakes circa 50 audits per annum from small to larger councils

DECISION

Members are invited to determine and **APPROVE** the Internal Audit provider for a three-year period commencing with the 2020/21 municipal year.

Bognor Regis Town Council

Unaudited Financial Statements

For the year ended 31 March 2021

Bognor Regis Town Council

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31 March 2021

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Bognor Regis Town Council

Council Information

31 March 2021

(Information current at 28th June 2021)

Mayor

Cllr S. Goodheart

Councillors

Cllr J. Barrett (Deputy Mayor)

Cllr K. Batley

Cllr J. Brooks

Cllr A. W. W. Cunard

Cllr Mrs S. E. Daniells

Cllr J. Erskine

Cllr H. Jones

Cllr Miss C. Needs

Cllr S. A. Reynolds

Cllr Ms A. Sharples

Cllr W. Smith

Cllr Mrs S. Staniforth

Cllr M. Stanley

Cllr Mrs J. L. Warr

Cllr P. J. Woodall

Town Clerk

Mrs G. Frost CiLCA

Auditors

Moore Stephens (East Midlands)

Rutland House

Minerva Business Park

Lynch Wood

Peterborough

PE2 6PZ

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

Bognor Regis Town Council
Statement of Responsibilities
31 March 2021

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2021 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Bognor Regis Town Council at 31 March 2021, and its income and expenditure for the year ended 31 March 2021.

Signed:

Mrs G. Frost CiLCA- Town Clerk

Date:

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2021

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

all assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 3 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

The investment in Screen 4 of the Picturedrome Cinema is being depreciated over the life of the loan finance (20 years).

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2021

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 17.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 16.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 19 to 20.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2021

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Bognor Regis Town Council
Income and Expenditure Account
31 March 2021

	Notes	2021 £	2020 £
Income			
Precept on Principal Authority		948,372	916,001
Grants Receivable		42,364	3,005
Rents Receivable, Interest & Investment Income		1,661	7,110
Charges made for Services		41,541	51,953
Other Income		29,432	54,803
Total Income		1,063,370	1,032,872
Expenditure			
Direct Service Costs:			
Salaries & Wages		(326,350)	(317,647)
Grant-aid Expenditure		(80,915)	(50,902)
Other Costs	1	(191,249)	(179,938)
Democratic, Management & Civic Costs:			
Salaries & Wages		(192,267)	(188,651)
Other Costs	1	(121,455)	(163,109)
Total Expenditure		(912,236)	(900,247)
Excess of Income over Expenditure for the year.		151,134	132,625
Net Operating Surplus for Year		151,134	132,625
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(55,219)	(79,778)
Capital Expenditure charged to revenue	12	(3,468)	(10,632)
Transfer (to) Earmarked Reserves	20	(57,506)	(10,669)
Surplus for the Year to General Fund		34,941	31,546
Net Surplus for the Year		92,447	42,215
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to) Earmarked Reserves	20	57,506	10,669
Surplus for the Year to General Fund		34,941	31,546
		92,447	42,215

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council
Statement of Movement in Reserves
31 March 2021

Reserve	Purpose of Reserve	Notes	2021 £	Net Movement in Year £	2020 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	304,202	(2,671)	306,873
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	546,534	57,506	489,028
General Fund	Resources available to meet future running costs		353,051	34,941	318,110
Total			1,203,787	89,776	1,114,011

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council

Balance Sheet

31 March 2021

	Notes	2021 £	2021 £	2020 £
Fixed Assets				
Tangible Fixed Assets	11		1,405,583	1,464,621
Current Assets				
Debtors and prepayments	14	30,637		45,729
Cash at bank and in hand		965,295		850,611
		995,932		896,340
Current Liabilities				
Current Portion of Long Term Borrowings		(56,907)		(55,219)
Creditors and income in advance	15	(96,347)		(89,202)
Net Current Assets			842,678	751,919
Total Assets Less Current Liabilities			2,248,261	2,216,540
Long Term Liabilities				
Long-term borrowing	17		(1,014,206)	(1,071,113)
Deferred Grants	18		(30,268)	(31,416)
Total Assets Less Liabilities			1,203,787	1,114,011
Capital and Reserves				
Capital Financing Reserve	19		304,202	306,873
Earmarked Reserves	20		546,534	489,028
General Reserve			353,051	318,110
			1,203,787	1,114,011

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2021, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 28th June 2021 .

Signed:
Cllr S. Goodheart
Mayor

.....
Mrs G. Frost CiLCA
Responsible Financial Officer

Date:

.....

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council

Cash Flow Statement

31 March 2021

	Notes	2021 £	2021 £	2020 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(518,616)		(506,297)
Other operating payments		(346,850)		(358,121)
			(865,466)	(864,418)
<i>Cash inflows</i>				
Precept on Principal Authority		948,372		916,001
Cash received for services		79,828		88,362
Revenue grants received		42,364		3,005
			1,070,564	1,007,368
Net cash inflow from Revenue Activities	23		205,098	142,950
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(33,794)		(53,741)
<i>Cash inflows</i>				
Interest received		2,067		7,193
Net cash (outflow) from Servicing of Finance			(31,727)	(46,548)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(3,468)		(34,001)
Net cash (outflow) from Capital Activities			(3,468)	(34,001)
Net cash inflow before Financing			169,903	62,401
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(55,219)	(79,779)
Net cash (outflow) from financing and liquid resources			(55,219)	(79,779)
Increase/(Decrease) in cash	24		114,684	(17,378)

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council

Notes to the Accounts

31 March 2021

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

	2021	2020
	£	£
Theatres & Public Entertainment	17,175	46,187
Allotments	2,347	4,073
Tourism Policy, Marketing & Development	1,660	581
Visitor Information	980	1,173
Community Safety (Crime Reduction)	2,000	2,000
Promotion & Marketing of the Area	98,985	128,860
Community Development	85,645	64,561
Street Lighting	4,054	5,485
Off-street Parking	24,250	21,006
Other Services to the Public	(12,332)	(47,106)
Grants - Bognor Pier Company Ltd	47,400	4,020
Less: Grant-aid Expenditure	(80,915)	(50,902)
Total	191,249	179,938

Democratic, Management & Civic Costs

	2021	2020
	£	£
Corporate Management	72,741	77,627
Democratic Representation & Management	2,512	34,430
Civic Expenses	676	4,724
Mayors Allowance	3,000	3,000
Members' Allowances	8,732	7,899
Interest Payable	33,794	35,429
Total	121,455	163,109

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest and Investment Income

	2021	2020
	£	£
Interest Income - General Funds	1,661	7,110
	1,661	7,110

Bognor Regis Town Council

Notes to the Accounts

31 March 2021

3 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

4 Related Party Transactions

The council entered into no material transactions with related parties during the year.

5 General Power of Competence

With effect from 5th September 2016 Bognor Regis Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 5th September 2016 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2021 £	2020 £
Fees for statutory audit services	2,000	2,000
Total fees	<u>2,000</u>	<u>2,000</u>

7 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2021 £	2020 £
Other Advertising	118	-
Publicity	-	71
Newsletter	120	2,580
Town Guide Publication Costs	355	-
	<u>593</u>	<u>2,651</u>

8 Members' Allowances

	2021 £	2020 £
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,000	3,000
Councillors' Expenses & Allowances	8,732	7,899
	<u>11,732</u>	<u>10,899</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2021

9 Employees

The average weekly number of employees during the year was as follows:

	2021 Number	2020 Number
Full-time	12	12
Part-time	3	4
Temporary	-	-
	<u>15</u>	<u>16</u>

All staff are paid in accordance with nationally agreed pay scales.

10 Pension Costs

The council participates in the West Sussex Superannuation Fund Pension Fund.

The West Sussex Superannuation Fund Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

Financial Reporting Standard for Small Enterprises (FRSSE), for schemes such as West Sussex Superannuation Fund requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

The cost to the council for the year ended 31 March 2021 was £67,690 (31 March 2020 - £71,024).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 20.20% of employees' pay with effect from 1st April 2021 (year ended 31 March 2021 – 20.70%).

Bognor Regis Town Council

Notes to the Accounts

31 March 2021

11 Tangible Fixed Assets

	Vehicles and Equipment	Infrastructure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£
At 31 March 2020	228,674	237,761	69,774	1,405,607	1,941,816
Additions	3,468	-	-	-	3,468
At 31 March 2021	232,142	237,761	69,774	1,405,607	1,945,284
Depreciation					
At 31 March 2020	(206,448)	(218,231)	(4,638)	(47,878)	(477,195)
Charged for the year	(10,642)	(3,573)	(413)	(47,878)	(62,506)
At 31 March 2021	(217,090)	(221,804)	(5,051)	(95,756)	(539,701)
Net Book Value					
At 31 March 2021	15,052	15,957	64,723	1,309,851	1,405,583
At 31 March 2020	22,226	19,530	65,136	1,357,729	1,464,621

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2003 by external independent valuers, Messrs at insurance values. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets

12 Financing of Capital Expenditure

	2021 £	2020 £
The following capital expenditure during the year:		
Fixed Assets Purchased	3,468	10,632
	<u>3,468</u>	<u>10,632</u>
was financed by:		
Revenue:		
Equipment Replacement Reserve	-	10,632
Precept and Revenue Income	3,468	-
	<u>3,468</u>	<u>10,632</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2021

13 Information on Assets Held

Fixed assets owned by the council include the following:

Vehicles and Equipment

Vans and Trucks – 4
Water Bowser and trailer
Sundry grounds maintenance equipment
Sundry office equipment
Metereological equipment
Floral planters and baskets
High Street Pea Lights

Infrastructure Assets

Street light - 32
Footpath/Esplanade lighting
Allotment and Met. Site fencing
Other street furniture

Community Assets

Millennium Clock
Victorian Bathing Machine
Sun Sculpture
Allotments
Council Regalia

Other Assets

Shares in Bognor Pier Co Ltd
Investment in Picturedrome Screen 4
Shares in Bognor Regis Ltd

14 Debtors

	2021	2020
	£	£
Trade Debtors	8,812	12,986
VAT Recoverable	4,655	7,785
Prepayments	10,786	10,490
Accrued Income	6,345	14,023
Accrued Interest Income	39	445
	<u>30,637</u>	<u>45,729</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2021

15 Creditors and Accrued Expenses

	2021	2020
	£	£
Trade Creditors	17,755	5,811
Other Creditors	45,409	43,917
Accruals	20,513	23,807
Income in Advance	12,670	15,667
	96,347	89,202

16 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2021	2020
	£	£
Obligations expiring within one year	-	-
Obligations expiring between two and five years	1,460	1,460
Obligations expiring after five years	-	-
	1,460	1,460

17 Long Term Liabilities

	2021	2020
	£	£
Public Works Loan Board	1,071,113	1,126,332
	1,071,113	1,126,332

	2021	2020
	£	£
The above loans are repayable as follows:		
Within one year	56,907	55,219
From one to two years	58,649	56,907
From two to five years	186,978	181,404
From five to ten years	352,156	341,583
Over ten years	416,423	491,219
Total Loan Commitment	1,071,113	1,126,332
Less: Repayable within one year	(56,907)	(55,219)
Repayable after one year	1,014,206	1,071,113

Bognor Regis Town Council

Notes to the Accounts

31 March 2021

18 Deferred Grants

	2021	2020
	£	£
Capital Grants Applied		
At 01 April	31,416	32,562
Grants Applied in the year	-	-
Released to offset depreciation	(1,148)	(1,146)
At 31 March	<u>30,268</u>	<u>31,416</u>
Total Deferred Grants		
At 31 March	<u>30,268</u>	<u>31,416</u>
At 01 April	<u>31,416</u>	<u>32,562</u>

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

19 Capital Financing Account

	2021	2020
	£	£
Balance at 01 April	306,873	282,807
Financing capital expenditure in the year		
Additions - using revenue balances	3,468	10,632
Loan repayments	55,219	79,778
Reversal of depreciation	(62,506)	(67,490)
Deferred grants released	1,148	1,146
Balance at 31 March	<u>304,202</u>	<u>306,873</u>

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

Bognor Regis Town Council

Notes to the Accounts

31 March 2021

20 Earmarked Reserves

	Balance at 01/04/2020	Contribution to reserve	Contribution from reserve	Balance at 31/03/2021
	£	£	£	£
Capital Projects Reserves	298,000	-	-	298,000
Asset Renewal Reserves	80,140	60,000	(51,127)	89,013
Other Earmarked Reserves	110,888	50,414	(1,781)	159,521
Total Earmarked Reserves	489,028	110,414	(52,908)	546,534

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific and future projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2021 are set out in detail at Appendix A.

21 Capital Commitments

The council had no other capital commitments at 31 March 2021 not otherwise provided for in these accounts.

22 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

23 Reconciliation of Revenue Cash Flow

	2021 £	2020 £
Net Operating Surplus for the year	151,134	132,625
Add/(Deduct)		
Interest Payable	33,794	35,429
Interest and Investment Income	(2,067)	(7,193)
Decrease/(Increase) in debtors	15,092	(15,697)
Increase/(Decrease) in creditors	7,145	(2,214)
Revenue activities net cash inflow	205,098	142,950

Bognor Regis Town Council

Notes to the Accounts

31 March 2021

24 Movement in Cash

	2021 £	2020 £
Balances at 01 April		
Cash with accounting officers	332	332
Cash at bank	850,279	867,657
	<u>850,611</u>	<u>867,989</u>
Balances at 31 March		
Cash with accounting officers	334	332
Cash at bank	964,961	850,279
	<u>965,295</u>	<u>850,611</u>
Net cash inflow/(outflow)	<u>114,684</u>	<u>(17,378)</u>

25 Reconciliation of Net Funds/Debt

	2021 £	2020 £
Increase/(Decrease) in cash in the year	114,684	(17,378)
Cash outflow from repayment of debt	55,219	79,779
Net cash flow arising from changes in debt	<u>55,219</u>	<u>79,779</u>
Movement in net funds in the year	<u>169,903</u>	<u>62,401</u>
Cash at bank and in hand	850,611	867,989
Total borrowings	(1,126,332)	(1,206,111)
Net (debt) at 01 April	<u>(275,721)</u>	<u>(338,122)</u>
Cash at bank and in hand	965,295	850,611
Total borrowings	(1,071,113)	(1,126,332)
Net (debt) at 31 March	<u>(105,818)</u>	<u>(275,721)</u>

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 28th June 2021), which would have a material impact on the amounts and results reported herein.

Bognor Regis Town Council

Appendices

31 March 2021

Appendix A

Schedule of Other Farnarked Reserves

	<u>Balance at</u> <u>01/04/2020</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2021</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Economic Development	298,000			298,000
	<u>298,000</u>	<u>0</u>	<u>0</u>	<u>298,000</u>
<u>Asset Replacement Reserves</u>				
Rolling Capital Programme	80,140	60,000	(51,127)	89,013
	<u>80,140</u>	<u>60,000</u>	<u>(51,127)</u>	<u>89,013</u>
<u>Other Farnarked Reserves</u>				
Civic Fund	5,407			5,407
Election Fund	3,187	5,000		8,187
Millenium Fund	655		(655)	0
Allotments	576	702		1,278
Promotions/Publicity	6,804	1,200	(600)	7,404
P & R Projects	500	5,145		5,645
E & L Projects	8,561	6,971	(490)	15,042
Grant Aid	8,860	22,100		30,960
Tourism & Events Support	1,328			1,328
Parking Scheme (Traders Contribution)	12,161			12,161
S East in Bloom	3,374	2,836		6,210
Events Sponsorship	1,922			1,922
BRTC Funding of SRB Projects	965			965
WSCC SRB Contribution	500			500
Street Scene Enhancement	33,757			33,757
Decking Areas	4,378			4,378
Ward Allocation - Orchard Ward	500	250		750
Ward Allocation - Marine Ward	49			49
Ward Allocation - Hotham Ward	85	125	(36)	174
Ward Allocation - Pevensy Ward	500	153		653
Website	1,476			1,476
Councillor Training	2,145			2,145
Town Force Equipment	0	966		966
Personal Safety Provision		698		698
Heritage Vision Board	4,206			4,206
Our Place	1,729			1,729
Staff Training	3,941	2,545		6,486
Town Crier	3,322	1,723		5,045
	<u>110,888</u>	<u>50,414</u>	<u>(1,781)</u>	<u>159,521</u>
TOTAL EARMARKED RESERVES	<u>489,028</u>	<u>110,414</u>	<u>(52,908)</u>	<u>546,534</u>

Bognor Regis Town Council

31 March 2021

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Cultural & Heritage	31,833	17,135
Open Spaces	3,752	(567)
Tourism	11,912	9,649
Community Safety (Crime Reduction)	2,000	2,000
Planning & Development Services (including Markets)	440,522	332,683
Street Lighting	3,850	4,054
Parking Services	24,399	24,250
Other Services to the Public	51,798	78,005
Investment Properties	-	47,400
Net Direct Services Costs	<u>570,066</u>	<u>514,609</u>
Corporate Management	233,874	235,757
Democratic & Civic	27,719	14,739
Net Democratic, Management and Civic Costs	<u>261,593</u>	<u>250,496</u>
Interest & Investment Income	(7,000)	(1,661)
Loan Charges	89,013	89,013
Capital Expenditure	-	3,468
Transfers to/(from) other reserves	34,700	57,506
(Deficit from)/Surplus to General Reserve	<u>-</u>	<u>34,941</u>
Precept on Principal Authority	<u>948,372</u>	<u>948,372</u>

Bognor Regis Town Council

31 March 2021

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2021 £	2021 £	2021 £	2020 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Cultural & Heritage}	17,175	(40)	17,135	44,274
Open Spaces	2,347	(2,914)	(567)	1,907
Tourism	9,649	-	9,649	10,401
ENVIRONMENTAL SERVICES				
Community Safety (Crime Reduction)	2,000	-	2,000	2,000
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	307,421	(22,238)	285,183	302,622
Community Development	85,645	(38,145)	47,500	64,561
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Street Lighting	4,054	-	4,054	5,485
Parking Services	24,250	-	24,250	21,006
OTHER SERVICES				
Other Services to the Public	98,573	(20,568)	78,005	37,253
Investment Properties	47,400	-	47,400	4,020
CENTRAL SERVICES				
Corporate Management	265,008	(29,251)	235,757	213,278
Democratic & Civic	2,512	-	2,512	34,430
Civic Expenses	12,408	(181)	12,227	13,820
Net Cost of Services	878,442	(113,337)	765,105	755,057

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
28th JUNE 2021**

AGENDA ITEM 12 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY TOWN FORCE MANAGER

**FOR INFORMATION
& DECISION**

BRTC boundary signs.

Following expiry of the 5-year planning consent for boundary signs located in Hawthorn Road, Chichester Road, Shripney Road and Upper Bognor Road, planning applications were submitted on 31st March and consents subsequently granted for another 5 years.

DECISION

Members are invited to **RATIFY** expenditure of £1,007.32 ex. VAT for planning permissions for BRTC boundary signs.

Licences vs. leases for BRTC Assets on the Promenade.

Advice from the Town Council's solicitor for property related matters has been sought and reads as follows: -

The main difference between a licence and a lease, is that a lease is the grant of legal interest in land which gives exclusive possession for a fixed period of time, whereas a licence is merely a personal permission granting licence to occupy or do something on someone else's property. There is nothing that I am aware of that requires a licence to have a fixed location?

From what you say in your email, I cannot see how they can grant anything more than a licence as the Town Council would not appear to have exclusive possession?

The ADC Officer was emailed with the above on 12th April and chased again on 11th June but to date no response has been received as to the ADC requirement for leases, rather than licenses, to be issued.

Seafront showers (x 5).

The ADC Officer looked into the option of connecting the two showers by the Pier to the concessions water supply and advised the following:

I have discussed this with my reactive maintenance surveyor and the nearest dedicated water supply will entail significant moiling of services within the shingle including around existing concessions that project out into the beach so is far from easy and also with the moving shingle the supply pipe is likely to be exposed requiring work to re-bury during the season.

As installation of an independent water supply had previously been rejected, the only remaining option is to re-connect to the Fishermen water supply, with TF taking regular meter readings and BRTC reimbursing the Fishermen for the water used by the two showers. Members may wish to note that this arrangement had previously been in place but did not work well and led to some confrontation directed at Town Council staff. It is my understanding that there are discussions about the future of the Fishermen hut area and therefore Members may wish to hold off re-connecting the two showers until investigations into the ownership of the water supply are concluded.

The remaining three showers were reconnected on 19th April however soon after, the two showers connected to the ADC toilets started experiencing low pressure. This was brought to the attention of an ADC Officer straight away, but to date the matter is yet to be resolved.

Seafront decking.

ADC kindly sent their digger to clear shingle from the two decking areas which were completely covered following winter storms. Town Force (TF) are now able to sweep these weekly again.

Graffiti removal.

Following WSCC Highways decision to fund removal of offensive graffiti only, several non-offensive incidents, especially in the subways, remain uncleared (please see the end of the report for photos).

Arun DC continue to contract TF to remove graffiti from their assets. Town Force were recently called upon to clear extensive graffiti in St. Martins toilets in Littlehampton.

BR BID has agreed to contribute towards graffiti removal from their area in 2021/22. A contribution of £750 has now been received.

Town Force unit.

Unfortunately, there has been no further development on the rental of the caged parking space by the unit.

The Health and Safety inspection by Ellis Whittam will take place on 6th September.

Roundabout signage to acknowledge BRTC contribution towards the roundabout maintenance.

WSCC Highways are yet to decide where the BRTC signs could be installed on the roundabouts. This is being regularly chased.

Sponsored planters.

Mamma Mia Restaurant has renewed its agreements for Longford Road and Felpham Way planters for another 3 years.

F&G Transport sign has now been installed on the Shripney Road central reservation. Their old sign will be removed from Rowan Way roundabout shortly.

Vacant planters: Recent lettings of many of the available sponsorship sites has resulted in the majority now being let with only 2 x A29 / Orchard Way planters and 2 x Durban Road planters currently available.

TF horticultural activities.

Bedding plant changeover went well and all hanging baskets and troughs are now in situ.

Winter/spring bedding plants were taken to Felpham Allotments who expressed interest in having them. This saves BRTC money in green waste disposal charges and travel to Stubbs Copse, Arundel.

TF took part in the No Mow May project and let the wildflowers bloom, providing a feast of nectar for hungry pollinators. Owing to the bedding plant changeover, TF are only just starting to cut the grass around the planters and on roundabouts.

Wilbar Associates Ltd., Highway Consultants, carried out a Health & Safety review of the Traffic Management System TF put in place for grass cutting & hedge cutting on the Shripney Road central reservation. A representative met the team on site, spoke to the staff and advised them on how to safely set the site up and recommended a few improvements. The recommendations will be reviewed, and relevant Health & Safety documents updated as appropriate. (Please note that all TF staff have the relevant NRSWA qualification for working on the Highway, the review was arranged in response to 2 near misses and staff concerns).

Railway station planting project.

In April, the In Bloom Working Party was offered some funding by the Passenger Benefit Fund from GTR Southern Rail for floral enhancements at the Station. Following an onsite meeting with all parties and approval of the TF estimate, 9 hanging baskets will be installed to the front of the Station building and a new tiered planter positioned onto the Station Concourse. Extensive Health & Safety paperwork has been completed and sent to GTR Southern Rail for their approval to enable TF to carry out the installation and necessary maintenance.

New contract work for Arun DC.

TF have been contracted to

- Water trees in the Steyne Gardens;
- Water planters on the Place St Maur;
- Collect, install and water hanging baskets in the Arcade.

Odd Jobs for 3rd parties (extra revenue).

- Felpham Parish Council - Emergency visit to secure unsafe pergola beam at Fishermens Gardens and subsequent replacement of rotten beams;
- BR BID - Transport of a market cart from Men's Shed to the BID office;
- Middleton On Sea Parish Council - Graffiti removal from 3 locations around the village;
- Bognor Pier Company Ltd - Weekly inspections of vacant premises, provision of crowd barriers, pedestrian warning signs, mobile scaffold tower and a PASMA qualified member of staff to support the glazing contractor.

Examples of other jobs.

In addition to the routine jobs, TF have also removed the sun recorder and plinth from the roof of the Butlins Ocean hotel, re-stained wooden decking on the seafront, collected Mayors gift from Arundel & delivered to the office, provided road closure equipment to Bognor Regis Seafront Lights and Coles Funfairs, assisted the Events Officer with a clear out of events equipment stored in the old Hotham Park Café, supported the Beach Clean organised by BRTC In Bloom Working Party, installed additional sponsor sign onto Longford Road planter, provided advice to the Regis School on their planting project, re-stained all BRTC planters, delivered scripts to Members (and continue to do so), got cheques signed (and continue to do so), done odd jobs at the allotments and dealt with a range of graffiti and flyposting.

Non-offensive graffiti on Highways assets Town Force have had to leave uncleared

Gordon Avenue subway

12 May 2021

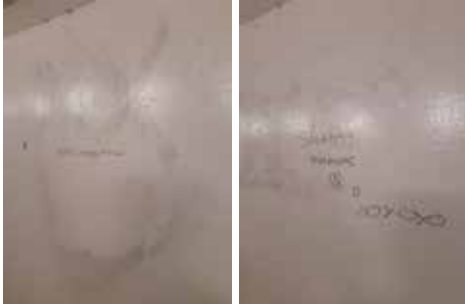


Hotham subway

9 April 2021



12 May 2021



21 May 2021



Orchard Way subway

10 June 2021





Bollard in Hawthorn Road

14 June 2021



**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
28th JUNE 2021**

**AGENDA ITEM 13 - TO RECEIVE THE NOTES OF THE HERITAGE
PARTNERSHIP BOARD MEETING HELD ON 14th JUNE 2021**

REPORT BY DEPUTY CLERK

FOR INFORMATION

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

DECISION

Members are asked to **NOTE** the notes of the Meeting held on 14th June 2021.

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

Present:

Ken Blamires (KB) - Chairman, Irene Campbell (IC) - Community Volunteer, Cllr. Sandra Daniells (SD) - BRTC, Sylvia Endacott (SE) - Local Historian, Cllr. Steve Goodheart (SG) - BRTC, Margaret Murphy (MM) - ADC Tourist and Development and Paul Wells (PW) - Bognor Pier Trust

In Attendance: Sheila Hodgson (SH) - BRTC

Apologies:

Glenna Frost - BRTC Town Clerk, Cllr. W. Smith - BRTC, Howard Dicks - Bognor Regis Museum, James Jones-McFarland - ADC Parks and Greenspace and Martyn White - ADC Conservation Officer.

Meeting opened at 2.00pm

1. CHAIRMAN'S INTRODUCTION AND WELCOME

The Chairman welcomed everyone to the meeting.

2. TO APPROVE THE MINUTES OF THE ONLINE PARTNERSHIP BOARD MEETING HELD ON THE 9th MARCH 2021

The Notes of the meeting held on the 9th March 2021 were accepted as a true record.

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

It was **AGREED** that the date for the unveiling of the Mary Wheatland plaque would be scheduled for Friday 9th July 2021 @ 1.00pm on Bognor Regis Pier. As the pier is privately owned there is no requirement to gain any permissions from ADC. However, any current COVID Regulations in place at the time will need to be observed. SE confirmed that two representatives of the Humane Society would be in attendance along with members of Mary Wheatlands family. The Mayor will perform the unveiling, subject to his availability. Arrangements will be made to barrier off a section of the pier from members of the public, but there will be room on the beach for anyone who would like to observe. SE asked if the BRTC Events Officer would be able to film and live stream the event on Facebook and this was confirmed. SH was also asked to find out if the bathing machine could be made available to be on display on the day.

*In light of the announcement that the easing of COVID restrictions may be delayed, it was further **AGREED** that should it become necessary to make any adjustment to the proposals outlined above these would be agreed via email.*

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

The Chairman had secured some alternative quotes for the production of the leaflets that were 30% cheaper. The most competitive quotation of £660 + VAT for two thousand leaflets was **AGREED**. KB will now arrange the printing.

It was originally proposed that the leaflets would be launched at a literary event. However, as the literary event is yet to be confirmed it was **AGREED** to start distribution as soon as the leaflets had been produced. KB will arrange for some to be placed in Butlin's and local hotels and IC will distribute to libraries.

It was suggested that an additional online list be added to the Heritage Trail website to include books that make any reference to Bognor Regis but not necessarily taking place there. Further research by IC will be undertaken.

5. PROPOSALS FOR 2021/22 PROJECTS INCLUDING: ICE-HOUSE INTERPRETATION BOARD; SITING OF BLUE PLAQUES OR HERITAGE SIGNS ON DEVELOPMENT SITES WHERE HISTORICAL OR SIGNIFICANT BUILDINGS HAD STOOD; 300th ANNIVERSARY OF SIR RICHARD HOTHAM IN 2022 AND THE POSSIBILITY OF LINKING A COMMEMORATION IN WITH THE QUEEN'S JUBILEE CELEBRATIONS; DISCUSSION ON EXTENDING THE HERITAGE TRAIL TO THE WIDER BOGNOR REGIS AREA

Ice-House Interpretation Board:

The ADC parks and Greenspace Officer had sent an update to say that ADC had received quotes to undertake some cosmetic changes to the Ice-House and he was in the process of trying to arrange a budget. A member suggested that any updates to the interpretation boards should include QR Codes.

Siting of Blue Plaques or Heritage Signs on development sites where historical or significant building had stood:

No discussion was undertaken on this so it will be referred to a future agenda.

300th anniversary of Sir Richard Hotham in 2022 and the possibility of linking a commemoration in with The Queen's Jubilee celebrations:

Discussion took place as to whether the anniversary of Sir Richard Hotham should be kept separate from the Jubilee celebrations. It was felt that if linked together the Sir Richard Hotham aspect could be diluted.

It was **AGREED** that a series of small celebrations should begin early in the year building up to a bigger event to tie in with the Heritage Open days in September. A further suggestion was to have period costumes made based on Sir Richard Hotham and his wife for performers to wear and parade around the town. SH was asked to make some enquires with the Town Crier, who had made her own costume.

Discussion on extending the Heritage Trail to the wider Bognor Regis area:

The Chairman felt that this was something that should be considered but thought it should be deferred to a future agenda. This was **AGREED**.

6. ITEMS FOR A FUTURE AGENDA

A member proposed that Bognor Regis should have a statue of either Sir Richard Hotham or Sir Billy Butlin. Some of the comments included:

- A statue or sculpture of quality would be expensive.
- Cost should not be an issue at this stage as there are a number of funding streams available for heritage projects.
- In light of the Black Lives Matter campaign, some background research should be undertaken first regarding Sir Richard Hotham, as there were concerns of links to the East India Company.
- Any statue or sculpture should be Instagram friendly as a good way of promoting the town.
- Any character should be reflective of the town and its heritage.
- Consultation with members of the public should be undertaken to gain support.
- Should be non-restrictive, look at all options.

- Criteria for nominations should be set.

It was **AGREED** for all to give some thought and where possible, undertake some initial research on their ideas then pull them together at the next meeting. SE will do some background research on Sir Richard Hotham. SH will investigate possible funding streams.

7. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 2nd September 2021 @ 6.00pm

Meeting closed at 3.06pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
28th JUNE 2021**

AGENDA ITEM 14 - REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

REPORT BY THE PROJECTS OFFICER

FOR DECISION

BID BOARD MEETING

The BID Board Meeting was held on 3rd June 2021 and the following issues were discussed:

Welcome Back Fund:

The BID has signed up as a formal delivery partner with ADC for the Welcome Back Fund. The funding is retrospective which means the BID have to pay for anything being delivered under the scheme and claim back at quarterly intervals.

The BID is going to be submitting nine projects for consideration and the projects range from strategy to beautification, including activities from "temporary directional signage" to the "creation of a temporary park". The key here is "temporary", as anything permanent is excluded from the scope of the scheme. The projects are intended to be beneficial to both the seafront and Town Centre.

One of the planned beautification schemes is to display some brightly coloured flip-flops from catenary wires in the London Road. The BID will arrange for and installation and cover all costs including stress testing. These will be in situ throughout July and August.



A full detailed copy of the BIDs proposal for the Welcome Back Fund is available. If any Member would like a copy, please contact the Projects Officer.

Well Known Town:

- Dynamic engagement with Multi Agency Stakeholder Place Branding Groups and drive delivery of Place Branding
- Proactively drive and co-ordinate Bognor Regis Town Centre Transformation Team to support existing businesses and attract new businesses and visitors
- Deliver summer "Space To.." 2 promotion campaign in line with Place Branding visuals and values
- Collaborate with stakeholders and community event organisations to deliver a major event for 2022
- Deliver BRINDIES - promoting BID independent businesses through unique identity and platforms
- Deliver Christmas Experience 2021
- Develop and promote the general market (subject to ADC Licencing Review)

Welcoming Town:

- Ongoing provision and development of fully accredited BCRP scheme
- Bognor Regis BID Specific Town Centre Transformation Projects (visual enhancement)
- Enhanced CCTV Coverage in Town Centre
- Bognor Regis BID funding contribution to maintain graffiti removal

Active Town Centre at Night

- Engage night-time economy businesses to define BID priorities for this specific objective in 2021-22
- Explore funding opportunities to allow year-round provision of seafront lights

Better Parking:

- Continue to work with ADC to increase use of Fitzleet Multi Storey Car Park by Town Centre businesses and visitors
- Continue to pursue proposal to repurpose upper levels of Fitzleet Multi Storey Car Park to enhance its appeal for parking on lower levels
- Continued management of Two-Hour Free Parking Disc scheme

Occupancy Rates:

- BR BID ground floor unit occupancy audit carried out on 18th May 2021 shows vacancy rates as follows:
- Town Centre Area (London Road, High Street, Queensway, Station Road, Norfolk Street, Lennox Street, The Arcade) **8%**
- Full BID Area: **12%**

Bognor Regis is, therefore, faring much better than the national picture for vacancy. According to [British Retail Consortium](#) "In the first quarter of 2021, the overall GB vacancy rate increased to **14.1%**, from 13.7% in Q4 2020. "

TOWN CENTRE ISSUES

There is further positive news in terms of new tenants for currently vacant units, with at least four businesses known to be moving into properties in the Town Centre area by July.

Monthly Footfall Figures:

Figures show Bognor Regis still performing less badly than comparisons. A full detailed breakdown of the footfall figures is available. If any Member would like a copy, please contact the Projects Officer.

Transformation Strategy:

Following a series of meetings involving major stakeholders such as ADC and the Bognor Regis Regeneration Board, regarding a transformation strategy for the Town, the BID has proposed the creation of a dedicated Town Centre Task Force and a Delivery Group.

As the leading delivery agency for the Town Centre, the BID has outlined a strategy for the recovery and transformation of Bognor Regis and would like to invite Members to review their proposals and request for the support of BRTC as outlined in the attached appendices. (**Appendix 1 and 2**)

Members are therefore asked to **AGREE**:

- a) To support the proposal of the creation of a dedicated "Town Centre Task Force" comprised of a high-level strategy group (including Elected Member representation from the Policy and Resources Committee) and Delivery Group (comprised of Officer representation)
- b) That the Bognor Regis Regeneration Board co-ordinate the High-level Strategy Group
- c) For the Bognor Regis BID to co-ordinate the Delivery Group

If Members agree to the above, they are further requested to **RECOMMEND** to **COUNCIL** the appointed elected representative from the Policy and Resources Committee to attend the High-Level Strategy Group.

Members are further requested to **AGREE** to commit to Officer attendance to the Delivery Group Meetings.

DECISIONS

Members are asked to **NOTE** the report as circulated.

Members are asked to **AGREE**:

- a) To support the proposal of the creation of a dedicated "Town Centre Task Force" comprised of a high-level strategy group (including Elected Member representation from the Policy and Resources Committee) and Delivery Group (comprised of Officer representation).
- b) That the Bognor Regis Regeneration Board Co-ordinate the High-level Strategy Group.
- c) For the Bognor Regis BID to co-ordinate the Delivery Group.

cont . . .

- d) Should Members agree to the above they are further requested to **RECOMMEND** to **COUNCIL** the appointed elected representative from the Policy and Resources Committee to attend the High-Level Strategy Group.
- e) Members are further requested to **AGREE** to commit to Officer attendance to the Delivery Group meetings.



BID Office:
2 York Road, Bognor Regis, West Sussex PO21 1LW
Tel: 01243 826354
Email: info@brbid.org
www.brbid.org

8th June 2021

Dear Glenna,

Bognor Regis BID, as the leading delivery agency for town centre businesses, propose the creation of a multi-stakeholder "Town Centre Task Force" for Bognor Regis comprised of a high level Strategy Group with representation from Elected Members and Senior Officers, and a Delivery Group with appropriate officer representation from each key stakeholder agency / organisation.

The aim of the multi stakeholder "Town Centre Task Force" (*working title*) is to develop an overarching strategy for the recovery and ultimate transformation of Bognor Regis Town Centre, identifying a co-ordinated series of actions and recommendations for the Delivery Group to progress.

A full rationale for the proposal is attached for the information of your Members. The report:

- Considers the immediate needs of town centre users as we move from "Crisis" to "Recovery" stages
- Identifies the need for a designated group to identify strategy and deliver actions to ensure Bognor Regis Town Centre remains vital and viable
- Identifies stakeholders fundamental to the proposed group's effectiveness and success
- Suggests a model for the group's operation in terms of high level strategy and delivery
- Presents the rationale for BRRB and BR BID taking responsibility for the co-ordination of the group at Strategy and Delivery level

Request for BRTC Support:

As a leading stakeholder in Bognor Regis, the Town Council has a clear vision to establish the town as more powerful and enterprising, build civic pride and create a happier Bognor Regis. It is therefore vital that BRTC are represented at both Elected Member and Officer level on the "Town Centre Task Force", a multi-stakeholder partnership aiming to boost the local economy.

We therefore make the following requests for BRTC support in progressing the following recommendations:

- 1: That BRTC consider the BID's proposal, and agree to the creation of a dedicated "Town Centre Task Force for Bognor Regis" comprised of a high level Strategy Group (including Elected Member and Senior Officer representation), and Delivery Group (comprised of Officer representation).
- 2: That BRTC consider and agree the recommendation for BRRB to co-ordinate the high level Strategy Group
- 3: That BRTC consider and agree the recommendation for BR BID to co-ordinate the Delivery Group

- 4: That BRTC identify one representative of Elected Members and one Senior Officer best placed to serve on the proposed high level Strategy Group Meetings (six monthly intervals).
- 5: That BRTC commit to relevant officer attendance at the proposed delivery Group Meetings (monthly intervals)
- 6: That, if the proposals are agreed in principle, an initial meeting of the high level Strategy Group is convened at the earliest opportunity.

I look forward to hearing from you.

With kind regards,

Heather Allen
Bognor Regis Business Improvement District Co-ordinator
heather@brbid.org



BR BID Ltd: Proposal to stakeholders at BRTC and ADC for the creation of a dedicated "Town Centre Task Force" for Bognor Regis, comprised of a high level Strategy Group (including Elected Member representation), and Delivery Group (comprised of Officer representation).

Presented by: Heather Allen, BR BID Co-Ordinator

Date : 7th June 2021

Executive Summary: The following report details the rationale for the creation of a formally recognised "Town Centre Task Force" for Bognor Regis, comprised of a high level Strategy Group with representation from Elected Members, and a Delivery Group with appropriate officer representation from each key stakeholder agency / organisation.

The report:

- Considers the immediate needs of town centre users as we move from "Crisis" to "Recovery" stages
- Identifies the need for a designated group to identify strategy and deliver actions to ensure Bognor Regis Town Centre remains vital and viable
- Identifies stakeholders fundamental to the proposed group's effectiveness and success
- Suggests a model for the group's operation in terms of high level strategy and delivery
- Presents the rationale for BRRB and BR BID taking responsibility for the co-ordination of the group at Strategy and Delivery level

Recommendations:

- 1: That stakeholder agencies consider the proposal, and agree to the creation of a dedicated "Town Centre Task Force for Bognor Regis" comprised of a high level Strategy Group (including Elected Member and Senior Officer representation), and Delivery Group (comprised of Officer representation).
- 2: That stakeholders consider and agree the recommendation for BRRB to co-ordinate the high level Strategy Group
- 3: That stakeholders consider and agree the recommendation for BR BID to co-ordinate the Delivery Group
- 4: That stakeholders identify one representative of Elected Members and one Senior Officer best placed to serve on the proposed six monthly high level Strategy Group Meetings.
- 5: That stakeholders commit to relevant officer attendance at the proposed monthly delivery Group Meetings
- 6: That, if the proposals are agreed in principle, an initial meeting of the high level Strategy Group is convened at the earliest opportunity.

1: Background

1.1: This paper is an update on the initial proposal submitted to BR BID Board Members and ADC in April 2020, (in the early stages of Lockdown 1), and subsequent revisions following discussion with wider stakeholder groups to finesse the most effective approach from October 2020 to date. As the future of Town Centres continues to be uncertain both nationally and locally, the recommendations herein remain both necessary and urgent.

1.2: A preliminary meeting led by Karl Roberts, Director of Place ADC, to discuss strategies to support town centres across the District was held on 18th January 2021, with a follow up meeting on 23rd February 2021.

1.3: Based on discussions held before, during, and following the town centres meeting initiated by ADC, there is broad agreement between BR stakeholder participants to recommend the instigation of a "Town Centre Task Force" for Bognor Regis to identify an overarching "Vision" for the future of the town centre and develop appropriate, non-partisan strategies to deliver that Vision.

2 : Rationale for a focused "Town Centre Task Force" for Bognor Regis

2.1: In times of crisis, people rush to help. Whilst this is both understandable and admirable, when applied to a multi-agency context, it can often lead to the duplication of services offered, and mixed messages or over- saturation of communications at a time when people most need clarity, simplicity and confidence.

2.2: Bognor Regis is enriched by the individuals, groups and organisations filled with highly creative, skilled, positive, people, all striving towards the same outcome – that being the "best for Bognor Regis". However, there is a difference between what we, as individuals, or in our respective agencies and organisations might *want* to do to help, what our terms of reference *direct* us to do, what the reality of our staffing, budgetary and time restraints *allow* us to do, and therefore, what we *should* commit to doing.

2.3: The post Covid recovery and subsequent transformation of our town centre challenges us to harness our respective agencies' positive commitment through unified, genuine partnership working, ensuring that our collective creativity and drive is focused on the most effective action we can take, in a manner that inspires confidence in the communities we all seek to serve.

2.4: This is the time to work together to identify what needs to be done, who is best positioned to do it, and to agree on how it will be delivered. The extended impact of Covid-19 on "normal" working practices means that the usually regular exchange of information between agencies and organisations has been affected, and, as so often is the case, there is now evidence of multiple agencies, groups and organisations working separately on plans and developing ideas to ultimately achieve the same outcome – implementing changes to bring about recovery and transformation of the Town Centre. It is proposed that, by working together to a unified "agenda", with a clear focus, we will achieve a greater outcome.

2.5: The Bognor Regis BID, in partnership with the Bognor Regis Regeneration Board, therefore propose the creation of a specific "Town Centre Task Force" to identify and respond to the needs of businesses and the community as we move towards exiting the "crisis" stage and into the longer term goals of "recovery" and, ultimately "transformation" of the town centre.

2.6: Conscious of the differing geographical responsibilities of the agencies and organisations involved, please note that any comments or recommendations made in this report are limited to the "Town Centre" which, in this context, is used to describe an area where the largest proliferation of retailers, banks and businesses are located. In the specific case of Bognor Regis, this "Town Centre" area has been identified as the geographic area incorporating: High Street, (part) London Road, Queensway, Station Road, The Arcade, Lennox Street and Norfolk Street.

3: "Future Proofing" Town Centres

3.1: Prior to Lockdown 3, High street footfall analysis experts Springboard predicted that 2021 would be defined by two crucial time periods: pre vaccine and post vaccine.

"Once the vaccine has been rolled out we anticipate an initial surge in visits to stores and destinations of all kinds – most probably from Q2 onwards - supported by the savings that many consumers have been able to amass during the periods of lockdown and restriction. Of course this does mean that retail stores could initially be competing with hospitality, travel and leisure for spend as these channels restart trading and consumers try to make up for lost time with friends and family. We also need to be aware that the demand by consumers may well wane as the year progresses, particularly if and when the furlough scheme ends and unemployment rises, but the hunger that consumers have for re-engaging with each other cannot be under-estimated and is not something that online alone can satisfy."

(Source: Springboard Annual Review 2020)

3.2: Whilst this is, on balance, positive news, it does not reflect the severe financial pressures that business owners are experiencing and may, taken at face value, suggest there is no need for substantive change.

3.3: The reality is that customer and resident needs are fundamentally changing, with innovations such as online shopping reducing physical footfall, and an increasing resident population in town centres. This affects what people want and need in terms of retail and services in their locality. The COVID-19 pandemic has accelerated that effect on physical footfall in the town centre, with online shopping in 2020 reaching figures previously predicted for 2028. Furthermore, consumer expectations are also increasing, requiring not just a greater focus on customer experience and sustainability, but now also hygiene and safety. Towns must, therefore, *reinvent* themselves to meet these expectations *and* create a thriving high street that is both vital and viable.

3.4: The onset of COVID-19 and its implications has, in many ways, accelerated the need to assess where we are, identify where we need to go, and agree responsibilities and actions to get us there.

4: Creation of a designated “Town Centre Task Force” for Bognor Regis

4.1: The BR BID recommends the creation of a unique High Street Recovery Task Force for Bognor Regis, comprised of representatives from each of the key stakeholders with an interest in this **specific geographical area** of the wider town, district, county and country.

4.2: As an initial suggestion, it is proposed that the following stakeholders have a remit to positively contribute to the recovery of the town centre, and should therefore be represented on the Town Centre Task Force (listed alphabetically):

- Arun District Council
- Bognor Regis BID
- Bognor Regis Regeneration Board
- Bognor Regis Town Council
- Sussex Police
- University of Chichester
- West Sussex County Council

4.3: ADC

4.3.1: With the widest range of agency responsibilities within Bognor Regis town centre, Arun District Council has the authority and resources needed to implement key decisions relating to: Cleansing, Community Safety, Economic Development, Environmental Health, Licencing, Property & Estates and Parking. Its role as commercial landlord for numerous business properties in Bognor Regis town centre is also significant. ADC are the agency most likely to be able to access and allocate any funding distributed by Central Government.

4.3.2: ADC Geographical Remit: District wide (Bognor Regis, Littlehampton, Arundel)

4.3.3: It is essential that ADC play a significant role in any Town Centre Task Force for Bognor Regis, but it must also be recognised that ADC’s district-wide remit and staffing capacity limits capacity to drive and co-ordinate the proposed task force for Bognor Regis.

4.4: BR BID:

4.4.1: Bognor Regis BID has a specific remit to support businesses, and to take actions that contribute to a welcoming, well known town with better parking and a vibrant night time economy. The BID delivers an accredited Business Crime Reduction Partnership and, (with financial support from BRTC), provides a full time Community Warden in Bognor Regis Town Centre. The BID funds graffiti removal for non-Council owned properties within the BID Area. Since its inception in 2018, the BID has delivered a number of campaigns and events to encourage footfall and dwell time. In addition, the BID funds the Springboard footfall monitoring system located at London Road, manages the General Market and manages the Two Hour Car Parking Disc scheme for Bognor Regis.

4.4.2: BR BID Geographical Remit: Bognor Regis BID Area, incorporating Town Centre

4.4.3: With its specific remit for town centre improvements, and knowledge of town centre transformation approaches, the BID should play a vital role in the Town Centre Task Force in strategic and delivery level.

4.5: BRRB:

4.5.1: The Bognor Regis Regeneration Board acts as an independent advisory body, bringing together leading representatives from the key public, private and community stakeholders in Bognor Regis. The Board recognises that a collective and cohesive approach can generate and secure the economic benefits sought by those who live and work in the Town. The Board's remit is to promote Bognor Regis as a great place to live, work, visit and invest. The Regeneration Board also contributes to decisions on planned and proposed developments in terms of their effect on the growth and development of Bognor Regis, how they address and overcome the town's socio-economic challenges; and maximise benefits and opportunities for the town. Fundamental to the recovery of the high street, the Board considers and evaluates strategies which impact upon the economic growth of Bognor Regis and offers comment, opinion and where appropriate modifications. The Board stewards the Shared (Place Branding) Values for Bognor Regis

4.5.2: BRRB Geographical Remit: Bognor Regis only

4.5.3: It is proposed the Bognor Regis Regeneration Board play a vital role in the Town Centre Task Force at the strategic level.

4.6: BRTC:

4.6.1: With specific reference to the town centre, Bognor Regis Town Council: provides the Town Force Team, has responsibility for hanging baskets and planters, delivers a wide range of small and large scale public events, makes a significant financial contribution to the two hour parking disc scheme, part funds the Community Warden, has responsibility for advertising spaces (hoardings and banner sites), and funds and manages the Christmas Lights and switch on event.

4.6.2: BRTC Geographical Remit: Bognor Regis only

4.6.3: BRTC's contribution to the town centre "vision" and high level strategy is fundamental to any Town Centre Task Force's proposals for a "whole town" approach to marketing or promotions, or any changes to existing planters or banner sites under their control.

4.6.4: It is proposed that BRTC play a vital role in the Town Centre Task Force at both strategic and, where within remit, delivery level.

4.7: Sussex Police:

4.7.1: Essential partners for responding to the safety and crime concerns and needs of users of the high street. To avoid additional burden on the Service, representation could be made through existing channels of communication and working groups, eg; via ADC Community Safety Team, BID BCRP Manager, ADC JAG, Bognor Regis LAT.

4.7.2: Sussex Police Geographical Remit: County wide

4.8: University of Chichester

4.8.1: Essential partners for supporting businesses through University Business Hub, expertise in Regeneration and Place Management Strategies. To avoid additional burden on the University, representation could be made through its existing participation in Bognor Regis Regeneration Board, and place on Bognor Regis BID Board.

4.8.2: University of Chichester Geographical Remit: Wider organisation with national & international catchment area

4.9: WSCC

4.9.1: Essential partners for all issues in Bognor Regis Town Centre pertaining to Highways, including: events, temporary road closures, hanging or placement of temporary banners or signage, chairs and tables licences, permissions for new planters or street furniture on the highway, removal of abandoned items from the public highway. Furthermore, WSCC are essential partners, updating and sharing county-wide initiatives.

4.9.2: WSCC Geographical Remit: County wide

5: How the Town Centre Task Force could operate

5.1: Clarity of Roles and responsibilities

To avoid replication across agencies / departments, the purpose of the Task Force is to:

- agree a high level, strategic, long term, non-partisan vision for Bognor Regis town centre
- agree clearly defined terms of reference at both strategy and delivery level
- be identifiable to businesses and the wider community as a focused multi-stakeholder group working on issues pertinent to the town centre
- agree clearly identified roles for decision making and actioning decisions
- commit elected member representation from each of the participating stakeholder groups (at high level Strategy Group level)
- commit officer representation from each of the participating stakeholder groups (at Delivery Group level)

5.2: Co-ordination

The High Street Recovery Task Force must be effectively co-ordinated, in terms of:

- Formal identity (ie: it needs a name for internal and external communications)
- Administration and meeting arrangements
- Personnel
- Timetable for delivery
- Actions
- Reporting

5.3: Capacity: Budget for Town Centre Transformation

5.3.1: The reality is that all stakeholders will be operating with reduced budgets as the financial impact of the Coronavirus pandemic is realised nationally.

5.3.2: There is an expectation that central government will provide financial support to aid the recovery process, but the details as to how much, and who will be responsible for allocation and distribution of funding has yet to be decided.

5.4: Capacity: Staffing / People

5.4.1: It is proposed that the BR Town Centre Task Force operate with a high level Strategy Group, whereby representatives of the various stakeholders collaborate and agree on a strategic approach, and establish key objectives, and a Delivery Group of dedicated personnel to co-ordinate and action the decisions made.

5.4.2: It is proposed that the high level Strategy Group would meet at six monthly intervals, and that the Delivery Group would meet at monthly intervals.

5.4.3: It is proposed that responsibility should be allocated for the co-ordination of both the high level Strategy Group and the Delivery Group. This is considered at section 6, below.

5.5: Governance & Accountability

5.5.1: In light of the need for speedy responses to emerging situations, it is recommended that, following the establishment of clear terms of reference, the identification of agreed objectives, roles, responsibilities and the allocation of budgets, stakeholder representatives of the Delivery Group be given delegated authority to act in accordance with the directives of the high level Strategy Group.

5.6: Communications

5.6.1: Each Town Centre Task Force representative of the Delivery Group will be responsible for reporting progress to their respective stakeholder organisations.

5.6.2: Town Centre Task Force Progress Reports will be compiled by the co-ordinator of the Delivery Group at agreed regular intervals and reported back to the high level Strategy Group for their information. The Progress Reports will be shared with all respective stakeholder agencies / organisations by their participating representative(s).

5.6.3: Appropriately modified progress updates will be made available to business and wider community through social media and email campaigns, and through the press under the collective banner of the group name, eg: "Bognor Regis Town Centre Task Force" or "Town Centre Transformation Team". **There is no suggestion that a separate entity is formed, merely a formal title for the group responsible for focused work on town centre transformation.**

5.6.4: Each participating stakeholder agency is welcome to share the work of the "Task Force" through their own channels of communication.

6: Rationale for allocation of co-ordination roles

6.1: In April 2020, the BID Co-Ordinator recommended that ADC would be the most appropriate agency to lead on the proposed Town Centre Task Force, on the basis that it has the widest range of agency responsibilities within Bognor Regis town centre. However, fundamental changes in staffing capacity within the Economic Development Team, and the protracted nature of decision-making processes in political organisations suggests that, whilst undeniably a major contributor to the Town Centre Task Force, this may not be the most appropriate agency to proactively drive the initiatives and delivery forwards. Similarly, BRTC, as another local government agency, is restricted in its capacity to work with independence and speed due to its extended decision-making processes.

6.2: This is in no way to suggest that the role of these organisations, or the views of their Elected Members are in any way excluded or minimised - either in the creation of "Vision" for Bognor Regis Town Centre or the appropriate strategies to achieve that vision. Elected Members from both ADC and BRTC are invited to participate in the high level "Steering Group", responsible for the strategic direction of the delivery groups of officers from multiple stakeholder groups.

6.3: It is proposed that the BRRB is the organisation best placed to drive the co-ordination of the high level Strategy Group, and that the BR BID is the organisation best placed to drive the co-ordination of the Delivery Group.

6.4 Organisation overview: BR BID

6.4.1: The BR BID operates outside of political structures, funded by businesses within a geographically defined area of Bognor Regis, and governed by an independent Board of Directors. It operates with autonomy to deliver a wide range of Board-approved projects and initiatives in line with its objectives that will directly improve the Town Centre of Bognor Regis, with the aim of creating greater opportunities for existing businesses and attracting new business to locate here. Now in the fourth year of its first five-year term, the BID has established itself as a valuable and proactive driver of town centre improvements. The BID's remit is so broad that its operations frequently overlap with other agencies' objectives and plans. It is therefore extremely important to recognise that a key factor of the BID's effectiveness has been the development of positive working relationships, collaboration and information sharing with other key stakeholders in the town centre.

6.4.2: Whilst the BID has no capacity for any additional, large scale financial commitments in the 2021-22 financial year, that does not devalue the contribution that the BID can make to the Town Centre Task Force. As evidenced since the outbreak of the pandemic, the BID Team has played a pivotal role for Bognor Regis businesses through its communications, support and willingness to fight for them. The small team are skilled researchers, interpreters and communicators of information, engaged and knowledgeable in the latest developments and recommendations for effective Town Centre transformation.

6.5 Organisation overview: BRRB

6.5.1: As an independent advisory body, the BRRB brings together leading representatives from the key public, private and community stakeholders in Bognor Regis. The Board's remit is to support and promote Bognor Regis as a great place to live, work, visit and invest. The Regeneration Board also

contributes to decisions on planned and proposed developments in terms of their effect on the growth and development of Bognor Regis, how they address and overcome the town's socio-economic challenges; and maximise benefits and opportunities for the town. Fundamental to the recovery of the high street, the Board considers and evaluates strategies which impact upon the economic growth of Bognor Regis and offers comment, opinion and - where appropriate - modifications. A central tenet is the Board's recognition that a collective and cohesive approach can generate and secure the economic benefits sought by those who live and work in the Town. Its individual members each have key interests in Bognor Regis and the ability to influence and deliver positive change. In addition, with the recruitment of the new Advisor, the Board seems reinvigorated, taking a more proactive approach to partnership working and facilitation, most notably taking on stewardship of the Place branding shared values .

6.6: Summary of proposed roles:

- In line with its organisational remit, BRRB would drive and co-ordinate the high level "Strategy Group", with a specific focus on identifying and progressing strategic infrastructure projects across its membership's areas of responsibility and to encourage and drive the progression of the larger scale regeneration projects in key locations within the town centre.
- In line with BR BID objectives, BR BID would drive and co-ordinate the officer "Delivery Group" to deliver changes agreed by the high level "Strategy Group" to transform the area for businesses, the community and visitors to the Town Centre:

7: Recommendations to Stakeholders

The BR BID recommends:

7.1: That stakeholder agencies consider the proposal, and agree to the creation of a dedicated "Town Centre Task Force for Bognor Regis" comprised of a high level Strategy Group (including Elected Member and Senior Officer representation), and Delivery Group (comprised of Officer representation).

7.2: That stakeholders consider and agree the recommendation for BRRB to co-ordinate the high level Strategy Group

7.3: That stakeholders consider and agree the recommendation for BR BID to co-ordinate the Delivery Group

7.4: That stakeholders identify one representative of Elected Members and one Senior Officer best placed to serve on the proposed six monthly high level Strategy Group Meetings.

7.5: That stakeholders commit to relevant officer attendance at the proposed monthly delivery Group Meetings

7.6: That, if the proposals are agreed in principle, an initial meeting of the high level Strategy Group is convened at the earliest opportunity.

Heather Allen, BR BID Co-Ordinator

07.06.21

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
28th JUNE 2021**

**AGENDA ITEM 15 - TO NOTE THE JOINT ACTION GROUP (JAG)
MEETINGS HELD ON 10th JUNE 2021**

REPORT BY PROJECTS OFFICER

FOR INFORMATION

A Meeting was held on 10th June 2021. Due to the sensitive nature of the content of these meetings, the notes and action plans will be available via the Projects Officer if Members wish to see them.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
28th JUNE 2021**

AGENDA ITEM 16 - GRANT AID 2022 INCLUDING: -

- **TO REVIEW CURRENT GUIDELINES/CRITERIA, APPLICATION FORM AND AMEND IF REQUIRED**
- **CONSIDERATION OF DATE FOR AN EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING AT WHICH THE APPLICATIONS WILL BE CONSIDERED**
- **REVIEW OF THE GUIDELINES FOR THE FLEXIBLE COMMUNITY FUND**

REPORT BY DEPUTY CLERK

FOR DECISION

BACKGROUND

The Council's Corporate Strategy identifies the Council's priority headings. These are used as part of the criteria for Grant Aid applications and organisations are required to show how their application will meet the following headings: -

- Build on the success of Bognor Regis
- Manage and reduce the environmental impact of Bognor Regis
- Work to enable residents and community groups to live well and enjoy and take pride in our Town
- Promote arts and culture to make Bognor Regis a great place to live, work, study and visit

In taking these priorities into account, applicants should have regard to the following supporting actions:

- Supporting local tourism and events
- Improving the Bognor Regis Town Environment
- Supporting alcohol reduction strategies
- Supporting vulnerable people within the community
- Supporting projects which create a safer Bognor Regis
- Town Heritage and Regeneration projects
- Providing services and support for younger people

Attached is the current Grant Aid paperwork for the Committee to review. Various dates etc. have been highlighted that would need to be amended prior to distribution this year - **APPENDIX 1**.

Members will recall that due to the COVID pandemic, it was agreed that Grant Aid 2021 should only accept applications via email, with an editable PDF created to accommodate this. This process has worked very well, streamlining the process and reducing the amount of paper used.

It is therefore recommended that Members agree to continue with electronic submissions for all future Grant Aid processes.

Members are also invited to consider whether the publicity for the Grant Aid Awards should be extended to include a banner on the Bognor Observer's website. This offers the potential to reach community groups and organisations that may have never applied to the Awards programme in the past.

The publisher has advised that they offer a web page takeover. These campaigns run for 7 days, 24 hours per day and the Town Councils creative takes over the home page or news page. The charges for a weeklong campaign are:

- i) home page - £90+vat
- ii) news page - £77+vat

It is suggested that should Members agree to this publicity then the campaign is scheduled to run in early September, prior to the closing date for applications at the end of September.

DECISIONS

Do Members **APPROVE** any changes to the current Grant Aid application forms and guidelines?

Do Members **AGREE** to continue with electronic submission of applications?

Do Members **AGREE** to expenditure to promote the Grant Aid Awards via the Bognor Observer and if so, **AGREE** whether the position should be on the Homepage at a cost of £99 plus VAT or on the News page at a cost of £77 plus VAT to be funded from the Grant Aid Budget?

Members are invited to **AGREE** that an Extraordinary Meeting of the Policy and Resources Committee should be scheduled for the afternoon of 8th November 2021 to consider the Grant applications.

DECISION

Do Members **AGREE** the date for the Extraordinary Meeting of the Policy and Resources Committee as the afternoon of the 8th November 2021?

Flexible Community Fund

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

Normally, the application paperwork for the FCF would be considered via a recommendation from the Community Engagement and Environment Committee but due to the cancellation of meetings following the expiration of the remote meeting legislation, the matter has not been considered prior to presentation to this Committee.

Members are therefore invited to receive the current application form/guidelines for the FCF (attached as **Appendix 2**) for approval.

Once again, Members will recall that due to the COVID pandemic, it was agreed that the FCF should only accept applications via email during 2020/21. As with Grant Aid, this process has worked very well, streamlining the process and reducing the amount of paper used.

It is therefore recommended that Members agree to continue with electronic submissions for all future FCF applications.

DECISIONS

Do Members **AGREE** with the FCF applications form/guidelines as circulated?

Do Members **AGREE** to continue with the electronic submission of FCF applications?



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

June 2021

Dear Sir/Madam

GRANT AID APRIL 2022

Thank you for expressing an interest in applying for Grant Aid funding from Bognor Regis Town Council. I would particularly draw your attention to the guidelines for completion of the application forms. The onus is upon you to ensure that all requirements are met by the due date. Failure to comply will result in disqualification.

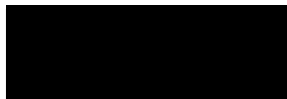
In a change to previous years, as a result of the ongoing COVID-19 restrictions and as there is currently no access to the Town Hall, all applications are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.

Copies of the form and relevant documentation for this year are available to download from the Town Council's website at www.bognorregis.gov.uk if required. Please note changes have been made to the Application Guidance/Criteria. Please ensure you read this fully before completing your application. As you will probably be aware, rules regarding Data Protection have changed and with the implementation of GDPR we are obliged to obtain your consent to retain your details so that we may contact you in future years about the Grant Aid Scheme.

Please note that if the appropriate box on the application form is not ticked, we will be unable to contact you next year and provide an application form.

Please ensure that completed forms, together with all required documentation, are returned via email by no later than **5.00pm on Friday 24th September 2021**. All applicants will be advised of the outcome of their application and if successful may be requested to send a representative to a Council meeting or alternative Civic event to collect the grant. Funds for all successful grant applications will be awarded during April 2022, the next financial year.

Yours faithfully,



Glenna Frost
Town Clerk



BOGNOR REGIS TOWN COUNCIL

GRANT AID APPLICATION FOR APRIL 2022

IMPORTANT NOTICE - ONLY applications received in **electronic format** by email can be accepted. Please attach a **statement of either audited or certified accounts for the last complete year, copies of current bank statements for all bank accounts, a signed copy of the Chairman's or Secretary's report** and any other supporting documents you may wish to send. Please read questions carefully and provide a full answer.

1. Name of your organisation

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2. If, following cancellation of your event/project in 2021 due to the COVID pandemic, you have Grant Aid 2021 funds for release in 2022 please provide an explanation of the material difference to your event/project that warrants these additional funds.

--

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

Name:
Address:
Postcode:
Daytime telephone number:
Position in organisation:

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

Please tick:	Yes	No
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5. Please tick the relevant information and supply the appropriate number

Registered Charity	Charity number:
Company Ltd. by Guarantee	Company number:
Other (please specify):	

6. Please supply the following information:

Is your organisation's main base located within the five Wards of Bognor Regis (as identified on the enclosed map)?	Yes	No
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 located within the five Wards (as identified on the enclosed map)?		

7. Briefly describe the main purpose of your group/organisation. Please continue on additional sheet if necessary

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

9. Does your organisation come into contact with children, or vulnerable adults?

Please tick: Yes No

If yes, please provide a copy of Child Protection Policy and/or Vulnerable Adult Policy.

If copy of policy is not available, please explain why:

10. Please confirm the amount of the grant requested from the Town Council and enclose an estimated cost of proposals/project (please attach copies of estimates and costs - where the application is for new equipment that is over £100 in value, please supply at least two quotations)

11. Please confirm the amount of unrestricted reserves that your organisation holds

12. Please give an explanation as to why, instead of applying for a grant, the reserves identified in 10 above, cannot be used by your organisation for the proposals/project

13. Purpose of the grant - please show how this will meet the Town Council's strategy and priority headings as listed in the Guidelines/Criteria and Check List. Please continue on additional sheet if necessary

14. Show how costs of proposals/projects are to be met. Please continue on an additional sheet if necessary

15. Details of other grants/funding applied for/to be applied for/obtained

16. 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:		

17. Have you applied for funding from Bognor Regis Town Council before? - If so please give details of applications below. Please continue on additional sheet if necessary

18. The Town Council is always seeking feedback to improve the service it provides. Therefore, please tell us what you think of this application form and give any suggestions as to how you feel it may be improved

19. The Town Council is keen to hear about the impact and benefits arising from the Grant Aid awards. Therefore, if your application is successful, the Town Council will be in touch with you to request feedback. Please indicate below whether you anticipate your event/project will be completed with 6 or 12 months of the funds being awarded so that you are contacted at the appropriate time.

The Event/Project will be completed in 6 months ☐ 12 months ☐

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

DECLARATION: I declare that I have read and accept 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.

Bognor Regis Town Council usually contact previous applicants regarding Grant Aid, regardless of whether the application was successful or not. Please tick here [] to confirm you are happy for us to retain your details to enable us to contact you in the future in this regard only.

Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email bognortc@bognorregis.gov.uk to request a copy.

PLEASE COMPLETE BELOW TO FINISH YOUR APPLICATION

Name..... Position.....

Date.....

Email address.....

Organisations website (if applicable).....

Please complete this form and return via email as soon as possible and **no later than 5.00pm on Friday 24th September 2021**, with all required documentation as outlined to:

Glenna Frost Town Clerk
BOGNOR REGIS TOWN COUNCIL
bognortc@bognorregis.gov.uk



APPLICATIONS FOR GRANT AID **FOR APRIL 2022**

GUIDELINES/CRITERIA AND CHECK LIST

1. The aim of the Town Council's Grants Scheme is to promote a vibrant and active community in Bognor Regis. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. It provides financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town. Your project must help to meet the aims of the Town Council grant scheme.
2. The Bognor Regis Town Council Vision is to develop Bognor Regis to become more powerful and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2019-2024 and organisations are required to show how their application would meet one or more of these: -

- Build on the success of Bognor Regis
- Manage and reduce the environmental impact of Bognor Regis
- Work to enable residents and community groups to live well and enjoy and take pride in our Town
- Promote arts and culture to make Bognor Regis a great place to live, work, study and visit

In taking these priorities into account applicants may have regard to the following supporting actions:

- Supporting local tourism and events
- Improving the Bognor Regis Town Environment
- Supporting alcohol reduction strategies
- Supporting vulnerable people within the community
- Supporting projects which create a safer Bognor Regis
- Town Heritage and Regeneration projects
- Providing services and support for younger people

The Town Council will fund organisations:

- Whose activities and projects are for the benefit of Bognor Regis residents
- That are not providing activities that are of a political or religious nature
- That do not hold reserves in excess of one year's operating expenses, including local branches of national or regional organisations that have reserves that could be used.
- That do not fundraise to support their head office for distribution to other areas

The Town Council will not fund organisations applying for:

- Retrospective funding - for something that has already taken place or been purchased
- Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated
- Funding for loan payments or outstanding debt or interest

3. To ensure the safeguarding of public finance any organisation submitting a grant application will be required to demonstrate that it is able to meet all statutory requirements at the time of application, relating to employment of staff, volunteers and participants, use of premises and provision of its service, including public liabilities, insurance etc.

4. For your application to be processed, it is essential that a set of the most up to date, signed audited or certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution and a copy of the Policy Statement regarding Child Protection and/or Vulnerable Adults (if applicable) be submitted with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be audited or certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc.
5. Clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for Child Protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary. The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. people with special needs etc.) follow good practice in protecting such people with information provided on their adopted policy statement for Vulnerable Adults.
6. Organisations are required to submit only one application when applying for funding for different activities and projects rather than multiple applications.
7. All applications are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.
8. Applicants may be asked to provide additional information.
9. Where the application is for new equipment that is over £100 in value, please supply at least two quotations.
10. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible. It is important to also note that in the event of your organisation closing or if the project/services funded by the Council do not proceed, the grant aid must be returned to the Council.
11. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
12. **Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.**
13. Applications for aid must be made on the form provided by this Council and must be emailed to the Town Clerk (in accordance with clause 7 above) to arrive not later than **5.00pm on Friday 24th September 2021**. Late applications will not be considered. Funds for all successful grant applications will be awarded during April 2022, the next financial year.

Please complete the enclosed Check List and return with your application form

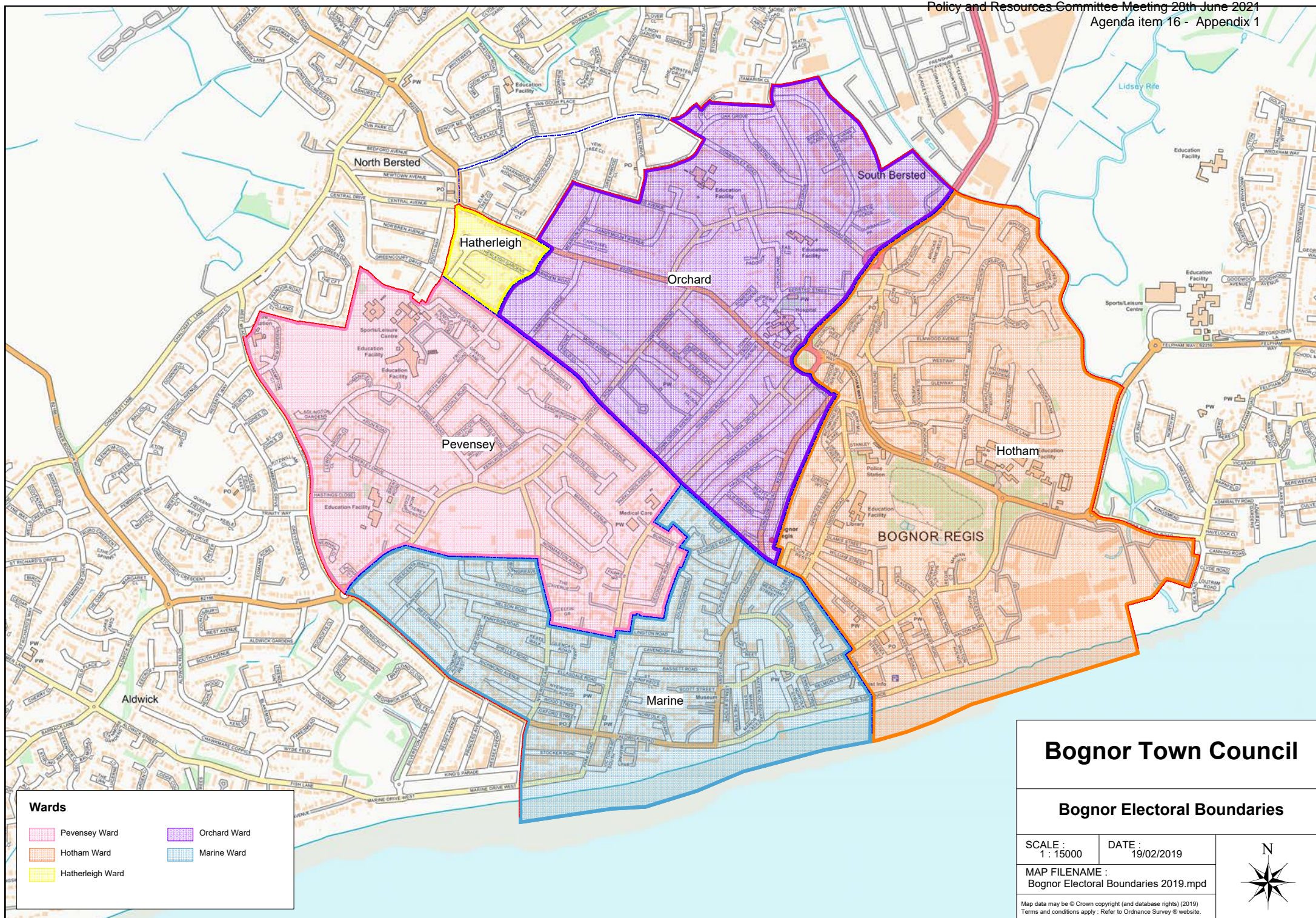
Check List

In order to prevent unnecessary delay, please tick and ensure that you have:






- ☐ Read the notes for applicants (overleaf).
- ☐ Answered all questions. It is not sufficient simply to attach documents in response to questions. Ensure you have entered the actual amount of grant requested.
- ☐ Attached your most recent audited or certified accounts, appropriately signed. (Chairman/Treasurer/Secretary and an independent signature) followed by the current year's accounts once these become available.
- ☐ **PLEASE NOTE:** audited or certified accounts are to be signed by an independent professional person not associated with your organisation.
- ☐ Provided a copy of your Policy Statement regarding Child Protection and/or Vulnerable Adults, (if applicable) or reason for absence.
- ☐ Attached your latest Chairman's Report (or similar e.g. Constitution or Treasurer's/Secretary's Report).
- ☐ Attached additional supporting material, e.g. cuttings, reviews etc. (optional).
- ☐ Attached copies of estimates for proposals/project.
- ☐ Attached a copy of your most recent bank statements for all bank accounts.


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

PLEASE NOTE: Organisations in receipt of Grant Aid may be required to have a Town Council appointed non-voting observer as a representative to any of the organisations meetings. This appointment will be at the discretion of the Town Council and will enable them to take part in discussion and debate only and to also give input/feedback in relation to the Town Council's agreed position and policy on issues relating to the discussion. Representatives are there to represent the Town Council and not as individuals. They should not therefore under any circumstances agree anything on the Town Council's behalf that has not been approved previously by the Town Council. Town Council representatives will respect any issues of confidentiality that might arise from the outside organisation.



Wards

 Pevensey Ward	 Orchard Ward
 Hotham Ward	 Marine Ward
 Hatherleigh Ward	

Bognor Town Council		
Bognor Electoral Boundaries		
SCALE : 1 : 15000	DATE : 19/02/2019	
MAP FILENAME : Bognor Electoral Boundaries 2019.mpd		
<small>Map data may be © Crown copyright (and database rights) (2019) Terms and conditions apply - Refer to Ordnance Survey @ website.</small>		



BOGNOR REGIS TOWN COUNCIL

FLEXIBLE COMMUNITY FUND **APPLICATION FOR YEAR** **1st APRIL 2021 to 31st MARCH 2022**

IMPORTANT NOTICE – Please note that before payment of any agreed funds is made, applicants may be required to submit a **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)	

How many are Bognor Regis residents?

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)

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 be in touch with you to request feedback. Please indicate below whether you anticipate your event/project 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 in	6 mths	12mths
--	--------	--------

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

--

Please complete Declaration overleaf

DECLARATION: I declare that I have read and accept 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 Position

Date

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

In order 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 all bank accounts or confirmed that these will be provided prior to payment or an explanation as to why 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 proposals/project

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

AGENDA ITEM 17

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
28th JUNE 2021**

AGENDA ITEM 17 - TO NOTE THE REVISED HEALTH & SAFETY POLICY MANUAL WITH THE POLICY STATEMENT SIGNED BY THE CHAIRMAN OF THE COMMITTEE

REPORT BY DEPUTY CLERK

FOR DECISION

The Town Council engages specialist firm Ellis Whittam to provide support and advice in relation to the Council's Human Resources and Health and Safety functions.

Usually, a Health & Safety inspection is undertaken each year with the relevant report to this Committee and if necessary, an updated Health & Safety Manual.

Due to the COVID restrictions in place during 2020 and the closure of the Town Hall, it was not possible for the inspections to be carried out. However, the 2021 inspection has been arranged for September and the appropriate report will be referred to Members at the meeting later that month.

As the inspections were not possible, Ellis Whittam offered two places for an online IOSH Managing Safely course. The Town Force Manager and the Civic & Office Manager have both successfully completed the course and have gained the qualification.

However, it has been possible for the review of the Health & Policy Manual to be undertaken and the updated version is attached as **Appendix 1** which Members are asked to note.

Members are also invited to receive the Health & Safety Policy Statement, reaffirming the Town Council's attitude, responsibilities and duties with regard to Health & Safety, attached as **Appendix 2**, which is to be signed by the Chairman of the Policy and Resources Committee.

DECISIONS

Members are asked to **NOTE** the Health & Safety Policy Manual.

Members are asked to **NOTE** the Policy Statement and that this will be signed by the Chairman of the Policy and Resources Committee.



Bognor Regis Town Council

Health and Safety Manual Policy



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INTRODUCTION

1. INTRODUCTION

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

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

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

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

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

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

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

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

Creation Date	Signed on behalf of Ellis Whittam	Confirmed

POLICY REVIEW

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

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

Review Date	Signed on behalf of Ellis Whittam	Confirmed
1 st July 2016	Ian Hearson	
29 th June 2017	Ian Hearson	

22nd January 2019	Michelle Mitcham	
1st March 2021	Michelle Mitcham	

DOCUMENT CONTROL

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

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

Register

Copy Number or Reference	Location kept

AMENDMENT RECORD

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

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

Date	Section	Ref /Title	Details of amendment made	Change made by
1 st July 2016	6	Contractors	References to Construction, Design & Management Regs (CDM) 2007 replaced by references to CDM 2015	Ian Hearson
29 th June 2017	3	Responsibilities	References to 'Managers' amended to include reference to 'Town Force Manager'	Ian Hearson
1 st March 2021	1	Introduction	Added final paragraph and amended "document control" section	Michelle Mitcham
1 st March 2021	All		Reference to all forms removed	Michelle Mitcham
1 st March 2021	6	Arrangements	Updated driving for work	Michelle Mitcham
1 st March 2021	6	Arrangements	Updated electricity	Michelle Mitcham
1 st March 2021	6	Arrangements	Updated infection control to include pandemics and epidemics	Michelle Mitcham
1 st March 2021		Arrangements	Updated legionella – system maintenance	Michelle Mitcham

1 st March 2021	6	Arrangements	Updated lifting operations	Michelle Mitcham
1 st March 2021	6	Arrangements	Updated lone working	Michelle Mitcham
1 st March 2021	6	Arrangements	Updated permits to work	Michelle Mitcham
1 st March 2021	6	Arrangements	Updated smoking	Michelle Mitcham
1 st March 2021	6	Arrangements	Updated training	Michelle Mitcham
1 st March 2021	6	Arrangements	Updated vibration	Michelle Mitcham
1 st March 2021	6	Arrangements	Updated working time regulations	Michelle Mitcham
1 st March 2021	8	Monitoring	Updated section	Michelle Mitcham

LEGISLATION

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

GUIDANCE

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

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

FORMS

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

POLICY STATEMENTS

2. HEALTH AND SAFETY POLICY STATEMENT

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

In order to discharge its responsibilities the council will:

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

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

Signed:

Dated:

Position: Chair of Policy & Resources Committee

ORGANISATION FOR HEALTH & SAFETY

3. ORGANISATION FOR HEALTH AND SAFETY

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

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

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

Town Council

Town Clerk

Deputy Clerk (Health and Safety Co-ordinator)

Managers (Town Force Manager, Office Manager and Events Co-ordinator)

Senior Town Force Operative

HEALTH AND SAFETY RESPONSIBILITIES

4. HEALTH AND SAFETY RESPONSIBILITIES

Bognor Regis Town Council

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

The Council has nominated Glenna Frost, the Town Clerk, to have special responsibility for health and safety.

The Council will ensure that:

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

The Town Clerk

The Town Clerk is the designated person with overall responsibility for ensuring compliance with Health and Safety legislation.

She will ensure that:

- the Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and progress monitored
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- health and safety objectives are set and their achievement is measured and reported in an annual report on safety performance to the Council

Absence of the Town Clerk

In the absence of the Town Clerk:

The Deputy Clerk will assume responsibility for all health and safety matters.

Deputy Clerk (Health and Safety Co-ordinator)

The Deputy Clerk is also our Health and Safety Co-ordinator, and in addition to the responsibilities as a manager/line manager will ensure that:

- Councillors, the Town Clerk and managers are advised of relevant changes in health and safety legislation, codes of practice and industry standards
- risk assessment requirements are co-ordinated and the implementation of any action required is monitored
- risk assessments are reviewed regularly and any changes are brought to the attention of staff who may be affected
- regular meetings are held where health and safety issues can be discussed, progress made against objectives and plans monitored and actions decided
- provide advice on health and safety training requirements
- details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities
- assist Managers in investigating and recording accident investigations
- contact with external organisations such as the emergency services is co-ordinated
- health assessment requirements are identified and advised to management
- the schedule of statutory examinations of plant and equipment is maintained and managers are made aware of impending examinations

Managers (Town Force Manager, Office Manager and Events Co-ordinator)

The Town Force Manager, Office Manager and Events Co-ordinator will assist the Town Clerk to achieve the Council's health and safety objectives, and ensure that in their areas of control:

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

Supervisors (the Senior Town Force Operative)

Supervisors will ensure that in their areas of control:

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

Employees

All employees must:

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

Ellis Whittam

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

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

Ellis Whittam is also contracted to:

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

HEALTH AND SAFETY RULES

5. HEALTH AND SAFETY RULES

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

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

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

General

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

Working Practices

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

Hazard / Warning Signs and Notices

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

Working Conditions / Environment

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

Protective Clothing and Equipment

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

Fire Precautions

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

Accidents

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

Health

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

Employer's Transport

- Employees must carry out prescribed checks of Council vehicles prior to use and in conjunction with the laid down checking procedure.
- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Employees must not carry unauthorised passengers or unauthorised loads.
- Employees must not use vehicles for unauthorised purposes.
- Employees must not load vehicles above the stated capacity.
- Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

Rules Covering Gross Misconduct

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

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

ARRANGEMENTS

6. ARRANGEMENTS

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

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

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

Definitions:

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

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

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

The Accident Book

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

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

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

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

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

Reporting Requirements

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

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

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

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

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

Contact details for the Health and Safety Executive are:

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

Website: www.hse.gov.uk

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

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

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

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

Investigation

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

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

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

Refer:

- Accident/Incident Investigation Report Form

Asbestos

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

This will be achieved by minimising exposure through:

Asbestos-related Emergencies

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

Arrangements for Controlling Work on Asbestos

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

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

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

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

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

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

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

Procedures for Dealing with Health and Safety Issues

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

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

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

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

Communication and Consultation

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

To achieve this objective we will:

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

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

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

Contractors

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

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

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

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

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

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

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

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

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

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

Disabled Persons

Bognor Regis Town Council will give full and proper consideration to the needs of disabled employees and visitors.

To achieve this, the Council will:

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

Display Screen Equipment

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

To achieve this objective the Council will:

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

Employees must:

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

Driving for Work

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

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

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

When providing Council vehicles the Council will:

- maintain them to the required legal standard and ensure they are suitable for their purpose
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide them with regard to safety and the environment i.e. higher ENCAP ratings, lower emissions, better fuel consumption
- provide access to breakdown support and recovery
- provide no smoking signs for inside the vehicle.

Implementation

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

Drivers

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

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

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

- any accidents / incidents that occurred whilst driving on behalf of the Council.

Before driving, drivers must

- review the need to travel
- have a valid licence for the vehicle they are driving and for any overseas travel if required
- ensure valid insurance for business use
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- have had an eye test in last 2 years and be using any required corrective appliance
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke in a council vehicle
- only use hands free electronic devices e.g. mobile phone, satellite navigation, mp3 player, when safely set up to do so i.e. using an appropriate hands-free device
- follow all safety instructions when taking their vehicle on board ferries, trains or other vehicle-carrying craft, including parking and leaving their vehicle on a vehicle deck and travelling in a designated passenger area while the craft is underway.

Managers

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

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

Drugs and Alcohol

Alcohol

Employees must not drink alcohol on the Council's premises or the premises of its customers or clients without express permission from the Town Clerk, or a senior manager.

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

Drugs and medication

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

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

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

Medical Examination

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

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

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

Reasonable Grounds

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

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

Electricity

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

To ensure this objective Bognor Regis Town Council will:

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

Employees must:

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

Fire

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

In order to prevent fire and to minimise the likelihood of injury in the event of a fire Bognor Regis Town Council will:

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

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

Immediate evacuation of the building must take place as soon as the evacuate signal is given. Some personnel have designated emergency fire plan duties and these should be carried out immediately. All occupants, on evacuation, should report to the pre-determined assembly points.

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

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

First Aid

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

To achieve this objective the Council will:

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

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

Appointed Person

The Appointed Person duties include:

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

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

First Aiders

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

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

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

First Aid Boxes

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

Portable First Aid Kits

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

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

Gas Installations and Appliances

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

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

The Council supports the aims of:

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

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

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

Hazardous Substances (COSHH)

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

The Bognor Regis Town Council will implement the following:

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

Information and Training

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

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

Health, Safety and Welfare

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

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

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

Health Surveillance

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

To ensure adequate health surveillance is implemented the Council will:

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

Format of Health Surveillance

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

Frequency of Health Surveillance

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

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

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

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

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

Record Keeping

The responsible person or occupational health nurse will, with the support of the Head of Street Scene & Leisure Services, ensure employees requiring health surveillance are identified and recalled at appropriate intervals.

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

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

Home Working

Home workers are subject to the same health and safety requirements as workers based on Council premises and their health and safety will be managed accordingly.

To achieve this objective we will:

- ensure that appropriate risk assessments are completed
- ensure that risk assessments are reviewed annually
- ensure home workers are provided with suitable induction training on commencement of employment
- ensure appropriate equipment is provided for the home worker's health, safety and welfare
- ensure all equipment that is provided for use in the employees' homes is properly installed and tested
- arrange for the maintenance of all electrical equipment supplied for use in employees' homes (The hard wired electrical sockets and ring mains supplies are the employee's own responsibility)
- provide, where practicable, scope for varying work patterns and to allow employee input in how the work is carried out to ensure home workers take periodic breaks during the working day
- ensure that managers and home workers have the opportunity to be kept informed of what is going on within the Council; recognising and satisfying the need for social interaction will reduce stress
- encourage home workers to 'network' with colleagues
- make the home worker aware of their duty to report any incidents or accidents that occur as a result of work related activities to the Council using the Council accident procedure
- ensure home workers are aware of the need to monitor their own working conditions and report any problems to their line manager.

Training

All home workers will be fully trained in the tasks that they are employed to do and the equipment they will be using.

Home workers will be trained in emergency procedures in case of an accident in the home.

Supervisors/management of home workers will be trained in how to deal with employees working off site e.g. prearranged regular contact, how to recognise signs of stress in home workers.

Infection Control

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

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

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

The Council will:

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

Vaccination

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

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

Training and Information

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

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

Staff Illness and Reporting

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

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

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

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

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

Confidentiality

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

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

Pandemics and Epidemics

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

The Council will:

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

Legionnaires Disease

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

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

To achieve control of legionella bacteria Bognor Regis Town Council will implement the following:

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

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

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

- **Avoidance of Stagnation**

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

Storage tanks which are to be taken out of service at the end of the season will be flushed and drained before being taken out of use.

- **System Maintenance**

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

- **Sampling**

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

- **Record Keeping**

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

Selection, Training and Competence of Staff

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

Action in the Event of an Outbreak

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

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

Lifting Operations and Equipment

All reasonable steps will be taken to ensure lifting operations and equipment are suitably managed with regards to health and safety.

Definition

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it.

Implementation

The Council will ensure that

- lifting equipment is suitable for the intended use with adequate strength and stability, including whatever guards are necessary to prevent:
 - persons or equipment falling from the lift
 - the lift falling from its restraints
 - persons or equipment being trapped, crushed or struck by objects when using the lifting equipment.
- an examination scheme is drawn up by a competent person
- lifting operations will be properly planned by a competent person, appropriately supervised and carried out in a safe manner
- lifting equipment is maintained in a safe condition and examined/inspected by competent persons annually (or every six months if lifting people) to ensure correct installation and safe operation
- lifting equipment will be re-examined following relocation or conditions that may cause deterioration
- safe working load (SWL) is clearly displayed on all lifting equipment
- suitable training, instruction and information is provided for operators and supervisors.

Records

All thorough examination reports will be kept for as long as the equipment is being used except for lifting accessories reports and reports carried out due to deterioration in condition, which must be kept for 2 years.

Lone Working

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

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

Particular consideration will be given to:

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

Information and Training

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

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

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

Machinery Maintenance

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

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

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

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

Information and Training

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

Manual Handling

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

To implement this policy the organisation will ensure that:

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

Reducing the risk of injury

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

Techniques of risk reduction will include:

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

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

New and Expectant Mothers

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

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

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

Noise

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

Noise Risk Assessments

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

Reduction of Noise Exposure Levels

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

Provision of Ear Protectors

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

Hearing Protection Zones

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

Use and Maintenance of Noise Control Equipment and Procedures

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

All personnel will be required to

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

Provision of Training

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

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

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

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

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

Audiometric Testing

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

Outdoor and Peripatetic Working

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

The Council will:

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

Implementation

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

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

Permits to Work

Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in our day to day activities. Permits to work are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved.

Employees, contractors and visitors are all expected to comply with the requirements of any permits that are in force.

Employees working off site, i.e. on another organisation's premises, are expected to abide by all permits to work operated on that site.

Should employees experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually the site manager or supervisor) so management can investigate and rectify the situation.

Permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They will therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed.

Hot Work

As part of the Council's fire prevention policy we do not allow any hot work (welding, grinding, soldering) to be carried out on council premises or in buildings, by employees, or contractors, without proper precautions in place.

Where such work needs to be carried out, a Hot Work Permit will be issued by the Head of Street Scene & Leisure Services or the Town Force Coordinator, authorising the work and outlining the safety procedures to be strictly adhered to.

Information and Training

Bognor Regis Town Council will provide the necessary information and appropriate training to ensure that appropriate employees, supervisors, contractors and visitors are fully aware of the permits in use and are competent to undertake the tasks and tests prescribed in the permits.

Personal Protective Equipment

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

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

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

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

Pressure Systems

Due to the high pressures at which they operate and the steam that is generated they are subject to numerous legal requirements. Pressure systems include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and/or failure of pressure-regulating and other safety valves could lead to an explosion.

The Council will ensure that all pressure vessels and pressurised equipment used by the Council meet the requirements of the Pressure Systems Safety Regulations 2000 and the Pressure Equipment Regulations 1999.

To ensure the safety and mechanical integrity of the pressure systems used and to meet the requirements of the legislation the Council will:

- ensure that the equipment is thoroughly examined by a competent person before it is put into service
- ensure that the equipment is of sound construction, suitable quality, made from suitable materials and free from any obvious defects before it becomes operational
- ensure that each item of equipment is clearly and uniquely marked so that it can be readily identified
- establish the safe operating limits of the equipment and display them on the equipment, and not allow the equipment to exceed those limits except where tests carried out by a competent specialist require it
- provide adequate training and instructions to ensure the equipment is operated safely, including instructions for procedures to be followed in case of emergency
- fit and calibrate suitable protective and warning devices to the equipment to deal with emergencies or mechanical malfunctions, and ensure that any devices such as safety valves or bursting discs will be able to discharge safely
- ensure that the equipment is properly maintained
- have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate and regular intervals, of the equipment
- arrange to have examinations carried out by a competent person at the intervals set down in the scheme and whenever the equipment is transferred to a new location
- keep adequate records of the most recent examination
- ensure that equipment identified as being in need of repairs is not used until repairs are carried out and, wherever possible, depressurise the equipment before the repair work begins
- pass all pertinent records on to the new owner if we choose to dispose of the pressure equipment and ensure that we receive written confirmation of the transfer of records.

The examination normally takes place each year in .

Records of examinations are kept in the and a copy of the last inspection must be taken with the equipment when it is transferred to a new location.

Risk Assessment

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

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

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

We will ensure that:

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

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

Smoking

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

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

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

Implementation

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

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

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

Stress

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

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

We will:

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

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

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

Temporary Employees

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

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

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

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

Training

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

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

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

All employees will need to know about:

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

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

Managers and supervisors training needs will include:

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

All our employees training needs will include:

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

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

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

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

Records of training will be kept for all employees.

Employees must:

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

Vibration

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

To minimise the risk from vibration the organisation will:

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

Violence

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

We define violence and aggression as:

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

To achieve this objective we will:

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

Visitors

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

Employees hosting visitors must ensure that:

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

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

Emergency Action

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

Work At Height

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

The Council will ensure that:

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

Information and Training

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

Work Equipment

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

To achieve this objective the Council will:

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

Working Time Regulations

The organisation will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The Council will NOT encourage workers to work over the 48 hours but workers can choose to work longer hours if they wish by opting out. Workers cannot be forced to opt out and can revoke their opt out, if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult workers:

- a maximum of 48 hours per week, averaged out over a 17 week reference period (employees can opt out of this)
- entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out
- entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro-rata for part time workers)
- maximum of 8 hours per shift for night shift workers
- free health assessments for night shift workers
- 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- entitlement to a rest break, if working over six hours
- employees must not suffer any detriment if they choose not to opt out.

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official employee representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period.

Young persons are generally excluded from shift working.

Further information

All employees should refer to the Staff Handbook for full details of the Council's policy on working times, holidays and other benefits.

Young Persons

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

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

To ensure the safety of young persons the organisation will:

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

RISK ASSESSMENT

7. RISK ASSESSMENT

Risk Assessment

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

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

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

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

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

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

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

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

Carrying out risk assessments

Those who are involved in risk assessments should:

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

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

The five stages of risk assessment

STEP 1 - IDENTIFY THE HAZARDS

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

Examples of hazards include:

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

STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

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

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

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

STEP 3 - EVALUATE AND CONTROL THE RISK

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

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

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

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

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

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

IMPLEMENTING AN ACTION PLAN

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

STEP 4 - RECORD YOUR FINDINGS

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

Hazards and example controls

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

STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

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

Fire Risk Assessment

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

The aims of the fire risk assessment are:

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

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

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

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

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

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

Six Steps to Fire Risk Assessment

1. Identify the hazards

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

2. Identify people at risk

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

3. Evaluate, remove, reduce and protect from risk

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

4. Consider:

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

5. Record, plan, inform, instruct and train

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

6. Review

- Keep assessment under review
- Revise where necessary.

MONITORING HEALTH AND SAFETY

8. MONITORING OF HEALTH AND SAFETY

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

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

Proactive monitoring

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

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

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

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

Reactive monitoring

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

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

9. LEGAL EXPENSES INSURANCE

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

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

2. HEALTH AND SAFETY POLICY STATEMENT

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

In order to discharge its responsibilities the council will:

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

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

Signed:

Dated:

Position: Chair of Policy & Resources Committee

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
28th JUNE 2021**

**AGENDA ITEM 18 - TO NOTE THE CHANGE OF DATE FOR THE NEXT
POLICY AND RESOURCES COMMITTEE MEETING TO MONDAY 2nd
AUGUST 2021**

REPORT BY TOWN CLERK

FOR INFORMATION AND NOTING

As Members are aware, it was necessary to move this Committee meeting on three weeks from 7th to 28th June, due to the expiration of The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 on Friday 7th May 2021 and the continued closure of the Town Hall by Arun District Council.

The next meeting of the Committee was scheduled for 26th July, just 4 weeks after this rescheduled date.

Therefore, to spread the Committees business a little more evenly, the meeting planned for 26th July 2021 will be cancelled and rescheduled for Monday 2nd August. This will result in 5 weeks between the June and July Meetings and then 8 weeks between the July and September meetings.

FOR INFORMATION AND NOTING

Members are asked to **NOTE** the cancellation of the Policy and Resources Committee Meeting on 26th July with a rescheduled date of 2nd August 2021.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 28th JUNE 2021**

**AGENDA ITEM 19 - TO RECEIVE A REPORT ON THE TOWN COUNCIL'S
POSITION REGARDING THE FISHERMEN'S HUTS ON THE SEAFRONT
AND AGREE ANY ACTION - MIN. 226.1 REFERS**

REPORT BY TOWN CLERK

**FOR INFORMATION
AND DECISION**

**TURNING THE TIDE: A BRIGHT COASTAL FUTURE - FISHERMEN'S
QUARTER REFURBISHMENT SCHEME**

In February 2002 the Bognor Regis 21 Partnership Board, as the Turning the Tide Project Administrators, approved and awarded Single Regeneration Budget (SRB) funding from the South East England Development Agency (SEEDA) for the improvement of the fishermen's facilities on Bognor Regis seafront, just to the east of the pier.

The project was led by the ADC Services Director who co-ordinated the application for the SRB6 Programme funding, but much of the detailed specification, construction work and supervision of the works in progress was undertaken by the Town Council's Marketing, Tourism and Events Officer including works undertaken by Town Force, the costs of which were fully reimbursed to the Town Council at the time.

Original Aims of the Project included:

- Environmentally improve and upgrade the seafront area at its most focal point occupied by the Fishermen
- Removal of the existing old unhygienic, dilapidated container
- Provision of three kiosks with new facilities to enable retail sale of locally caught fish and shellfish and storage for the fishermen's equipment including the tractor used to tow boats up the shingle
- By enabling the hygienic sale of fish and shellfish thereby enabling retention of the local fishing fleet of the seven professional fishermen operating and launching their boats from this point to continue to earn their living from the sea more viably.

Features of the Project included:

- Renewal of the old container
- Purchase by ADC and refurbishment of the 3 kiosks formerly situated in London Road which had been used as retail units but which had been withdrawn from use following public opposition
- Provision of a new concrete bases

- Provision of mains drainage
- Provision of up-to-date sinks, washing facilities, refrigeration and ice making equipment

Evidence of Need

- Current facilities did not comply with hygiene requirements
- The Bognor Regis Town Study had identified that in the longer term the area to the east of the Pier could become a "Fishermens Quarter". However, this vision was a long term one, after the Pier's restoration. A sustainable interim measure for, say, 5-10 years, was identified as the use of suitable and appropriately adapted kiosks
- New kiosks would increase viability by ensuring on-site retail sale of local catch
- Introduction of retail sale of local catch - turnover
- Improved opportunity to store equipment safely
- Reduction in vandalism

Overall Project Costs and Partnership Scheme Contributions:

Estimated overall costs of the project £40,000 was made up as follows: -

- Arun District Council £1,500
- Bognor Regis Town Council £1,500 - contribution
- United Churches of Bognor Regis £1,000 - contribution
- Bognor Fishermen's Association £1,500 - contribution
- Shortfall for the project via an application to Bognor Regis 21 Partnership - Single Regeneration Budget £34,500

Estimated Scheme Costs:

- | | |
|---|---------|
| • Purchase of the Kiosks | £6,000 |
| • Relocation Costs | £1,000 |
| • Refurbishment/compliance with Food Hygiene requirements | £3,000 |
| • Concrete Bases | £1,000 |
| • Security Shutters | £1,500 |
| • Heritage Information Board | £500 |
| • Mains Drainage | £11,500 |

Originally, it had been intended that if the project proved to be successful, then it would be followed by a supplementary bid to further enhance the environment around the 'fishermen's quarter', including extended decking and information signs.

The Heritage Information Board would be provided to inform residents and tourists alike about the history of fishing in Bognor Regis together with information about the local fish and shellfish caught.

Provision for Future Replacement of Kiosks

A Sinking Fund for future replacement of the kiosks was to be set up to enable replacement of the kiosks at the end of their life (estimated at the time to be 10 years).

Arun District Council, Bognor Regis Town Council and the Fishermen's Association were each to put aside £500 per year to be placed in the Sinking Fund to be held by Arun District Council, enabling replacement of the kiosks in due course. Payments commencing 1st April 2003. The position would then be reviewed every five years to enable an assessment as to whether the appropriate amount was being accumulated.

Principles of Lease to be agreed between Arun as owner of the Kiosks and Bognor Fishermen's Association

Any Agreement would have no bearing whatsoever on claimed "fishermens rights".

Arun's Obligations

- The kiosks would remain in the District Council's ownership
- Arun would charge an annual peppercorn rent of £1 per kiosk
- To renew the agreement annually with the Fishermen's Association

Fishermen's Obligations

- To maintain the kiosks in clean and safe condition
- To remain responsible for repair
- To be responsible for compliance with food hygiene and health and safety obligations
- To be responsible for refuse removal and payment of water charges

Following completion of the principles document by the relevant partners and receipt of funds including receipt of the £1,500 contribution to the scheme and £3 annual rent from the Fishermen's Association, the keys for the kiosks were released to them in May 2003.

Issues of Concern

Following some snagging issues, the project was largely completed by the summer of 2003. However, as stated above, one of the original aims of the project was to have a point for the hygienic retail sale of fish and shellfish.

Unfortunately, this did not happen on a regular basis and the retail fish kiosk was rarely seen to be open. This was clearly disappointing as it had been hoped to see daily opening of the kiosk, with sales of locally caught produce.

Several meetings were held with representatives of the Fishermen's Association to discuss ways in which the retail kiosk could be better utilized.

The following points were made by the fishermen: -

- 90% of their catch was shellfish (crab and lobster) which primarily goes to Portsmouth for export.
- At various times of the year, netting for fish took place (March/April for bream, October for sole, codling and plaice).
- The netting was not nearly as productive as it used to be, the fishermen attributed this to the constant activity of pairs of trawlers which travelled in parallel up and down the coast, close inshore, destroying the seabed and marine habitat, as well as destroying local fishermen's gear (pots and nets). Trawlers are large vessels, often originating from ports many miles distance, and are in strong contrast to the small inshore boats (5 - 6m in length) used by Bognor's fishermen.
- However, the fishermen stated that whenever they returned from the sea, on almost every occasion, something was sold direct to the public - prawns, crab or lobster - before the retail kiosk could be opened, with crab and lobster being taken to Portsmouth as previously stated.
- The fishermen felt strongly that their livelihood was under threat from the activity of trawlers operating close inshore

The ADC Services Director had spoken with a representative of DEFRA's Sea Fisheries Inspectorate, based at Portsmouth in February 2004. The Sea Fisheries Inspectorate is shore based and has responsibility for inspecting fish once landed for compliance with minimum size and boat licensing. The representative had agreed that the overall catch had reduced significantly over the previous 12 years because of the improved efficiency of trawlers.

In January 2005 the Town Council received correspondence from the Bognor Regis 21 Partnership Board in respect of the project to advise that at their meeting on 1st December 2004 the Board had reluctantly agreed to conclude and terminate this project without full achievement of the outputs and outcomes stated in the bid. West Sussex County Council as the Accountable Body for the SRB6 Programme had considered this decision and had confirmed its support for it. Whilst accepting that some of the project outcomes had been met, namely beautification and upgrading of the facilities in the Fishermen's area, the regular sales of fresh fish from the kiosk would not be met.

As Members will be aware there has been a great deal of publicity surrounding this issue in recent weeks and attached to this report is an email from Cllrs. Goodheart and Brooks who have been heavily involved with the matter and

AGENDA ITEM 19

they have requested that the attached information be circulated with this report - **Appendix 1**.

For the avoidance of any doubt, and contrary to some reports that have been circulated, it must be noted as demonstrated by the above, the Town Council does not own the huts or any of the equipment therein.

Members are therefore invited to agree any further action in this regard, noting that there are no funds available in the current budget for this activity.

DECISION

Members are asked to **AGREE** how they wish to proceed in this matter and confirm any further action required.

Hi Colleagues

This mail has added information

We're copying you into this mail because this subject requires support from Arun's leadership & other stakeholders if there is going to be a positive outcome that will be protective of a tradition that's as old as Bognor Regis itself.

In the recent Sussex Wildlife Trust presentation given to ADC, chairperson Andy Cooper asked how Arun can help. The reply was that we (ADC) should work with local fishermen.

One of the stakeholders from the presentation, Blue Marine, contacted the Friends of Bognor's Fishermen (FoBR) & a meeting has been arranged in early July between Blue Marine & Bognor Fishing Association (BFA) to create a sustainable working partnership of fishermen from Littlehampton & Bognor Regis. The opportunity for a working partnership to be created between ADC & the local fishermen couldn't be better.

Bognor Regis Fishing Quarter

This issue has come about due to the recent retirement of two local fishermen and a request from other local fishermen to resume their established traditional use of the Fishermen's Quarter, to the east of the Bognor Regis Pier.

The lower part of this email is of paper cuttings, notes & information explaining the background for those who are unaware of the history and recent important developments concerning this area on Bognor beach.

Jim Brooks has compiled some useful facts and figures regarding this shingled area (including the fishermen's huts) along with references by ADC to the long-established fishing from this site and its continuous use for over a hundred years.

On 22 May 2001 this report was compiled for Bognor Regis Town Council summarising what was being done with the SRB budget. It included the following:

‘Fishermen’s Cabin on seafront

Discussions are well advanced with the Bognor Fishermen’s Association (BFA) to replace the present dilapidated hut with better facilities. The proposal is to refurbish and adapt two of the former London Road kiosks, one for equipment storage, the other for the sale of fresh fish.

<i>Purchase of 2 kiosks</i>	<i>£6,000</i>
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<i>Relocation from Stable Yard</i>	<i>£1,000</i>
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<i>Repainting/refurbishment, including roof embellishment</i>	<i>£3,000</i>
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<i>Concrete base</i>	<i>£1,000</i>
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<i>Vandal-resistant shuttering over windows</i>	<i>£1,500</i>
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<i>Mains drainage</i>	<i>£11,000</i>
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<i>Total</i>	<i>£23,500</i>
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Probable funding: SRB 6 £18,000, ADC £1,500, BRTC £1,500, Fisherman’s Association £1,500, United Churches of Bognor Regis £1,000’

Back to the present day:

In our opinion, what is needed for this location is an agreement between the BFA and ADC rolling on from the one that's currently in place.

Once an agreement has been reached regarding future responsibility for the site and usage of the huts, work can start on clearing away the hazardous equipment and fishing materials - left by the previous fishermen - and renovation of the two huts.

The local fishermen are keen to work from this site, and members of the BFA are willing to undertake this work in partnership with the recently formed FoBF voluntary group. To contact FoBF = info@bognor.today

ADC members had a presentation last week by Sussex Wildlife Trust regarding the loss of the kelp forest & local fishing, the timing is very pertinent and the protection of the local fisheries areas & local fishermen are key to a successful outcome.

At a meeting of the ADC Economic Committee there was an agenda item on the Bognor Regis Sea Front Strategy, but this area of promenade including the huts, which is designated as The Fishermens Quarter, was not mentioned. It seems through conversations between Phillipa Dart & ourselves that ADC's present intention through its property department is to offer the huts for tender without consideration of its established use for fishing activities, or the fact that the installation of the fishing huts project was managed and carried out entirely by Bognor Regis Town Council, who have yet to be consulted.

Now that members are aware I hope we can all support requesting an urgent meeting with ADC & BRTC

appropriate officers, ward councillors and other interested parties, to discuss the future of this area.

Much could be made of this location in regards to Bognor's tourism.

Feedback & questions welcomed.

Can anyone please suggest which committee is the right one to handle this issue.

Kind regards from concerned ward members of town & district

Cllrs. Steve Goodheart & Jim Brooks

Information below :

This is the first phase of the enhancement of the Fishermen's Quarter foreseen in the Town Centre Study. Later stages may include the creation of a boat storage wharf on decking, and visual enhancements, with extended provision for the sale of fresh and cooked seafoods.

Bognor Regis Observer 14 August 2003

Talks over use of seafront kiosks

Talks have taken place to resolve the latest curse of the kiosks in Bognor Regis.

The informal discussions have involved ensuring that the containers are put to their latest intended use of selling fresh fish along the seafront.

The three kiosks were refurbished and fitted with all the services needed to comply with health and safety regulations about selling food ready for this summer.

The idea was to enable them to be used to sell sole, bass, plaice and skate caught in the sea off Bognor.

But the structures have been used only for storage by the fishermen in the past few months.

This is in breach of the deal which they agreed to put the kiosks in place just east of the pier to replace a tatty portable building which was falling apart.

This was demolished in June last year. The kiosks were put in place by the end of the next month.

Their arrival marked a fresh phase in their history. They were placed in the London Road precinct five years ago as a way of generating extra trade in the town.

But they merely generated a storm of controversy among residents outraged at their stark appearance.

They were eventually removed the following summer because they broke planning rules. They had remained in storage until their transfer to the seafront gave them a new lease of life.

Decorating them and connecting them to all the services, such as running water and electricity, took longer than expected but everything was in place by the start of this summer.

All the work in moving and preparing the kiosks has cost more than £45,000. Of that, £34,000 has come from the single regeneration budget funding for Bognor.

The rest has come from the fishermen, Arun and Bognor councils and Churches Together in Bognor.

The regeneration funding was handed over on condition that the kiosks were used to restore the selling fish to the promenade after an absence of many years.

Arun services director Colin Rogers has spoken to the fishermen about the need to sell fish from the kiosks. They have told him they will do that from next month. At the moment, they were fishing for lobsters and crabs.

Paula Welland, the council's single regeneration budget programme manager, said: "The whole point of putting the kiosks on the seafront was to enable local people to buy local produce."

Bognor Regis Observer 26 July 2001

Structures to be ready by next season

Kiosks plan for seafront put on hold

Delays have caused plans to install two kiosks along Bognor Regis seafront to be put on hold for this summer.

The final agreements to put in the structures, infamous from their short spell in the London Road precinct, were signed last week.

This means the deal between the town's fishermen and Arun and Bognor councils to replace the decaying portable building used by the fishermen failed to meet initial hopes of being signed ready for this tourist season.

But work should begin in the autumn to take away the current building and replace it with the pair of totally redecorated kiosks.

This should mean work on the site next to the pier is completed well before next Easter with the fishermen able to use the kiosks as selling and storage points.

The news was given by Bognor town mayor Roger Nash after a private meeting with Arun officers and councillors to find out the progress on the scheme.

He had originally hoped to have the kiosks in place for the summer holidays.

But he said: "The deal has now been signed by everyone so

By Kevin Smith

it is a case of green for go to get rid of the current fishermen's building.

"This has been a good example of partnership working. At the end of it, we should have a scheme which is a big success for the town."

Mr Nash has been among the critics of the state of the fishermen's current storage hut.

It has suffered from the destructive actions of vandals and the exposure to the elements along the seafront.

The building is seen by tens of thousands of visitors every year as they stroll and drive along the promenade.

Its end was signalled in March. Arun's councillors agreed to spend £15,500 on the scheme to take the kiosks from their current storage site in Hotham Park, adapt them and install them along the seafront.

They will be equipped to meet the latest food hygiene rules to enable locally caught fresh fish and shellfish to be sold.

Of the total amount, £10,000 will come from the single regeneration budget funding to regenerate Bognor.

Contributions of £1,500 will each be made by Bognor Town

Council, the fishermen and the United Churches of Bognor group.

This will leave Arun to find the remaining £1,500.

The kiosks will continue to be owned by the district council. It will rent them to the fishermen for an annual nominal fee.

The fate of the third kiosk which was also installed in London Road in June 1996 is undecided. It still remains in the district council's ownership.

□ A land swap deal for a key location along Bognor Regis seafront has yet to be completed.

Arun District Council and Butlins are continuing to talk about the agreement for the car parks in Gloucester Road.

They have provisionally agreed to transfer the ownership of the spaces from the current confusing situation where Butlins owns the site furthest from its holiday centre.

The area next to the car parks has been described by Mr Nash as a 'wasteland'.

He said he hoped the town council could still go ahead with its plans to put in raised flower beds along the promenade to hide the view from walkers.

"I am hoping we can come to an agreement on that in the next few weeks," he added.

Bognor Regis Observer
Final touches put to
new fishermen's huts ^{11/2}
2002

Finishing touches are being put to the first two fishermen's huts which have been installed along Bognor Regis seafront.

The painting of the roof, in tarmac blue, and the fitting of the metal decorative friezes will complete the work along with the painting of graphics along their sides.

Bad weather last week had held up work on the final stages before the structures were put in place last Friday morning just to the east of the pier.

The delicate operation saw both of the 2.5-ton structures eased into their places amid the pouring rain and strong wind.

One of the refitted huts will enable the fishermen, who are based at the beach, to sell their catches of lobsters, skate and bass.

Specially installed drainage and clean water supplies have been connected up to meet health and safety requirements.

The other hut currently in place will become a storage container.

The third, and last, of the huts should be installed next week to finish the £40,000 scheme.

They collectively replace the

store in a battered and decaying former portable building which slowly deteriorated on the promenade over the past decade.

Tim Bell, Bognor Town Council's tourism, marketing and events manager, said: "The installation of the first two huts is a major milestone in the history of Bognor seafront.

"There is a little way to go to make them as attractive as possible and ready for the fishermen to use.

"But, even during their installation, some passers-by were commenting on how good it was to see the new huts there.

"So they have already made a good impact."

The installation of the huts ends several years of unsuccessful attempts to replace the previous eyesore structure along the popular part of the seafront.

A joint scheme was devised between the government's single regeneration budget, Arun and Bognor councils, Bognor's fishermen's association and the town's Churches Together group to pay for the replacement scheme.

Previously, the huts were the centre of controversy during an ill-fated spell in the London Road precinct from the summer of 1998 as an attempt to lure more retailers into the town centre.

Fishermen's kiosks up for discussion

A meeting tomorrow should sort out the future of fish sales along Bognor Regis.

The get together will involve Arun and Bognor councils and the town's fishermen.

The head to head is concerned with the use of the kiosks which were installed last year in the fishermen's quarter of the beach just to the east of the pier. The structures were converted from their former role in the town centre to provide an area in which the fishermen could sell their fresh catches. They were also intended for storage of their equipment.

The cost of the work, and the removal of the tatty old portable building, was funded jointly by the councils, the government's single regeneration budget and Churches Together. Of the overall £40,000 expense, the regeneration budget provided the largest portion of £34,500.

It was intended that the sale of the fish would provide a boost to the seafront as well as the fishermen and improve the look of the promenade's key area. But only one day of selling fish has been reported as taking place in the past year. Tim Bell, the town council's tourism, marketing and events officer, told Monday's meeting of the council, that action was being taken to ensure the kiosks were used for their intended purpose.

The fishermen were aware of the unease with the lack of sales at the kiosk, he said. "They have explained the situation by saying there are no fish in the sea to be caught," he commented.

Bognor town mayor Francis Oppler said it was a matter of principle that public money handed over for a scheme should be spent in line with its stated aim. "I am very unhappy and angry about the situation," he added.

Bognor Regis Observer 22 Jan 2004

It's farewell to life at sea after 68 years

One of the most historic family names in Bognor Regis has landed its last fishing catch.

Ernie Ragless is settling down to life on shore 68 years after he first climbed into a fishing boat.

His retirement ends a tradition which has stretched back centuries to the time when Bognor was a quiet hamlet of some fishing huts and a few farms.

It is likely Mr Ragless's ancestors were earning a living from the sea when Sir Richard Hotham made his fateful visit to West Sussex in August 1784 which prompted him to compile his grandiose plans for the regal resort of Hothampton.

"I would say my family have been fishermen in Bognor for 300 years. They've all been fishermen so far as I know," explained Mr Ragless.

He followed the direct line of his great grandfather, grandfather and father into the boats off the shore.

But those days of sailing up to six to seven miles offshore and landing large catches of plaice and sole, and more recently shellfish, have ended.

Mr Ragless (82), of Rusbridge Close, took part in his last fishing trip a month before he had to have his right hip replaced last October.

He officially retired just after Christmas and more recently sold his 18ft wooden boat, The Condor, to another fisherman in Selsey.

He stated: "I didn't like to see her go. I would have carried on but I had to give up



Ernie Ragless in his last boat, The Condor, returning after a day's fishing.

because of my hip.

"I miss the life in one way. I'm used to being in the open air and on the beach having a chat with anyone who passed by. It's not like a nine to five job, where you sit in an office and see the same people every day. You are meeting different people all the time along the seafront.

"I still go down to the newsagent in West Street every day to buy my paper and pop along to the fishermen and sometimes have a cup of tea with them. But that's as close as I get to a fishing boat now."

He is still settling down to his new life at home with Ivy (82), with whom he celebrates

his 60th wedding anniversary next January. They have one daughter, two grandchildren and four great grandchildren. Fishing has never been an option for them.

But Mr Ragless and fishing boats have gone together like, well, like fish and chips. He was born in Ockley Road and grew up there with his father landing his catches throughout the year.

After leaving Lyon Street School at the age of 14, Mr Ragless joined the family tradition after two months working as a tea boy for builders who put up some of the bungalows in Sea Lane in Pagham.

He became a fisherman after

that short-lived job just to earn some money in the winter and stayed one ever since. Some winters were spent in casual jobs such as working on the coal carts to get over the months when the weather ruled out going to sea.

"It could be a hard life but I didn't know any different. I can't make any comparisons with anyone else's job because I didn't really do any other work.

"It's what I was used to and what my father and his father had done. That's why I went into fishing. It was expected of me," he said.

He would spend four to five hours at sea followed by time maintaining his boat.

His early days saw him use a rowing boat. Outboard motors were being introduced and were viewed with some suspicion among the fishermen on Bognor seafront.

He progressed to an outboard-powered 18ft wooden boat, which he had built for £48, and which lasted for 36 years. Next in line was The Condor made by the late Ron Whittington. His family still trade along Bognor promenade.

At least 20 fishing boats

were based on the beach before the Second World War along with six pleasure boats with names such as Moonbeam and Silver Spray.

The conflict briefly interrupted Mr Ragless's fishing business as he helped the war effort. When he resumed in the trade, the numbers never recovered.

They were down to seven or eight fishermen in the 1950s, slumped to just three in the Seventies before they staged a brief recovery into the higher single figures. His retirement leaves numbers down to just five fishermen again.

He fears the industry will just dwindle away. Increasing red tape and safety regulations, disappearing fish stocks, the ever-present spider crabs, restricted catches to conserve those that are left and competition from commercial trawlers mean life as a sole fisherman is getting harder.

The days are over when a fisherman could just get into his boat on the beach, head out to sea and return with a decent-sized catch.

"We used to know our way back by using landmarks, such as the buildings in York Road," Mr Ragless explained. "Now the trawlers have so much technical equipment that could find a safety pin in the town."

"As for the conditions at sea, as my father always used to say: 'If it's blowing too much, come home. There's always tomorrow'. That's all I needed."

Bognor Regis Observer 27 May 2004

PEOPLE NEWS

Family's long links to Bognor's beach end

A WELL-known figure on Bognor Regis seafront for decades has passed away.

The funeral service for Basil Ragless was held last Friday at Chichester Crematorium.

He died on October 1 aged 84 to bring to an end centuries of Ragless family members working on the town's beach as one of the original inhabitants of the town.

He was the last of three brothers who made a living from the seafront.

Basil ran pleasure boat trips on vessels such as The Bounty, Seahawk, Skylark and Pixie Matthews from the

By Karen Soames
news@bognor.co.uk
01243 826777

late 1940s to the mid-Eighties.

He also operated speedboat trips with The Rocket, Zip, Miss Magic, Miss Bognor and Sting Ray for thousands of visitors during the same era when the town was booming with tourists.

He has been described by his family as a feisty character who would tell people off if he thought they were out of order. But he was also a colourful individual who had a heart of gold and



Stingray was one of the speedboats used by Basil

would readily help anyone that needed assistance.

Basil was born to parents George and Gwendoline Ragless on January 18, 1931, as the youngest brother of Ernie and Don.

His family home in Havelock Road in Bognor was hit by a German bomb early in the second world war. His father was killed and he dug his baby sister out of the rubble to save her life.

He went to Lyon Street School and on to secondary school which he left at 14 in keeping with the custom of the times.

He carried on fishing with his uncle, Bob Ragless, having already been fishing with him for years - originally off Littlehampton - when he was not at school.

Basil also started running his pleasure boats as the tourists flocked to Bognor in the post-war period. By the mid-1960s, he was spending more time on the boats than he was fishing.

His boats were operated from the groyne opposite York Road following a brief spell when they went from the fisherman's groyne next to the pier.

A familiar sight on the beach was the big landing stage he used which was pushed out to sea with a yellow adapted half-track to take his passengers from the beach to the boats.

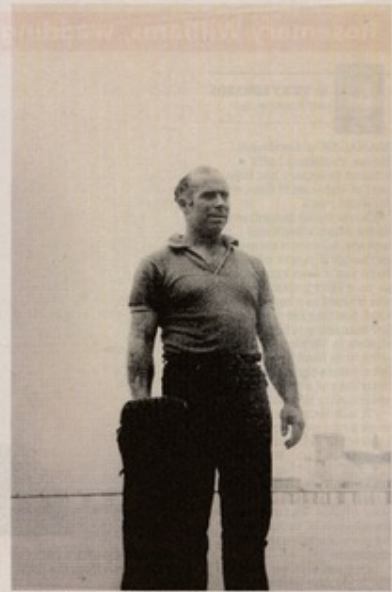
Working on the boats brought him into contact with other well-known Bognor names such as Doug Arnold, Ron Whittington and Dave Hooper, who was also his business partner.

In the mid-1960s, he moved away from the family home with his four-year-old son and, from then on, his son accompanied him on the seafront.

Basil lived for a while in the original Shoreline Hotel where he also worked in its nighttime in the evenings and winter.

He was always a colourful character.

His family said: "Examples



Basil Ragless on Bognor Regis beach

of this include taking apart a mine on the seafront as a child and taking home the explosive detonator.

"Later, as an adult, he drove his works van through The Arcade and he once brought Shepperton in Middlesex to a standstill by taking down a cooling tower by setting fire

to it against the advice of the fire brigade."

Basil is survived by his son and three grandchildren as well as his two younger sisters and a younger brother.

None of the sons of Basil, Ernie and Don have carried on the family tradition of fishing.



One of the pleasure boats which Basil took to Bognor

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE -
28th JUNE 2021**

**AGENDA ITEM 20 - TO NOTE EARMARKED RESERVES AS AT 31st
MARCH 2021**

REPORT BY TOWN CLERK

FOR INFORMATION AND NOTING

A list of the Town Council's Earmarked Reserves as at 31st March 2021 is attached at **Appendix 1**.

Members are reminded that expenditure identified for various specific projects by the Council's committees, which cannot be funded by the end of the financial year for whatever reason, are placed in Earmarked Reserves until the funding can be released. If it is established that the funds are no longer required for this specific purpose, then the funds are to be returned to General Reserves instead of being used for an alternative proposal.

FOR INFORMATION AND NOTING

The Committee is invited to **NOTE** the Earmarked Reserves as at 31st March 2021.

EAR MARKED RESERVES AS AT 31st MARCH 2021

Rolling Capital Programme (315)	89,013.08
Economic Development (320)	298,000.00
Civic Fund (321)	5,407.00
Election Fund (322)	8,187.10
Allotments (325)	1,278.00
Promotions & Publicity Committee (326)	7,404.00
P&R Projects (330)	5,645.00
E&L Projects (331)	15,042.00
P&R Grant Aid (Museum & Birdman and Others) (333)	30,960.41
Tourism & Events Support (334)	1,328.00
Parking Scheme (335)	12,161.00
South East in Bloom (337)	6,209.40
Events Sponsorship (339)	1,922.00
BRTC funding of SRB (340)	964.56
SRB WSCC Contribution (341)	500.00
Street Scene Budget savings (342)	33,757.25
Decking Areas Maintenance (343)	4,378.58
Ward Allocations	
Orchard (345)	750.00
Marine (346)	49.00
Hotham (347)	174.00
Pevensey (348) - £403	653.00
Hatherleigh - £250	
Website (349)	1,476.50

Councillor Training (350)	2,145.00
Town Force Equipment (351)	966.00
Town Force H&S Personal Safety Provision (354)	698.00
BR Heritage Vision Partnership (357)	4,205.48
Our Place Project (358)	1,728.57
Staff Training (361)	6,486.00
Town Crier (362)	5,045.00

AGENDA ITEM 21

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE 28th JUNE 2021

AGENDA ITEM 21 - TO CONSIDER THE PURCHASE OF A BUSINESS STARTER PACK FOR THE HIDDEN DISABILITIES SUNFLOWER SCHEME FOLLOWING THE PRESENTATION TO COUNCIL BY CLLR. D. EDWARDS - MIN. 225 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

As Members may recall, at the meeting held in January, it was agreed that Cllr. David Edwards, who had championed the Sunflower Scheme at both ADC and WSCC, should be invited to address Members and as a result, it was agreed to defer any decision regarding the purchase of the Sunflower Scheme Business Starter Pack until after the presentation.

The presentation, held via Zoom, is to be held on Tuesday 22nd June 2021, and Members are therefore invited to agree whether the Business Starter Pack should be purchased, at a cost of £105 plus VAT and if so, from which budget this should be funded.

DECISION

Do Members **AGREE** to purchase the Sunflower Scheme Business Starter Pack at a cost of £105 plus VAT and if so, from which budget should this be funded?

AGENDA ITEM 22

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE 28th JUNE 2021

AGENDA ITEM 22 - TO RATIFY EXPENDITURE OF £44.25 FOR FLOWERS FOR THE TOWN CRIER ON THE ANNOUNCEMENT OF HER AUTHORSHIP OF THE CRY FOR THE QUEEN'S PLATINUM JUBILEE BEACONS EVENT

REPORT BY THE TOWN CLERK

FOR DECISION

As Members will recall, the Town Clerk notified all by email that flowers were to be purchased and delivered to the Town Council's Town Crier to congratulate her on the announcement of her authorship of the Cry for the Queen's Platinum Jubilee Beacons event.

The total cost was £44.25, and Members are asked to ratify this expenditure.

DECISION

The Committee is therefore invited to **RATIFY** the expenditure as detailed above.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
28th JUNE 2021**

AGENDA ITEM 23 - TO RECEIVE A REPORT ON THE CODE OF CONDUCT AND TO NOTE THAT CONSIDERATION OF THE ADOPTION OF EITHER THE LGA MODEL OR ADC'S AGREED CODE WILL BE CONSIDERED AT THE NEXT MEETING - MIN. 203 REFERS

REPORT BY THE TOWN CLERK

**FOR INFORMATION
AND NOTING**

As Members will recall, at the Meeting of this Committee held on 19th January 2021 (Min. 203 refers), a report was presented regarding a model Code of Conduct as drafted by the Local Government Association (LGA).

Members were further advised that ADC would shortly be considering the adoption of this model Code, and this was in fact undertaken at the ADC Full Council Meeting in March this year. The District Council has in fact decided to adopt the new LGA model BUT with a significant amendment - that being the Appendix dealing with the definitions, explanations and considerations surrounding Interests.

Members subsequently agreed that any new Code adopted by ADC, together with the actual LGA model document, should be referred again to the consultants who advised the Council previously, to make comment to this Committee on whether a new Code of Conduct for the Town Council should be considered.

Members are therefore invited to receive the following:

- LGA model Code of Conduct (**Appendix 1**)
- ADC Adopted Code of Conduct - based on LGA model but tailored as noted above (**Appendix 2**)
- Report from EQH Ltd regarding any change to the existing Town Council Code of Conduct (**Appendix 3**)

As there is a great deal to be considered on such an important matter for the Town Council, Members are invited to note receipt of the attached documents and furthermore note that the matter will be considered at the next meeting of this Committee, to ensure all Committee Members have had ample time to consider the contents and raise any questions with the Town Clerk.

FOR INFORMATION AND NOTING

The Committee is therefore invited to **NOTE** the receipt of the attached Appendices and furthermore, that the consideration of adoption of any new Code of Conduct will be referred to the next Committee meeting.

Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

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

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

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

Definitions

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

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

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

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

Purpose of the Code of Conduct

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

General principles of councillor conduct

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

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

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

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

In undertaking my role:

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

Application of the Code of Conduct

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

This Code of Conduct applies to you when:

- you are acting in your capacity as a councillor and/or as a representative of your council
- you are claiming to act as a councillor and/or as a representative of your council
- you are giving the impression that you are acting as a councillor and/or as a representative of your council
- you refer publicly to your role as a councillor or use knowledge you could only obtain in your role as a councillor.

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

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

You are also expected to uphold high standards of conduct and show leadership at all times.

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

Standards of councillor conduct

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

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

General Conduct

1. *Respect*

As a councillor:

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

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

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

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

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

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

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

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

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

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

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

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

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

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

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

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

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

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

5. Disrepute

As a councillor:

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

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

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

6. *Use of position*

As a councillor:

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

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

7. *Use of local authority resources and facilities*

As a councillor:

7.1 I do not misuse council resources.

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

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

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

Examples include:

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

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

8. *Complying with the Code of Conduct*

As a councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

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

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

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

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

Protecting your reputation and the reputation of the local authority

9. *Interests*

As a councillor:

9.1 I register and declare my interests.

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

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

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

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

Holders of public office should be truthful.

Leadership

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

Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the local authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor/member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.
7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room

unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

8. Where a matter arises at a meeting which *affects* –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body included in those you need to declare under Disclosable Pecuniary Interests

you must disclose the interest.

9. Where the matter affects the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

Table 2: Other Registerable Interests

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
Any Body -	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

MEMBERS CODE OF CONDUCT 2021

To be approved at Full Council 17.03.21

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A. Joint statement issued by the Local Government Association on the adoption of the LGA Model Code of conduct 2020

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

INTRODUCTION

Arun District Council (the authority) has adopted this Code of Conduct in accordance with the Localism Act 2011 to promote and maintain high standards of behaviour by its members and co-opted members whenever they are acting in their capacity as a member of the authority. The Code was originally introduced on 1 July 2012 and was updated on 8 November 2017. This version of the code is based on the LGA Councillor Model Code of Conduct and was adopted by the Council in March 2021

As an elected or co-opted member of Arun District Council, councillors have a responsibility to represent the community and work constructively with the Council's staff and partner organisations to secure better social, economic and environmental outcomes for all.

Definitions

For the purposes of this Code of Conduct,

“councillor” means a member or co-opted member of a local authority or a directly elected mayor.

“co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

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

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

“local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

“meeting” means any meeting organised by or on behalf of the authority including:

- any meeting of the Council, or a Committee, Sub-Committee, Working Group, Working Party or Panel constituted by the Council
- any meeting of the Cabinet and any Committee of the Cabinet
- any briefing by officers
- any site visit.

B. Purpose of the Code of Conduct

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

C. General principles of councillor conduct

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

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

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

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

In undertaking my role:

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

D. Application of the Code of Conduct

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

This Code of Conduct applies to you when:

- you are acting in your capacity as a councillor and/or as a representative of your council
- you are claiming to act as a councillor and/or as a representative of your council
- you are giving the impression that you are acting as a councillor and/or as a representative of your council
- you refer publicly to your role as a councillor or use knowledge you could only obtain in your role as a councillor.

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

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

You are also expected to uphold high standards of conduct and show leadership at all times.

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

E. Standards of councillor conduct

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

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

GENERAL CONDUCT

1. RESPECT

As a councillor:

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

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

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

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

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

2. BULLYING, HARASSMENT AND DISCRIMINATION

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

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

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

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

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

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. IMPARTIALITY OF OFFICERS OF THE COUNCIL

As a councillor:

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

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

4. CONFIDENTIALITY AND ACCESS TO INFORMATION

As a councillor:

4.1 I do not disclose information:

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

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

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

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that

discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. *DISREPUTE*

As a councillor:

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

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

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

6. *USE OF POSITION*

As a councillor:

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

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

7. *USE OF LOCAL AUTHORITY RESOURCES AND FACILITIES*

As a councillor:

7.1 I do not misuse council resources.

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

- a. act in accordance with the local authority's requirements; and**

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

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

Examples include:

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

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

8. *COMPLYING WITH THE CODE OF CONDUCT*

As a councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I co-operate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

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

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

Protecting your reputation and the reputation of the local authority

9. INTERESTS

As a councillor:

9.1 I register and declare my interests.

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

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. GIFTS AND HOSPITALITY

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you

could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

Holders of public office should be truthful.

Leadership

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

Appendix B – Register of Interests

1. REGISTER OF INTERESTS

- 1.1 Within 28 days of this Code being adopted by the Council, or your election (if later), you must register with the Monitoring Officer any interests that fall under any of the descriptions listed in Table 1 and 2 of this Code.
- 1.2 You must ensure that your Register of Interests is kept up to date and must notify the Monitoring Officer in writing within 28 days of becoming aware of any change in any of the descriptions listed in Table 1 and 2 of this Code.

2. DISCLOSABLE PECUNIARY INTERESTS

- 2.1 You have a disclosable pecuniary interest if it is of a description specified in regulations made by the Secretary State, as set out at Tale 1 to this Code, and either:
 - a) it is an interest of yours; or
 - b) it is an interest of:
 - (i) your spouse of civil partner; or
 - (ii) a person with whom you are living as husband and wife; or
 - (iii) a person with whom you are living as if you were civil partnersand you are aware that other person has the interest.
- 2.2 You must:
 - 2.2.1 make a verbal declaration of the existence and nature of any disclosable pecuniary interest at any meeting at which you are present when an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item or as soon as the interest becomes apparent. Where the interest is deemed a “sensitive interest” you need only declare the existence of the interest but not the detail;
 - 2.2.2 where you have a disclosable pecuniary interest, whether the interest is registered or not, you must not:
 - (i) participate, or participate further, in any discussion of the matter at the meeting;
 - (ii) remain in the meeting whilst the matter is being debated;
 - (iii) participate in any vote taken on the matter at the meeting;

unless you have obtained a dispensation from the Monitoring Officer.

3. PERSONAL INTERESTS

- 3.1 You have a personal interest in any business of the authority if it is of a description specified in Table 2 to this Code.
- 3.2 You have a personal interest in any business of the authority where a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position, or the well-being or financial position of a 'relevant person' to a greater extent than the majority of other council tax payers, ratepayers or residents of your ward affected by the decision; or it relates to or is likely to affect any interests you have registered as a disclosable pecuniary interest.
- 3.3 A 'relevant person' is:
 - 3.3.1 a member of your family or any person with whom you have a close association;
 - 3.3.2 any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - 3.3.3 any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - 3.3.4 anybody of a type described in Table 2.
- 3.4 Where you have a personal interest under paragraphs 5.3.3 or 5.3.4, you must make a verbal declaration of the existence and nature of any personal interest at any meeting at which you are present when an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item or as soon as the interest becomes apparent. Where the interest is deemed a "sensitive interest", you need only declare the existence of the interest but not the detail.
- 3.5 Where you have a personal interest under paragraph 5.3.1 and 5.3.2, you need only disclose to the meeting the existence and nature of the interest when you address the meeting on that business.
- 3.6 Having disclosed a personal interest and providing it is not a prejudicial interest, you may still continue to participate and vote on the matter at that meeting.
- 3.7 Where you have a personal interest and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

4. PREJUDICIAL INTERESTS

- 4.1 Where you have a personal interest in any business of the authority, you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest (unless the matter falls within one of the exempt categories referred to at paragraph 9) and where that business:
- 4.1.1 affects your financial position or the financial position of a person or body defined as a 'relevant person'; or
 - 4.1.2 relates to the determining of any approval, consent licence, permission or registration in relation to you or any person or body defined as a 'relevant person'.
- 4.2 Where you have a prejudicial interest:
- 4.2.1 you must make a verbal declaration of the existence and nature of any such interest at any meeting at which you are present when an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item or as soon as the interest becomes apparent.
 - 4.2.2 you must not:
 - (i) participate, or participate further, in any discussion of the matter at the meeting;
 - (ii) remain in the meeting whilst the matter is being debated;
 - (iii) participate in any vote taken on the matter at the meeting;
- unless you have obtained a dispensation from the Monitoring Officer.
- 4.3 The only exception is that you may attend a meeting for the purpose of making representations, answering questions or giving evidence relating to the business being considered, provided that the public are also allowed to attend the meeting for the same purpose, whether under statutory right or otherwise. You must leave the meeting immediately after making the representations, answering questions or giving questions.
- 4.4 Where, as a Cabinet Member, you may discharge a function alone, and you become aware of a prejudicial interest in a matter being dealt with, or to be dealt with by yourself, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter, or seek improperly to influence a decision about the matter.

5. SENSITIVE INTERESTS

- 5.1 Where you consider that disclosure of the details of a disclosable pecuniary interest could lead to you, or a person connected with you, being subject to violence or intimidation, you should share your concerns with the Monitoring Officer. If the Monitoring Officer agrees, he/she will not include details of the interest in the Register of Interests, but may state that you have registered an interest, the details of which are withheld under Section 32(2) of the Localism Act 2011.

6. EXEMPT CATEGORIES

- 6.1 Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have a prejudicial interest that relates to the functions of the authority in respect of:
- 6.1.1 housing – where you are a tenant of the authority provided that those functions do not relate particularly to your tenancy or lease;
 - 6.1.2 an allowance, payment or indemnity given to Members;
 - 6.1.3 any ceremonial honour given to Members; and
 - 6.1.4 setting council tax or a precept under the Local Government Finance Act 1992

Table 1: Disclosable Pecuniary Interests

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

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]

Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licences	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>

Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Personal Interests

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
Any Body -	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

PART 8 – CODES AND PROTOCOLS

SECTION 1 – MEMBERS CODE OF CONDUCT

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Report from EQH Ltd - Code of Conduct

Introduction

The Board of the Local Government Association on the 11th September 2019 agreed to commence reviewing the Members Code of Conduct ahead of central Government's response to all the recommendations of the Report and the work was part of a wider programme on civility in public life.

As part of the process, a series of workshops were held with national representative bodies (Monitoring and Democratic Services Officers and Elected Members from the main parties), to review what worked and develop some broad principles. There were mutual concerns expressed by both Members and Officers about the current codes, inconsistencies in application and a lack of guidance and sanctions.

The purpose of the new Code of Conduct is to assist Councillors in modelling the behaviour expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken.

The Code sets out general principles of conduct expected of all Councillors and their specific obligations in relation to standards of conduct. The Local Government Association encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim being to create and maintain public confidence in both the Councillor role and Local Government.

The final Code was presented to the Local Government Association Board on 3rd December 2020 and was issued to Local Authorities in early December, but was then withdrawn and reissued on 23rd December, citing editing issues.

Subsequently in February the Standards Committee of Arun District Council considered a review and revision of their Members Code of Conduct. The Committee resolved the following:

- 1) It be noted that the adoption of a Code of Conduct for Members is merely one aspect of the overriding duty to promote and maintain high standards of conduct by Members;

(2) The Local Government Association's new Model Member Code of Conduct 2020 be adopted with the substitution of the Arun Appendix B for the LGA Appendix B and adopted as the proposed Statutory Arun Member Code of Conduct; and

(3) The Interim Monitoring Officer consult with the County Council and the ADC Parish Councils with a view to adopting a consistent Code across the Arun District.

This resolution was subsequently agreed by Arun Full Council in March 2021 and the Interim Monitoring Officer proceeded to consult with the County Council and ADC Parish Councils with a view to adopting a consistent Code across the Arun District.

Contents of the New LGA Code

The Code contains a number of general principles of Councillor conduct, based on the Seven Principles of Public Life, also known as the Nolan Principles (outlined in full at Appendix A of the model Code), which Members will no doubt be familiar with.

The Code of Conduct applies as soon as a Member signs their Declaration of Acceptance of the Office of Councillor and continues to apply until they cease to be a Councillor. It also applies when acting in the capacity as a Councillor and applies to all forms of communication and interaction including electronic and social media communication. It clarifies that this can include when a member of the public, with knowledge of all the facts, could reasonably have the impression a member was acting as a Councillor.

The Standards of Councillor Conduct section sets out obligations, which are the minimum standards of conduct required of a Councillor. These cover treating people with respect, not bullying, harassing or unlawfully discriminating, promoting equality, impartiality, confidentiality and access to information, not bringing the Council into disrepute, use of a Member's position and use of Council resources, compliance with the Code, including participating in training, registration of interests and disclosure of gifts and hospitality.

The standards are set out in the first person ("I ...") so a Member reads the Code as a personal commitment to behave in accordance with the standards.

The model Code specifies declaration of gifts and hospitality in excess of £50, following consultation with local authorities. The Council's current Code specifies gifts and hospitality in excess of £25.

The model Code sets out what Members must do to register, declare and behave in meetings where they have a Disclosable Pecuniary Interest under the Localism Act 2011, another registrable interest and a non-registrable interest. "Non-registrable interests" are a new introduction to the Code of Conduct to cover situations where a matter affects a Member's financial interest or wellbeing, or that of a friend, relative or close associate.

The new model Code is non-statutory and can be adopted in whole or in part by Local Authorities.

Arun District Council have adopted the main body of the LGA model code. However, the Interim Monitoring Officer advised Arun Members that the ADC Code has historically used different terminology to that contained within the relevant sections of the Localism Act 2011 and in particular, rather than using the two terms as laid down in the legislation of "Pecuniary" and "Other ", the District Council uses three terms namely "Pecuniary", "Personal" and an additional definition of "Prejudicial".

The LGA model Code has reflected the Localism Act terminology and in particular, the Monitoring Officer noted that Interests that are currently called "Personal" in the existing ADC Code of Conduct are referred to as "Other" in the model LGA Code. It was the Interim Monitoring Officers belief that the current Arun Appendix for declaring interests is clearer than the model Code and recommended that, to avoid confusing ADC Members, Appendix B of the LGA model be substituted with the ADC definitions of interests.

The Town Clerk has since sought guidance from the County Council's Director of Law and Assurance who has confirmed that:

'The County Council will not be adopting the LGA standard Code of Conduct for members.

Following the national consultation well over a year ago the Council has hoped to see some changes to the options available for the Code to have greater value and impact. That did not happen. The revisions to the LGA model Code were rather superficial and the County Council did not identify

any improvements on the Code it has operated for several years and there is no plan to review the matter.'

Members are therefore now being consulted as to their views on the Town Council's Member's Code of Conduct. The new LGA model Code is clear logical and concise and there is much merit in having a consistent Code across all local authorities.

That said, there is very little change within the new Code other than the reference to "Other registerable interests" which are quite clearly explained within the model Code. In addition, the new model Code expressly addresses the issue of its application to social media and to all forms of communication including electronic and social media, posts, statements and comments which are included in more detail within the Council's own adopted Code at Appendix 4. This provides detailed guidance for Members in relation to social media and should continue to be included as an appendix to the Code.

In addition to the Appendix to the existing Code which refers to the Town Council's adopted Social Media Policy, the Town Council's current Code also includes excellent Appendices which cover :

- Guidance on matters surrounding the expected conduct of Members including predetermination and bias together with offences that may be committed;
- Code of Good Practice for Planning matters

In conclusion the LGA Members Code of Conduct presents a well written concise and easy to understand model designed to protect the Council's democratic role, encourage good conduct and safeguard the public's trust in local government.

It has been adopted by many local councils throughout the country including for the most part Arun District Council.

It is therefore recommended that Members accept the new LGA code of conduct with the addition of the Council's own Appendices.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
28th JUNE 2021**

AGENDA ITEM 24 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

- **TO NOTE COMMITTEE, I&E REPORTS FOR THE MONTHS OF APRIL AND MAY 2021 - PREVIOUSLY COPIED TO COUNCILLORS**

The financial reports for the months of April and May 2021 have been copied to Councillors under separate cover. Members are asked to **NOTE** receipt of these.

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

BACKGROUND

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

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

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

DECISIONS

To **NOTE** receipt of the financial reports for the months of April and May 2021.

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

**BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES MEETING
28th JUNE 2021**

AGENDA ITEM 25 - CORRESPONDENCE

FOR INFORMATION

1. Neighbourhood Alert - Police Forces Unite To Crack Down on Knife Crime 26/04/2021 - circulated to Councillors and on social media
2. NALC - Job vacancy: Wallingford Town Council
3. NALC - Reopening and reimagining your community buildings - circulated to Councillors
4. Neighbourhood Alert - Crawley College Incident Police Continuing Investigation 27/04/2021
5. WSCC - New Director of Public Health gives COVID-19 Vaccine Reminder for World Immunisation Week - circulated to Councillors
6. Neighbourhood Alert - Arun Weekly Bulletin 27/04/2021 - circulated to Councillors and on Social Media
7. Public Sector Network - The latest from the UK's largest Public Sector Network
8. Arun District Council - Travellers at Ferring - circulated to Councillors
9. UK FUELS - Discounted Diesel
10. Aldwick Parish Council - Sad News regarding Lilian Richardson
11. Chichester College - Building Services Engineering/Design Surveying & Planning Student Placement - T Levels - Join Our Community of Employers
12. WSALC - Remote Meetings Judgement Decision
13. Arun District Council - High Court judgement on online and hybrid council meetings
14. VAAC weekly updates 29/04/2021
15. WSALC - Guidance Regarding Meetings from 7th May 2021
16. Arun District Council - Weekly Town & Parish Briefing - circulated to Councillors
17. Census 2021 - Newsletter for Local Authority Partners Issue 26
18. Arun District Council - ARUN NEWSLETTER 19 – APRIL 2021
19. WSCC - Your latest news on COVID-19 - safe voting next week - enjoy the great outdoors - and more
20. NALC - Chief Executives Bulletin
21. Neighbourhood Alert - Avoid Falling Victim To Travel Fraud 02/05/2021 - circulated to Councillors and on social media
22. CAB - Arun & Chichester Citizens Advice - £3million in outcomes - stakeholder updates
23. Funding Focus - May 2021 Edition of VAAC's monthly fundraising newsletter
24. St Wilfrid's Hospice eNewsletter May 2021
25. NALC Star Council Awards 2021
26. AGM results for Bersted PC, Aldwick PC and Pagham PC
27. Arun District Council - Weekly Briefing for Town and Parish - circulated to Councillors
28. Mulberry & Co - Virtual Meeting Judgement following Post-script on Public Attendance
29. Clerks and Councils Direct - Issue 135 May 2021
30. West Sussex Mind - How do kites, robots and photographs all help with mental health?
31. CENSUS 2021 update

32. Neighbourhood Alert - Arun Weekly Bulletin 05/05/2021 - circulated to Councillors and on social media
33. VAAC Weekly Updates
34. WSALC - Locum Clerk/RFO Required Urgently
35. NALC - Coronavirus updates
36. WSCC News Release - Karla triumphs in national challenge to find shining apprentice stars
37. WSCC News Release - Upgrade ahead for traffic signals at busy Bognor Regis crossroads - circulated to Councillors
38. The Regis School Newsletter
39. West Sussex Mind Training Team - Discounted Online Adult Mental Health First Aid courses
40. NALC - Chief Executives Bulletin
41. WSCC - Your latest news on COVID-19 - Mental Health Awareness - and more – circulated to Councillors
42. WSCC - West Sussex County Council election results update – circulated to Councillors
43. Home Start - letter acknowledging receipt of Grant Aid award
44. Neighbourhood Alert - Sussex Police Launches First Police Officer Recruitment Drive of 2021
45. ECL Direct Fundraising - Charity Collection Buckets to kick start your fundraising campaign
46. ONS Census - Newsletter for Local Authority Partners Issue 27
47. Neighbourhood Alert - Neighbourhood Watch May Our News Newsletter is Here – circulated to Councillors
48. WSCC - Cabinet - change of date – circulated to Councillors
49. CCLA - Public Sector Deposit Fund - UK domiciled Qualifying Money Market Fund
50. Neighbourhood Alert - Arun Weekly Bulletin 12/05/2021 – circulated to Councillors
51. NALC – Newsletter
52. WSALC - draft minutes from the latest WSALC Board meeting held on Friday 30th April
53. CCLA - Healthy Work Places & Civility in Public Life Webinar - 24 May. Civic & Office Manager to attend
54. Bognor Regis BID - Fiver Fest - June 2021. Circulated to all Councillors
55. WSCC - Key appointments to be made at County Council next week - circulated to Councillors
56. WSALC - MHCLG Electronic Communications Infrastructure Consultation
57. West Sussex MIND - Living with Self-Harm Online Workshop for Professionals
58. Neighbourhood Alert - Thank You to Neighbourhood Watch (Census2021) 14/05/2021
59. Arun District Council - Weekly T & P Briefing - circulated to Councillors
60. NALC - Chief Executive's Bulletin
61. WSALC Newsletter
62. Office of Sussex Police and Crime Commissioner - Entering my third term as your PCC - circulated to Councillors
63. WSCC - Your latest news on Covid-19 - Sussex Crisis Fund - Safe Against Scams - and more
64. Joint Eastern and Joint Western Arun Area Committees meeting information - circulated to Councillors
65. V2 Radio - FW: Hats off to Sussex Businesses Press Release

66. Neighbourhood Alert - Protect Your Pooch - A New Dog Theft Campaign Launched By Neighbourhood Watch 17/05/2021 circulated to Councillors and on Social Media
67. WSCC - Your Town and Parish Council News - May 2021
68. WSALC - latest vacancies
69. Arun and Chichester Citizen's Advice Bureau - UPDATE - Restarting our in-person services in Bognor Regis - circulated to Councillors and - Sorry about that - we've updated the link
70. NALC - Newsletter
71. Neighbourhood Alert - Arun Weekly Bulletin - Wednesday, 19 May 2021 - circulated to Councillors and on Social Media
72. VAAC - Weekly Update
73. Southern Co-op members show their community spirit
74. WSALC - Ballot Bill - local electricity
75. The Regis School Newsletter
76. Missing poster for Leo OZAWA
77. NALC - Chief Executive's Bulletin
78. The Office of the Sussex Police and Crime Commissioner - Newsletter - 21/5/21 - circulated to Councillors
79. Local Councils Update - Issue 251 - June 2021
80. WSCC - Do you look after someone? Find out how you can get support in West Sussex - circulated to Councillors and on social media
81. Neighbourhood Alert - Keep Your Home Safe This Summer 24/05/2021 circulated to Councillors and on social media
82. Neighbourhood Alert - National Seat Belt Campaign 25/05/2021
83. Upcoming VAAC Events including Meet the Funders with Artsworld & National Lottery and Trustee Training
84. WSALC - COVID 19 guidance update - Working with Volunteers
85. PSN - The latest from the UK's largest Public Sector Network
86. WSALC & ESALC bi-annual meeting with the Chief Constable
87. WSCC - Household Waste Recycling Site trial booking system to allow more visits
88. WSCC - Changes to parking arrangements for health and social care workers
89. Neighbourhood Alert - Arun Weekly Bulletin 26/05/2021 - circulated to Councillors and on social media
90. WSCC - Volunteers' Week – a time to say thanks
91. Neighbourhood Alert - Advice Regarding Online Holiday and Travel Fraud 26/05/2021 - circulated to Councillors and on social media
92. WSCC - Town and Parish Council News Special - Holiday Activity & Food Programme Grant Funding Opportunity
93. VAAC weekly updates
94. Parish Online newsletter - May edition
95. Local government innovation
96. Arun District Council - Weekly Town and Parish briefing - circulated to Councillors
97. Sussex by the Sea Update: 27 May 2021
98. WSCC - Let's SCRAP fly tipping across West Sussex - circulated to Councillors and on social media
99. WSCC - Your latest news on Covid-19 - One million vaccinated in Sussex - and more
100. WSCC - Scrutiny Committee to meet in person, socially distanced
101. ARUN Newsletter 20 – May 2021
102. WSCC - Cabinet – 8 June 2021 - agenda
103. NALC Chief Executives Bulletin

- 104.** Office of Sussex Police and Crime Commissioner - I want to hear your views on policing - circulated to Councillors
- 105.** Neighbourhood Alert - Get Safe Online - Your Child and Gaming 4 Good 30/05/2021 - circulated to Councillors and on social media
- 106.** Funding Focus - June 2021 Edition of VAAC's monthly fundraising newsletter
- 107.** June Our News - Neighbourhood Watch National Newsletter is Here 01/06/2021
- 108.** WSALC - Latest Vacancies
- 109.** WSALC - Clerks & Chairmans' Forums: July 2021
- 110.** St Wilfrid's Hospice eNewsletter June 2021
- 111.** Neighbourhood Alert - Arun Weekly Bulletin 01/06/2021 - circulated to Councillors and on social media
- 112.** Neighbourhood Aldert - One Year Since The Launch of The Rural Crime Team 01/06/2021
- 113.** Census 2021 - Newsletter for Local Authority Partners Issue 28
- 114.** VAAC weekly updates
- 115.** NALC - Newsletter
- 116.** A Thank You To All Neighbourhood Watch Volunteers 03/06/2021
- 117.** Member of the public - congratulations to the Mayor and to the Town Crier from the articles read in the E-Bulletin
- 118.** NALC - Job Vacancies
- 119.** Neighbourhood Alert - Fraud Newsletter - June 2021 - circulated to Councillors and on social media
- 120.** WSCC - Talk with us – and meet your local County Councillor
- 121.** WSCC - West Sussex experiences a rise in cases of Covid-19
- 122.** Arun District Council - Weekly Briefing - circulated to Councillors
- 123.** NALC - Chief Executive's Bulletin
- 124.** The Office of Sussex Police and Crime Commissioner - Looking back at the Rural Crime Team's first year
- 125.** Neighbourhood Alert - Over 5M Suspicious Emails Reported 04/06/2021
- 126.** West Sussex Unwrapped goes live on Sussex Day - online Records Office event
- 127.** Cloudy Group - Free Virtual Summit - Cloud Productivity & Finance - Tuesday 29 June
- 128.** VAAC - Your opportunity to Meet The Funder (Artswork)
- 129.** West Sussex County Council meeting arrangements to the end of July
- 130.** Bognor Regis BID Team Update
- 131.** Neighbourhood Alert - Arun Weekly Bulletin 08/06/2021 - circulated to Councillors and on Social Media
- 132.** Opportunity for BID Businesses promotion with V2 Radio!
- 133.** NALC newsletter
- 134.** West Sussex Mind - An important message from our training team
- 135.** Public Sector Deposit Fund - UK domiciled Qualifying Money Market Fund
- 136.** NALC - Job vacancy: Morecambe Town Council
- 137.** WSCC - Your Town and Parish Council News - Have your say on CLCs - and more June 2021 - circulated to Councillors
- 138.** 39 Club confirmation that Cllr Sharples will be the Town Council's representative on the 39 Club Committee
- 139.** VAAC - Weekly Update
- 140.** Neighbourhood Alert - Information About Nextdoor Letters 10/06/2021 - circulated to Councillors and on social media
- 141.** Livability - Receipt of donation
- 142.** West Sussex MIND - Discounted Online Youth Mental Health First Aid Courses for people in West Sussex

- 143.** WSCC - Dangerous food products found online by West Sussex Trading Standards
- 144.** VAAC - Volunteer Co-ordinators Network: Exploring the changing landscape of volunteering
- 145.** The Regis News - latest school newsletter
- 146.** Neighbourhood Alert - Summer Drink and Drug-Driving Crackdown Kicks Off Alongside Euro 2020 11/06/2021 - circulated to Councillors and on social media
- 147.** Neighbourhood Alert - Staycation Prize Draw For Neighbourhood Watch Week 11/06/2021 - circulated to Councillors and on social media
- 148.** NALC - Chief Executives Bulletin
- 149.** WSCC Newsletter - Your latest news on Covid-19 - Celebrate Sussex Day - and more
- 150.** Email from a member of the public regarding a dog on the beach
- 151.** WSCC - A reminder that the formal County Local Committee (including the Joint Area Committee) meetings due to be held in June and July are being replaced with informal locality sessions for county councillor induction.
- 152.** WSCC - Cabinet - change of meeting date
- 153.** Email from a member of the public regarding ADCs Levelling-Up bid
- 154.** WSCC - Series of proposals for further major investment in Arun's highway infrastructure
- 155.** Arun District Council - Celebrate Sussex Day with us this week
- 156.** Neighbourhood Alert - Has The Pandemic Made Us More Or Less Aware of Online Risks? 14/06/2021 circulated to Councillors and on social media
- 157.** Neighbourhood Alert - Arun Weekly Bulletin 15/06/2021 - circulated to Councillors
- 158.** VAAC - Voluntary Action Arun & Chichester Annual General Meeting (AGM)
- 159.** Neighbourhood Alert - Online Gaming Advice and Free Webinars For Parents - circulated to Councillors and on social media
- 160.** WSALC - West Sussex Clerk Vacancies
- 161.** Census 2021 - Newsletter for Local Authority Partners Issue 29
- 162.** Member of the public regarding reporting Abandoned vehicles
- 163.** VAAC - Weekly E-Bulletin Updates - circulated to Councillors
- 164.** Member of the public complaint about noise in the Sunken Gardens from ground maintenance at 8.00am
- 165.** Member of the public - Forced to go for Legal Action against Arun over Regis Centre
- 166.** Arun District Council - Town & Parish Briefing - circulated to Councillors
- 167.** Update on BR BID personnel and responsibilities
- 168.** Events coming up for The Sussex Snowdrop Trust - BOOK NOW!!
- 169.** WSCC - Public safety must come first, says West Sussex Director of Public Health - circulated to Councillors
- 170.** Mulberry and Co - Management of Memorials Course
- 171.** ARUN Newsletter 21 – June 2021
- 172.** WSCC - Cabinet – 8 June 2021- minutes
- 173.** NALC - Chief Executives Bulletin
- 174.** The Office of Sussex Police and Crime Commissioner - Policing the delayed roadmap out of lockdown - circulated to Councillors
- 175.** WSCC - Your latest news on Covid-19, vaccinations and more
- 176.** WSCC - Governance Committee to meet in person next week
- 177.** WSALC - West Sussex Clerk & Officer Vacancies
- 178.** NALC - NALC launch new ground-breaking online conference
- 179.** VAAC - Trustee Training - How to diversify your charity's board

- 180.** Bognor Regis Herald 21 June 2021 - Opposition to Arun's Regis Centre plans
- 181.** NALC online events
- 182.** Parish Online newsletter
- 183.** Email from a member of the public about an incident between a cyclist and a bin operative. BRTC response and forwarded to ADC as agreed, with their response
- 184.** WSCC - West Sussex health and wellbeing leaders to discuss Covid-19
- 185.** What the BID's doing to attract footfall to your businesses this summer...
- 186.** Requests received from three residents to call a Parish Meeting

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 28th JUNE 2021**

AGENDA ITEM 26 - PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Cinema Theatre Association - a copy of the Bulletin Magazine Vol 55 No.3 for May/June 2021 has been received, which is available for Members to view if required.

Town Force Works - weekly checks of 1b Linden Road have continued to be carried out by Town Force in line with the insurance policy. This is funded by BPCL.

Gas and Electricity - the Standing Charge for gas and electricity supplies at 1b Linden Road continue to be paid by BPCL whilst the property is empty.

Energy Performance Certificate Renewal - owing to the expiry of the EPC for 1b Linden Road a survey of the property needs to be undertaken and a recommendation report prepared before renewal of the certification can be completed. Arrangements were put in place for this to take place on 11th June 2021 at a cost of £130 plus VAT. This has been funded by BPCL.

Six monthly gutter inspections as a requirement of Insurance policy – Town Force undertook the six-monthly gutter inspection of the entire building in April 2021 in line with the insurance policy at a cost of £115.50 plus VAT. This has been funded by BPCL.

Canopy - replacement of damaged Georgian glass panels - following completion of the remedial works and redecoration of the central tower and ancillary areas, it was reported to Council at the last meeting that arrangements had been made to replace the damaged Georgian glass in the canopy. Issues had arisen regarding the previous fixing of the glass panels and liaison was ongoing with the Insurance Company and the contractors to identify the best way to proceed. This has now been resolved and it is hoped that work will finally commence during the week commencing 12th July 2021 to complete these works.

1b Linden Road - Members are advised that an item of a contractual nature relating to the site will be reported under confidential business.